



RILDS

RHODE ISLAND LONGITUDINAL DATA SYSTEM

Rhode Island Longitudinal Data System Executive Governing Committee DRAFT Minutes

Tuesday, November 28, 2023 – 2:00 PM

Zoom Meeting: <https://uri-edu.zoom.us/j/95928827240>

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

COMMITTEE MEMBERS IN ATTENDANCE: Shannon **Gilkey** (RIOPC); Jonathan **Womer** (DOA); Richard **Charest** (OHHS); Brian **Daniels** (OMB); Angélica **Infante-Green** (RIDE); Brian **Tardiff** (ETSS); Matthew **Weldon** (DLT); and Dana **Brandt** (RILDS).

COMMITTEE MEMBERS ABSENT: Ashley **Deckert** (DCYF).

GUESTS: Scott Gausland (RIDE); Kevin Simpson (OMB)

STAFF: Kayla Weststeyn (OMB).

1. **WELCOME** - Chair **Gilkey** opened the meeting and welcomed everyone.
2. **VOTE on adoption of minutes** - **Gilkey** requested a motion to approve the minutes of the October 24, 2023 and the October 31, 2023 Executive Committee meetings as presented and without modification.
MOTION: Daniels
SECOND: Charest, Womer
VOTING IN FAVOR: Gilkey, Womer, Charest, Daniels, Infante-Green, Tardiff, Weldon, and Brandt
ABSENT: Deckert
VOTING IN OPPOSITION: None
ABSTENTION: None
3. **REVIEW of & VOTE on updates to the Request & Release Policies** - **Gilkey** introduced the next order of business: reviewing the updates to the RILDS Request & Release Policies. **Brandt** highlighted the proposed revisions to the policy as reviewed and recommended for approval by the Data Governance Committee. The Executive Governing Committee discussed the proposed revisions. **Gilkey** called for a motion to approve the RILDS Request & Release Policies subject to the feedback received today.
MOTION: Daniels
SECOND: Womer
VOTING IN FAVOR: Gilkey, Womer, Charest, Daniels, Infante-Green, Tardiff, Weldon, and Brandt
ABSENT: Deckert
VOTING IN OPPOSITION: None
ABSTENTION: None
4. **DISCUSSION of & VOTE on Data Request Fee** - **Gilkey** introduced the next order of business: discussing and approving the RILDS Data Request Fee. **Brandt** reminded the Executive Governing Committee that in the August 31 meeting, the Committee delegated authority for establishing the data request fee structure to RIOPC and the RILDS Center through January 1, 2024. **Womer** and **Daniels** requested information on the fees charged by other integrated, longitudinal data systems and by other federal and state agencies under “sunshine” laws. **Brandt** proposed extending the delegation of authority



RILDS

RI OPEN MEETINGS AND LONGITUDINAL DATA SYSTEM

for establishing the data request fee structure to RIOPC and the RILDS Center through February 1, 2024, and then revisiting this discussion in a future meeting.

Gilkey called for a motion to approve the RILDS Data Request Fee as proposed today.

MOTION: Infante-Green

SECOND: Womer

VOTING IN FAVOR: Gilkey, Womer, Charest, Daniels, Infante-Green, Tardiff, Weldon, and Brandt

ABSENT: Deckert

VOTING IN OPPOSITION: None

ABSTENTION: None

- 5. REVIEW of FY24 Approved/Confirmed and Pending Data Requests - Brandt** presented the approved and pending RILDS Data Requests. **Daniels** requested this information be presented at every meeting of the Executive Governing Committee.

- 6. DISCUSSION of & APPROVAL of CY24 Meeting Schedule -** As is required by the RI Open Meetings Act, the Executive Governing Committee discussed their meeting schedule for 2024. **Brandt** proposed the Executive Governing Committee retain their schedule and meet every other month, on the 4th Tuesday, from 2:00-3:00 PM. **Gilkey** asked for a motion to approve the proposed schedule.

MOTION: Weldon

SECOND: Brandt

VOTING IN FAVOR: Gilkey, Womer, Charest, Daniels, Infante-Green, Tardiff, Weldon, and Brandt

ABSENT: Deckert

VOTING IN OPPOSITION: None

ABSTENTION: None

- 7. ADJOURNMENT - Gilkey** asked for a motion to adjourn.

MOTION: Womer

SECOND: Weldon

VOTING IN FAVOR: Gilkey, Womer, Charest, Daniels, Infante-Green, Tardiff, Weldon, and Brandt

ABSENT: Deckert

VOTING IN OPPOSITION: None

ABSTENTION: None

There being no further business the November 28, 2023 RILDS Executive Committee meeting adjourned.