UTAH TRANSPARENCY ADVISORY BOARD MEETING
July 10, 2013
8:00 a.m.
State Capitol Building, Room 415

Board Attendance:

Vice Chair: John Reidhead, Director, Division of Finance, Utah Department of Administrative Services. (Elected Vice Chair 7/10/2013)
Jonathan Ball, Legislative Fiscal Analyst, Utah State Legislature.
Mark VanOrden, State CIO, Utah Department of Technology Services.
Patricia Smith-Mansfield, Utah State Archivist.
Gary Williams, City Attorney for Ogden City
Lex Hemphill, State Records Committee.
Jacob Belk for Kristen Cox, Utah Governor's Office of Management and Budget.

Absent:

Chair: Senator Deidre Henderson, Utah State Senator (Absent) (Elected Chair 7/10/2013)
Representative Steve Eliason, Utah State House of Representatives. (Absent)

1.   Welcome and introduction of new board members.

John Reidhead welcomed everyone to the meeting and introduced the members of the Board.

2.   Review of April 30, 2013 Meeting Minutes.

There was a motion and a second to accept the minutes from the meeting held on April 30, 2013. A vote was taken and the minutes were approved.

There was a motion to skip items 3 and 4 on the agenda until Jonathan Ball arrives at the meeting. There was a second to the motion, a vote was taken, the motion passed.

They moved to agenda item 5. a) and b).

3.   Elect new chair and vice chair.

Mark VanOrden nominated Senator Deidre Henderson for the Board Chair, there was a second to the motion. The motion passed.

Jonathan Ball nominated John Reidhead for Vice Chair, there was second and the motion also passed.

4.   Nominations and election of two additional board members.

John Reidhead said that the Board needs to appoint two additional board members under S.B. 283, 63A-3-403 (k), "two individuals who are members of the public and who have knowledge and expertise, or experience in matters relating to the board's duties under Subsection (10). Appointed by the board members identified in Subsections (2)(a) through (j)."

John reported that three people applied for the Transparency Board on the Governor's website for boards. John gave their names and their qualifications; they are Steven R Bagley, currently works for UDOT.

Cindy Lee Mansel, a city recorder for Salt Lake City, Holly Richardson applied online and Rep. Eliason also suggested her name. She was also recommended by the State Records Committee.

Gary Williams also recommended Cindy Mansel, he was not aware that she had applied and said she has experience with the GRAMA Act and in using technology to deal with records. He urged the board to consider her.

Senator Henderson recommended Phil Windley and Jason Williams via email. Patricia Smith-Mansfield also recommends these individuals because of their focus towards public records and they also have technical backgrounds.

Jonathan Ball suggested via email Jennifer Robinson, Director, Center for Public Policy & Administration for the University of Utah, and Chris Bleak, President of Utah Association of Public Charter Schools.

Mark VanOrden feels that the Board needs more information about these candidates before a decision can be made.

Jason Williams addressed the Board. He said that he approached President Niederhauser in the summer of 2012 to address the idea of the two public members added to this legislation. The goal was to find people who worked in the private market for the two public board members. Specifically someone who worked with open-source software, or worked with government transparency issues at large.

Mr. Williams was asked about his qualifications.

He explained that technology is his professional background. He said that he loves Government technology. His background with the Legislature is as a citizen activist. With his technical background, and a GRAMA Working Group conference he attended, he realized that simple formatting issues are behind some of the biggest and most expensive problems when it comes to public records.

Patricia Smith-Mansfield said that Holly Richardson, Jason Williams and Phil Windley already have a background with the new direction the board is moving and don't represent government. The new direction for the Board is a focus for public access. She feels that it is important to have public voices represented on the board.

Mark VanOrden moved that between now and the next Board Meeting that the Board see résumés from the people who are officially interested, not just nominated. Then the Board would be better prepared to make a vote. The motion was seconded.

Jonathan Ball made a substitute motion to elect Jason Williams and Holly Richardson to the Board. Patricia seconded the motion. There was a discussion about receiving résumés for the board to review on all the candidates before a vote is taken. Jonathan Ball withdrew his substitute motion.

John Reidhead stated that the original motion by Mark VanOrden was to wait until the next Board Meeting to elect the two public board members after the candidates have been contacted to see if they are still interested in serving on the board and the Board has reviewed their résumés. Then the board will be better prepared to discuss their qualifications and make the elections at the next board meeting. A vote was taken and the motion passed.

John Reidhead said they are waiting on the Utah Association of Counties for a recommendation of a county representative to also sit on the board.

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

a)   Recommendation by the Utah State Office of Education (USOE) and Finance to add 2 additional information types on the website for schools: Program and Function.

Brenda Lee, Assistant Director of the Division of Finance explained that Finance met with representatives from the Utah State Office of Education to decide the best way to accomplish S.B. 128, which requires all the schools to use a consistent chart of accounts when reporting to the state's transparency website. They will need two additional fields added to the website to show the data correctly.

Jonathan Ball arrived at the meeting.

Brenda showed the website and explained the current tabs for all entities, which are organization, category, and fund. They are proposing to add tabs for program and function.

Bruce Williams from the USOE explained that public education is required to account for transactions and expenditures based on a chart of accounts that is derived from the National Center for Educational Statistics, which has various components. They are fund, program, function, object and location. As they report the data to the transparency website currently they cannot tie the data back to the funding source. With the program tab it would be possible to tie back expenditures to the appropriation level and see where the dollars came from. The function tab would be for things such as instruction and administration.

This would closely match the Chart of Accounts that USOE uses, and allow them to utilize the data translator they currently use for the data from the local education agencies.

Jonathan Ball said that this would help legislators to understand the data better. He said that adding a location field has been discussed, and he wondered if it would be better to add the location field now and leave it blank, or wait until the field is required.

Michael Rice from Utah Interactive said it would be a nominal change and should not change the cost. To do it later would repeat the cost.

Brenda Lee said the plan was to put the location field under organization.

John Reidhead asked how the data translator would work.

Bruce Williams explained that data translator would be online and the LEA's would take their data through the translator. It would conform the data and put it in a format that could be uploaded to the transparency website.

b)   Presentation and approval of Statement of Work with Utah Interactive to modify the website to accommodate the new information types.

Michael Rice showed a chart of the costs associated with the changes and how the changes will work. He explained that there are 3 required changes: update import file & process; update the website to show the new tabs; and update export file types. There are also 2 optional changes: dynamic navigation; and pie chart for each panel. The Board was shown charts on how the website currently works and what the website would look like and how it would work with the change requests.

The board discussed the pie chart Michael Rice demonstrated, and if approved where they may like the pie located on the website. It was decided to wait for more discussion on the pie chart when agenda item 6(b) is discussed.

Jacob Belk asked if the Board had considered a different type of chart instead of a pie chart, perhaps a bar chart. He feels it may be easier in terms of user's ability to understand.

Michael Rice said they could look at using different types of charts. He said that they have also had a request for additional changes such as rolling up the entities as a single entity view.

Jonathan Ball made a motion that the Board approve the changes necessary to implement the Public Education reporting including the first three goals. 1. Update Import File & Process ($2,800), 2. Update Website ($8,200), 3. Update Export File types ($6,600). There was a second to the motion, a vote was taken and the motion passed.

Mark VanOrden feels that the Dynamic Navigation (#4) would improve the website. He feels navigation is the weakest part of the website. He made a motion to accept item 4. Dynamic Navigation. Patricia Smith-Mansfield seconded the motion, the motion passed.

Jonathan Ball asked Michael Rice about some changes to the order of the dropdowns on the front page that they had talked about. Michael Rice said UI would work on those changes along with these approved changes.

It was decided to wait on a motion on a Pie Chart until the discussion on, 6. b) Taxpayer Receipt.

Jonathan Ball moved to go back to agenda items 3 and 4.

6.   Other Issues

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

Jason Williams was asked to explain S.B. 283. He said that it is the responsibility of the Board to develop formatting standards. In 63A-3-403(10) of the bill, there is a list of guidelines for the board to keep in mind as they review what the barriers for public access are, and the barriers for reuse of public information. He said that the two most important things that the bill addresses are; first, there is no intention to change what is considered a public record, and second would be to reduce the number of GRAMA requests.

Mr. Williams feels with some simple standardization of formatting these requests could be accessed on the website. It was also the intent of the bill to add the two public members to the board to bring public representation to the board.

Patricia Smith-Mansfield said the difficulty of public information and public records is a balance of deciding what is of interest to the public to be online and not to have so many public records online that it is not searchable. She said the Board will need to address what public information should be online. She said the number one GRAMA requests are from individuals who want information about themselves.

Dave Fletcher addressed the board about public information that is already available on different state websites, such as, open.utah.gov. They have added different sources of information to this site to develop

a single website that would link people to different sources of information. The large amount of information on the website makes it hard to search. They continue to work with indexing the information to make it easier to access.

Patricia Smith-Mansfield said that on the local level there is high interest to the citizens of communities about the ordinances and policies of cities and towns. Not all cities have these readily available.

Jonathan Ball said that there needs to be some standards for organizing the information uniformly.

Mr. Ball said there has been a lot of time and effort put into the financial transparency aspect of the website. He does not want to lose the progress that has been made on the financial side of the website.

Jason Williams said that the goal is not to overshadow the financial side of the transparency website, but to take the work that has been done with the added input of the public board members to bring together an overall concept for the state.

Gary Williams the representative for cities and towns expressed concerns about GRAMA, such as; retention of a public document which may be only a day. He also said that the government agencies have so many documents that it would take a huge budget to classify the documents. One of the central factors of GRAMA is you don't have to classify it until it is asked for. He would like to come up with some classifications that are always public records.

Not all cities are automated, for some cities it would be as easy for them to put their data on the State's website, as it is on their local website. But, for other cities it would be double the work using the State website in addition to their own IT resources. Gary Williams said that his city has had some instances where they were required by statute to interact with a State website that have not gone well. He gave an example about the time involved posting meetings to the Public Notice Website. He would like to see more automation, it would help with the amount of documents that cities and towns will have to enter and upload to the state's websites.

Jason Williams said that it is the goal of this legislation to start a concept to data management in the state, and the hope is that it will trickle down to the cities.

Patricia Smith-Mansfield stated that it is hard to classify individual records. Government entities do not need to classify records until there is a GRAMA request. But they are required to designate a classification of their records and report them to State Archives.

She stated that County databases are not free and there are other entities with subscription databases. Free distribution is in the law and this is something that will need to be addressed.

John was asked about funding to move forward with the changes to the website. He said the bill states that the Board is to study and recommend, and report back by November 30, 2013, to the Executive Director and the Legislative Management Committee.

b)   Taxpayer Receipt – H.B. 129.

Jonathan Ball gave an update about the Taxpayer Receipt. He said that H.B. 129 was a requirement that was passed in the last general session. It requires that the Legislative Fiscal Analyst Office post on a website a tax payer receipt. This would allow a citizen to enter information about themselves and see how much they had paid for different areas of state government.

It was decided at the last Transparency Meeting to host the Taxpayer Receipt on the Transparency Website. Utah Interactive is working with Jonathan Ball to possibly add a widget to the transparent.utah.gov website, with a link to the Legislature's site and also the Governor's site, utah.gov. The widget would be updated yearly. The focus from a state's prospective would be to show citizen's where state taxes and income taxes were spent.

Michael Rice from Utah Interactive said they have prepared a couple of options, one that would be similar to the Georgia site and the other using the widget method. He will get back to Mr. Ball with a cost and timeframe to implement this option.

Mr. Ball said that there is a space on the homepage of transparent.utah.gov in the lower left hand corner, where he would like to possibly put the widget.

Brenda Lee said that the Board has two additional funding quotes from UI, one for combining the schools into one entity on the website and CFO certification. The decision on these funding issues will be addressed at the next meeting.

7.   Update and Status

a)   Usage statistics

Michael Rice updated the board on the usage status for the last four years. He said there have been 74,000 visits in the past four years. The average visits per day is 60, the average time is 10 min. for those visits. The majority of the visits come from within the State's network.

There have been 391 free downloads, the average person downloads around 3 files. In the $1.00 paid option for downloads, there have been 13 requests in the last year and a half.

The following were not addressed due to time constraints:

b)   Website inquiries
c)   Status of Participating Entities
d)   Status of Gunnision Valley Hospital & other hospitals

8.   Public Comment: No public comment.

9.   Discuss Next Board Meeting Date:

It was decided to schedule another Board Meeting in approximately 1 month. Some potential dates will be sent to the Board to determine the date most board members can attend.

The meeting was adjourned at 10:02 a.m.