P20 WIN Data Governing Board Meeting – Minutes
Friday 05/13/22, 8:30am – 9:30am
Teams Meeting

1. **Public Comment**
   No comments were made to the Board.

2. **Attendance & Introductions**
   Two new members have joined the Data Governing Board – Fred North from Department of Children and Families and Paul Schmitz from CT Coalition to End Homelessness.

   Present: Bob Barry (BITS), Lindsey Boudreau (CCEH), Patrick Flaherty (DOL), Scott Gaul (OPM), Ajit Gopalakrishnan (SDE), Rachel Leventhal-Weiner (OEC), Fred North (DCF), Maura Provencher (CCIC), Paul Schmitz (CCEH), Susan Smith (DSS), Katie Breslin (OPM), Coral Wonderly (OPM)

   Absent: Ram Aberasturia (OHE), Lauren Jorgensen (UConn), Jan Kiehne (CSCU)

   Guests from Participating Agencies: Laurie Colbourn (DOL)
   Public guests: Katie Eikel, Hartford Data Collaborative

3. **Opportunities with IT optimization**
   Bob Barry from the Bureau of Information Technology Services (BITS) presented an update on IT Optimization efforts happening throughout state government. The goals of this optimization focus on centralizing IT services to improve efficiency, address the impact of looming retirements, and invest in cross-training staff to avoid single points of failure.

   Discussion of IT centralization addressed several topics including data innovation, the role of the data services team, limiting single points of failure. There was also discussion around the importance of centralization and collaboration as many agencies are siloed and unaware of people at other agencies doing comparable work.

   A customer liaison is assigned to each agency as its connection to BITS. Bob Barry serves as the liaison for P20 WIN.

4. **P20 WIN data policies and processes**
   Documenting data policies and processes is essential to the operation of P20 WIN. The SLDS technical assistance includes guidance on how best to document policies for data matching, metadata, data refresh and more.

   Policies are high level, brief statements. Processes are detailed step-by-step outlines – these also identify the people responsible for each part of the process.

   Data Stewards are involved in the development of P20 WIN data policies and processes. The process in development will comprise a larger process document to be included in the Data Governance Manual and Data Sharing Playbook. Once completed, the policies and processes will be submitted to the Data Governing Board to approve for official use.

   DGB members encouraged to share feedback with us and alert of us any policies that need to be developed.

5. AISP Equity in Practice Learning Community Grant
OPM has been awarded a 2 year grant to address equity in data and conduct an impact assessment of data sharing. This will support P20 WIN efforts to establish a Resident Advisory Board, develop the tools to understand potential impact and tools to standardize review. DSS is one agency participating in the grant and will focus on "equity optimization" that can be shared across agencies. The Office of Health Strategy is also participating in this learning community.

6. Updates
   a. ARPA Evaluation
   An evaluation of the impact of ARPA funding was Included in budget adjustment. It is possible data requests will be submitted to evaluate the impact of ARPA investments.
   b. Learning Agenda Update
   c. DGB Learning Sessions

7. Next Steps
The next Data Governing Board meeting is Friday, June 3 at 8:30am.