# P20 WIN Data Governing Board Meeting - Minutes

### Friday 9/24/21, 8:30am – 9:30am

### Teams Meeting

1. The meeting began at 8:32am

2. **Public Comment**
   No members of the public were in attendance.

3. **Attendance**
   Present: Robert Barry (DAS), Linda Casey (CCEH), Patrick Flaherty (DOL), Scott Gaul (OPM), Ajit Gopalakrishnan (SDE), Lauren Jorgensen (UConn), Jan Kiehne (CSCU), Rachel Leventhal-Weiner (OEC), Fred North (Proxy for Treena Mazzotta, DCF), Susan Smith (DSS), Jennifer Widness (CCIC), Katie Breslin (OPM)

   Guests from Participating Agencies: Rob Bongiolatti (DOL), Laurie Colbourn (DOL), Kathy Marioni (DOL), Maura Provencher (CCIC)

   The agenda was adjusted to provide time for discussion on Data Sharing Agreements and the Incident Response Plan. Updates were moved to the end of the meeting.

4. **Data Sharing Agreements**
   a. Templates
      Two review sessions were scheduled this week to go over the different components of the proposed baseline template for the Data Sharing Agreement. Changes discussed at the two meetings will be incorporated into the next draft, which we plan to circulate among Board members later next week.

   b. Timeline
      Once the baseline template has been circulated, subject-matter specific templates will be drafted. Templates at the top of the list include FERPA, CSCU, and CCIC, to be followed by wage and UI templates.

   c. Discussion
      The issue of pre-publication review came up during the review sessions, which merited additional discussion by the Board. When a data request is approved and data is matched at DOL, deidentified matched data is then sent back requestor for analysis. Once analysis is done then it is up to DGB members to review findings. The issue – what is the scope of review by the Data Governing Board agencies before publication?

      After some discussion, there was consensus that the Data Sharing Agreement should stipulate that the data requestor will share the findings with Participating Agencies/Data Governing Board, and that review for approval will be limited to data aggregation.

5. **Technical Upgrades**
   a. Incident Response Plan
      There was a preliminary meeting with DGB members from DOL, DAS and OPM to discuss an Incident Response Plan, but additional DGB support is requested.

DGB members were asked to share thoughts and perspectives on what would constitute an incident of "inappropriate use." Inappropriate use can range from minor to major issues, but all should be treated seriously.

Discussion among members addressed the potential types of incidents, how to measure the severity of an incident and how and to whom this would be communicated to. It was recommended that the 3 types of incidents would be flagged for the scope of the response plan.

A matrix was suggested to categorize incidents – severity 1, 2, 3 – and to determine the various responses.  Categories of responses could range from a simple notification, to written or verbal warnings, to censure based on pattern of activity from person or institution.

Members volunteered to join a subgroup to create the Incident Response Plan.

6. **Updates**
   a. Annual Calendar
   b. New data requests
      We received two new data requests, but they were incomplete.

   c. SLDS COVID-19 Webinar – October 19 & 20
      The deadline for the state application is September 30. Please let Katie know by September 29 of your interest in attending the virtual workshops.

   d. Coleridge Initiative Data Challenge
      A potential funding opportunity for Participating Agencies. A Letter of Intent is due by October 20, 2021 for those interested in pursuing this opportunity.

7. The Data Governing Board meeting ended 9:30am.