



P20 WIN Data Governing Board Meeting Minutes

Friday 05/05/2023, 8:32am – 9:31am

Teams Meeting

1. Meeting began at 8:32am

2. **Public Comment**

No one from the public was present to make a comment to the Board.

3. **Attendance & Introductions**

Present: Ram Aberasturia (OHE), Robert Barry (BITS), Joe Campbell (CTECS), Michael Polzella (DOL), Scott Gaul (OPM), Michael Giralmo (DMHAS), Lauren Jorgensen (UConn), Jan Kiehne (CSCU), Fred North (DCF), Maura Provencher (CCIC), Susan Smith (DSS), Bryan Sperry (JBCSSD), Katie Breslin (OPM)

Guests from other agencies: Xian Guan, Coral Wonderly

Guests: Kate Eikel, Nathaniel McLaughlin

4. **Approval of Proposed Bylaws and Voting Procedures**

a. Ram Aberasturia moves, Scott Gaul Seconds

Discussion: Jan Kiehne: with the recent reception of this iteration of the bylaws that she would not be able to discuss or approve this document at the current meeting.

Katie Breslin reviewed the changes since the last meeting in April.

i. Clarifying language regarding quorum and the stipulations around proxy voting and the voting procedures in general.

Jan Kiehne: In section 5 there is a line stating even if the board has member withdrawals that result in less than quorum, the board can continue duties as-is. There might possibly be a need to clarify the language surrounding those circumstances.

i. Katie, Scott, Fred & Ram discussed and arrived that the inclusion of clarified language preventing any votes taking place when there is not a quorum would be satisfactory.

Jan Kiehne: In Section 6 it states that all members of the board must vote on issues requiring a vote, does that mean members that did not attend have the capacity to vote as well?

i. Scott: it would be best practice to only have people in attendance to vote with the reasoning that they are contextually aware of the circumstances in the meeting as well as there being multiple ways already to provide input if absent.

ii. Ram & Fred: Both agree it is standard with other boards that the absent members would not be able to vote, and they usually would be documented as abstaining.

Fred North: In section 3 we should add some language surrounding the timeline for distributing materials, a suggestion for a length is 7 days.

i. Jan and Michael agreed that the more time given the better and suggest that the bylaws reflect a 2-week timeframe.

ii. Scott mentioned that with the timeframes in mind that there may be potential for a discussion for these meetings to happen less frequently and for now it should just be 1 week.

Fred North: Since we took out the word “formal” in section 6 it should also be removed from section 5.

Ram Aberasturia moves to approve the amended bylaws and Scott Gaul seconds.

i. 10 votes supporting 2 votes opposed – the motion does not pass due to a lack of a unanimous vote.

5. **Data Protection, Privacy and Equity Impact Assessment**

Susan Smith outlined the document and explained the intention to support an increased consistency in the review process and foster dialogue in the process.

- a. Scott reemphasized the importance of the document as an integral part of the governance process to ensure there is not an adverse impact on any group.
- b. Fred supported the document and that there needs to be more time to review.

6. **Dry Run Debrief**

Ashley Dhaim covered the highlights (materials provided Jan 24), steps and prior themes that have been proposed at meetings prior and how we plan to go forward from this point going forward.

- a. In total, 2 of the 5 runs were successful.
- b. There were noted issues with SFTP and File transfers as well as the Re-use of Identifiers and unique IDs during the test period and that they in fact are not uniquely used every time.
- c. In response to these issues DOL will create folders for better clarity and OPM will edit the process document for how this process goes and to ensure the clarifications made are incorporated.
- d. A checklist will be added once the process is clarified since there was positive feedback for one being incorporated.

7. **Next Steps**

The next meeting is scheduled for Friday, June 2nd.

8. **Adjourn**

Meeting was Adjourned at 9:31 A.M. EST