

Open Data Advisory Group March 20, 2018 Meeting Minutes

Introduction

A meeting of the Open Data Advisory Group (ODAG) was held on March 20, 2018 from 6:30-8pm at 2100 Clarendon Boulevard, Conference Rooms Cherry and Dogwood. The following Members and County Staff Liaisons were in attendance:

Members

Duke Banks
Alyssa Doom
Christopher Hedrick
David Husband
Scott McGeary
Vadim Sokolov
Jason Thomas (Chair)
Dennis Whitehead

County Staff Liaisons

Jack Belcher
Alexandra Fox
Bryna Helfer
Emily Hughes
Jaime Lees (Staff Liaison)
Katie Pegoraro

Summary of Discussion Topics

- **Feb 6 County Board Work Session**
- **ODAG Charge Review**
- **ODAG Recommendation Quad Chart**
- **New Recommendation Topics: Open Data and Privacy**

Administrative Updates

Open data-related scope, questions and action items from the **Feb 6 County Board Work Session** on Open Government and Transparency were shared. Members asked the Staff Liaison to share the action item document detailing how closely the County's Open Data Policy and Open Data Program adhere to the Sunlight Foundation's 31 Open Data Policy Guidelines. The analysis was performed by the Staff Liaison in coordination and with approval by a representative from the Sunlight Foundation. The County's policy and program meet 22 of the 31 guidelines. A Member and former employee of the Sunlight Foundation, Alyssa Doom, reports that no jurisdictions meet all 31 and that Arlington is doing very well particularly in the area of community engagement. Members asked to see how Arlington fares against other jurisdictions.

Enhancements to the [Open Data Portal](#) were made, as requested by the ODAG in the last meeting. These include adding descriptive text to the [Request a Dataset](#) page and broadening the scope of the [Open Data Portal blog](#) from announcements of newly published datasets to also include educational and County open data news items.

Wednesday May 16 was identified as the best date for the next ODAG meeting.

ODAG Charge

The Chair [revisited the ODAG charge](#) in light of the many recommendations and directions in which the Group could go. He distinguished ODAG responsibilities from County ones. ODAG responsibilities include engaging with County staff, outreach to academic institutions, businesses and individuals and recommendations to the County Manager on open data datasets and practices. County responsibilities include ensuring legality of publishing data and ethical publication thereof. As a recommending body, the ODAG has an opportunity to engage with the

County on these and other topics and the requirement to receive timely updates from the County on actions taken in regards to data topics and also specific recommendations of the Group.

Member Duke Banks followed up on the community outreach responsibilities of the Group by sharing that the Civic Federation has scheduled a meeting on open data for May 1. The Chair strongly supported the meeting and suggested ODAG members should play a significant role.

Recommendations Quad Charts

The Chair shared a [quad chart template](#) designed for use by the Group. The Chair explained each section and the guiding principles of producing formal recommendations suitable for presentation to the County Manager and breaking large ideas into small successes. Most existing recommendations have been converted to this format and Members are requested to review and edit the draft quad charts. Members are also asked to complete a quad chart when presenting any new recommendations for consideration by the Group.

Pending Recommendations

- [Quad Chart – PDFs to Open Data](#) (lead: Duke Banks)
- [Quad Chart – Open Data Standardization](#) (lead: David Husband)
- [Quad Chart – Internal County Data to Open Data](#) (no lead identified) Note that the recommendation for publication of all financial data is combined with this item, as financial data is a subset of all the data to be considered for open data publication.
- Enhance Open Data Portal (no lead identified and Quad Chart not drafted)

New Recommendations

- Develop Open Data Retention and Quality Policy (lead: Jason Thomas) The suggestion is that the County needs a defined process for retention and disposal of open data as well as a commitment to current, high quality datasets.
- **Open Data and Privacy** (no lead identified) Member David Husband asked that the group specifically address privacy and suggested the Group seek assistance from available non-County resources such as The Future of Privacy Forum. Member Alyssa Doom also recommended development of a formal Privacy Policy and to be guided by the privacy policies of others such as Seattle. Given the planned publication of a wide swath of financial data, a privacy/risk assessment is needed as part of the publication process. Member Dennis Whitehead recommended that an opt-out option be made available. More discussion is needed as to the most effective means for the ODAG in facilitating/monitoring open data and privacy discussions. Further discussion is also needed to determine what the Group recommends be codified regarding privacy beyond what is legally allowable.
- Interjurisdictional Sharing and Cooperation (lead: Duke Banks) Member Duke Banks highlighted advantages in data sharing across jurisdictions and other members also recommended meeting with other jurisdictions regionally and also those who are open data leaders.

Action Items

1. Post the analysis of Arlington’s adherence to the Sunlight Foundation’s Open Data Policy Guidelines. (Staff Liaison)
2. Post comparison of all assessed jurisdictions’ adherence to the Sunlight Foundation’s Open Data Policy Guidelines. (Alyssa Doom to provide link; Staff Liaison to add to ODAG Sharepoint site)
3. Send May 16 meeting invitation. (Staff Liaison)

4. Identify a contact within The Future of Privacy Forum and identify a means by which the ODAG can work with the Forum. (David Husband, in coordination with Chair and Staff Liaison)
5. Share the Seattle Data Privacy Policy (Alyssa Doom)
6. Follow up regarding May 1 Civic Federation meeting on open data. (Duke Banks, Jason Thomas, Staff Liaison)
7. Add risk as an explicit factor in the Quad Charts (Jason Thomas)
8. Review and edit draft Quad Charts (All Members and Staff Liaisons)
9. Draft new Quad Charts and distribute via Sharepoint site for review (Jason Thomas, David Husband, Duke Banks, volunteer recommendation leads)
10. Ask County Attorney's Office to participate in an upcoming meeting to discuss legal review and privacy considerations (Staff Liaison)