NOTICE OF A MEETING
DATA POLICY NEEDS SURVEY & TOOLKIT WORKING GROUP MEETING
MID-OHIO REGIONAL PLANNING COMMISSION
111 LIBERTY STREET, SUITE 100, COLUMBUS, OHIO 43215
BUCKEYE CONFERENCE ROOM

January 21, 2020, 3:00 pm – 4:30 pm

AGENDA

1. Welcome & Introductions

2. Survey Development
   a. Introduction – Christina
   b. Data Management
      • Inventory/Documentation – David
      • Public Records and Access – David
   c. Data Governance
      • Personnel – Christian
      • Security – Christian
      • Ethics – Christina
      • Privacy – Christina
      • Cost Recovery -- Unassigned
   d. Data Sharing
      • Data Sourcing/Ingestion (Inbound) – Christian
      • Licensing/Contracting – Christian
      • Provisioning (Outbound) – David
      • Open Data – David
   e. Demographics – Aaron & David

3. Focus Groups

4. Local Government Data Resources – SharePoint
   a. Review Recently Added Items

5. Other Business
   a. Cadence of Working Group Meetings after January 21

6. Adjourn

Please notify Lynn Kaufman at 614-233-4189 or LKaufman@morpc.org to confirm your attendance for this meeting or if you require special assistance.
The Next Meeting of the Data Policy Needs Survey & Toolkit Working Group is to be determined.
111 Liberty Street, Suite 100, Columbus, Ohio 43215

PARKING AND TRANSIT: When parking in MORPC's parking lot, please be sure to park in a MORPC visitor space or in a space marked with a yellow “M”. Handicapped parking is available at the side of MORPC’s building. MORPC is accessible by CBUS. The closest bus stop to MORPC is S. Front Street & W. Blenkner St. Buses that accommodate this stop are the Number 61 - Grove City, the Number 5 - West 5th Ave. /Refugee, and the Number 8 - Karl/S. High/Parsons. One electric vehicle charging station is available for MORPC guests.
Data Policy Needs Survey & Toolkit Working Group
Meeting Notes
January 7, 2020, 2:30 pm

Members Present
Christina Drummond, OSU, Moritz College of Law
David Landsbergen, OSU, John Glenn College
Chair Doug McCollough, City of Dublin
Christian Selch, City of Columbus
Rob Wesley, Illumination Works

Members Calling In
Tom Kneeland

MORPC Staff Present
Lynn Kaufman
Aaron Schill

Meeting Called to Order at 2:42 pm.

Data Policy Needs Survey Development
Aaron Schill reported that most of the survey domains and questions have been entered into the draft survey on Survey Monkey. He will export the draft survey as a pdf and distribute the pdf to Working Group members. Aaron will make the edits in Survey Monkey.

Introduction
Christina Drummond suggested that three questions be answered in the introduction of each domain:
- What is this?
- Why is it important?
- How does it relate to data management/governance/sharing?

Data Governance
Security / Compliance
Members agreed that Security and Compliance will be one domain.

Cost Recovery
The Working Group may add a section on Cost Recovery to the survey. This is currently unassigned and will be discussed further at the January 21 Working Group meeting.

Data Management
Inventory/Documentation
To be discussed at the January 21 Working Group meeting.

Public Records and Access
To be discussed at the January 21 Working Group meeting.
Demographics
Members agreed that there will be three basic demographic questions:

- Type of agency or jurisdiction
- General size (population)
  Aaron will present population ranges at the January 21 Working Group meeting.
- General role of the responder
  Members will review and discuss respondent roles at the January 21 Working Group meeting.

Aaron noted that the survey responses will be anonymized, and that MORPC will only publish reports or papers with summarized aggregated responses. He added that the survey will not be enquiring into a municipality’s capacity, only their priorities. That information will guide the creation of the toolkit.

Other Business
Milestones
Working Group members discussed and agreed upon milestones for the project:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 weeks</td>
<td>Completion of Survey</td>
</tr>
<tr>
<td>2 weeks</td>
<td>Pre-Test</td>
</tr>
<tr>
<td>2 weeks</td>
<td>IRB approval</td>
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<tr>
<td>4 weeks</td>
<td>Survey Launch</td>
</tr>
<tr>
<td>2 weeks</td>
<td>Focus Group Development</td>
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<tr>
<td>1 week</td>
<td>IRB Approves Focus Group</td>
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<tr>
<td>2 weeks</td>
<td>Survey Analysis</td>
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<tr>
<td>1 week</td>
<td>Focus Group Analysis</td>
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</tbody>
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Granularity
Members discussed the desired level of granularity of data from the survey. It was decided that members would review the desired outcomes, and then work backward to decide what level of granularity is needed. This topic will be discussed again at the January 21 Working Group meeting.

Footnotes
Members will review the survey drafts and decide how and where the footnote information should be displayed.

Focus Groups
Members agreed that Focus Groups are necessary for an in-depth understanding of the survey results. The groups will help the Working Group members to understand what needs exist and what items to include in the Toolkit.

Adjourned at 4:30 pm.