

UTAH TRANSPARENCY ADVISORY BOARD MINUTES
June 25, 2014
State Capitol Building
Room 415 – 1:30 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
Representative Steve Eliason, Utah State House of Representatives
Mark VanOrden, Utah Department of Technology Services, CIO
Patricia Smith-Mansfield, Utah State Archivist
Gary Williams, City Attorney for Ogden City (absent)
Lex Hemphill, State Records Committee
Phillip Windley, Public Board Member
Jason Williams, Public Board Member

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

1. Welcome:

Senator Henderson called the meeting to order and welcomed everyone to the June 25, 2014, Utah Transparency Advisory Board Meeting. The meeting is streaming live for the first time.

2. Review of May 14, 2014, meeting minutes.

Jonathan Ball moved to approve the minutes from the Utah Transparency Advisory Board Meeting held on May 14, 2014. All Board members present voted. The motion passed unanimously.

3. Report from Jonathan Ball on possibility of live-streaming the transparency meetings.

Jonathan Ball reported that this is the first time the Utah Transparency Advisory Board Meeting has been live-streamed. He said that he was able to accomplish live-streaming for the transparency meetings, but would also like think about a bill that would establish a mechanism for other committees and boards to be live-streamed.

Patricia Mansfield Smith stated that the Public Notice Website could host the live-streaming. Originally it was part of one of the amendments to the Public Notice Website, but there was resistance from some boards and there is also an issue with the amount of space it would take to stream the meetings. All the public notices are already required to post to the website. It is a matter of mechanism to be able to stream meetings live.

Senator Henderson said it makes sense for the meetings that are held where there is the capability to have live-streaming, to make use of it.

Mr. Ball discussed some of the issues with live-streaming. He feels the place to start is with committee and board meetings that meet on the Capitol Hill, and work to integrate the streaming with the Public Notice Website. Also, if the meetings are streamed, the recordings would be picked up with the sound system rather than a recorder and the quality would be better. Legislative Committee Meetings are already live-streamed.

Jonathan Ball will work with technical people and the Executive Branch, to investigate ways to make live-streaming and recording possible for all meetings held in committee rooms on Capitol Hill.

There were no public comments on this topic.

4. Discussion of DTS Implementation Plan. New software presentation.

Dave Fletcher from DTS explained and reviewed the timeline for the implementation of SB70 the Open Data Portal. DTS will update and manage the open data portal, data.utah.gov and the open government website, open.utah.gov. The open.utah.gov site was updated on May 1, 2014. The timeline is as follows:

- June 1, 2014 - Begin recruitment of State Open Data Coordinator
Reach decision on open data portal technical architecture
Begin procurement process (if necessary) for data portal components
- June 1- July 15, 2014 Create initial list of data sets to include with Data.Utah.gov 2.0.
- July 2, 2014 Share Open Data vision with IT Directors.
- July 30, 2014 Select tool(s) for managing open data files.
- July 30, 2014 Identify agency data contacts.
- July 1 – Dec. 2014 Work with agencies to develop APIs for data capture and transfer.
- Sep 30, 2014 Develop prototype of Data.Utah.gov 2.0 for review by Transparency Board.
- Oct 1-15, 2014 Receive input from state agencies, the Transparency Board, and the public.

The goal for completing Open.Utah.Gov 2.0 and Data.Utah.Gov 2.0 is December 31, 2014.

DTS will work with Archives to support the GRAMA hub. Initial rollout is December 31, 2014.

The budget is \$250,000 that was included in SB70. The plan is to use \$125,000 for the open data coordinator, and a \$125,000 for the open data software and hosting.

5. Additional discussion of Archives Transparency Implementation Plan.

Patricia Smith-Mansfield presented a strategic plan and scope at the May 14, 2014 Transparency Board Meeting that outlined Archives five year open records (GRAMA) plan. The first six months will be dedicated to the GRAMA portal.

They are hiring for the support staff to run the GRAMA portal and open records website. They have submitted a business case to DTS with the appropriated budget. The first six months will be dedicated to the portal and storage space. The plan is to begin the work on the portal by July 1, 2014.

Elizabeth Perkes from State Archives presented a power point presentation with the four concepts for the website. They will provide a way for people to search for agencies, records, make a GRAMA request, and manage the request. She showed an existing search engine that they have been working on that is in a test environment, and demonstrated how the search engine will work.

Patricia Smith-Mansfield explained that citizens requesting information can also search online to see if the record is already available. There will be a GRAMA email address established for entities, where requests can be attached and sent. The contact information is mandated to be online. GRAMA requests are public information. Archives' is planning to build links from their catalog to all government records that are available online.

Representative Eliason would like to have access to see who is making the requests.

Ms. Mansfield-Smith explained the request form. The system will allow the requestor to track their request and the government entities will also be able to track the request. The tools needed to make a GRAMA request will be available with the Form.

The concepts of the League of Cities and Towns site will be incorporated into the GRAMA portal.

The design will be completed by Jan.1, 2015. There will be training for entities to understand this different approach to GRAMA requests.

Rep. Eliason asked if all GRAMA requests would flow through this site for any political subdivision. He would also like to be able to see the date the request was filed and the date the request is closed.

The GRAMA portal will be a point of access, but is not the only point of access. People may still go into their cities and towns to make a request.

The GRAMA site will track the requests. They will look into adding a visual queue on the dashboard for users to track their requests.

The plan for the future also includes an email repository.

Rep. Eliason is concerned about hard drives crashing and emails that are lost.

Patricia Smith-Mansfield said all records have a specific time that they are required to maintain. The retention on email depends on the content of the information. The State has a cloud posted

solution for retention, but it only stores a certain amount of data. She advises agencies to look to a records management solution.

Mark VanOrden advises agencies to save to a shared drive, because DTS backs up the shared drives. Some agencies have GMD (Google Message Discovery) for email retention; their emails are stored for 10 years. Google hosted emails will be gone 30 days after they are deleted.

There were no public comments on the DTS or Archives implementation plans.

6. Report from the working group on the refresh of the financial transparency website.

Jonathan Ball reported that the working group met to define their goals and brainstorm their ideas and concepts to refresh the Transparency Website.

They would like to redesign the website to make it easier to use and more visually appealing. There is a lot of good data on the website and their plan is to make it easier to get to that data. The Working Group's next meeting is July 2, 2014. Utah Interactive will review the working group's suggestions and let them know how difficult it will be to implement their ideas. The Working Group is hoping to set a timeframe for the redesign at the coming meeting.

Rep. Eliason suggested if possible, having the employee salaries on the website be divided into wages, benefits, sick-leave, etc. and not be combined together.

John Reidhead discussed some changes on the Utah Public Finance Website policy for the Board to consider. The change would add independent entities to the policy, and clarify that it applies to state entities and institutions. The changes will also clarify what employee compensation includes. John asked the board to review the changes to the policy and be prepared to vote on the changes at the next meeting.

Phill Windley asked if this policy was also a rule.

John Reidhead explained that it is not a rule. It is a Transparency Advisory Board policy. Legislation did not give Division of Finance rule making authority over other levels of government. The Division only has rule making authority over state agencies and higher ed.

Jonathan Ball referred to the proposed language change on page 2 of the policy, referring to the employee compensation and reimbursement. He would like that to show employee reimbursements in expenditures on the transparent.utah.gov website not in employee compensation.

Mr. Reidhead will consider the recommendation to change the language in the policy, and also where employee compensation and reimbursements will be located on the website.

7. Public Comment. No public comment.

10. Discuss Date for next Board Meeting: Next will be Sept. 16, 2014, at 10:00 a.m.

The meeting was adjourned at 2:40 p.m.