TRANSPARENCY ADVISORY BOARD MEETING MINUTES
November 10, 2008

Board Attendance:

Fiscal Analyst-Jonathan Ball (Chair)	John Nixon (Vice Chair)
Senator Wayne Niederhauser	Representative Ken Sumsion
Judicial Council-Myron March	John Reidhead-Director of Finance
Ken Peterson-DTS	Steven Fletcher (Absent)

1.   **Welcome:**

Jonathan Ball-Welcomed everyone to the meeting. The minutes from the last meeting on July 28, 2008 were reviewed. He then asked someone to make a motion to approve the minutes. John Reidhead made a motion to approve the minutes and they were voted on and approved.

2.   **Update on Website Development:** Michael Rice Demonstration of Website

Utah Interactive Agreement-Utah Interactive,
Michael Rice-Explained how the software development worked. Showed the nearly completed prototype. There are actually two versions of the prototype. The Wire Frame, which is the picture of the main parts of the website and the Functioning View, which is a functioning view of the screens.

Michael gave a time line for the website. They are finishing up the prototype stage; their plans are for one month of review and revisions of the prototype. On Dec. 15, 2008 they will begin development of the website; it will take three months to build the website with the software code. It will take five weeks to test the website that will be at the beginning of May, and then there will be a soft launch of the website. It will only be available to the key parties; those are all the entities that will be adding data to the website. They will be able to add their data one week before the website goes live. The plans are to go live on Monday, May 11, 2009, that is four days before the legislative deadline.

If there are changes to be made, they need to be made this month while they are in the development stage, not at the end. That would delay the start time.

The design they came up with for approval is simple and straight forward. The pictures represent what might be in the final version of the website. *Utah Funds* is the name they came up with, but it will need approval. There are some areas in the website that the Division of Finance will be able to control the text completely. The section under the welcome message can be changed at the will of the Division of Finance. That can be changed directly and it will be pushed out to the website in a few minutes and it would not take a developer to change that.

The main section under the welcome message is a display of the entities who would have recently added information to the website. This display will scroll back and forth; it will show how current the website is, based off of the most recent entry that an entity had added their information.

The area to the right is the resources and links; this is another area controlled by the Division of Finance. They can add links at will; the intent is to have an easy navigation area to direct users to areas of the utah.gov websites that are already functioning well and include "transparency " data.

There is a simple navigation that tells who created the website, the Board information, and the Division of Finance information. They felt that it was important to have a disclaimer area to explain to the user how the information should be viewed and interpreted. If there is any confusion about information, there will be a link on the homepage that will clarify questions the user might have.

 The getting started area, when the site is launched in May, will only have one level of Government. There are plans for future expansions, and then you would be able to add cities, or counties etc. For the initial launch there will only be the state level. Once the state level is selected, users will be able to see the entities that are contained in that level of government. The

user will then be able to pick the entity they are interested in, the fiscal year, and transaction type, such as expenses and revenues. The list could grow depending on the decision of the Board and if they want to add payroll and budgets. They would fall in this area.

Michael Rice showed the area that the user would likely use most often; it would show the State level, the State government, current fiscal year, and expenses. Users would also be able to pull up transactions and search by vendors.

When a user pulls up the organizations there will be two panes, that way the user is able to compare transactions with detail. The date and categories, fund, everything associated with that transaction will be there.

There will be contact information if there are questions about the detail. The user will be able to contact the specific entity that provided the information.

There will be a label that will say purchasing website, with a link to that website. The user will be able to then click on to that link and it will take the user to the State of Utah's purchasing website. From there, the user will be able to look up state contracts.

John Reidhead-This is the lowest level of detail, we will not be able to show every payee name. There are a lot of privacy issues we have to deal with. We are working on identifying privacy issues for the State.

Senator Niederhauser-Wanted to know if there was a policy on privacy that states what can be shown and what can't be shown.

Jonathan Ball-The Division of Finance as the manager of this website needs to develop a policy. So if there is a payment to a social service recipient the transaction detail needs to say assistance payment.

John Reidhead-The category will probably say assistance payment. We will not be able to show payee name. There are a lot of privacy issues. We will have to exclude blocks of data.

Representative Sumsion-Wondered if we should be showing a vendor ID on these payments. The public would not know who it represents, but there would still be an identifier for that payment.

John Reidhead-We need to be careful about specific information.

Senator Niederhauser-He feels that it depends on what the policy is, and where the line is drawn. He feels it needs to be indicated on the website what the privacy policy is.

John Reidhead-Said it will be indicated on the website what can or can't be divulged. We would be interested in legislation that would give us some immunity, if we inadvertently put something out on the website that we weren't supposed to.

Privacy is going to be a big issue for the State and the Universities. We are going to have to draw the line somewhere. John feels that we do not need to have actual vendor numbers out there, the user will have the transaction; they can contact the agency and get information they need.

Jonathan Ball-Suggested for the next meeting we discuss interaction with purchasing websites, privacy policies in regards to vendor information, and maybe a unique identifier for transactions.

John Reidhead-He explained that some of these additions would add extra costs. But he also explained that our staff and Michael's staff have worked hard and have added some things that the Board didn't request. They are also working on an automated way to have the participating entities submit their data.

Senator Niederhauser-He is pleased with the format and with the way it looks.

John Reidhead-As we continue the demonstration it shows how you can drill through your organization, category, or fund. There are seven levels of category, ten levels of organization, and four levels of funds. This is what was agreed on at the last meeting.

Michael Rice-Continued with his demonstration. He showed where a user would be able to click on a sub-set of an organization and not lose where they had come from. They will be able to drill down one level deeper, and they will be able to navigate back and forth between panels and see where they have been. This navigation is a reporting way to drill down through numbers, and through organizations, there is also an advance search option.

Entities will be able to add information to the website. There will be an administrative area, where each entity will be given a user name, and password. This is where they can control how the information is put on the website. Once in the website on the front page there is photograph and paragraph of the entity. There is a public contact information area at the bottom. There are two fields that are optional, they could have a name or phone number there. The email is there as well. There is a technical contact also.

The core of this would be uploading data. Each entity would be able to control their data set.

We would summarize our record count and we would match the entities record count. If there was a problem it would be taken care of, it would be corrected before they could move on. At the bottom there will be a signature area where they will confirm that the data is correct. Then that name would show up in a table for them to review. Then they could see a status and if it was accepted or not. This will control the data, so that only the entities would be able to add their own data.

Senator Neiderhauser-Asked about audited data.

John Reidhead-Explained that the data to be loaded on the website will be raw data, directly from the entity's general ledger. Users will not be able to directly tie the raw data to audited financial statements.

Senator Neiderhauser-Then asked how we will know if the records are correct.

Michael Rice-Explained that they will match the number of records sent to them.

John Reidhead-They will do double checks to make sure record counts and dollar totals for the data are correct. There are usually a lot of consolidation entries that are required before you get to the financial statements.

Representative Sumsion-Suggested that we need viable information, and have nothing hidden in the website. His thoughts were that it might not be an issue now, but might be in the future.

John Nixon-Stated that the website would be updated throughout the year, that way the information will be accurate. The information will be more specific than the audited financial statement.

John Reidhead-We have entered into an agreement with the developer. We now have a twenty seven page requirements document that lists the details on how we are going to get this accomplished. The timeline is tight and they need to get moving on it to meet the May 15, 2009 deadline. We would like the go ahead, we wanted to show you what we had, we have put a lot of work into it and we need to get going. We need to get going right away with the requirements agreement with Utah Interactive so they can finish the prototype and start the development. We are looking for approval from the Board to move ahead with this.

Representative Sumsion-Had a question about the sites downloading capability.

Michael Rice-Stated that it would not be a problem to add a button to download the data set that he was interested in. We don't have a provision for a large data set.

Representative Sumsion-Asked if he wanted to download the Department of Health would he be able to do it?

Michael Rice-Said that it was something that could be done. It was something that could be added.

John Reidhead-Asked how much capability do we want to give the public? Do we want to give them the capability download data, or do we want to give the public the ability to search. Would you want to give them both?

Senator Niederhauser-Felt like if that was not a problem it was something that we would want to do. He also wanted to know how often information would be submitted.
He was very pleased with the way the website looked.

John Reidhead-Stated Finance's recommendation is for information to be submitted at least every three months.

Senator Niederhauser-There might be some legislation to increase some transparency in political subdivisions. He talked about having a link to their website where they may have PDF files or excel files. Would we have that information?

Michael Rice-We have a way to view all entities, and we would be able to add a link to their website if that was the way you wanted to do it.

Representative Sumsion-Asked if they had developed a spec document for entities to submit information to us, and if there is a file type requirement?

Michael Rice-There is file type requirement; it is a standard text file. They are trying to keep it as simple and easy to use as possible.

Myron March-Asked how the budget cuts had affected the website? He liked the project, but wondered about the future funding of the project.

Jonathan Ball-Stated the Legislature appropriated the original one time funding of $125,000.00, but at the last meeting we learned the cost was around $190,000.00 one time and $40,000.00 on going. The Division of Finance was planning on using some non-lapsing balances to cover the difference, those balances no longer exist. The Division of Finance's flexibility has diminished. They will have to manage with the resources that are available; they may have to prioritize some of the things that we want on the website.

Senator Niederhauser-Was pleased with the website, but felt that the issues with transparency should be a priority.

John Nixon-Stated that we need to understand what the cost to the Division of Finance is going to be, and if we are in a position to prioritize what we are doing, it would be nice to know that. The Division of Finances abilities will be limited.

John Reidhead-Depending on future cuts the Division of Finance is committed, and excited, we will do the best we can with the funds we have.

Johnathan Ball-Wanted to know what the Division of Finances priorities are?

John Reidhead-Stated that frequency of submitting information was a priority; they would like it to be every three months. The website name needs to be finalized today.

Jonathan Ball-Asked if there were any objections to the way the website was progressing.

There weren't any objections, everyone was pleased.

Jonathan Ball-Suggested that they stay with utah.gov as part of the name.

It was decided that utah.gov needed to stay in the name.

There were a number of names suggested given.

Stan Rasmussen from the Sutherland Institute-Felt that one question we need to ask is, what it would take to get people to use the website. He feels like the utah.gov as the end of the name, would be useful and draw people to the website.

Jonathan Ball-With the resources and links you could go on beyond expenditures. You could link to all the public resources. So maybe have a name that is general that will cover all areas.

John Nixon-Proposed the name is *Transparentutah.gov*. When Jonathan Ball made the motion he said *Transparent.utah.gov*. The motion passed unanimously. So the name is *Tansparent.utah.gov*.

It was proposed that the frequency of the website updates would be quarterly. It was proposed and passed unanimously.

Next focus would be payroll, revenues, and then other phases. The motion for the priorities was made and passed.

Troy Caserta from the Board of Regents-At present does not have any issues. He explained that the Division of Finance had taken time to explain all the issues with them.

Jonathan Ball-Suggested for the next meeting we discuss the privacy policy for transactions, vendor privacy, unique vendor identifier, and contract parameters allowing the user to link to the State's purchasing system.

Next Meeting;
Dec. 8, 2008
8:00 a.m.