P20 WIN Data Governing Board Meeting - Minutes
Friday 7/30/21, 8:30am – 9:30am

1. The meeting began at 8:33am

2. **Public Comment**
   No members of the public were present at the meeting.

3. **Attendance**
   Members Present: Ram Aberasturia (OHE), Katie Breslin (OPM) Linda Casey (CCEH), Patrick Flaherty (DOL), Ajit Gopalakrishnan (SDE), Scott Gaul (OPM), Peter Hadler (DSS), Jan Kiehne (CSCU), Rachel Leventhal-Weiner (OEC), Treena Mazzotta (DCF), Maura Provencher (CCIC)

   Guests from Participating Agencies: Rob Bongiolatti (DOL), Laurie Colbourn (DOL), Lily Hoffman (OPM)

4. **Updates**
   a. The Annual Calendar was reviewed. We have three or four data requests in different stages of the data request and data matching processes.

   b. Incoming data requests include a DOL/HMIS data match and a data request for special education graduate employment outcomes. Data requests have not yet been submitted.

   c. The Enterprise Memorandum of Understanding has been completed, approved by all participating agencies, and has been circulated among the Data Governing Board. We have received three signatures at the time of the meeting. We hope to collect all signatures by next Friday, August 6. If a Commissioner or Executive leadership is unavailable before then, please contact Katie to coordinate.

   d. A sustainability working group is being convened to identify different ways to support the P20 WIN system. In order make the system sustainability, there needs to be a plan that demonstrates the value of P20 WIN to wide range of stakeholders. Members should consider who should be involved in planning process. Other items to take into consideration are the use of the system and the return on investment of the system. We need to document where P20 WIN has yielded value and benefit.

5. **Technical Upgrade Recommendations**
   a. The Technical Upgrade planning group focused on research and capacity of the system. The SLDS grant goals focus on expanded membership and accelerated data use of the P20 WIN system. This planning group had the opportunity to discuss how best to build analytical capacity and add data sources.

   b. The recommendations being considered by the DGB are a draft. Members were asked to use the meeting to determine: if the recommendations make sense; if any need revised or edited; and if any need to be escalated to Executive Board for further discussion.

   c. Members of the planning group who were present include David Labbadia (DAS BEST), Liam McGucken (DOL), Joe Priester (CSCU).

d. Recommendations include:
   i. Formalize advisory role for DAS/BEST.
   ii. Develop incident response plan. We need to determine who will be responsible for developing the plan.
   iii. Streamline data request process through the creation of an online data request form, a dynamic data dictionary and use of template Data Sharing Agreements. Data standards will need to be identified for common fields.
   iv. Update data transmittal application to improve audit and notification.
   v. Reduce movement of data to increase security and improve data request management.
      1. To do so, we can automate within the federated model and/or move toward a hybrid model to hold commonly requested datasets. Putting data in central environment reduces the number of possible incidents and improves security.

      2. There are concerns among some members about centralizing PII and the message it can send to the public. Despite this, there is interest in exploring centralized data extracts for commonly requested datasets that are de-identified/anonymized.

      3. There was a request to create visuals to discuss the current state of data sharing compared to a possible hybrid system. This visual needs to show how we would reduce number of movements of data and how datasets would be determined.

6. **Executive Board meeting**
   a. The Executive Board agenda is similar to the agenda for the DGB meeting. Topics include system updates, enterprise agreements, and technical upgrade recommendations. Are there topics the Executive Board should addresses at the August meeting?

7. **Next Steps**
   a. Create visuals comparing the current system with a possible hybrid system.
   b. Follow up with the Executive Board agenda.
   c. Distribute the technical upgrade recommendations.

8. **Adjournment**
   The meeting adjourned at 9:37am.