TRANSPARENCY ADVISORY BOARD MEETING
August 11, 2009

Present: Jonathan Ball (Chair)   John Nixon (Co-Chair)   Senator Wayne Niederhauser
Rep. Ken Sumsion   John Reidhead   Stephen Fletcher   Val Peterson   Scott Smith   Ken Montague

1.   Welcome: Jonathon Ball welcomed everyone including new Board members.

Introduction of Board:
Stephen Fletcher – CIO/Executive Director Technology Services
John Nixon – Executive Director Governor's Office of Planning and Budget
John Reidhead – Director Division of Finance
Jonathan Ball – Legislative Fiscal Analyst
Rep. Ken Sumsion – Represents the House and District 6
Val Peterson Vice President Administration Utah Valley University representing Higher Education
Scott Smith – State Charter School Board
Ken Montague – Chief Financial Office Utah Transit Authority
Senator Wayne Niederhauser
Randy Merrill – Provo School District Superintendant (absent)

2.   Review of June 8, 2009 Meeting Minutes:

Jonathan Ball-Asked if there were any questions or comments.

There was a motion to approve the minutes, the motion passed unanimously.

3.   Status of New Board Members:

These Board members will be seated for one year, until June 30, 2010 according to the amended statute. They represent participating organizations that the Division of Finance will work with in compliance with the law to put education and transit district information on the website.

The website has been nominated for two awards. One from the Center for Digital Government, for the 2009 Integrator Award, and another one from Government Computer News (GCN). There will be a write up in GCN's October issue.

Jon Ball-Congratulated the Board and the Division of Finance for the recognition.

John Reidhead-Suggested they do the update on the website before they proceeded any further.

A handout was given that showed week by week visits to the website.

Michael Rice, Utah Interactive-Explained that the starting week with the media coverage was a peak in visits. And in the beginning of June there was another bump in visits, the Utah homepage was changed that day and there was media attention to the *utah.gov* new look. Transparency was a part of that and was mentioned during the media coverage.

In the last month without publicity there were still around 250 visits to the site each week.

The daily statistic show the beginning of the week is higher and Friday, Saturday, and Sunday are lower.

On an average there have been 7500 visits to the website and of those visits the average is three page views per visitor. That does not include all the reports, when the user gets to the main page it doesn't add every time they click on something. The average length of time spent on the site is three minutes.

In the first three weeks the site had visitors from sixteen countries, in the last twelve weeks there have been visitors from forty three countries. From around the United States in the first three weeks there were visits from almost all fifty states. Since then there have been visits from all fifty states. There have been a hundred visits from Washington D.C and they are coming in regularly. If you look at Utah there have been seventy seven cities visit the website in the first twelve weeks.

In the first live three weeks of the website some people went directly to the site, the most visits were through KSL, and then Google. Google is now the most popular way to visit the website. Returning people go directly to the site and KSL is also a leader directing people to the website.

Michael Rice stated that the Center for Digital Government awarded Utah Interactive's parent company NIC for their work on Utah's Transparency and Public Meeting Notice Website and other websites they do for other states. He also mentioned the Government Computer News award that will be announced next week.

Jonathan Ball-Talked with Government leaders from Latin America who were interested in this website and the accountability it provides. One question he was asked was what kind of Board do we have to root out corruption in our Government. He explained that we rely on individuals, citizens and democracy. Transparency provides accountability and they were very interested in this kind of tool. He feels we will see growth and visits from outside the United States.

John Nixon-Feels that we need the Transparency Website as an accountability measure. But as we move forward we need to have the cost ratio benefit in mind. It needs to be determined what is going to be used by the public, and try to get everything that the public needs and wants. If there had been two million hits since the website was launched we may move forward with a robust schedule, but he feels we need to keep in mind an appropriate balance considering the lower than expected number of visits to the site.

Michael Rice-About 1/3 of the traffic is from the State network.

4. Protected Employees for Payroll & Expend data:

Brenda Lee-They have had discussions with DHRM and Paul Tonks (Attorney Generals Office). They have had discussion about updating payroll once a year, but every two weeks there is a new payroll and a new list of protected and unprotected employees. So the plan is to go every two weeks and take the list of newly protected employees and mask their name and gender, and also remove the employees off the protected list that are no longer protected. There is a manual way to do this, but we have asked Utah Interactive to give a bid to automate the process. The bid was $5,000 and Finance believes it would be worth the money. Finance has control of the website and therefore, Finance is required to properly protect the data in an ongoing manor.

Rep. Sumsion-Asked who is protected or who is not protected

Jeff Herring (DHRM)-Responded that there are three levels of protection under GRAMA.
1. Private – Employees in Public Safety on Special Assignments
2. Controlled – People in State Hospitals medical-related individuals that could be identified through any kind of medical record.
3. Protected – Trade secrets and records of disclosure that would jeopardize the life or safety of any individual, or disclosure that would jeopardize security of government property.

 As people go into protective status under GRAMA they are designated as protected in DHRM's HRE system. That is where the data is being pulled by Finance for the protected individuals on the website.

Senator Niederhauser-Stated information for that individual will be there but the name and gender would be blocked. Every two weeks you will update those who are protected or unprotected. Protect or unprotect any transactions for any of those employees every two weeks.

John Reidhead-The plan is to add the employee payroll information once a year. There are reimbursements to employees that will be added every month.

With protected individuals the information would have to be updated every pay period.

Senator Neiderhauser-Asked if every new employee would be added every two weeks.

John Reidhead-No. Once a year employees and their payroll data will be updated, employees that were hired during the year would be added at that time. Only records related to changes in the protected and unprotected status of employees will be updated every two weeks.

Expenditures to employees that come on mid-year would likely be a reimbursement check and the payee name may require protection. They would be added monthly because expenditures are updated monthly and records would be "protected" as appropriate.

Jonathan Ball-Asked how many individual are protected.

Jeff Herring-There are around 1,000 people.

Brenda Lee-Said that at any one time there are about 300 protected employees. They change every pay period.

About 100 are permanently protected, they are resident workers that are live-in patients at the mental health and disability institutions. About half of those 300 are permanently protected by HIPPA.

Jonathan Ball-Questioned the logic of rotating employees in and out of protected and unprotected status over a period of time, instead of keeping them protected all the time. He stated that if he took snapshots over a period of time he would be able to figure out who was protected or not. There are only 1 to11/2 % of state employees listed as protected at any given time.

Stephen Fletcher-Asked what was done for protected individual reimbursements for travel, and vendors with sensitive information.

Brenda Lee-Stated that their name was masked and that they are updated every two weeks. There is logic in place to filter out sensitive vendor information. She said that the automated process that UI can install for $5,000 would automatically take care of updating the list of newly protected employees and unprotecting employees. Finance would upload a list every two weeks of newly protected employees, it would then go out to every expenditure and payroll transaction on the website and it would mask their name or unprotect them if they weren't protected anymore. Once uploaded the system would take care of it.

Brenda said that she has been informed by HR and Attorney Paul Tonks that people's lives may be at risk. So there is some liability associated with the protected and unprotected status.

Representative Sumsion-Asked how much time it takes to do this process.

Brenda Lee-Feels like it will take a few hours every pay period as soon as payroll is added. And the more data that is added would add more hours of work. That is why they would like it automated.

Jonathan Ball-Asked if there was any opposition to having the automated system. It was agreed to have Utah Interactive start working on it.

5. Status on Priority of list from last Board Meeting

    (a) There was a motion for the Division of Finance to post payroll

Brenda Lee-Demonstrated how to access payroll on a demo website, she showed that first you select the payroll transaction type, then fiscal year and hit start. It will then bring up the payroll by organization; you can filter by fund, and category. From here is you go to category for payroll of the state. There you will see current expense, those are reimbursements that went into the payroll system, and it shows personnel services and travel that was paid through payroll. If you click on personnel services you will see benefits and wage totals. Benefits are private so it only shows totals without detail. Wages show detail, comp time earned, compensation time used, incentive awards, leave paid and miscellaneous earnings. If you drill down to the lowest level it will show gender and title.

John Nixon-Thinks the public wants to see what people earn, he feels this much information creates confusion.

Representative Sumsion-Wants to be able to download data at a higher level. He feels it would make it easier.

Michael Rice-Explained to download the detail data you would go to the organization level and pick an organization, then pick the transaction level, then download and you would get an entire list of the organization you wanted. When you get to the spreadsheet you will be able to see individuals.

Representative Sumsion-Would like to go as high as possible maybe higher than the 10,000 records.

Jonathan Ball-The website has gone from 1,000 to 10,000 records. He stated that is the place to start to see how the server handles the hits and move toward adding more in the future.

     (b) List of links Board Members would like to see.

Jonathan Ball-Stated that there were the three years of the CAFR's links on the front page, and they had been useful to him.

Brenda asked if there were any other links that the Board would like to see on the front page or the second page.

John Reidhead-Stated that the Governor's office has tentatively asked about putting the stimulus transactions for the state on the site. It would be a separate transaction type.

Jonathan Ball-Would like three links from the LFA moved to the front page under the Legislature or Fiscal Analyst link. (1) Compendium of Budget Information (2) Appropriations Summary (3) Appropriations Report. These reports would be useful to the public.

Senator Niederhauser-Stated that the Insurance Department has some transparency information regarding reports that insurance companies have to submit. This is consumer information that would be beneficial to the public. This could be put on the second page.

     (c) Policy on linking to outside sites.

Brenda Lee-Reviewed the draft on linking to outside sites. First she explained that they defined the website, by defining Participating State Entity and Local Entity.

A. She stated that they want to only take links from those entities that are part of the Participating State and Local Entities that are required to use to implement the statute.

B. Links to nonprofit entity websites unrelated to participating state or local entities will not be permitted.

C. Exceptions to this policy can be made by the Division of Finance and the Transparency Board.

Jon Ball-Asked to have the word *unrelated* explained.

John Reidhead-Explained that the link would have to be officially linked to a participating state or local entity. There can be exceptions if approved by Finance and the Transparency Board (C). It would have to be officially related to their organization.

John Nixon made a motion to adopt the draft policy. It was moved and seconded. It was voted on and passed unanimously.

     (d) Definitions of Categories, so that the description will give more detail.

John Reidhead-The Division of Finance feels that it would not be cost effective to put detailed descriptions on the site for 200 pages of revenue descriptions, and 200 pages of expenditure descriptions. It would be a big project to clean up all these descriptions for public display. He feels that it would cost a lot of money for something that would be nice but not necessary. It would be a big project for all the participating entities.

Brenda Lee-Stated that they asked Utah Interactive if they would give a bid to simplify the process. The cost would be a few thousand dollars and it would work for any entity. But it would still take a lot of hours to clean up the definitions.

Senator Niederhauser-Feels that detailed descriptions should be a priority at some point.

John Nixon-Stated that and email or phone number on the site should be sufficient. If someone had a question about a definition they could call. And then see how many request for definitions there are in a year and decide if there is a need to add the detailed description.

Representative Sumsion-Would like to see the descriptions that are on the Chart of Accounts before a final decision is made.

Brenda Lee-Showed the detailed salary descriptions on the Chart of Accounts. Asked if that is what is wanted. She then went to Comp. and Excess time used. She stated that they would have to define what excess hours are and how they are earned before they are posted them to the website. There are 200 pages of these that we would have to define.

John Nixon-Suggested to start cleaning up the definitions, but not make them a top priority.

Senator Niederhauser-Made a motion to move on to the next agenda item and come back to this issue at the next meeting.

> (e) Link to audit report.

Brenda Lee-Said there was a link to the auditor's reports on the front page; it goes directly to the auditors reports not to their homepage. The Auditors changed their own site.

There are the auditor reports and the local government financial report links on the Auditors website. Their website is easy to use.

> (f) Consolidation of the expenditure data to the total budget, how to address.

Jonathan Ball-This is not comparable to the CAFR or to Budgets, how do you explain this.

John Reidhead-There is a disclaimer explanation. On the front page when you hit the start button it shows a 30 billion dollar budget, even though we don't have a 30 billion dollar budget. The number will change as things are added. They will probably list some of the reasons why the number has changed, not a number reconciliation.

John Nixon-Suggested putting a disclaimer on the front and walk people who inquire through it.

Senator Niederhauser-Agrees that there have not been a lot of inquiries about this to go to the time and expense to explain it.

> (g) Direct Links to contracts, from the Transparency website to the Purchasing site.

Jonathan Ball-Asked Michael Rice if it was possible to pass a parameter from the Transparency website directly to the Purchasing website and go right to the contracts. Michael responded that the feature had been added.

Brenda Lee-Stated that there is a link that Purchasing maintains. There are a lot of contracts not there and they have been asked to add something to explain why these contracts are not there. They are working with Finance on this issue.

> (h) Past CAFR's. Already addressed
> (i)   Financial Highlights. Already addressed.
> (j)   July 1, work with Universities, School Districts, and Charter Schools to add them.

Adding Universities, School Districts, Charter Schools and Transit Schools will be the next priority after payroll.

Jonathan Ball-Ask about posting payroll.

Brenda Lee-Stated that it was ready to post in a few days. They were going to move ahead with automating the protection of data and until then it will be done manually.

John Reidhead-As we move forward adding these other entities on the site, we will have to contact these agencies and maybe the new Board members will be able to direct us where we need to go. There have been several meetings already with Higher Ed.

Senator Neiderhauser-Suggested that Universities and School Districts may already have software that can be used.

Brenda Lee-Universities are already past that point they have already uploaded files and are on the test site.

John Reidhead-Stated that it is not the software company, you just need a system that you can get the data from and put it in the format you need. Most systems can do that.

Dr. Peterson-Higher Ed is ready to go. That does not include UCAT's.

Representative Sumsion-Asked the timeline for these entities to come on to the website.

> May 15, 2010:
> Higher Ed.
> Charter Schools
> Transit Districts
> School Districts
>
> May 15, 2011:
> City & Counties
> Water Districts

Jonathan Ball-Asked Finance as they meet with these entities and find that they need technical assistance to refer them to Stephen Fletcher and his people.

Jonathan Ball-Proposed date for the next meeting Oct. 13, 2009, 8:00 a.m.

A motion to adjourn was made and passed.