P20 WIN Data Governing Board Meeting – Minutes
Friday 01/06/23 8:30am – 9:30am

The Data Governing Board meeting began at 8:34 am. The meeting began with a moment of silence for State Representative Quentin "Q" Williams who died on January 5, 2023.

1. **Public Comment**
   No one from the public made a comment to the Board.

2. **Attendance**
   Members Present: Ram Aberasturia (OHE), Bob Barry (DAS-BITS), Julie Bisi (OEC), Patrick Flaherty (DOL), Scott Gaul (OPM), Michael Girlamo (DMHAS), Ajit Gopalakrishnan (SDE), Lauren Jorgensen (UConn), Jan Kiehne (CSCU), Fred North (DCF), Maura Provencher (CCIC), Susan Smith (DSS), Jennifer Widness (CCIC), Katie Breslin (OPM)

   Guests from Participating Agencies: Sarah Caro (CSCU), Ashley Dhaim (OPM), Xian Guan (DOL), Kathy Marioni (DOL), Coral Wonderly (OPM)

   Guests/Members of the Public: Kate Eikel, Nat McLaughlin, Jonathan Richter

3. **Policy and Process updates**
   a. Data Security
      Coral Wonderly provided an overview of the revised flow chart and data security process document. Jan Kiehne and Scott Gaul discussed the timeline and agency responsibilities to complete this project. Comments are requested before the next Data Governing Board meeting.

   b. [Incident Response Plan](#) – planning for 2023 update
      Katie Breslin explained that the first Incident Response Plan was approved in April of 2022 with a plan to renew it annually. Scott and Patrick Flaherty discussed the existing Plan as well as a series of improvements that emerged as a result of a security incident. Board members are asked to consider revisions before the April meeting.

      Scott and Ashley Dhaim discussed the dry run that will begin next week. Ashley told the Board she will be sharing a package of documents that will be used for the dry run. This exercise includes many of the changes that have been made to the data matching process.

4. **Data Matching Technology: Data Ladder**
   Scott shared that P20 WIN will need to identify new data matching technology. Patrick added that this change is due to the fact that the company that owns Data Ladder will no longer support the software. The Board has just over a year to secure the new technology. A working group was suggested.

5. **Agency Review Processes**
   Katie stated that it is important to document how each agency reviews data requests – for better understanding and improved communication to data requestors. Ashley shared that she has met with some agencies and is setting up meetings with other agencies to learn their internal processes.

6. **Data Request Summary**
   Katie reviewed the list of data requests with the Board. She mentioned that the Disconnected/Disengaged Youth data request has been shared with the Participating Agencies. Fred and others confirmed they received the data request and are reviewing it.

7. **Next steps**
   DGB members will provide feedback on the Data Security Process to Katie by Friday, January 27, 2023.

8. **Adjourn**
   The meeting ended at 9:14 am.