



COMMONWEALTH of VIRGINIA

Office of the Governor

Keyanna Conner
Secretary of Administration

Data Sharing and Analytics Advisory Committee

Meeting Minutes

September 7, 2018

Rare Book Room – Patrick Henry Building

1111 East Broad Street

Richmond, Virginia 23219

1:30 PM – 3:30 PM

Virtual Meeting URL: <https://global.gotomeeting.com/join/536404757>

Conference Bridge: +1 631-605-8719 PIN: 203 855 109#

Attendees:

Senator George L. Barker

Hannah Kowitz, *legislative assistant for Senator Siobhan S. Dunnivant*

Gena Berger, *Deputy Secretary of Health and Human Resources*

Stephen A. Cobb, *Office of the Attorney General*

Keyanna Conner, *Secretary of Administration*

Robby Demeria, *Deputy Secretary of Commerce and Trade for Technology*

Marvin Figueroa, *Deputy Secretary of Health and Human Resources*

Michelle Gowdy, *Virginia Municipal League (via Phone)*

Megan Healy, *Chief Workforce Advisor*

Carlos Rivero, *Chief Data Officer, Office of the Secretary of Administration*

Peter Blake, *State Council of Higher Education for Virginia (SCHEV)*

Arlyn Burgess, *University of Virginia, Public Institution of Higher Education*

Josh Levi, *Northern Virginia Technology Council, Regional Technology Council*

Rowley Molina, *Altria, Non-Legislative Citizen Member (Data Security)*

Laura Totty, *Virginia Association of Counties*



Call to Order, Welcome, and Introductions

Mr. Carlos Rivero opened the meeting and thanked all for their attendance. All panel members and individuals in attendance introduced themselves.

Oath of Appointment

Secretary Thomasson administered the oath to Arlyn Burgess and Laura Totty.

New Business

Election of the Chairperson

The members elected the honorable Senator George L. Barker as the chair of the committee with no objections.

Virginia Statutes on Public Meetings and Freedom of Information Act

Mr. Stephen A. Cobb provided an overview of the Virginia statutes on public meetings and the Freedom of Information Act.

Open meeting requirements – Electronic Communications; if three or more communicate outside of forum, FOIA violations may occur.

Task: Link to FOIA on SharePoint Site.

Motion to have virtual meeting; No objections; Approved to move forward with virtual meetings.

Advisory Committee Background, Enabling Legislation (SB580), and Purpose

Mr. Carlos Rivero provided an overview of the advisory committee, the enabling legislation (SB580), and its purpose.

Definition of ‘proper purpose’ in the new legislation expands the scope for sharing data across government agencies

The purpose of the advisory committee is to ensure we engage all relevant stakeholders and the public to provide input in the development of the data governance framework



The Chief Data Officer is responsible for submitting a report to the Governor and the General Assembly by October 1st, 2018.

Data Governance Overview and Model Discussion

Mr. Rivero gave a presentation on Data Governance and presented the proposal for the Commonwealth's governance framework and the need for improved data sharing.

Standards, Data Governance, and Compliance

Actionable Decisions

Role of Chief Data Officer

Strategy – Management of Data correctly and oversight

Data Architecture – The way data is housed and maintained

Data Management

Business Intelligence/Analytics- highlights data quality issues

Principles- If they don't support decisions then we need to understand why we collect the data.

Organizational/Culture- Data is an asset

Roles and Responsibilities - Agencies should have a data officer, who is a mission oriented person.

Operational units must have a research and development model that we can count on.

Institutions of higher education, universities, and private business can support the Commonwealth by providing research and development capabilities

Initiatives – Framework, talent skills assessment, data management and BI Technology

Baseline, Data Analytics - Sharing Advisory Panel, Pilot projects

Advisory Committee Next Steps and Meeting Schedule

Mr. Rivero suggested next steps for the committee and provided an overview of the upcoming schedule for conducting committee business via virtual meetings.

Task: Mr. Rivero will develop a data sharing matrix to get a better handle on how we manage data sharing from a policy perspective.



Task: Mr. Rivero will work with agency representatives and the Office of the Attorney General to develop criteria for the evaluation of proposed sharing agreements.

Member Comments

Carlos Rivero – We all need to understand the legal ramifications, which are critical, and establish a common data sharing policy to establish consistent governance

Marvin Figueroa - Integrated data and value

Carlos Rivero - Bring together individuals from across agencies. Look for indicators and build back into decisions. Strategy for each agency. Having data officers at each agency.

Megan Healy – Determine the Criteria between Chief Data Officer and Business Data Officer. Some infrastructure issues, data systems are for reporting. Funds resources and talent.

Gena Berger, Deputy Secretary of Health and Human – Compliance

Secretary Keyanna Conner – Accountability is key

Peter Aiken – A lack of universities that teach these [data management] programs. Virtually no courses on data management

Felix Schapiro – Partially a compliance issue. Resources are needed to take on such initiatives. Evaluate knowledge and technical expertise.

Carlos Rivero – One of the problems with Commonwealth data is having direct access to that data. Standard language should be in place in procurement contracts to have provisions that the Commonwealth owns the data and should have direct access to that data.

Task: We need to identify data sharing examples and agreements.

Josh Levi – Determine if the data is mission critical or mission relevant. Are we doing both at the same time?

Carlos Rivero – VITA has organized a system that does collect basic data systems. As new IT investments are proposed, language that the commonwealths owns the data and once we have a better handle on that we can start to review. Providing guidance and technical resources is a start to align agencies with their mission and understand the data sets.

Carlos Rivero – Reviews are completed by Chief Data Officer for ‘fit for use’ quality and integrity of data sets and source.



Senator Barker – Data that is operational - Evaluate to make better decisions to planning and prioritizing data. We need to know in advance how the data is going to be used.

Carlos Rivero – Resource allocation is critical and good operational data should help you decide you to best allocate resources.

Carlos Rivero – Data Sharing activities – In addition to agencies looking at their own data, we need to start looking at performance management and our own operational efficiency. Are the resource allocations providing the outcomes that we want?

Felix Schapiro - Performance data may cause concerns for agencies. Programs may be cut due to poor data (or poor performance). We need to make sure that the data we receive is authentic (and accurate).

Carlos Rivero- Determination is needed to know what mission objectives agencies are achieving while using this data to provide citizen services.

Arlyn Burgess – Who owns the data?

Carlos Rivero - The citizens of the commonwealth own the data.

Arlyn Burgess - What is the difference between data owner and data stewards?

Carlos Rivero - The data owner is usually the system owner or the business unit that authorizes the development of the system. Data stewards operate the system.

Arlyn Burgess – There is a need for a structure for which people can comply. Have we identified a Technical Team? It is unclear who that team will be. How do we create and maintain standards?

Carlos Rivero – Technical team is a group of individuals across agencies that can help support compliance monitoring across the Commonwealth. Technical Assistance and guidance that is needed will come from this group. Resource perspective – there may be issues from management involving dedicated resources.

Arlyn Burgess - Super User Community may need to be developed to ensure that agencies understand who to contact.

Carlos Rivero – There are 63 Executive agencies and we want to move towards 63 Data Officers but only 2 from each secretariat are voting members on the council.

This Advisory Council's role is to advise the CDO, who is ultimately responsible for providing the report; membership must include 3 house members.

Task: Carlos Rivero - will work to resolve any issues with memberships within the committee.

Megan Healy - Make sure workforce is separate from OAG.



Secretary Conner - How do we review and validate the current data from an operational perspective?

Opioid Pilot Study

If information is outsourced for analysis, what transfers will occur as well as ownership.

Carlos Rivero – Data sharing agreements have been established between some of the participants. As we identify data sets, we will need to identify what the platform should look like as well as technical solutions that keeps the data in that platform. It is not necessarily a governance concern. Legal is where we need to better understand and govern from the sensitivity level and where that data lies. Who would be ultimately responsible for sharing these agreements?

Vendor Supplier Data - We need to understand how this data is used.

Arlyn Burgess- How do we help you? We need to come up with some type of cataloging or Technology Baseline.

Carlos Rivero – Establishing governance documents. As we establish definitions for data officers and the role of the data governance council we will place this information on SharePoint for review and comment.

How do we incentivize agencies to work with CDO? Support structure to help agencies do better. This will be a challenge in the smaller agencies.

Senator Barker – Responses to data calls and performance reports are different based on agencies. If you don't correct issues at some point the issue may become public. We need a better way to monitor agency performance against desired outcomes.

Josh Levi & Arlyn Burgess – A collection of use cases may be helpful. Document and showcases best practices, showcasing successful use cases with data sharing. Engage the people who will do the work. Brainstorming on how we can make this happen.

Arlyn Burgess- Executive Steering Committee, CDO is not on the Executive Steering Committee. There is a need to have CDO to sit on Executive Steering Committee to provide continuity between the two groups.

Suggestion made by Chairman Barker to change meeting times to 12:00pm -1 pm. Approved with no objections, new time is 12:00pm -1 pm

Felix Schapiro - What are the limitations that we have for consulting with SMEs as it relates to this council?

Carlos Rivero - Public Site or public session will be provided and minutes will be published on the site.



Public Comments

No posed commentary.

Adjournment

Task: Ensure all committee members have access to the new internal SharePoint collaboration site.

Task: Email all relevant documents to Carlos Rivero

Motion to adjourn; Approved, no objections

Senator Barker, committee chair, adjourned the meeting.