Open Data Advisory Group
June 4, 2018 Meeting Minutes

Introduction

A meeting of the Open Data Advisory Group (ODAG) was held on June 4, 2018 from 6:30-8pm at 2100 Clarendon Boulevard, Azalea Conference Room. The following Members and County Staff Liaisons were in attendance:

Members	*County Staff Liaisons*
Duke Banks	Jack Belcher
Alyssa Doom	Alexandra Fox
Christopher Hedrick	Emily Hughes
David Husband	Jaime Lees (Staff Liaison)
Jason Thomas (Chair)	

Summary of Discussion Topics

- **Seeking a new ODAG Chair**
- **Open Data Policy Proposed Revisions**
- **ODAG Recommendation Quad Chart/Report for the County Manager**
- **ODAG Sub-Groups – Privacy and Outreach**
- **Presentations Requested for Civic Federation and ITAC**

Administrative Updates

Jason Thomas, Chair of the Open Data Advisory Group since June 2017, is stepping down as Chair due to limited time availability and is seeking a successor. He will remain part of the Open Data Advisory Group. The group thanked Mr. Thomas for his time and commitment and discussed the challenges facing the current membership. Expanded membership is sought as the current membership does not have bandwidth to serve as Chair, increase meeting frequency and serve on the rising number of sub-groups. Members expressed opinions that new members should have some background in open data and/or an IT background personally or professionally. The charge to the group also should be revisited based on lessons learned over the last year (and that this should be done ahead of the term expiry of current Members in June 2019).

Draft revisions to the Open Data Policy that is published on the Open Data Portal were presented by the Staff Liaison. The drivers for the revisions are twofold:

(1) Adding two dataset exclusions – datasets that include personally identifiable information and datasets that are not sourced from the County unless substantive value has been added; and

(2) Adding due process for removing datasets or parts of datasets when they do not comply with the Open Data Policy or legal requirements.

Members were in agreement with the nature of the changes but asked to review the Open Data Policy language directly, so the Policy will be sent to all Members for review.

Recommendations for the County Manager

Members commented on the work done by the Chair to define Group recommendations to date in quad charts highlighting purpose, stakeholders, desired end result, measures of success and risk. The Chair will draft a final report based on the quad charts and intended for presentation to the County Manager and distribute to the Members for review.

Sub-Groups

At the last meeting, a Privacy sub-group, comprised of David Husband, Alyssa Doom and Christopher Hedrick, was formed. The sub-group will meet outside the meeting cycle and report back to the Group on their progress in developing recommendations for consideration by the Group and then the County Manager.

Members proposed a new sub-group to develop recommendations for data-focused community outreach. Recommendations might include hosting hackathons, presenting to civic associations, outreach to targeted groups such as Columbia Pike revitalization, routinely briefing selected other commissions, and how the ODAG might support the efforts of the County's Communications and Public Engagement office. Volunteers to serve on the sub-group included Jason Thomas, Duke Banks and Alexandra Fox.

Presentations Requested

Member Duke Banks, President of the Civic Federation, shared that a primary topic for the October Civic Federation meeting is open government. He will work with the Staff Liaison and new Chair to prepare a presentation focusing on transparency and dovetailing with government's public engagement.

Member David Husband, also a Member of the Information Technology Advisory Commission, requested a formal briefing to the ITAC in the fall. He also suggested that the ODAG prepare a recommendation regarding the County's data staffing organizational structure, including such ideas as hiring a privacy fellow much as the County hires other types or limited term interns to push the programs forward with limited expenditure.

Action Items
1. Contact Jaime Lees or Jason Thomas if you wish to serve as ODAG Chair. In the interim, we will try taking turns with a Member working with the Staff Liaison to develop an agenda and facilitate the meeting. (All)
2. Add Group scope, membership criteria to agenda for next meeting. (Staff Liaison)
3. Distribute Open Data Policy draft revisions to membership for review. (Staff Liaison)
4. Review Open Data Policy draft revisions and send comments to Staff Liaison. (All)
5. Prepare a final report on recommendations to date for the County Manager; distribute to Members for review. (Chair)
6. Review final report and send comments to Staff Liaison. (All)
7. Share initial recommendations from Privacy sub-group with Staff Liaison. (Privacy Sub-group)
8. Add Privacy Sub-group input to agenda for next meeting. (Staff Liaison)
9. Convene Community Outreach Sub-group (Community Outreach Sub-group)
10. Coordinate presentation for Civic Federation. (Duke Banks, Staff Liaison)
11. Coordinate presentation for ITAC. (David Husband, Staff Liaison)