Rhode Island Longitudinal Data System
Data Governance Committee
DRAFT Minutes

Wednesday, November 15, 2023 – 9:00 AM
Zoom Meeting: https://uri-edu.zoom.us/j/95336668660
This meeting was RECORDED
RI Department of Education, Room 501
255 Westminster St, Providence, RI, 02903

COMMITTEE MEMBERS IN ATTENDANCE: Andrea **Spargo** (RIOPC); Megan **Swindal** (DLT); Arulanandan **Rangaraju** (DOIT) [Delegate; left at 10:15]; Daniel **O'Connor** (OHHS) [Delegate; arrived at 9:35; left at 10:15]; Kevin **Simpson** (OMB); Scott **Gausland** (RIDE); Colleen **Caron** (DCYF); and Dana **Brandt** (RILDS).

COMMITTEE MEMBERS ABSENT: Vincent **Flood** (DOA).

GUESTS: None

SUPPORT STAFF: Kim Pierson (RILDS)

Meeting of the Rhode Island Longitudinal Data System Data Governance Committee was called to order by Dana Brandt at 9:05 AM EST.

1. **WELCOME - Brandt** opened the meeting and welcomed everyone.

2. **VOTE on Adoption of Minutes**

    Brandt introduced the first order of business, the adoption of the October 17, 2023, Data Governance Committee meeting minutes. **Brandt** called for a motion to adopt the minutes.

    > **MOTION:** Rangaraju
    > **SECOND:** Gausland
    > **VOTING IN FAVOR:** Spargo, Swindal, Rangaraju, Simpson, Gausland, Caron, and Brandt.
    > **ABSENT:** O'Connor, Flood
    > **VOTING IN OPPOSITION:** None
    > **ABSTENTION:** None

3. **REVIEW of & VOTE on Request and Release Policy v2**

    Brandt introduced the second order of business, the review of an update to the RILDS Request and Release Policy, version 2. **Brandt** highlighted the key updates to the Request and Release Policy since its approval by the RILDS Executive Governing Committee at the October 31, 2023 meeting.

    The request policy as is currently approved will require at least 20 business days for a requestor to submit a request, the Data Governance Committee to review the request, and more than 20 business days for the Center to fulfill the request. The policy is being updated to allow for Time Sensitive requests from participating state agencies only (not public requests). Time Sensitive Requests must meet three conditions: (1) be submitted by a Data Contributing Agency or Non-Contributing Agency that sits on

either the Executive Governance Committee or the Data Governance Committee, (2) can only be for aggregate data requests, and (3) cannot take more than 20 hours to fulfill.

Gausland urged that it shouldn't be overused and requested that a justification be associated with each time sensitive request.

Brandt added that she would like an override provision to be added for the RILDS Center to object to the request if the Center is unable to fulfill a time sensitive request if they are insufficiently staffed that week, etc. The Committee would still be notified of the request, she added, but the Committee would not need to spend time reviewing the request if the Center already determined that the Center could not fulfill the request in the time frame requested. **Gausland** suggested that perhaps the status could be changed from time sensitive to normal if it was still needed outside of the original time frame requested.

Brandt informed the Committee that standard data requests are approved during the recurring Committee meetings, but the time sensitive requests would be approved via email. She also informed the Committee that under this proposal, a lack of response or objection would signify approval. The request would be sent to both the Committee member as well as his or her delegate to improve visibility and timely approvals.

Gausland asked that the email format be established and that the Committee name their backups or delegates to receive the emails as well.

Brandt highlighted that the time sensitive requests would not have a public output review period like the other requests. Due to the aggregate release nature of the requests and the consolidated timeline, the public output review period would be waived and the Committee would receive the release at the same time as the Agency requestor.

The Committee spent time discussing the time sensitive element of the policy revision.

Brandt informed the Committee that there would be a quarterly review of the time sensitive requests by the Committee to ensure that this time sensitive policy was not being overused.

Simpson raised concerns that non-state agencies can become Data Contributing entities and have representation on the RILDS governing bodies. **Brandt** responded highlighting the best practice and importance of each Data Contributing entity to have representation in how their data is stored, transferred, accessed, and used.

The Committee spent time discussing the composition of the governing bodies and potential policy changes to create safeguards around board expansion.

Brandt highlighted the amendment policy for requesting modifications and extensions.

Brandt opened the conversation to discuss Agency-sponsored requests.

Caron inquired about what the consequences of continually waiving the fees would be for the RILDS Center. She asked if it would reduce the amount of funding available for state agency requests.

Spargo suggested that the Executive Governing Committee could review the Center's finances quarterly to ensure that work is being completed equitably.

Simpson suggested that all requests that would fall under a fee for service request, should be paid and not waived, but that an agency could sponsor a request and pay the fee on behalf of the requesting entity.

RILDS

After much discussion **Brandt** suggested tabling the portion of the recommendation for the payment of sponsored requests.

Simpson requested a commitment to pause on adding data contributing agencies until a policy was drafted for review. **Brandt** indicated that three agencies were currently in conversation about recurring data sharing with RILDS (DHS, RISOS and Commerce), but that she did not anticipate they would be in place and contributing in the next few months.

Brandt then asked for a motion to send the updates to the Request and Release Policy to the Executive Governing Committee for review and approval.

MOTION: Swindal
SECOND: Gausland
VOTING IN FAVOR: Spargo, Swindal, Simpson, Rangaraju, Gausland, Caron, and Brandt.
ABSENT: Flood
VOTING IN OPPOSITION: None
ABSTENTION: O'Connor

4. **DISCUSSION of & VOTE on Data Requests - Brandt** presented four outstanding data requests.

   a. *RI Department of Education (RIDE)* - **Brandt** presented an overview of the request from RIDE to update the ServeRI data story. ServeRI is requesting an update of aggregate-level descriptive statistics about AmeriCorps participation in Rhode Island (originally produced in 2016).

   The Data Contributing Agencies unanimously approved.

   VOTING IN FAVOR: Caron, Spargo, Swindal, Votta
   ABSENT: None
   VOTING IN OPPOSITION: None
   ABSTENTION: None

   b. *RI Department of Environmental Management (RIDEM)* - **Brandt** presented an overview of the aggregate-level request from RIDEM to create a Climate Change Dashboard. The 2021 Act on Climate requires the Executive Climate Change Coordinating Council (EC4) to maintain an online public dashboard that tracks emissions reductions and sources of energy consumed by the state. RIDEM is partnering with the RILDS Center to enhance and expand their 7-measure, static dashboard.

   Swindal requested the opportunity to discuss requests with requestors before approving. **Caron** followed up to ask if the Committee could invite requesters to the meetings so agencies could provide feasibility feedback before approving the request.

   Simpson inquired about the tools that are being used for products, particularly Tableau as is referenced in the request, as OMB is moving to PowerBI. He suggested that the Committee should work towards alignment among agencies. **Swindal** suggested that RILDS could have a default program that they use unless an agency requests a specific tool. **Gausland** mentioned that RIDE is a Tableau shop and has a Tableau license. He suggested that the paying customer should get to choose what software their product is built in.

   Brandt suggested tabling the vote so that the Data Contributing Agencies could discuss some of the data limitations with RIDEM prior to approval.

   c. *RI Office of the Postsecondary Commissioner (RIOPC)* - **Brandt** presented an overview of the request from RIOPC to produce aggregate-level higher education statistics by foster care status to examine education and social service cost outcomes of individuals who were in foster care between 2000 and 2020.

RILDS

Brandt called for a vote by the Data Contributing Agencies to approve the RIOPC data request. The Data Contributing Agencies unanimously approved.

> **VOTING IN FAVOR:** Caron, Spargo, Swindal, Votta
> **ABSENT:** None
> **VOTING IN OPPOSITION:** None
> **ABSTENTION:** None

   d. *FY23 US Department of Education Statewide Longitudinal Data System (SLDS) Grant* - **Brandt** presented an overview of the FY23 US Department of Education Statewide Longitudinal Data System (SLDS) Grant awarded to RIDE in partnership with RIOPC, DLT, and RILDS. RIDE will lead and manage this project, serving as the fiscal agent for the grant, but the funding will primarily support the RILDS Center.

Brandt called for a vote by the Data Contributing Agencies to approve the SLDS request. The Data Contributing Agencies unanimously approved.

> **VOTING IN FAVOR:** Caron, Spargo, Swindal, Votta
> **ABSENT:** None
> **VOTING IN OPPOSITION:** None
> **ABSTENTION:** None

5. ADJOURNMENT

There being no further business, the November 15, 2023 RILDS Data Governance Committee meeting adjourned at 10:32 AM EST.

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