UTAH TRANSPARENCY ADVISORY BOARD MEETING MINUTES
April 30, 2013
State Capitol Building
Room 415 – 8:00 A.M.

Attendance:

Chair: President Wayne Niederhauser, Utah State Senate.
Vice Chair: John Reidhead, Director, Division of Finance, Utah Department of Administrative Services.
Jonathan Ball, Legislative Fiscal Analyst, Utah State Legislature.
Kristen Cox, Executive Director, Utah Governor's Office of Management and Budget.
Robert Woolley for Mark VanOrden, Utah Department of Technology Services
Representative Steve Eliason, Utah State House of Representatives.

1. Welcome

John Reidhead welcomed everyone to the meeting.

2. Review of January 8, 2013 Meeting Minutes

Jonathan Ball moved to approve the minutes from the January 8, 2013 Meeting, there was a second to the motion, a vote was taken and the minutes were approved.

3. Update on Website Status

   a)   Usage statistics

Brenda Lee from the Division of Finance reported for Michael Rice (UI). She said the usage on the website has stayed the same. The State of Utah is still the biggest user, then Quest, Comcast and UEN customers.

 Rep. Eliason asked how the public knows the website exits. Brenda explained when new data is released there have been press conferences to inform the public. She said they will look into having more press conferences.

   b)   Website inquiries

Darrell Swensen from the Division of Finance reported that there have been five inquiries to the website since the last board meeting. Darrell responded to each inquiry.

   c)   Number of downloads

President Niederhauser asked at the last Board Meeting about the amount of downloads there have been. There have been 25 paid dollar downloads, these are downloads that have greater than 10,000 records. Most of these inquiries have been from the Salt Lake Tribune. There have been about 1,000 a year of the smaller than 10,000 free record downloads.

4. Status of Participating Entities

   a)   All entities

Darrell Swensen reviewed the status of the Interlocal Entities that are required to be on the website by May 14, 2013. Of these entities 94.29% have responded to Darrell and out of the 35 entities required to be on the

website, 13 Interlocal Entities have posted to the website. He has met directly with another 15 entities to help them upload their data and will continue working to get all the Interlocal Entities on the website.

Darrell reviewed the status of the 2011 implementation and said that all of the counties are on the website. All of the cities except Nephi City are on the website. Nephi is getting new software and then should be able to post to the website.

Of the Local & Special Service Districts, 97.44 % have posted revenues and expenses and 95.96%, have posted the payroll data.

The Local & Special Service Districts who have not posted to the website include the four hospitals in agenda item 5. (d). Darrell proceeded to that agenda item.

Canyon Lands Healthcare Service District has sent Darrell their enterprise data, but he has not yet received their government data. He is waiting until they are able to give him all the information to post it to the website.

Gunnison Valley is working to get their information uploaded to the website. Their system is old and they are moving to a new system. They are waiting to develop the upload report in the new system. Darrell is working with them to use an excel template to upload their information until they have their new system in place.

Kane County Human Resource Hospital's new financial system has an uploading capability for transparency and they will be testing their data soon.

San Juan Healthcare Services District also has new software. Darrell is working with them using an Excel template to post their data to the site. Darrell is hopeful that all the hospitals will have their data posted soon.

Darrell reported on the 2010 Implementation. There are a few entities who have not posted their revenue and expenses. There are three Charter Schools, one Higher Ed. "Bridgerland Applied Technology College", and one School District, "Tintic School District". Darrell continues to work with them.

There are four Charter Schools, one Higher Ed., and three School Districts who have not posted their payroll data. Darrell said that these entities have moved to a new financial system, he is working with these entities and feels they will be able to post their payroll, revenue and expenses data soon.

Representative Eliason asked about HB 330 that requires all reporting agencies to file an annual certification, and if this certification would be posted on the Transparency Website? This certification attests that agencies data is accurate. Scott Parke from the State Auditor's Office stated that they are creating an online system that will collect these certifications. You will be able to get an electronic version of the certification from the State Auditor's website. The State Auditor's Office website is linked from the Transparency Website.

Senator Niederhauser would like entities to certify that the information they provide to the transparency website is complete and correct. He asked if this HB 330 would apply to this scenario.

Van Christensen from the State Auditor's Office said that HB 330 would not apply to the detailed information on the Transparency Website. This bill applies to agencies $500,000 or over that are required to submit an audited financial statement. The summary information that the Auditor's Office gathers for agencies under $500,000 would not be certified.

John Reidhead made a motion to request the State Auditor's Office require in their state Legal Compliance Manual, that have CPA Firms make sure the entities that they have audited have complied with uploading

information to the transparency site in a timely and accurate manner. The motion was seconded and motion passed.

Jonathan Ball asked about having the CFO's of each entity signing off that the data is accurate and correct when the data is uploaded. Brenda will work with Michael Rice from UI to see if this feature can be built into the website and the cost to do so. She will bring the information back to the next meeting.

Darrell discussed the spreadsheet that shows the 2010 entities with data missing. He continues to work with these agencies to get their data posted.

   b)   Discuss possible penalties for entities that are not current with their data on the transparency website.

Jonathan Ball discussed adding to the front page of the website a list of entities who have not posted their most recent information. He talked with Michael Rice from UI and it is possible to add the delinquent accounts to the front page.

President Niederhauser stated that it would have to be a statutory change through the legislature to impose penalties to the entities that do not post their information. He would rather take a different approach at this time.

Kristen Cox asked how burdensome it is to upload the data. She feels before penalties are issued and statutory changes are made, we find out why entities are not posting their data and what value it is to them to upload their data.

Darrell Swensen said that it is usually low maintenance to upload their data. Darrell tries to remind entities to post their data.

5. Other Issues

   a)   State Auditor's Office (SAO) request to have local governments and school districts add information to their transparency data uploads to replace the current manual reporting process to the SAO.

David Stringfellow from the State Auditor's Office said that the Utah State Auditor's Office is a central collection point for the Federal Census Bureau in collecting certain types of information. The Census Bureau collects information for government finance statistics, employment, payroll, government structure, tax collections, and other federal spending. To collect consistent data they require counties, municipalities, and special districts to submit annually the survey of local government finances, called the UT Form.

Mr. Stringfellow stated that most of the information collected on the UT Form could be populated from the data on the Transparency Website. In order for the SAO to map the transparency data to the census forms the local governments would need to submit one additional piece of information with their transparency data uploads. This field would require a standardized chart of accounts that would be standard across all entities. You could then compare salaries and wages, employee benefits etc. When uploading their data, entities would have to map their information to the standardized chart of accounts.

They propose to utilize the capability of the transparency website to accept budget data uploads to eliminate duplication. To access the data Utah Interactive has quoted setting up an FTP server with a database that they could access. This would be the source that they could go and pull out new data. The summaries would then be submitted to the census bureau. These changes would eliminate duplicating data, reduce error and improve efficiency.

They are asking for an additional field to the data uploads that would contain for each record that and entity uploads a code provided by the State Auditor's Office that fits within the standard chart of accounts.

They are also requiring that budget and balance sheet transaction data be uploaded.

The State Auditor's Office asks the Transparency Advisory Board to adopt these changes.

President Niederhauser said that from the beginning of legislation for the transparency website, part of the vision was for entities to upload their information and then there would not be no other required reporting from them. The information would be taken from the website's database. Adding this field will be a great step towards that vision.

John Reidhead made a motion to move forward working with Utah Interactive to get this field added to the website that the auditors have requested. There was a second, a vote was taken and the motion passed.

   b)   Public Education Common Chart of Accounts (S.B. 128).

Bruce Williams the Associate Superintendent for Business and Operations from the State Office of Education stated that his office had a meeting on April 25th, with Division of Finance, Jonathan Ball, and Representatives from the Auditor's Office, to discuss the implementation of SB128. This bill requires all school districts and charter schools as they submit data to the transparency website, to conform to a uniform chart of accounts that the State Office of Education has in place. There are some school districts and charter schools that utilize different account numbers for various reasons, but the State Office of Education requires when they report to the National Center for Educational Statistics that the data conform to their uniform chart of accounts.

The Utah State Office of Education is requiring all budget information that will be reported from Local Education Agencies (LEA) to the Utah State Office of Education (USOE) for this year, to utilize their system called the Utah Public Education Finance System. Bruce Williams said the system allows them to upload their data to this system where there is a crosswalk built in that takes them over to the uniform chart of accounts. This is utilized for summary data not at a transactional level, but it is already in place and has been developed internally and currently all the LEA's are in the process of building a crosswalk between their data and the uniform chart of accounts.

They are looking into using the portion of this software for their financial reporting to crosswalk the data over to have conformed data. They have met with their programmers to see if they can use the functionality that has been built into their financial system for transparency. Local LEA's would take detailed transaction data and run it through the system and save and upload it to the Transparency Website. This would insure conformity with the data and the uniform chart of accounts. All entities would look the same and they feel that this meets the requirements of SB 128.

Jonathan Ball said there are a couple of things that are related to the information David Stringfellow presented related to this field. Jonathan said it was discussed at the meeting on April 25th, to use the unique identifier that Mr. Stringfellow talked about for public education as well. The Auditors proposal would also benefit public education. He said this may change the layout of the data on the website.

When someone accesses state data on the website you are able to see across the entity and see all of the sub-entities within the state and their transactions. When you look at public education from the current list on the website you can't see across to all the LEA's.

Jonathan Ball said at the meeting on April 25th, it was discussed for the board to consider a change to the layout of the website once the common chart of accounts is in place so that you would be able to view all the

transactions across the enterprise K-12, by LEA. This would require Utah Interactive to make the change to the way the data is queried on the website.

Brenda Lee spoke with Michael Rice from UI about this change to the website, he will look into making the changes and the cost associated with these changes.

Bruce Williams said it was also discussed to add a program field to the Transparency Website to collect the USOE data by program and revenue using the uniform chart of accounts. He said that it will take time to develop the software needed for this implementation. They are looking at an implementation date starting in October of this year and being completed by the beginning of 2014. Robert Woolley and Dave Fletcher from the Dept. of Technology Services manage the operation relationship with UI and they see all these requests. Based on their discussions they would highly support this request.

There was a discussion about two different fields for USOE, the "Program" field and a another field that would capture "Function".

Brenda said she talked with Michael Rice about these two fields "Program" and "Function", they are not sure that "Function" rolls up into anything we currently have on the website. These fields may have to be added as new tabs for schools, or they could be added in the backend and not displayed on the website. These are decisions that will have to be made.

President Niederhauser feels that it is good policy to have a single reporting database.

    c)   Taxpayer Receipt (H.B. 129).

Jonathan Ball explained H.B. 129, a new requirement from the Legislative Fiscal Analysts Office to post a taxpayer receipt on a public website. This receipt would calculate for taxpayers how much in sales and income tax they paid for each entity and what programs the money was spent on. Legislation requires that this be posted on a public website. Mr. Ball asked the Board if this information should be posted on the Transparency Website.

It was decided to have the Taxpayer Receipt's home on the Transparency Website with links from the State's utah.gov website, Legislative Fiscal Analysts, Finance, GOMB, and the Auditor's Office websites.

    d)   Gunnison Valley Hospital & other hospitals reporting status. See item 4. a).

    e)   Policy Revision - Employee Compensation wording for deferred compensation

Brenda Lee discussed the proposed changes to the policy regarding deferred compensation.

John Reidhead said they talked with the controller at the U of U for her language suggestions. They drafted the changes in the policy with her suggestions. The changes do not change the policy, they clarify it.

Brenda summarized and discussed the changes and additions to the policy for the board.

John Reidhead made a motion to adopt the changes to the policy under compensation that was discussed today. Motion passed.

    f)   S.B. 283 Availability of Public Information Amendments which adds 6 new board members and
    new duties to the Utah Transparency Advisory Board. Effective 5/14/2013.

John Reidhead introduced Senator Henderson who was the sponsor of the bill and the new appointee to the Board from the Senate. This bill takes effect on May 14, 2013. There will be several new board members. Patricia Smith-Mansfield, State Archivist is a new board member. There will be representatives on the board from the State Records Committee, Utah Cities and Towns, and Utah Association of Counties. John is hopeful to have the Board organized by the next Transparency Meeting.

The Board is to study and report back to the Legislative Management Committee and the Executive Director, Kim Hood no later than Nov. 30, 2013, on recommendations for an informational website. The Board is also to develop standards for format and accessibility. The website will move beyond financial into other areas of information that can be made public.

Senator Henderson addressed the Board and explained that senate leadership does not want to lose focus on the financial aspect of the Transparency Advisory Board. They decided to expand what is already in place and expand the duties of the board. The Transparency Advisory Board will expand to make public records accessible to the public online.

She said the Board will have to address whether they want to include the public records on the current website or if they want a separate site for these records. Her vision is for the public to be able to go to one place to get all the information they may want.

Robert Woolley said that DTS added 20 separate services as Senator Henderson suggested to the www.utah.gov website. This will give the board something to build on.

Senator Henderson asked the board as they move forward to think of the term, "One Stop Searchable Data Warehouse."

Senator Niederhauser would like to eliminate GRAMA requests. He would like political subdivisions in the state when they create a record that would be available through GRAMA to upload it to the database where it can be easily accessed, eliminating the need for a GRAMA request. Private information would be removed and the GRAMA information uploaded to the Transparency Website.

6. Public Comment

There were no public comments.

7. Discuss Next Board Meeting Date

The next meeting is tentatively set for May 28, 2013, at 8:00 a.m.

Assignments for the next meeting:
1.Brenda to work with Michael Rice to see if they could add a function to the website where the CFO could sign off on data that is uploaded is correct.
2. Brenda Lee and Jonathan Ball to work with UI on quotes to be able to view K-12 information as one entity.
3. Board to decide on two board members they recommend.