P20 WIN Data Governing Board Meeting - Minutes
Friday 03/11/22, 8:30am – 9:30am
Teams Meeting

The meeting began at 8:32am.

1. **Public Comment**
   No members of the public were present at the meeting.

2. **Attendance**
   Present: Ram Aberasturia (OHE), Lindsey Boudreau (CCEH), Patrick Flaherty (DOL), Scott Gaul (OPM), Lauren Jorgensen (UConn), Jan Kiehne (CSCU), Rachel Leventhal-Weiner (OEC), Fred North (DCF), Maura Provencher (CCIC)

   Guests: Laurie Colbourn (DOL), Liam McGucken (DOL)

3. **Technical Upgrades**
   Incident Response Plan
   The process to develop a P20 WIN Incident Response Plan has concluded the editing and drafting phase. The Plan will be updated on an annual basis.

   The Data Governing Board took a voice vote and approved the Incident Response Plan. Agencies are requested to provide contact information for the final plan.

   SFTP configuration
   Each data request requires a substantial movement of data. Establishing an SFTP configuration that works for P20 WIN will allow us to better navigate security, staff turnover and the ability to audit different aspects of P20 WIN.

   The current system requirement is that data moves from person to person, with separate channels for matching and analysis.

   There could be a case to be made for team-to-team if regularly recurring data requests are submitted. Any ongoing requests would benefit from a service account that a team would have access to ongoing data. This would ease workflow. DCF uses a SQL server and SSIS server to access folder/file, which is more efficient if moving data back and forth on a regular basis.

4. **Learning Agenda Update**
   A progress update was provided for each of the Learning Agenda topics.

5. **Executive Board Meeting** – 3/15/22
   The Data Governing Board reviewed the agenda for the Executive Board meeting.

6. **Updates**
   Data Request Calendar
   Data Sharing Agreements
   Data Sharing Agreements have been shared for review by the Privacy Technical Assistance Center (PTAC), OPM and the Office of Attorney General.
   DGB Learning Sessions
   The next Learning Session is Friday, March 18 with the Indiana Management Performance Hub.
   Data Governance Manual and Playbook

7. **Adjournment**
   The meeting adjourned at 9:30am.