Virginia Data Advisory Commission

Meeting Minutes

April 11, 2023

East Reading Room – Patrick Henry Building

1111 East Broad Street

Richmond, Virginia 23219

1:00 p.m. – 3:00 p.m.

Commission Member Attendees:

George L. Barker, *Senator*

Emmett W. Hanger, *Senator*

Adam P. Ebbin, *Senator*

Delegate Cliff Hayes

Delegate Danica Roem

Ken Pfeil, *Chief Data Officer*

Secretary Lyn McDermid, *Secretary of Administration*

Lynette Walker *(Designee for Secretary John Littel, Secretary of Health and Human Resources)*

Secretary Bob Mosier, *Secretary of Public Safety and Homeland Security – (virtual)*

Secretary Stephen Cummings, *Secretary of Finance*

Beth Greene *(Designee for Secretary Matt Lohr, Secretary of Agriculture and Forestry)*

Crystal Jackson *(Designee for Secretary Aimee Rogstad Guidera, Secretary of Education)*

Thomas Crabbs *(Designee for Secretary Craig Crenshaw, Secretary of Veterans and Defense Affairs)*

Carrie Gaston, *Senior Vice President of Capital One*

Tyler Schenck, Region 2, *Director of Innovation and Information Services for Winchester City, Virginia*

Arlyn Burgess, *Region 3, Chief of Staff for University of Virginia School of Data Science*

Mary Beth Dunkenberger, *Region 4, Virginia Tech, Institute for Policy and Governance*

Deputy Secretary Jenna Moon *(Designee for Secretary Kay Cole James, Secretary of the Commonwealth of Virginia)*

Director George Taratsas *(Designee for Secretary Bryan Slater, Secretary of Labor)*

Deputy Secretary Michael Perez *(Designee for Secretary Martin Brown, Chief Diversity, Opportunity, and Inclusion Officer)*

Harris Schwab *(Designee for Secretary Travis Voyles, Secretary of Natural Resources)*

Deputy Secretary Wyatt Toehlke *(Designee for Secretary Caren Merrick, Secretary of Commerce and Trade)*

Alisa Padden *(Designee for Executive Secretary Karl Hade, Director of Legislative and Public Relations)*

Welcome and Opening Remarks
Roll Call
Review and Approve Minutes from Previous Meeting
VDAC Order of Business
ODGA Updates
ODGA Data Governance Update
DMV Dashboards Presentation
Member/Public Comment
Closing Remarks
     Next meeting date: Exact date TBD.
Adjourn

Motions:

Motion 1: Approve the previous Virginia Data Advisory Commission Meeting Minutes (October 2022)

Presenter: Delegate Cliff Hayes

Discussion: Previous meeting minutes were discussed.

Motion Accepted: Motion moved by Senator Ebbin and seconded by Senator Hanger. Motion carried by unanimous vote.

Agenda

Agenda Item 1: Welcome and Opening Remarks 1:08 PM – 1:10 PM

Presenter: Delegate Cliff Hayes

Discussion: Delegate Hayes welcomed the Virginia Data Advisory Commission.

Decision: N/A

Agenda Item 2: Roll Call 1:10 PM – 1:13 PM

Presenter: Delegate Cliff Hayes

Discussion: Delegate Hayes called roll.

Decision: The attendee list is presented at the top. Quorum has been met.

Agenda Item 3: Review and Approve Minutes from Previous Meeting 1:13 PM – 1:14 PM

Presenter: Delegate Cliff Hayes

Discussion: The committee discussed previous meeting minutes. A vote to accept meeting minutes continued.

Decision: The meeting minutes were accepted. Refer to motion 1.

Agenda Item 4: VDAC Order of Business 1:14 PM – 1:19 PM

Presenter: Chief Data Officer Kenneth Pfeil

Discussion: Ken Pfeil greeted the commission and began the discussion to cover three topics surrounding the order of business:

1) Member Term Expiration. The terms of several members are expiring. A recommendation was given to resubmit the application.
2) VDAC Charter Review. The original Charter was created about three years ago and the scope, goals, and objectives have expanded since. A revamped VDAC Commission Charter has recently been sent for review.

3) VDAC Expiration. The commission is expiring July 1, 2024 and will have to determine next steps to have sunset extended or removed.

Decision: N/A

Agenda Item 4: ODGA Updates 1:19 PM – 1:38 PM

Presenter: Kenneth Pfeil, Chief Data Officer

Discussion: Ken Pfeil gave an overview of the growth and accomplishments of ODGA within the last year. The agency increased from 8 to 24 team members and outgrew two office locations. In correlation to this growth, the Commonwealth Data Trust increased from 16 agencies to 32 agencies; of those consist of 26 executive branch agencies. Information was given about the ODGA roadmap and key areas of focus. The ODGA has been heavily engaged with the governor's initiative *"Operation Bold Blue Line (OBBL)"* by collecting violent crime data directly from 13 localities. Mr. Pfeil discussed the strategy of ODGA planning and the key results that are driven by it. The ODGA is hosting a Datathon themed "Unmasking Maternal Mortality". This will allow teams to utilize data provided by the ODGA to develop innovative solutions.

Key points covered:

- Key Accomplishments
- Ongoing and Planned Work
- ODGA Planning
- ODGA Objectives and Key Results – Health Status Report
- Datathon
- One Year Roadmap
- FY24 Organizational Chart

Decision: N/A

Agenda Item 5: ODGA Data Governance Update 1:38 PM – 2:05 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs introduced herself to the commission and began with the progress that ODGA accomplished since joining the agency; including the increase of inventory and metadata. Multiple internal and external policies were created to improve security and reduce risks. In addition, a

multidimensional training program was announced to improve data governance and data literacy knowledge across the Commonwealth. Included, Dataversity will allow one year of unlimited access of data governance training to 25 Commonwealth Data Trust members. The ODGA partnered with DMV to create customized data owner, data custodian, and data steward training. Data quality and unstructured data will be a focus of ODGA in the future. Next steps include short-term and long-term goals for the agency.

Key points covered:

- 1200+ ODGA Assets Identified
- 48% YOY Increase in Metadata Collected
- Policies Developed
- Data Classification for SQL Server
- Security Improved
- Data Governance Training Program
- Future – Addressing Data Quality
- Future – Scan Unstructured Data
- Next Steps: Short-Term and Long-Term
- Remaining Boards and Councils to be Established

Decision: N/A

Agenda Item 6: DMV Dashboard Presentation 2:05 PM – 2:13 PM

Presenter: Nick Thornton, Deputy Chief Transformation Officer

Discussion: Nick Thornton introduced himself and gave an overview of the Chief Transformation Office and began to discuss his experience collaborating with ODGA. A task was given to create a dashboard with DMV to provide an overview of agency and performance efficiency. Prior to ODGA's involvement, the Chief Transformation Office utilized a manual, time-consuming method to export files daily to retrieve information needed. This method ultimately made it difficult to provide accurate results and demanded at least one hour a day. After discussing this process, ODGA agreed to create executive level, automated dashboards through PowerBI platform. The outcome produced scalable, visually effective, highly efficient and dynamic, and user-friendly dashboards that saved the Chief Transformation Office and DMV executives significant time.

Key points covered:

COMMONWEALTH of Virginia

Office of the Governor

Lyn McDermid
Secretary of Administration

- Chief Transformation Office purpose and background
- Process and inefficiencies prior to ODGA involvement
- Dashboard success created by ODGA
- Dashboard interface metric examples

Decision: N/A

Agenda Item 7: Member/Public Comment 2:13 PM – 2:38 PM

Presenter: Delegate Cliff Hayes

Discussion: Delegate Hayes announced to open the floor to questions and comments.

Key Points:

- Comment from the Honorable Emmett Hanger, *Senator of the 24thDistrict of the Commonwealth of Virginia* – an inquiry arose about how the ODGA ingests work throughout their growth alongside other agencies.
    - Mr. Ken Pfeil, *Chief Data Officer of the Commonwealth of Virginia* – in sum, the ODGA will sometimes take responsibility of priorities and tasks from other agencies to complete it in a more efficient manner. Within the next three years, the ODGA growth will probably level out around 30 people.
- Comment from the Honorable Emmett Hanger, *Senator of the 24thDistrict of the Commonwealth of Virginia* – there could be a uniform system for the ODGA to be involved with the Secretary of Labor's expenditure on computers, contractors, and software.
- Comment from the Honorable George Barker, *Senator of the 39th District of the Commonwealth of Virginia* – Workforce Data Trust was developed during General Assembly and can be a central point of how data is integrated.
- Comment from the Honorable Emmett Hanger, *Senator of the 24thDistrict of the Commonwealth of Virginia* – A requirement of agencies to participate in the Commonwealth Data Trust from a "top-down" perspective is ideal. If data is available, it will be easier for individual agencies to access it in a secure manner.
- Comment from the Honorable Danica Roem, *Delegate of the 13th District of the Commonwealth of Virginia* – A recommendation was given to reconvene after elections and have a legislative agenda meeting to get real-time feedback from legislators regarding a discussion for patrons to carry specific bills. This will provide a nonpartisan approach and less hesitation based on the amount of bills currently being endorsed.

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- Comment from the Honorable Danica Roem, *Delegate of the 13th District of the Commonwealth of Virginia* – Gratitude and appreciation was given towards Senator Hanger amidst upcoming retirement.
- Public Comment – Appreciation was given regarding the interaction with localities. Establishing a practice of governance from state-level flowing down to local governments is critical because many counties have a wide range of data.
- Public Comment – A recommendation was given to have a "Data Give Back Day" which assumes to remove fear of local and state agencies sharing data.
- Public Comment – Amid advocation for overdose reduction, a question arose about opioid data. There is an opioid project in place with FAACT and there is a plan to have a demonstration for the next VDAC meeting.
- Public Comment – The topic of Workforce planning came in question. The ODGA is looking to build an ecosystem Workforce development.

Decision: N/A

Agenda Item 8: Closing Remarks 2:48 PM – 2:51 PM

Presenter: Delegate Cliff Hayes

Discussion: The next meeting date is *TBD.* The agency will come up with legislative items.

Decision: N/A

Agenda Item 9: Adjourn 2:51 PM

Presenter: Delegate Cliff Hayes

Discussion: The Virginia Data Advisory Commission adjourned at 2:51 PM

Decision: N/A