Virginia Data Advisory Commission

Meeting Minutes

October 25, 2022

East Reading Room – Patrick Henry Building

1111 East Broad Street

Richmond, Virginia 23219

1:00 p.m. – 3:00 p.m.

Virtual Meeting URL:

> Microsoft Teams Meeting
>
> Virginia Data Advisory Commission
> Tuesday, October 25, 2022 1:00 p.m. – 3:00 p.m.
> Microsoft Teams joining info
> **Video call link**:
> https://teams.microsoft.com/dl/launcher/launcher.html?url=%2F_%23%2Fl%2Fmeetup-join%2F19%3Ameeting_ODgzMTgxMTktNTRjYy00N2E2LWFhOGEtYThjYzQxOGFmYzQ1%40thread.v2%2F0%3Fcontext%3D%257b%2522Tid%2522%253a%2522620ae5a9-4ec1-4fa0-8641-5d9f386c7309%2522%252c%2522Oid%2522%253a%25228b5e1e08-5841-4e1e-b617-8592886537f7%2522%257d%26anon%3Dtrue&type=meetup-join&deeplinkId=aea74b64-2e05-4523-8155-049ed76939a1&directDl=true&msLaunch=true&enableMobilePage=true&suppressPrompt=true
> Or dial: (US) +1 781-514-9183 PIN: 393 343 006#

Commission Member Attendees:

George Barker, *Senator*

Emmett Hanger, *Senator*

Adam Ebbin, *Senator*

Delegate Danica Roem – *(virtual)*

Alisa Padden *(Designee for Karl Hade, Director of Legislative & Public Relations)*

Secretary George "Bryan" Slater, *Secretary of Labor*

Kenneth Pfeil, *Chief Data Officer*

Secretary "Lyn" McDermid, *Secretary of Administration*

Maggie Cleary *(Designee for Secretary "Bob" Mosier, Secretary of Public Safety and Homeland Security) – (virtual)*

Nikki Thacker *(Designee for Kay Cole James, Secretary of the Commonwealth)*

Matt Lohr, *Secretary of Agriculture and Forestry*

Corey Scott *(Designee for Travis Voyles, Secretary of Natural and Historic Resources)*

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

Madison Biedermann *(Designee for Aimee Rogstad Guidera, Secretary of Education)*

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

David Moore *(Designee for Marybeth Dunkenberger, Region 4, Virginia Tech, Institute for Policy and Governance – (virtual)*

Bridget Giles, *Director of Special Programs, Hampton Roads Biomedical Research Consortium, Research Assistant Professor, Virginia Modeling Analysis and Simulation Center, Old Dominion University*

Carrie Gaston, Senior Vice President of Capital One

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

Welcome and Opening Remarks
Roll Call
Data Management Maturity Assessment Results
Locality Outreach Update
Agency Engagement Spotlight – Virginia Department of Emergency Management
Legislative Proposals for the Office of Data Governance and Analytics
Virginia Datathon Announcement
Member/Public Comment
Review and Approve Minutes from Previous Meeting
Closing Remarks

Next meeting date: After the legislative session. Exact date TBD.

Adjourn

Motions

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

Presenter: Senator George Barker

Discussion: Previous meeting minutes were discussed.

Motion Accepted: Motion moved by Secretary Slater and seconded by Thomas Crabbs. Motion carried by unanimous vote.

Motion 2: Endorse the legislative recommendations presented in the PowerPoint.

Presenter: Senator George Barker

Discussion: There is a motion to endorse the legislative recommendations including:

      1) Codify the Chief Data Officer role

      2) Codify the Office of Data Governance and Analytics

      3) Secure Funding for the ODGA.

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

Agenda

Agenda Item 1: Welcome and Opening Remarks 1:10 PM – 1:12 PM

Presenter: Senator George Barker

Discussion: Senator Barker welcomed the Virginia Data Advisory Commission. He highlighted being with a group prior and everything was revolved around data which will help move everything in the right direction.

Decision: N/A

Agenda Item 2: Roll Call 1:12 PM – 1:15 PM

Presenter: Senator George Barker

Discussion: Senator Barker called roll.

Decision: The attendee list is presented at the top. Quorum not met.

Agenda Item 3: Data Management Maturity Assessment Results: 1:15 PM – 1:27 PM

Presenter: Chief Data Officer Kenneth Pfeil

Discussion: Ken Pfeil began the discussion informing everyone the origin of the Data Management Maturity Assessment was recommended in the last VDAC meeting. The outcome brought awareness to agencies of how they deal with data on a day-to-day basis. This self-assessment consisted of 30 questions focused on people and culture, data activities, business process, and technology.

Mr. Pfeil gave a presentation covering key points:

- Data Management Maturity levels
- Agency Maturity Survey Results
- Review of key observations from survey results
- Next steps; consisting of state agencies to engage, evaluating data plans, determine data outcomes, and determine datasets
- Top five outcomes to work toward with agencies

Decision: N/A

Agenda Item 4: Locality Outreach Update 1:27 PM – 1: 31 PM

Presenter: Chief Data Officer Kenneth Pfeil

Discussion: Mr. Pfeil gave a summary about his current road show to engage with localities and understand their particular endpoints regarding data while simultaneously getting insight on cybersecurity issues. Since the last VDAC meeting in July, Mr. Pfeil has visited four localities, presented at two locality events, and visited one locality event. There are four more visits scheduled for the

remaining of 2022; and in total, there are 25 locality visits planned per fiscal year. From the visited localities, there is very little understanding on how to kick start a data program. In the future, it is hoped to enable a data program starter-kit to aid in the outcomes needed for the community.

Decision: N/A

Agenda Item 5: Agency Engagement Spotlight – Virginia Department of Emergency Management (VDEM) 1:31 PM – 1:42 PM

Presenter: Jocelyn Bagby

Discussion: Jocelyn Bagby gave an overview of the relationship that was developed between Virginia Department of Emergency Management and the Office of Data Governance and Analytics to build a customized business process automation that reconciled data sets from three disparate systems. This was used to reallocate payroll expenses to authorized funding for disaster response. Previously, the old process was manual and depending on the duration of disaster and volume of payroll, it would take accountants 1-3 weeks to complete. The automation tool created by the ODGA ultimately reduced this time to less than 1.5 hours.

Key points covered:

- Payroll Automation Tool
- Disaster Payroll Reallocation
- Payroll Workflow
- Benefits of Automation
- Future Initiatives

Decision: N/A

Agenda Item 6: Legislative Proposals for Office of Data Governance and Analytics 1:42 PM – 1: 56 PM

Presenter: Deputy Chief Data Officer Marcus Thornton

Discussion: Mr. Thornton began by highlighting the accomplishments of the Office of Data Governance and Analytics since being an agency for one year. This success leads to hopeful support regarding three

legislative items: 1) Codify the Chief Data Officer role 2) Codify the Office of Data Governance and Analytics and 3) Secure Funding for the ODGA.

Key points covered:

- Problem Statement
- ODGA Key Accomplishments
- Upcoming Projects for ODGA

Decision: N/A

Agenda Item 7: Virginia Datathon Announcement 1:56 PM – 2:04 PM

Presenter: Deputy Chief Data Officer Marcus Thornton

Discussion: Mr. Thornton acknowledged an inquiry from the previous VDAC meeting about the Datathon. The 2022 Virginia Datathon was postponed. A brief summary about the Datathon was provided which included the participation, duration, objectives, and purpose. The scheduled date for the next upcoming event is April 19-21, 2023.

Senator Barker made a point to share how Virginia can be the established leader in data for its strategy.

Decision: N/A

Agenda Item 8: Member/Public Comment 2:04 PM – 2:09 PM

Presenter: Senator George Barker

Discussion: Senator announced to open the floor to questions and comments.

Key Points: N/A

Quorum was met with the arrival of Corey Scott (Designee for Travis Voyles, Secretary of Natural and Historic Resources) at 2:09 PM.

Agenda Item 9: Review & Approve Minutes from Previous Meeting 2:09 PM – 2:11 PM

Presenter: Senator George Barker

Discussion: The committee discussed previous meeting minutes. Quorum was met and a vote to accept meeting minutes continued.

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

Agenda Item 10: Closing Remarks 2:11 PM

Presenter: Senator George Barker

Discussion: It was confirmed that the next meeting will be after the legislative session of 2023. Members voted to endorse the legislative recommendations that were included in the presentation.

Decision: The motion was approved. Refer to motion 2.

Agenda Item 11: Adjourn 2:12 PM

Presenter: Senator George Barker

Discussion: The Virginia Data Advisory Commission adjourned at 2:12 PM

Decision: N/A