NOTICE OF A MEETING
DATA POLICY NEEDS SURVEY & TOOLKIT WORKING GROUP
MID-OHIO REGIONAL PLANNING COMMISSION

REMOTE MEETING
April 28, 2020, 2:30 pm – 4:00 pm

AGENDA

1. Welcome & Introductions

2. Survey Development
   a. Status of IRB – David
   b. Status of Hermetic Scan – Christina
   c. Revisit Survey Questions
   d. Status of Survey Mailing List – Aaron

3. Focus Groups
   a. Review Formation Process
   b. Status of Focus Group Attendee List – Aaron
   c. Discuss:
      - Number of Groups
      - Group Facilitator
      - Timing
      - Size: 20 – 30 Attendees with Breakout Sessions

4. Local Government Data Resources – SharePoint

5. Other Business

6. Next Steps

7. 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.

Join Microsoft Teams Meeting
+1 614-362-3056 United States, Columbus (Toll)
(888) 596-2885 United States (Toll-free)
Conference ID: 520 308 720#

The Next Meeting of the Data Policy Needs Survey & Toolkit Working Group will be May 26, 2020, at 2:30 pm
This Meeting will be held remotely; details to follow.
Members Present
Christina Drummond, OSU, Moritz College of Law
Chair Doug McCollough, City of Dublin
Christian Selch, City of Columbus

MORPC Staff Present
Lynn Kaufman
Aaron Schill

Meeting Called to Order at 2:42 pm.

Discussion
Status of the Institutional Review Board (IRB) Submission
The IRB process will take three to four weeks; an amendment may be filed if necessary. The Board will require a group sample, survey questions, and methodology.

Tasks
- Christina Drummond:
  - Complete a hermetic scan.
  - Find focus group designs used in the past and forward same to the Working Group.
- Doug McCollough:
  - Discuss status of IRB with David Landsbergen.
  - Work on revising the text of the survey.
- Aaron Schill:
  - Continue to develop the high-level action plan.
  - Refine the survey, mailing list, and Focus Group participants list.
- All
  - Revisit the survey questions and discuss at next Working Group meeting.

Focus Groups Tasks
To Decide:
- Who should be in the Focus Groups.
- How to contact the Focus Group attendees.
- What information the Working Group is looking for.
- How many Focus Groups there will be.
- Who will facilitate the Focus Groups.
- Size of the Focus Groups. 20-30 attendees (per Focus Group) with several breakout sessions was suggested, and accepted by Working Group members.

Decisions Made:
- 20-30 attendees per Focus Group is acceptable to members.
- Working Group members will discuss Focus Group breakout subjects, facilitation and guidelines at a later meeting.
- Working Group members will assign Focus Group facilitators.

Adjourned at 3:15 pm.