



City of Milwaukee

200 E. Wells Street
Milwaukee, Wisconsin
53202

Meeting Minutes

CITY INFORMATION MANAGEMENT COMMITTEE

ALD. NIK KOVAC, CHAIR

**Chuck Burki, Jane Islo, James Klajbor, Jennifer Meyer,
James Owczarski, Judy Pinger, Aycha Sirvanci, Richard Watt,
and Deborah Wilichowski**

Executive Secretary, Nancy Olson

**Staff Assistant, Chris Lee, 286-2232, Fax: 286-3456,
clee@milwaukee.gov**

Thursday, September 8, 2016

10:00 AM

Room 303, Third Floor, City Hall

1. Call to Order.

Meeting called to order at 10:10 a.m.

2. Roll Call.

Present 8 - Islo, Owczarski, Klajbor, Meyer, Kovac, Watt, Wilichowski and Sirvanci

Excused 2 - Pinger and Burki

Individuals also present:

*Nancy Olson, DOA - Information & Technology Management Division
Atty. Peter Block, City Attorney's Office*

3. Review and Approval of the Previous Meeting Minutes from June 9, 2016.

Mr. Owczarski moved approval, seconded by Ms. Wilichowski, of the meeting minutes from June 9, 2016. There were no objections.

4. Records Retention.

-Proposed Department Record Schedules for Approval

Mr. Owczarski gave a brief overview. Schedules were reviewed by CART. One item of note pertains to the workers compensation retention schedule. State wide retention is 30 years for workers compensation. The City may seek a separate schedule as an exception. The City is engaged with a third party administrator to manage these records. There is a good faith effort to seek a shorter schedule of 12 years from last indemnity as part of the contract agreement with the administrator. It is unknown what the state board will decide upon review of the schedule. There is language in the contract requiring the administrator to abide by the City's record retention schedules.

Atty. Block concurred and said that the shorter period being sought is not in the contract language but rather an effort by the City to seek approval for.

Mr. Klajbor moved approval, seconded by Mr. Watt, of the proposed department record schedules as reviewed by CART. There were no objections.

-State Records Board Approval of Previous Schedules

Mr. Owczarski said that 26 schedules were previously submitted to the State Records Board awaiting a response from the board, which has not occurred yet.

5. Open Data Inventory and Update.

Ms. Olson gave an update. The open data policy was part of the Bloomberg Philanthropy grant called What Works Cities. The policy via resolution was signed by Mayor Barrett on July 13, 2015. The policy establishes what open data is, the governance of open data through this committee, and the publication of data inventory. There are other cities with an open data policy, such as St. Paul, Minnesota, Mesa, Arizona, and Baltimore, Maryland. Open data is the first part of the project. The second part is performance measures that will be forthcoming soon. The purpose of the policy is to produce transparency, accountability, and reduced workload in government; empower communities and businesses; support collaboration; and facilitate research and program evaluation. Open data are public datasets for the public domain that are machine readable, current, and accessible. The release of data should be automated in the long term.

The request is for all departments help ITMD create an inventory of datasets, private and public, stored and retained by the respective departments. Departments should share their top three to five datasets as a start by December this year. The datasets will be prioritized, considered for publication, and brought before this committee for review and approval. Milwaukee.gov/opendata is the new City website for open data with an inventory link to a list of datasets in the inventory so far from departments. The website describes a proposed plan to prioritize datasets. ITMD will work with departments to refine the inventory list. Goal is to create an initial inventory by December. Anticipated for the next committee meeting is a presentation of an inventory, with priorities, for consideration.

Ms. Wilichowski inquired about a depository of datasets for internal and interdepartmental use and access only. A central depository for internal use, as opposed to separate interfaces, would be beneficial.

Ms. Meyer said that a central depository for internal and interdepartmental users may happen naturally over time.

Atty. Block said that there are statutes that preclude the sharing of information, even interdepartmentally.

Ms. Olson added comments. The open data policy and portal is intended for the public. Departments are to review their datasets, redact information or fields accordingly, and forward public data only. Interdepartmental sharing of information among certain departments is occurring. The inventory will capture private datasets, but the committee will decide on what datasets to make public. Requests for datasets to be made public will be considered, such as those from the American Civil Liberties Union (ACLU).

Chris Ahmuty, ACLU of Wisconsin, said that the ACLU would probably request similar public safety data made available in other cities under the White House

initiative.

Mr. Ahmuty inquired about an appeal procedure for departments not releasing information under the open data policy.

Atty. Block replied that open records requests can be made for information. There is the ability to file a petition through circuit court for denied record requests.

Mr. Owczarski commented. A concern would be those dataset systems that are not open data compliant technologically. Hopefully the legislative and law aspects would govern and bring compliance. The power of this committee would rise to making a recommendation to the Common Council for instances of dispute over making departmental datasets public.

Ms. Olson added that open data is not the same as open records requests. Open data helps reduce open record requests, but will not eliminate them. Some open datasets can be made automated to be current.

Ms. Meyer said that the portal should contain some context, in a few sentences from departments, about the open datasets on there.

6. ADA DOJ Compliance.

Ms. Olson gave an update. The City has entered into a three year settlement agreement with the Department of Justice (DOJ) effective July 6, 2016 requiring the City to maintain websites in accordance with the American Disabilities Act (ADA). The City has nine months to enter into a contract with an independent consultant to review the City's webpages and service applications that the City houses or has contracts with. Currently the websites to contract for are milwaukee.gov, mpl.org, and milwaukeepolicenews.com. Links to websites outside of the City websites are not under the requirement to comply. The consultant will produce annual reports. The independent audit from the consultant will identify all of the errors and noncompliance on the websites. The challenge would be addressing applications that are not in compliance, which guidance would be needed from the City Attorney's Office. There is possibility for significant work on the City's part to address its websites and vendor applications. Costs to address ADA compliance remain to be seen.

Requested of departments are to forward lists of applications the City has through other vendors. The agreement requires all online websites and services to abide WCAG 2.0 ADA standards. Examples of required features include screen readers and photo captions. The Police Department and the Library are requested to cooperate with the RFP process.

Ms. Meyer says that the Library would have to make its catalog ADA compliant and not its materials.

7. Adjournment.

*Meeting adjourned at 10:49 a.m.
Chris Lee, Staff Assistant*

Materials for this meeting can be found within the following file:

[160578](#)

Communication relating to the matters to be considered by the City Information Management Committee at its September 8, 2016 meeting.

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