P20 WIN Executive Board Meeting Annotated Agenda
Tuesday 06/06/2025 | 9:00am – 10:00am

1. Welcome & Opening
Rachel opened the meeting with thanks to the research evaluation team:
- Recognized Rachel, Jeremy, and Augusta for their work during team transitions.
- A special thanks was given to Augusta for their leadership on data transfer efforts in recent weeks.

2. Attendance

3. Data Request Review & Data Dictionary Update
The Board was reminded of the annual update of the data dictionary. Agencies were asked to review and submit any changes (or confirm no changes). Weekly reminder emails will continue as the deadline nears.
Agencies can use the recent disclosure review results as an opportunity to update metadata.

Agencies were encouraged to provide feedback on improving the dictionary.

4. Datalink CT Branding Update
The final name and logo was confirmed: **DatalinkCT** (no space, D/L/CT capitalized).

Rollout for the new name and brand begins July 1, 2025. Branding developed with Cronin Communications includes logos, slide decks, one-pagers, and report covers.

Agencies are encouraged to consistently adopt the new name and visuals. Discussion about naming conventions clarified recommended usage.

6. Policy Development Roadmap
The Board reviewed the policy roadmap and was reminded of the goal to develop and support secure, compliant data sharing. Set high-level rules and a framework with the procedures being adaptable.
- Roadmap discussion included:
  - Adopted or ready for approval: Data Classification Policy
  - In development: Data Privacy Policy, Data Security Policy

7. Data Classification Policy

The Board reviewed the defined concepts and standardized classifications. Emphasis was made regarding the use of clear, consistent language for use in agency processes.

The role of the Data Governing Board was clarified – the Board is responsible for approving policy-level decisions, while procedural changes remain flexible.

Motion to adopt policy made, seconded, and approved with amendment to include DCF. Approved unanimously.

8. Data Privacy Policy Discussion

A draft was shared for initial feedback (no vote). It was pointed out that the revised policy structure places definitions up front, with a goal to implement consistent terminology across all policies.

Discussion included:
- Agencies vary in existing privacy policy coverage.
- Suggestion to address data lifecycle from collection to destruction.
- Desire to go beyond legal compliance to reflect best practices.

9. Secure Enclave Updates

Development and testing is ongoing for the secure enclave in Azure. The purpose of creating the enclave is to minimize data movement, reduce the risk of human error. Focus areas:
- Integration with AXI SFT.
- Migration planning for matching tools (Data Ladder, Reimagine) to cloud environment.
- Collaboration with agencies and state library on data retention schedules.

10. Legislative Updates

The Legislative Session ended on June 4. Positive discussion of P20 WIN was observed during Senate debate regarding accurately describing the P20 WIN group.

SB 1250 passed:
- Designates OPM as P20 WIN administrator.

- Establishes reporting requirements for workforce boards and public IHEs.
- Timeline for new standards and data submissions set for fall 2025.

11. Other Business
HMIS Administration Transition
ACT (Advancing Together CT) will become HMIS lead agency on July 1, 2025. Nutmeg Consulting to continue as administrator.

Nonprofit Data Intermediary Report
The Executive Board was required to develop a plan pursuant to Public Act 24-45 that would create a statewide data intermediary. The report is complete. The WestEd analysis highlighted trust-building, security, and implementation needs. A webinar is planned to present findings in detail.

12. Adjournment
The meeting was adjourned with no additional comment.