TRANSPARENCY ADVISORY BOARD MEETING
APRIL 20, 2009

Board Attendance:

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| Fiscal Analyst-Jonathan Ball (Chair) | John Nixon (Vice Chair) |
| Senator Wayne Niederhauser | Representative-Ken Sumsion |
| Judicial Council-Derek Byrne | John Reidhead-Director of Finance |
| Steven Fletcher-DTS CIO/Executive Director | |

**1. Welcome:**

John Nixon-Welcomed everyone to the meeting.

**2. Review of November 10, 2008 Meeting Minutes:**

The minutes from the last meeting on November 10, 2008 were reviewed. John Nixon asked someone to make a motion to approve the minutes. John Reidhead made the motion to approve the minutes they were approved and adopted.

**3. Update on Website Development:**

Demonstration of Transparency Website-Utah Interactive

Michael Rice from Utah Interactive thanked the effort of the many members of the team who have been developing the website. Michael mentioned the members from Finance, Brenda Lee, John Reidhead, Julia Holmes, and Mary Lee Hickey, and also the staff from Utah Interactive.

Michael Rice began his demonstration of the Transparency website with the front page. He showed in the top left hand corner where there is a welcome message and below that message there is an area to show what has changed in the website. It is a quick reference for the users. The legislation changed in the last legislative session, there will only be one entity shown, but eventually it will fill up with whatever has recently been added to the website. This will help users who use the website frequently; they will be able to see what has changed without having to dig through the data to see if something has changed.

On the right hand side of the site is the introduction of the starting point where you get into the tool. It will start out with the level of Government, it will only have the State of Utah data to start with and then next year, University's, School Districts, Charter Schools and Transit Districts, will come on board. Cities and Counties will be added in the future. This is open-ended; as these entities come on board it will be able to be expanded to their level of government to describe them properly.

It will start with expense data; it will only contain fiscal data from 2009. Eventually we will add in revenue and payroll. There is a resource and links area, there is a page that will expand that will hold a lot of information on the resource and links. We are still working on this area, if you have any suggestions you would like to see in resources let us know. We are still working on finalizing this area.

To go into the tool you click on the start button and it will bring up an organization level report. Each organization and Dept. is summarized here with a total at the bottom. If you click on one of them, you can drill down to different levels, there is a side scroll feature if you forget where you have drilled down. You are able to browse on an individual record and see when it posted, and when it was added to the website, you are able to see transaction I.D., and the type of expenditure; you are also able to see the full path of the categories, organization, and funds.

There is a contact email address on the detailed transaction screen that will go to the Division of Finance and Finance will direct the user to the correct agency.

If you were to go to a Fund view this would show all the funds rolled up instead of the organizations. You can drill down through a specific fund and within that fund type you can drill down and see specific transactions and you are able to pull up the details of that transaction.

You can also drill down through category; it will show the top level of the category for those expenses. You are able to drill all the way down to a specific transaction. If you were to go back to the organization view, you can drill down through the organization and you can filter it even more, you can keep going down through a category deeper into the organizations.

In the Vendor Search you can search by a word such as "office" it will show any vendor that uses the word *office* in their title. It will pull up anything with the word office in it. Then you would be able to pick the vendor you wanted from the list and see all the specific records for that vendor.

There is an excel icon in the bottom of the transaction list, if they click on it they can download the results of the transaction list. It will put a file on a users computer that they will be able to open up and use in Excel.

There is a limit of 1000 records available to download. The plan is to wait and see if people are going to use the download tool before the limit is increased. There is a print option that will print all the windows that are open.

Rep. Sumsion-Would like to be able to download at a summary level in the future.

Brenda Lee-Suggested that they start a list of things to add to the site in the future.

Moving on to the Advanced Search-This is above the basic search. Michael Rice then showed the Board a few of the advance search capabilities.

Senator Niederhauser-Asked what type of Vendors would not be shown by name?

Brenda Lee-Due to the privacy concerns of some of the records, the decision was made to show vendors that were corporations or employee reimbursements. Protected employees names would not be shown.

John Reidhead-If a user were to make a request for some vendor information, the agency would then have to look into it to see if it was protected information and appropriate to give out.

Senator Niederhauser-Suggested in the future when transactions are entered in, list them as protected or not protected.

Brenda Lee-That would take a system modification, you would have to make sure it was input correctly. We could continue to work toward that.

There are some funds that are high risk that the vendor name is blocked, like Crime Victims Reparations, and the FINDER Fund.

All expenditure transactions will be shown including depreciation expense. All the basic information will be there with the transaction number, the amount, fund, category, date, and the vendor if a corporation or an employee. The individual detail description on transaction will not be included. There may private information in that field. They are working toward being able to include this information in the future.

Senator Niederhauser-This raw expense data, users should not confuse it with the CAFR.

Brenda Lee-There is a disclaimer that is on the homepage at the bottom that states that this data is raw and unaudited, unconsolidated data, that won't tie out to the financial statements.

Representative Sumsion-Asked about funds/vendors that are not shown, and if their data is sent in and blanked out?

Brenda Lee-The data is there you just can't tell who the vendor is. We purposely say not provided in the Vendor area.

Some agencies are going through the website and have been pulling up data; they have not found any private data.

**4. Other Issues:**

There is a kick off planned with the Governors Office, it is planned for May 11, 2009
Monday May 11th was chosen instead of Friday in case there were any problems with the site someone would be around to take care of it.

Steven Fletcher-Commented on this being an important project and wanted to make sure we notified all of the appropriate media sources.

Kim Hood-She is coordinating the kick-off; she is planning on inviting the media, the Legislators, the Governors office and participants in the community. Her plan is to make this a showcase day for Transparency.

**Home page links to Other Data**:

John Reidhead-If anything is already public it will be on the website.

Senator Niederhauser-The legislature is working on a single point transparency issue as far as legislators that shows gifts, finance reporting etc. That would be a great link to have on the website in the future.

Brenda Lee-The Legislative homepage is already on the website.

Brenda Lee-We can send the URL out to the board so they can look at it and give some feedback.

Senator Niederhauser-Asked Jonathan Ball what would be the most important thing for the Legislative Fiscal Analysts Office to have on the website.

Jonathan Ball-Stated that it would be interesting to compare budgets with actual expenditures.

The most useful thing in the Legislative Fiscal Analysts website would be the Compendium of Budget Information; it has five years of expenditure history, then it has the authorized amount, and the appropriated amount by appropriation unit. There are many other documents, when anything is done as a committee it is documented, so it would be good to have a link to it. The Compendium is the first thing that would need to be included.

Senator Niederhauser-What has GOPB thought about?

John Nixon-GOPB will have everything from their website included.

Senator Niederhauser-As we move forward and we are revising our websites; we need to work on making it more accessible and easier to link to the Transparency Website.

John Nixon-Agreed that the best information we can put on the website makes the most sense.

**Payroll, Revenues or Other next Phases**:

John Reidhead-Stated that all we have on the website right now is expenditures, and that they are working on revenues. There are some privacy issues that we are not going to be able to overcome by May 14th. We thought we would be working on revenues, expenditures, and payroll items. We would not put anything on the website until the Board gave the approval to do it. It is our hope that you were able to view enough of the expenditures that the Board feels comfortable with what will be putting out on the website May 11th.

John asked the Board if they wanted Finance to move forward with revenues and payroll. The structure that you have seen is the same structure that will be used for revenues and payroll.

Payroll will be a summary for each individual, similar to Utah's Right and would be updated yearly.

If you were to look right now you would see all the payroll transactions, but not by employee.

With revenues we would be able to put everything on today if we left the customer name off that is in the system.

The customer name is not listed on every transaction.

Jonthan Ball-Stated that the next level would be transaction type rather than the name of the customer. He then asked if a fee was paid for something, would it show the individual fee that person was paying?

John Reidhead-Commented that it would have to be revenue source, it may take multiple fees and put it into one revenue source. There is not a one to one fee to revenue source.

Jonathan Ball-Feels that this is an area that should be fixed.

Senator Niederhauser-Made a motion to go ahead and bring the revenues live without the customer name, and come back at a future meeting with some information from the Division of Finance about what customer data would be appropriate to put on the website.

The motion was seconded. The revenue data will be on the website when it goes live May 19th without the customer name.

John Nixon-Would personally like to see the payroll information before it is made public.

Jonathan Ball-Stated that he received a GRAMA request from Utah's Right to give them all the payroll information. Other Departments have also received the same GRAMA request. He doesn't understand what there is to decide. Why not post the same data that we give to Utah's Right on our website.

John Reidhead-It will be similar data. We gave Utah's Right the payroll information by calendar year. We will need to decide if it will be posted by fiscal year or calendar year.

Brenda Lee-There are some decisions that need to be made. Will we put the data in annually or quarterly? Will we show gender, or title, any of those things that are public?

John Nixon-The information is out there, the question is how is it going to be presented? Will it be in similar detail as Utah's Right?

John Reidhead-Stated that the website would have similar level of detail like Utah's Right in the future.

Senator Niederhauser-Asked about the general cost in payroll, and if they will show up now, and maybe if it would be good to refer users to Utah's Right for other information. At least for this time until the Board decides what type of benefits etc. will be included.

Brenda Lee-The general cost in payroll is in there already.

Jonathan Ball-He would like to post a link from our summary personal data to Utah's Right to allow users to look at salaries and then at some point put the same data on our site, and perhaps update it quarterly during the fiscal year like we are going to be doing with the expenditure data. There have been some mistakes on Utah's Right.

John Nixon-Feels that we should get the data right on the Transparency Website and have Utah's Right pull from it. Payroll expenditures are on the system, just not employees. He asked how long it would take to get all of the payroll information on the website

Brenda Lee-Stated that it would take one more board meeting to iron out the details. She feels that they will be able to come back to the next board meeting with a proposal. And that the site will go live with payroll expenditure information on it. So payroll is on the system, you will just not be able to drill down to employee right now.

We have the ability to list salaries by calendar year or fiscal year.

John Nixon-Feels like both Utah's Right and the Transparency Website should be consistent.

John Reidhead-We are planning to post salaries yearly.

Senator Niederhauser-We have the payroll transaction data here.

Jonathan Ball-Does not care whether it is fiscal or calendar year, but he feels people will be interested in what salary people make. But, if we are not going to record salaries quarterly then he feels they should be recorded on a fiscal year.

Representative Sumsion-Feels that is should be consistent among all entities. So there is not any confusion.

Brenda Lee-It is programmed so it is clear, so they can look at the period it covers. So if someone picks the county it will be very clear that is what it is. But, the board can decide if they want it all the same.

Derek Byrne-Said that if we have the budget to go yearly or fiscal year that would be good, but if we had to pick one he would suggest fiscal year.

Senator Niederhauser-Feels that we should be consistent, the county reports their information on a calendar year, the state reports their information on a fiscal year, it depends on their accounting period. If we will be reporting payroll on an annual basis it should be decided if will report it on a fiscal or calendar year.

John Nixon-Agrees that it should be consistent, but is Utah's Right going to have an issue with it being reported on a fiscal year. John feels with need to communicate with Utah's Right and find out it will be a problem if we report payroll in a fiscal year rather than a calendar year.

John Reidhead-Suggested that we should decide what is best for this website and the state, and then approach Utah's Right.

John Nixon-Asked if we wanted to proceed forward in the Utah's Right format or have a discussion before it goes out to the website, or do we want a summary data?

Dave Muir, City of Cottonwood Heights-Utah's Right only wants salary, not benefits. He feels it should be reported on a fiscal year not on a calendar year.

Stephen Fletcher-How are you going to present the list of the contemplated enhancements?

Brenda Lee-Stated that they would make a list from the Board's suggestions and present it to the board at the next meeting for a discussion.

Stephen Fletcher-Would like an outline of what has been spent on the website so far. It would be useful to understand the cost.

Brenda Lee-Agreed that they would need to discuss the costs of the development of the website and the maintenance.

Senator Niederhauser-Made a motion to create our own payroll website, and reporting it on a fiscal year basis, but work with Utah's Right to provide information to them. And discuss any issues concerning this at the next board meeting. And shortly after the next meeting have payroll up and running on the website.

Representative Sumsion-Seconded the motion. The motion passed unanimously.

John Nixon-The website will go live May 19, 2009 at 10:00 a.m. with the expenditure data as it has been presented and additional revenue data less the client who is paying the revenue. And at the next meeting options for the payroll will be discussed.

**Impact of SB18 Amendments and Steps Needed to Bring on New Board Members**:

John Nixon-Stated the board needed to discuss the impact of SB 18 on bringing in new governments and board members.

Senator Niederhauser-Explained that SB 18 brings political subdivisions under the transparency act or legislation, like school districts, cities and towns etc. The schedule is:
School Districts, Charter Schools, Transit Districts will become live May 15, 2010. Then cities, counties, towns and special districts would go live May 15, 2011. Higher Ed. will be delayed one year to become live May 15, 2010.

Beginning July 1, 2009 the Governor will be appointing new Transparency Board members.

John Reidhead-The judicial counsel member leaves June 30th, the Governor will appoint a member from Higher Ed. and three additional members that will represent the school districts, charter schools, and public transit districts.

Senator Niederhauser-Stated that as a Legislature they would make some recommendations to the Governors office.

John Nixon-Said to send recommendations to Maike Jones or him.

John Reidhead-Suggested also sending those recommendations to him. We need to get working on getting these new board members soon.

Senator Niederhauser-Thanked Utah Interactive and the Division of Finance for the great work they have done.

John Nixon-Next meeting Monday June 8, 2009 at 8:00 a.m.

Meeting was adjourned.