P20 WIN Data Governing Board Meeting Minutes
Friday 1/12/24 8:30am – 9:30am

The Data Governing Board meeting began at 8:32am.

1. **Public Comment**
   No comments were made.

2. **Attendance**

   Members Present: Ram Aberasturia (OHE), Bob Barry (BITS), Joe Campbell (CTECS), Patrick Flaherty (DOL), Eulalia Garcia (DOC), Scott Gaul (OPM), Michael Girlamo (DMHAS), Ajit Gopalakrishnan (SDE), Lauren Jorgensen (UConn), Rose Kelly (CCEH), Jan Kiehne (CSCU), Eileen McMurrer (OEC), Fred North (DCF), Maura Provencher (CCIC), Susan Smith (DSS), Bryan Sperry (JBCSSD), Grace Suh (OWS)

   Staff from Operating Group and Data Integration Hub: Katie Breslin (OPM), Ashley Dhaim (OPM), Xian Guan (DOL), Coral Wonderly (OPM)

   Guests from Participating Agencies: Rob Bongiolatti (DOL), Augusta Irechukwu (OPM), Rachel Leventhal-Weiner (OPM), Jonathan Richter (OWS),

   The P20 WIN Executive Board added the Office of Workforce Strategy as a new Participating Agency. Agency Data Governing Board members introduced themselves during attendance. The meeting had quorum.

3. **Policies and Processes**
   Katie reminded the Board that one of the responsibilities of the Data Governing Board is to establish policies and processes to ensure the effective operation of P20 WIN.

   Ashley reviewed the pre-publication policy and process documents. Discussion about the proposed policy and process documents included a addressed the distinction between intellectual freedom and faulty interpretations and how best to resolve such an issue. Issues of misuse and misrepresentation of data was also discussed. Members suggested clarifying the purpose of the policy, adding and refining definitions, and expanding agency review to provide feedback on methodology and potential misinterpretations of administrative data. There was additional discussion about the process to securely share these products for review with agencies.

4. **Data Security updates**
   Coral provided an update on the data assessment for security and technology modernization. The risk and security assessment is scheduled for the final week of January. There will be a kickoff for the assessment on January 19. DISC may be reaching out to set up additional interviews beyond the security assessment.

5. **USDOE Site Visit**
   Katie reminded the Board of the USDOE Site visit scheduled for Tuesday, February 13. Executive Board and Data Governing Board members should have received invitations to the respective sessions. Additional sessions will address project governance, deliverables, and data user experiences.

6. **Learning Agenda**
   Katie updated the Board on the efforts to expand and update the Learning Agenda. Data Governing Board members are encouraged to participate in the Learning Session on January 19 to further refine the topics and guiding questions for the Learning Agenda. The updated agenda will be shared with the Executive Board for feedback, modification and approval.

7. **Communications Plan**
   Katie shared with the Board that the Executive Board has given approval to the Operating Group to create a Communications Plan and a scope of work for a consultant to assist in expanding the scope of P20 WIN and improve visibility of the data system.

8. **Grant updates**
   Katie provided a series of updates on active grants informing some of the work of P20 WIN:
   a. 2019 SLDS Grant
      The site visit is scheduled for February 13.
   b. 2023 SLDS Grant
      We received the 2023 SLDS grant which will focus on developing a research collaborative and expanding our connections with researchers. The project plan is in development.
   c. Workforce Data Quality Initiative (WDQI)
      The WDQI has two components – creating a secure data enclave and fulfilling the data request that is looking at education and workforce training pathways. The partnership with DISC is central to the secure data enclave work.
   d. Institute of Education Sciences (IES)
      The IES grant is focused on the Roberta Willis Scholarship program evaluation.

9. **Other Business**
   There was no business.

10. **Adjourn**
    The meeting adjourned at 9:22am.