Open Data Advisory Group
September 27, 2018 Meeting Minutes

Introduction
A meeting of the Open Data Advisory Group (ODAG) was held on Sept. 27, 2018 from 6:30-8pm at 2100 Clarendon Boulevard, Conference Room 600. The following Members and County Staff were in attendance:

Members	*County Staff Liaisons*
Afua Bruce	Jack Belcher
Alyssa Doom	Alexandra Fox
Jesse Emery	David Herlihy
Christopher Hedrick (Acting Chair)	Bryna Helfer
David Husband	Emily Hughes
Scott McGeary	Jaime Lees (Staff Liaison)
Aaron Schroeder	
Jisan Zaman	

Summary of Discussion Topics
- **New ODAG members appointed and introduced**
- **County Manager's response to ODAG recommendations**
- **County to implement OpenGov**
- **Initial discussion of proposed privacy recommendations**

Administrative Updates
The County Manager appointed four new ODAG members – Afua Bruce, Jesse Emery, Patrick South and Jisan Zaman. All ODAG members introduced themselves, as did members of the public in attendance.

County Manager's Response to ODAG Recommendations
Over the summer, the ODAG membership finalized three recommendations and submitted them to the County Manager for consideration and response. The Staff Liaison presented the County Manager's response and sought feedback from members. Members found the responses agreeable and offered some additional input for refining next steps related to each recommendation.

#1 Build Data Asset Inventory and Publish as Open Data
An internal data asset inventory was completed in June 2018. This internal dataset will be converted to a public-facing inventory with all assets identified as open data included. Each dataset will be prioritized with input from the ODAG, considered for level of effort to publish, and scheduled for publication. The Open Data Publication Schedule will be published as open data by early summer 2019 and progress reported regularly.

ODAG Feedback: Members were pleased with the County's significant progress in this area and willing to participate in the prioritization exercise.

> *Proposed Action Item*
> 1. Reach out to County Board Commissions and other Advisory Groups to ask input on sought-after open datasets to assist with prioritization. (Staff Liaison to identify best person to speak to process for accomplishing this.)

#2 Evaluate Level of Effort to Standardize County Data Definitions
Efforts will begin now to collect the information about the County's data assets that will be needed in order to assess the level of effort to standardize. Staff will begin with collection of high-quality metadata for all new and published open datasets, and making this available to the public by August 2019. A prioritization for data standardization will be performed and a level of effort to perform the highest priority tasks will be prepared by winter 2019.

ODAG Feedback: The ODAG felt the County should prioritize data standardization as soon as possible given that non-standardized data makes collaboration and broader initiatives for cost savings and program performance management very difficult. Ideas such as crowd-sourcing, controlled vocabulary tools and working with local non-profit software engineers and citizen data scientists to support the data standardization were proposed.

#3 Convert County Website PDFs to Open Data
County staff will review the ~10K PDFs on the County website to identify those that are largely tabular data in nature and work with the data owners to add conversion of these PDFs to the Open Data Publication Schedule by June 2019. In addition, the County will implement a best practice to consciously ensure that tabular data is presented in the most usable format, whether as open data or PDF.

ODAG Feedback: Members welcomed the planned efforts by County staff to include the PDF conversion in the Open Data Publication Schedule. Several viewpoints on the on-going use of PDFs were raised, ranging from PDF still being a viable publication format to PDFs not being considered reusable and whether PDF is considered 508-compliant. Members generally felt there would be an ongoing need for both some PDF publication and a general trend away from PDF for tabular data.

County to Implement OpenGov
Emily Hughes, from the County's Department of Management and Finance, shared that the County has signed a contract with OpenGov to publish the County's financial data as open data. The first phase of the project will be released by calendar year-end 2018, with the ultimate goal to produce a day-forward detailed "checkbook" of County financial records. Ms. Hughes will provide periodic updates to the ODAG on DMF's progress.

Ms. Hughes observed that financial open data publication is likely to be legislatively required in the future. The County plans to work with the General Assembly, both to provide a model for implementing financial open data publication as well as to confirm compliance with passed legislation.

> *Requested Action Items*
> 1. Link to the OpenGov site from the Open Data Portal (and vice versa), Libraries website and FOIA website and communicate the phased launches broadly. (Emily Hughes)
> 2. Provide a link to a similar OpenGov implementation for ODAG review. (Emily Hughes)

Privacy Subgroup Proposed Recommendations
The ODAG privacy subgroup, Christopher Hedrick, Alyssa Doom and David Husband, presented their initial three recommendations to the full ODAG. The subgroup sought feedback and direction for next steps. All members had numerous contributions and there was a request to review/discuss/edit the recommendations offline and provide feedback outside of the meeting and as an agenda topic for the next meeting.

Requested Action Items
1. Redistribute the Privacy Subgroup Proposed Recommendations. (Staff Liaison)
2. Provide feedback to Staff Liaison, Jaime Lees (jlees@arlingtonva.us). (ODAG Members)

#1 Craft and Adopt an Open Data Privacy Policy
The subgroup recognized proposed (and under review) revisions to the current Open Data Policy that speak to open data privacy as a positive first step in building a broad data privacy policy. The recommendation included leveraging what other jurisdictions have done in this space and to build on existing privacy and security policies regarding public records. Lastly, the subgroup recommended engaging the public and requesting their feedback on proposed language.

ODAG Feedback: Members strongly agreed with the need for a data privacy policy and encouraged the County to finalize the Open Data Policy proposed revisions. A foundational privacy policy was presented as a necessary minimum at the same time the members recognized it as aspirational given the level of effort required.

Requested Action Item
1. Share examples of open data privacy policies (e.g., Santa Clara CA and Seattle WA) and existing public records privacy and security policies. (Privacy Subgroup)

#2 Dedicate a Staff Member to Manage the County's Data Privacy
The subgroup recommends dedicating a full-time staff person to ensuring that published open data is free of privacy and security concerns. The staff person would implement processes for evaluating individual datasets and the overall collection and develop mandatory training.

ODAG Feedback: Jack Belcher, from the County's Department of Technology Services, shared with members that his department has recently posted a newly created position titled Information Security, Privacy and Regulatory Affairs Division Chief. Members were very interested in the position and the support team under the new role dedicated to privacy. Members also proposed breaking out the process and training components as their own recommendation.

Requested Action Item
1. Share the DTS job posting link. https://www.governmentjobs.com/jobs/2184896-0/information-security-privacy-and-regulatory-affairs-division-chief

#3 Align Arlington County's Smart Cities and Open Data Efforts
The subgroup proposed a connection between smart cities efforts and open data such that data collected through a smart city initiative could potentially be made available as open data.

ODAG Feedback: The consensus reaction to this recommendation was that further consideration is needed. Generally speaking, the members preferred a holistic approach towards data standardization and integration, and the processes and policies that ensure data collection and dissemination are handled in a secure manner that protects privacy. Smart cities is a broad term from which the components associated with open data and privacy need to identified and prioritized. Looking at what businesses operating in Arlington are doing could both inform the focus of this recommendation as well as drive the policy underpinnings.