



Virginia Data Advisory Commission Charter

I. PURPOSE

The Virginia Data Advisory Commission (the Commission) is established as an advisory commission in the executive branch of state government to advise the Office of Data Governance and Analytics (the Office) on issues related to data sharing, including open data, data analytics, and data governance. The Commission shall (i) set, plan, and prioritize data sharing performance goals for the Commonwealth, (ii) review agency accomplishments, and (iii) recommend solutions that will establish the Commonwealth as a national leader in data-driven policy, evidence-based decision making, and outcome-based performance management.

Related legislation: <https://lis.virginia.gov/cgi-bin/legp604.exe?212+ful+CHAP0314>

II. LEAD AGENCY

The Virginia Data Advisory Commission will be headed by the Chief Data Officer of the Commonwealth of Virginia. The Virginia Office of Data Governance and Analytics will act as the support agency for the Commission.

III. AUTHORITY

The Commission shall have the following authority:

1. Promote and facilitate, subject to all applicable federal and state laws, rules, and regulations, the secure and appropriate sharing and use of data assets in the Commonwealth in support of data-driven policy making, research, analysis, study, and economic development;
2. Maximize the value and utility of Commonwealth data-related investments and assets;
3. Promote increased data sharing between state agencies and localities that provides tangible operational improvements in assisting state agencies and localities to fulfill their missions in a more coordinated, cost-efficient manner;
4. Leverage government data, using appropriate security and privacy standards, to support evidence based policy making that addresses high-priority public policy issues;
5. Provide for public access to certain data assets, where lawful and appropriate, to enhance research, innovation, and insight; and
6. Make any other recommendations deemed necessary related to performance goals and objectives to require engagement from organizations across the Commonwealth.

7. Be responsible for overseeing and supporting any workforce development data systems authorized under the Secretary of Labor to ensure the interoperability of the systems, to facilitate data sharing, to identify innovative technology solutions, and to support processes that create data-informed decisions.

IV. MEMBERSHIP

The VDAC will have a total of 27 members:

- 6 legislative members:
 - 3 members of the Senate, to be appointed by the Senate Committee on Rules
 - 3 members of the House of Delegates, to be appointed by the Speaker of the House of Delegates
- 7 non legislative members, to be appointed by the Governor.

Representation includes:

- 1 member from each of the seven geographic areas of the Commonwealth.
 - 1 member will represent a baccalaureate public institution of higher education in the Commonwealth
 - 1 member shall be an elected official representing a local government in the Commonwealth
 - 1 member shall represent a private business with expertise and experience in the establishment, operation, and maintenance of a data intelligence platform

Legislative members and ex officio members of the Commission shall serve terms coincident with their terms of office. Appointments to fill vacancies, other than by expiration of a term, shall be for the unexpired terms. Vacancies shall be filled in the same manner as the original appointments. All members may be reappointed. The remainder of any term to which a member is appointed to fill a vacancy shall not constitute a term in determining the member's eligibility for reappointment. No Senate member shall serve more than two consecutive four-year terms, no House member shall serve more than four consecutive two-year terms.

After the initial staggering of terms, non-legislative citizen members shall be appointed for a term of four years. No non legislative citizen member shall serve more than two consecutive four-year terms.

The Commission shall elect a chairman and vice-chairman from among its membership.

Any members of the Commission who represent private businesses that provide data-related products and services, and such private businesses that the members represent

are precluded from contracting to provide goods or services to the Office of Data Governance and Analytics

V. RESPONSIBILITIES, GOALS, AND OBJECTIVES

1. Set, plan, and prioritize data sharing performance goals for the Commonwealth.

The benchmark for the yearly goals and objectives will be established through the Annual Report that will measure:

- Number of Data Trust Users
- Number of Data Trust Members
- Number of data assets available through the Data Trust
- Number of projects supported by the Data Trust
- The commission will receive updates at regular intervals regarding all the above metrics.

Other goals and objectives pertaining to Goal 1:

- Make recommendations for standard training, rules, and procedures for data sharing utilizing the Commonwealth Data Trust

2. Identify Commonwealth of Virginia goals and objectives that cross agency directives.

Examples include:

- Predictive Analytics Solutions
- Universal Entity Index Solution
- Workforce Data Trust
- Operation Bold Blue Line Initiative
- Partnership for Petersburg Initiative
- Government Efficiency Initiatives Such as Chief Transformation Office Support

3. Identify and mitigate obstacles to achieving Commonwealth goals and objectives including:

- Human Resources
- Financial Resources
- Technology Resources
- Legislative Language
- Cross-Agency and Cross-Branch Collaboration

4. Recommend solutions that will establish the Commonwealth as a national leader in data driven policy, evidence-based decision making, and outcome-based performance management.

- Review agency data management maturity assessment. The Commission will create recommendations based on yearly assessment results
- Increase awareness of data governance solutions and opportunities for Commonwealth agencies
- Review Executive Data Board reports and provide guidance to state agencies (pending the creation of the Executive Data Board)
- Encourage and facilitate secured data sharing between agencies to meet agency outcomes

5. Review Agency Accomplishments

- Review agency presentations about their individual efforts to maximize data intelligence, governance, sharing, and efficiency.

VI. PROCEDURES

MEETING FREQUENCY

The Commission will meet at least biennially but it is proposed to hold meetings 4 times a year in April, June, August, and October. The Commission shall meet at least biennially or at the call of the Chair or the Chief Data Officer.

QUORUM

A majority of the members shall constitute a quorum. Voting and decisions can occur only when a quorum is present. The meeting will be informational only (no votes) in the event a quorum is not achieved during a given meeting. Any votes scheduled for the meeting without a quorum will be postponed to the next meeting a quorum is achieved.

COMPENSATION AND EXPENSES

Legislative members of the Commission shall receive such compensation as provided in § 30-19.12. Nonlegislative citizen members shall serve without compensation. All members shall be reimbursed for all reasonable and necessary expenses incurred in the performance of their duties as provided in §§ 2.2- 2813 and 2.2-2825. Funding for the costs of compensation and expenses of the members shall be provided by the Office of Data Governance and Analytics.

STAFF SUPPORT

The Office of Data Governance and Analytics shall provide staff support to the Commission. All agencies of the Commonwealth shall provide assistance to the Commission, upon request.

VII. REPORTS



- Report on the activities of the Office of Data Governance and Analytics, the Commonwealth Data Trust, and the Virginia Data Advisory Commission annually by **December 1** to the Governor and the General Assembly.
- The Commission shall review and evaluate the structure and organization of the Office of Data Governance and Analytics. Such review and evaluation shall include a review of the long-term funding of the Office and the development of recommendations, if necessary, for a financing or fee structure for services provided by the Office. The Commission shall report its findings and recommendations to the Governor and the Chairmen of the House Committee on Appropriations and the Senate Committee on Finance and Appropriations.

TERMINATION

- The Virginia Data Advisory Commission will sunset on July 1, 2024.