

APCD Data Release Committee

October 11, 2022



Welcome and Call to Order

Agenda

Agenda Item

Welcome and Call to Order

Public Comment

Action: Review and Approve Minutes: July 12, 2022

Review of National APCD Council Presentation to APCD Advisory Group & Data Release Committee – August 2022

Review Draft APCD Data Release Committee Charter

Action: Acceptance of APCD Data Release Committee Charter

Update on Applications and Releases

Action: Review and Acceptance of 2023 Meeting Schedule

General Discussion

APCD Data Release Committee Report

Action: Meeting Adjournment

Public Comment

(2 minutes per commenter)

Review and Approve Minutes: July 12, 2022 Meeting

Review of National APCD Council Presentation to APCD-AG & APCD-DRC

Dr. Patricia Checko

Review Draft APCD Data Release Committee Charter

Olga Armah

APCD Data Release Committee (APCD-DRC) Charter

- Background
 - OHS is establishing charters across all councils and committees
 - In accordance with the HITAC charter:
 - *HITAC will ensure all committees and work groups prepare and ratify a charter...*
 - APCD Advisory Group recently approved its first charter
 - Concept of establishing an APCD-DRC charter was first introduced in the July meeting
 - Draft Charter sent to DRC in September
 - Staff has since made several edits

APCD-DRC Charter General Overview

7 Articles within APCD-DRC Charter

Article 1	Authority to Establish Working Group (APCD-DRC)
Article 2	Purpose
Article 3	Membership
Article 4	Officers
Article 5	Operating Procedures
Article 6	Duties of APCD-DRC
Article 7	Duties of OHS

*Meetings held solely by electronic means must be noticed accordingly in accordance with Public Act 22-3 [48 hours before meeting]

**In accordance with Freedom of Information Act

7 Sections within Article 5: Operating Procedures

Sect. 1	All records maintained by OHS
Sect. 2	Meetings may be held virtually*
Sect. 3	Meetings governed by Robert's Rules, Abbrev.
Sect. 4	Chair may solicit agenda items from members in advance of meetings & establish agendas in collaboration with OHS designated staff
Sect. 5	All meetings must be published on Connecticut Public Notice Website and OHS web site**
Sect. 6	Each member shall be entitled to one vote upon any matter that requires a vote. A majority of members shall constitute a quorum.
Sect. 7	There shall be no term limits with respect to members

APCD-DRC Charter Review

Article 2: Purpose

The purpose of the APCD-DRC shall be to:

- (i) review and approve or deny Data Release Applications submitted by Applicants for the release of Data (in accordance with policy and established procedures); and
- (ii) provide support to the OHS during the receipt and review of Data Release Applications.

APCD-DRC Charter Review

- Edits made by staff to charter:
 - Date updated
 - Article 3, Section 1: Membership
 - The APCD-DRC shall consist of ~~not less than~~ **at least** nine (9) members...
 - Removed duplicate state agency representative
 - Article 7: Duties of OHS
 - Clarified bullet #5: *OHS staff will attend APCD-DRC meetings and provide timely updates on relevant subjects.*
 - Added to end of document:
 - *Where not specified or where there is a conflict, the prevailing document is the APCD-AG charter.*

APCD-DRC Charter Review

- Next Steps
 - Upon acceptance, APCD-DRC charter will be presented to the APCD-AG in November for final approval, and shared with HITAC
 - Once ratified, members will receive a copy & charter will be published on OHS website

Approval of APCD-DRC Charter

Dr. Patricia Checko

Update on Data Applications & Releases

Dr. Patricia Checko

Review and Approve 2023 Meeting Schedule

Dr. Patricia Checko

2023 Regular Meeting Schedule Approval

- FOIA Compliance:
 - In accordance with §1-21(b) of the CT Freedom of Information Act, each public agency of the state shall file **not later than January 31st of each year** in the office of the Secretary of the State the schedule of the regular meetings of such public agency for the ensuing year and shall post such schedule on such public agency's Internet web site...
 - ...no such meetings of any such public agency shall be held **sooner than thirty days after such schedule has been filed.**
- *In the event* no DRC meetings are held before 2023, members are asked to review and approve the 2023 schedule

General Discussion

Dr. Patricia Checko

Wrap up and Adjournment

Next Meeting: November 8, 2022