



P20 WIN Data Governing Board Meeting Minutes

Friday 06/02/23 8:30am – 9:30am

Teams Meeting

The meeting was called to order at 8:32am.

1. Public Comment

No one from the public made comments to the Board.

2. Attendance

Present: Ram Aberasturia (OHE), Bob Barry (BITS), Julie Bisi (OEC), Joe Campbell (CTECS), Patrick Flaherty (DOL), Scott Gaul (OPM), Michael Giralmo (DMHAS), Ajit Gopalakrishnan (SDE), Lauren Jorgensen (UConn), Rose Kelly (CCEH), Jan Kiehne (CSCU), Fred North (DCF), Maura Provencher (CCIC), Kelly Orts (JBCSSD), Susan Smith (DSS)

Guests from Participating Agencies: Sara Caro (CSCU), Mark French (OHE), Xian Guan (DOL), Julian Hayes (SDE), Rachel Leventhal-Weiner (OPM), Coral Wonderly (OPM)

Guests: Jonathan Richter (OWS), Grace Suh (OWS), Chidi Nwuneli (OPM), Kate Eikel

New Data Governing Board members from CTECS and JBCSSD were welcomed. Current members introduced themselves during roll call.

3. Approval of proposed bylaws and voting procedures

Katie asked for a motion to approve the proposed bylaws. Ram moved the motion, Bob Barry seconded.

Discussion: Katie shared that no new feedback had been provided to OPM. Katie asked if there was any discussion.

- a. Jan Kiehne thanked the group for the time to review the document.

With no further discussion, the Data Governing Board voted through voice vote to approve the bylaws.

4. Policy and Procedures

a. Approval of Data Matching Process

Katie asked for a motion to approve the Data Matching process. Scott Gaul moved the motion, Bob Barry seconded.

Discussion: Katie stated that the updated Data Matching Process had been shared with the Data Governing Board the previous week. No feedback or changes were received. All changes made to the document were provided at the May Data Governing Board meeting.

- i. Jan stated that she had only just looked at them and that CSCU legal still needed to review. There was discussion about whether the meeting was an appropriate time to discuss questions about the proposed topic.
- ii. Ram, Jan, Ashley, Coral, Scott, and Bob discussed the creation of the Axway Secure File Transfer Protocol (SFTP) accounts and folders, how approved data is transferred to DOL and participating agencies, and the potential for unauthorized access to agency data. Scott and Bob will reach out to Axway to determine if they can sign a P20 WIN Confidentiality Agreement.
- iii. There was further discussion about the Data Security Plan approved at the February 2023 Data Governing Board meeting, the data match approval process and re-establishing standardized file naming conventions.
- iv. Scott added that not voting to approve a formal data matching process – the absence of official procedures creates some risk for all parties involved. Ram encouraged the Board to vote.



Jan made a motion to table the vote, seconded by Ram. The Board voted to table the Data Matching Process.

v. 13 votes supporting, 2 abstentions – the motion to table passes.

b. Data Privacy, Protection and Equity Impact Assessment Tool

Katie reviewed the Data Privacy, Protection and Equity Impact Assessment tool and proposed that participating agencies pilot the tool with one of the incoming data requests. Fred volunteered to pilot the tool as they are involved in many incoming data requests.

c. Data Minimization

Scott began the discussion about data minimization and the importance of only sharing what is necessary for a data request. As P20 WIN receives larger and more complex data requests, it is important for to determine how to address unmatched records. Julie commented that older OEC data is lower quality, but there is always concern about reidentification.

5. Data Request Summary

Katie introduced two data requestors who presented their data request to the Board. Jonathan Richter from OWS provided a summary of the data request looking at how CT residents navigate career pathways. The data request will be submitted to participating agencies in the next week.

Julian Hayes is a Harvard PIER fellow at SDE and is spending the summer looking at post-secondary outcomes from students who are high school graduates and students who are college graduates.

Scott commented that these two data requests are good compliments to each other and will provide a more holistic picture of the way people navigate different career pathways out from education into the many different opportunities in the workforce system.

6. General updates

a. Data Security Working Group update

Coral provided an update on the working group – the group will be testing the draft Data Security Questionnaire Testing questionnaire.

b. Data Matching Working Group update (Ashley)

Ashley shared that the group has been meeting and has developed a needs list and a wishlist for potential data matching software.

c. Executive Board updates

The Executive Board will be meeting on Tuesday, June 20. The Learning Agenda is on the meeting agenda.

d. Grant updates

Scott gave a brief update on grants. We are working with SDE to apply for the 2023 SLDS grant. We will reach out for letters of support.

Congratulations to Ram and Mark at OHE for their successful grant to the National Center for Education Research: Institute for Education Sciences. This grant will allow us to study the impact of the Roberta Willis Scholarship Program.

e. Coral is hosting Data Dictionary Office Hours on 6/7 and 6/21 for any assistance in uploading agency data dictionaries.

f. Learning Sessions

g. The July meeting is cancelled.

7. Other Business

There was no other business.

8. Adjourn

The meeting adjourned at 9:33am