



RILDS

RHODE ISLAND LONGITUDINAL DATA SYSTEM

Rhode Island Longitudinal Data System Executive Governing Committee Minutes

Tuesday, October 31, 2023 – 9:00 AM

Zoom Meeting: <https://uri-edu.zoom.us/j/93850271720>

This meeting was RECORDED

Department of Administration, 4th floor Executive Conference Room
1 Capitol Hill, Providence, RI, 02908

COMMITTEE MEMBERS IN ATTENDANCE: Shannon **Gilkey** (RIOPC); Jonathan **Womer** (DOA); Brian **Daniels** (OMB); Matthew **Weldon** (DLT); Brian **Tardiff** (DOIT); Brandi **DiDino** (DCYF delegate); Dana **Brandt** (RILDS); and Kelvin **Roldán** (RIDE delegate).

COMMITTEE MEMBERS ABSENT: Richard **Charest** (OHHS).

GUESTS: Kevin Simpson (OMB); Kayla Weststeyn (OMB).

STAFF: Kim Pierson (RILDS).

Meeting of the Rhode Island Longitudinal Data System Executive Committee was called to order by Co-Chair Womer at 9:08 AM EST.

1. **WELCOME (Womer) - Womer** opened the meeting and welcomed everyone.
2. **VOTE on Approval of RILDS Data Governance Policy (Brandt) - Womer** introduced the first order of business: reviewing and discussing the RILDS Data Governance Policy. **Brandt** stated that the policy has been reviewed by the Data Governance Committee. She highlighted that the RILDS Data Governance Policy was based on national best practices; explained that it outlines the three bodies that are responsible for RILDS Data Governance; and described some of the key elements of the policy including membership, responsibilities, expectations, and how decisions are made by the governing bodies.

Gilkey inquired as to whether the Data Governance Committee had reviewed and approved the policies. **Brandt** confirmed that they had. **Simpson** clarified that the Data Governance Committee reviewed and approved a presentation of the policies, but did not review the policies in their entirety.

Brandt explained that the Data Governance Committee was comprised of one representative from each agency on the Executive Governing Committee, including Data Contributing Agencies (those that have a signed agreement with RILDS for recurring data sharing) and Non Data Contributing Agencies (those that are included in the legislation, but do not provide data to RILDS).

Gilkey inquired as to whether approved policies could be amended in the future. **Brandt** confirmed that the policies are subject to change and can be amended.

Roldán requested that the membership component on page 3 be clarified as the RILDS Act language doesn't list specific Data Contributing Agencies such as RIDE and DLT, but uses the vague term "any participating agencies as described in § 42-165-3 and § 42-165-6". He suggested adding the agencies and the titles of positions to align with the other agencies listed.



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Weststeyn requested adding to the policy the requirement for Committee notification or approval before RILDS executes new data sharing agreements or MOUs which expands the board membership. **Brandt** confirmed that this issue was on her list for the first set of revisions to the policy.

Roldán suggested as a first step for clarity to include the specific agencies in a subset that would fall under the Data Contributing Agencies listed currently as “participating agencies as described in § 42-165-3 and § 42-165-6” under the Membership section (page 3) in addition to the Data Contributing Agencies section (page 2). **Gilkey** asked Roldán if he was suggesting to include names or just organizations. **Roldán** stated that currently the language lists title and agency.

Gilkey suggested also including the Data Governance Committee membership in the respective section on page 5. **Brandt** requested clarification as to whether he intended the name or agency to be included. **Gilkey** suggested following the same format as the Executive Governing Committee membership which was to list title and agency, with the caveat that establishing the need to amend the policy each time a position title changes would not be recommended.

Brandt highlighted the third body referenced in the policy, the Stewards Working Group.

Gilkey inquired if the working group was also subject to the Open Meetings Act and to make sure that it was specified one way or another in the policy. He suggested getting a legal review to make the determination.

Womer inquired if the Data Governance Committee was also subject to the Open Meetings Act if they didn't have decision making authority. **Brandt** stated that RIOPC's legal counsel confirmed that the Data Governance Committee was subject to the Open Meetings Act and clarified that while they didn't have authority to set policies they do have the authority, through the RILDS Act, to approve data requests.

Gilkey called for a motion to approve the RILDS Data Governance Policy subject to the feedback received today.

MOTION: Roldán

SECOND: Tardiff

VOTING IN FAVOR: Gilkey, Womer, Weldon, Tardiff, DiDino, Roldán, and Brandt

ABSENT: Charest

VOTING IN OPPOSITION: None

ABSTENTION: Daniels

- VOTE on Approval of RILDS Data Request & Release Policy (Brandt) - Brandt** presented the RILDS Data Request & Release Policy as discussed and reviewed by the RILDS Data Governance Committee. The policy defines the distinction between Data Contributing Agencies (RIDE, RIOPC, DLT and DCYF) and Non-Data Contributing Agencies. She explained that a Data Contributing Agency has the authority to deny the use of their data in a request. However, she explained, with the approval of a simple majority of the Data Contributing Agencies participating in the project the request could still be approved.

Gilkey requested clarification using a RIOPC example. He inquired if his RIOPC Data Governance Committee representative could deny their data being included in the data request and not be outvoted by the rest of the committee to force data contribution. **Brandt** confirmed that each agency, per state and federal privacy laws, retains full control and decision making authority over their own data. She highlighted that the other agencies involved in the data request could still approve their participation and move forward with the project.

Weststeyn requested clarification that if one agency's data lived in multiple places because it has already been shared with another entity, that the data owning agency cannot be circumvented for access to their data. She requested that the policy make it clear that a data denial is explicit across the board and will not be obtained through an alternative entity. **Brandt** confirmed that the policy can be modified to clearly state the authority of a unilateral agency denial.

Brandt highlighted the release notification timelines, suppression thresholds, and publication elements of the policy.

Weststeyn requested more details on what role the Executive Governing Committee plays in the data request process. **Brandt** explained that the policy didn't outline anything specific at this point.

Gilkey requested that the Data Governance Committee provide a quarterly report to the Executive Governing Committee so that they are aware of what is being approved at the Data Governance Committee level, for both aggregate and individual data requests.

Brandt requested that the RILDS Data Request & Release Policy be voted on for approval, subject to the revisions received today, due to the backlog of requests pending that depend on the establishment of these required policies.

Gilkey inquired if the policies were subject to review and amendment. **Brandt** confirmed that they were subject to amendment and actually anticipates revisions based on potential project amendments and extensions, developing agency sponsored projects and policies (e.g. do agencies get the approval to waive user fees or prioritize certain third party requests), etc.

Gilkey asked for any further discussion and called for a motion to approve the RILDS Data Request & Release Policy subject to the recommendations outlined today.

MOTION: Roldán

SECOND: Tardiff

VOTING IN FAVOR: Gilkey, Roldán, Weldon, Tardiff, Womer, DiDino and Brandt.

ABSENT: Charest

VOTING IN OPPOSITION: None

ABSTENTION: Daniels

4. **VOTE on IDS Report (Womer) - Womer** discussed the incorporation of feedback received to the IDS Report.

Weststeyn wanted to clarify with Brandt that the RILDS Center approved of the way that the language was updated to reflect the Ecosystem and RILDS sub committee recommendations.

Brandt approved but recommended considering renaming as necessary.

Gilkey suggested that the Executive Governing Committee may want to look into an MOU commitment from each agency that participates in the IDS to ensure that long term efforts continue to integrate Rhode Island's data. He asked if the Committee should explore an MOU agreement. His second suggestion was on the sustainable funding model and ensuring that a detailed budget plan was developed so that capacity exists to complete the integration and maintain it over time. He further suggested considering updating the report annually as the IDS evolves and considering the IDS Report to be a Phase I plan. **Brandt** suggested adding an annual review as an Executive Governing Committee task in the RILDS Data Governance Policy.

Weststeyn relayed Lebeau's request, in her absence, inquiring about who would support the communications component of the IDS and communications requests.

Womer asked for a motion to approve the IDS Report subject to the feedback received today.



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MOTION: Weldon

SECOND: Daniels

VOTING IN FAVOR: Gilkey, Roldán, Weldon, Tardiff, Daniels, Womer, DiDino and Brandt.

ABSENT: Charest

VOTING IN OPPOSITION: None

ABSTENTION: None

5. ADJOURNMENT (Womer) - Womer asked for a motion to adjourn.

MOTION: Weldon

SECOND: Daniels

VOTING IN FAVOR: Gilkey, Roldán, Weldon, Tardiff, Daniels, Womer, DiDino and Brandt.

ABSENT: Charest

VOTING IN OPPOSITION: None

ABSTENTION: None

There being no further business the October 31, 2023 RILDS Executive Committee meeting adjourned at 9:45 AM EST.