UTAH TRANSPARENCY ADVISORY BOARD MINUTES
January 6, 2015
State Capitol Building
Room 250 – 1:00 p.m.

Board Members Present:

Senator Deidre Henderson – Chair, Utah State Senate
John Reidhead – Vice Chair, Director, Division of Finance, Dept. of Administrative Services
Evan Curtis, Utah Governor's Office of Management and Budget
Jonathan Ball, Legislative Fiscal Analyst, Utah State Legislature (absent)
Representative Steve Eliason, Utah State House of Representatives
Mark VanOrden, Utah Department of Technology Services, CIO
Patricia Smith-Mansfield, Utah State Archivist
Gary Williams, League of Cities and Towns, Attorney for Ogden City
Phillip Windley, Public Board Member
Jason Williams, Public Board Member
Michelle Larsen, Senior Legal Support and Records Officer

Note: A copy of meeting materials, and an audio recording of the meeting can be found on the Public Notice Website.

1.   Welcome:

Senator Deidre Henderson welcomed everyone to the January 6, 2015, Utah Transparency Advisory Board Meeting. The meeting started at 1:04 p.m.

2.   Review of September 16 2014, meeting minutes.

John Reidhead moved to approve the minutes from the September 16, 2014 meeting. A vote was taken and passed unanimously.

3.   Financial Transparency:
            a. CFO certification – discuss and clarify that data will be certified annually and that
                CFOs will have a few months after year end before the certification is due.
                Discuss possible policy language on due date for CFO certifications.

John Reidhead asked to have the CFO certification put on the agenda again because of the discussion at the last meeting. The issue was not clear about the timing of the CFO certification. The proposal from Finance was to certify annually, and no later than 6 months after the fiscal yearend.

Representative Eliason feels that 6 months is a long time and he would like the timeframe to be 90 days.

John Reidhead said that 90 days would be appropriate, but some entities may need to post additional entries after the 90 days. The CFO's would be able to go back and adjust their certification. He would be agreeable with the 90 days.

Representative Eliason made a motion that the certifications are made no later than 90 days after the end of the fiscal yearend. A vote was taken and motion passed unanimously.

        b.   School Capital Outlay reports are coming in from schools.

Darrell Swensen from the Division of Finance explained the transparency law that was amended by HB 111 in the 2014 Legislative Session. All local education agencies, charter schools and school districts are now required to submit an Annual School Outlay Report to the Division of Finance to be posted on the transparency website. The first date for submission of the report is May 15, 2015, which covers a 10 year period for those entities. The reports will be submitted annually after the initial May 15, 2015 deadline.

The Division of Finance met with the State Office of Education and reviewed the requirements of the law and what needs to be in the report. They developed an Excel spreadsheet that has been distributed to all schools districts and charter schools. They have asked them to complete the spreadsheet and submit it by May 15, 2015. Six of the school districts (Cache, Davis, Emery, Kane, South Sanpete, and South Summit) have submitted the information for the 10 year period. They are working to get this information on the website.

4.   Archives – status update – GRAMA portal, and open records initiative.

Patricia Smith-Mansfield reported that the GRAMA portal is up and live. They contacted all the PIO's in the executive agencies to decide who they wanted as the officer answering their GRAMA requests. It was suggested that agencies create a generic GRAMA email account to respond to the requests.

The portal provides a means for the members of the public to make a GRAMA request and provides governmental entities and the requester the ability to track the status of the requests. The entity can also post public records that are responses to requests.

There will be a press release on January 8, 2015, to announce to the public that the GRAMA portal is available. They have started working on the next phase of the portal, to add cities, counties, special districts, transportation special district, and schools.

Renée Wilson the Open Records Administrator for Archives demonstrated how to use and access records on the GRAMA Portal.

Representative Eliason asked if all requests are public and are subject to GRAMA.

Ms. Smith-Mansfield explained that all requests are public. They are working as part of phase two to develop a log to see what has been requested and a summary statement of what was requested. They are hoping to have this completed within the next year.

Senator Henderson said the point of the website is to get more relevant information online.

Ms. Wilson will be working with all governmental entities to get the records online that are highly requested, highly used etc.

Senator Henderson asked if there was a way to search for records by the record name. She expressed the need to have government information easy and accessible to the public.

Ms. Wilson stated that you can search for records by their name on the website, and they have plans to have a part of the website where the search for documents and records will be more extensive. This has not been implemented yet, but when completed people will be able to search by abbreviations of agencies, common names of agencies, as well as the agency's official name.

Ms. Wilson continued to demonstrate the GRAMA Portal; she explained how the website would calculate the fee for requested records and where to contact the records officers. The users will be able to see a log of what has happened with their request.

Every agency will have a page, and there will be a link to that page on the portal. Many agencies already have high use digital records available online.

John Reidhead asked if a person only needs to give personal information if they are requesting a record, or will they have to have UMD to use the website. He would like to have somewhere on the site an explanation as to why someone has to put in personal information to make a GRAMA request.

Ms. Wilson explained that a user can search and look at online records on the website without putting in any information. However, you would have to use a UMD login to make a GRAMA request. There is information at the top of the website that states that the information is required by GRAMA.

Ms. Smith-Mansfield explained that there is a disclaimer on the bottom of all websites about capturing personal identifying information. She said they could add that the personal identifying information is required to make a GRAMA request and that the information is public.

There was some discussion on how users would request a UMD account on the website, and how easy it is to get a UMD account from DTS.

Jason Williams asked about the option of see and review only and how it would work.

Ms. Wilson explained that it would be processed like any GRAMA request and would be coordinated by the records officer. Once the information is received they would go to the agency and review the records.

Ms. Larsen asked if it was an option to receive records electronically.

A person has to put in an email address when they sign up to request a record. The records officer can send the request electronically. There is not an option for someone to ask for the records to be sent electronically, but they will add that option.

There were no further questions or discussions on the GRAMA portal.

5.   DTS to give a status update on the open data initiative.

Mark VanOrden said there has been a soft launch of the Open Data Portal. They are planning a hard launch with advertising, promotions, and a press release, after the approval from the board. There are 800-900 datasets available, and they are working with agency data coordinators to get

more data on the site. The software tool from Socrata allows users to filter the data, sort the data, make drafts and charts on the data, and download the data in a variety of different forms.

Dave Fletcher and Drew Mingl from the Dept. of Technology Services presented the Open Data Portal to the Board.

Mr. Fletcher showed the open.utah.gov website, which is the open government portal. The three components of the portal are; transparent.utah.gov, Open records, and data.utah.gov, these sites are on the top of the front page of open.utah.gov.

He demonstrated how to access data in the open data catalog that can be accessed through the data.utah.gov link or directly. They are working to get as much local government as state government data, so that this is a single point of access for government data in Utah.

Mr. Fletcher used Salt Lake City's business license data as an example. He demonstrated how to use the filter, with the sort and roll-up function to group the license type. He proceeded to create a pie chart of the licenses. A user can take the visual data and use the embed function to embed this data in their own website. As the data changes, it is updated on their own website.

The data can be downloaded in many different formats. It was demonstrated how to download the data in an Excel format and a PDF format.

Mr. Fletcher continued to demonstrate how to access and filter data, and to create maps.

They have just begun but already have a functional product that will provide a lot of data for users. They are hoping to get more participation not only from state agencies, but from local governments as well.

The Open Data Portal provides a way for citizens to use the data effectively. The goal is to make data available and valuable to the public.

Senator Henderson would like to include filters that would include the Congressional Districts, as well as State House and Senate Districts.

Evan Curtis asked which local governments have been contacted.

Drew Mingl has had contact with some local governments. They started with Salt Lake City, to use as an example, and will continue to work with local governments.

Mark VanOrden asked the Board for permission to have a press release later this month for the Open Data Portal.

Senator Henderson definitely wants a press release and would like the portal to be demonstrated to the Senate Caucuses and House of Representatives.

Drew Mingle said they do have demographics, social economics, housing, population, and education data by congressional district. This is downloaded from the census and the American Community Survey and there is agricultural data by congressional district.

Mr. Mingle said this is a more robust data catalog and open data portal than any other state in the country. DTS has over 400 more datasets than the closest state which is New York. The data is all Utah specific data.

Senator Henderson congratulated and thanked DTS and Archives for their great work on the Open Data Portal and the GRAMA Portal.

6.   **Public Comment.** No public comment.

7.   **Discuss date for next Board Meeting.** No date set, most likely in April. A date will be set sometime in the end of March and posted to the Public Notice Website.

Mark VanOrden moved to adjourn the meeting; a vote was taken and passed unanimously. Meeting was adjourned at 2:02 p.m.