



## **P20 WIN Data Governing Board Meeting – Minutes**

**Friday 12/17/21, 8:30am – 9:30am**

### **Teams Meeting**

The meeting began at 8:34am

#### **1. Public Comment**

No members of the public were in attendance.

#### **2. Attendance**

Members present: Ram Aberasturia (OHE), Bob Barry (BITS), Lindsey Boudreau (CCEH), Patrick Flaherty (DOL), Ajit Gopalakrishnan (SDE), Lauren Jorgensen (UConn), Jan Kiehne (CSCU), Rachel Leventhal-Weiner (OEC), Treena Mazzotta (DCF), Susan Smith (DSS), Maura Provencher (CCIC), Scott Gaul (OPM)

Guests: Laurie Colbourn (DOL), Niall Dammando (OWS)

#### **3. Learning Agenda**

The changes to the Learning Agenda reflects the feedback received from stakeholders – the Executive Board and the Data Governing Board. Our next step is converting topics into actual requests. In some cases, requests already exist.

The shift to a Learning Agenda is to clarify that the work, and topics, undertaken is not strictly academic research. The Learning Agenda can be something the Executive Board to engage with – as agency leaders they can identify and direct state priorities.

The website will be updated to reflect the changes.

#### **4. Technical Upgrades**

##### **Incident Response Plan**

Bob Barry from the Bureau of Information Technology Solutions (BITS) presented on updates made to the draft Incident Response Plan. All incidents have been defined in the document. The presentation included a flow chart outlining the response to three incidents – inappropriate use, unauthorized access, denial of service (ransomware attack) – all follow similar response processes.

Any incident that occurs will first be reported to OPM to determine whose data are involved. If an executive branch agency is involved, the agency will follow the established BITS process. If a non-BITS agency (state or non-state agency) is involved, the agency will follow its agency's respective process. More information is needed from non-state agencies about how they handle security issues. BITS security can provide assistance if need be.

Members added that the Plan should also include a process for coordination if an incident spans multiple agencies. How do we coordinate work across agencies? Whose role would that be? Communication is the most difficult element of the process. Will check with security operations to learn about process and pathway to answer question.

It was recommended that the next step of notifications should include a list of contacts from Participating Agencies. P20 WIN will rely on DGB members to serve as intermediaries to each agency and as a feedback loop after incident review or agency response.

Next steps – a draft will be circulated to DGB after the meeting. The Board will be kept up-to-date on the Plans progress and once complete trainings will be scheduled for members.

### **Learning Sessions**

As we explore technical upgrade options, a series of calls were scheduled with peer state data systems and vendors to learn how different federated and hybrid systems function. A summary of our learning will be presented to the Board in January or February.

### **5. Data Request Process**

The current data request process includes the Attachment A&B spreadsheet, which is used to identify the different data variables being requested from a Participating Agency. Each agency has its own tab in the spreadsheet even if it is not part of the data request. This is added work for the Data Integration Hub, which inspects each tab to see what data are involved in a request.

It was recommended that a work group be created. It was also recommended that the spreadsheet be shared with Data Stewards, who work directly with data and may have ideas for what format is best to present requested data variables while also providing agencies with enough information to pull accurate datasets.

### **6. Updates**

#### **a. Data Request Calendar**

Niall Dammando from the Office of Workforce Strategy joined the Board meeting to share a future request with the Board. Niall explained that there is a need to better understand the outcomes of different workforce programs in the state. His office will be submitting a letter outlining the purpose and goals of a future data request.

#### **b. SLDS Survey**

The SLDS survey was completed and submitted on December 10, 2021. Thank you to the Data Governing Board members who assisted in completing the survey.

#### **c. ESLDC and Coleridge Initiative Data Challenge**

A Letter of Intent was submitted by New Jersey for the Eastern States Longitudinal Data Collaborative.

### **7. Next Steps**

The next draft of the Incident Response Plan will be distributed to Board members following the meeting.

The data request calendar will be updated to reflect adjusted dates.

The next meeting of the Data Governing Board is January 14, 2022.

### **8. The meeting ended at 9:32am.**