



COMMONWEALTH of VIRGINIA

Office of the Governor

Lyn McDermid
Secretary of Administration

Executive Data Board

Meeting Minutes

March 26th, 2024

East Reading Room – Patrick Henry Building

1111 East Broad Street

Richmond, Virginia 23219

1:00 p.m. – 3:00 p.m.

Board Member Attendees:

Commissioner Karen Shelton, *Commissioner of Virginia Department of Health*

Commissioner Demetrios “Mitch” Melis, *Commissioner of Virginia Employment Commission*

Director Matthew Wells, *Director of Virginia Department of Conservation and Recreation*

Robert Arons (*Designee for Commissioner Danny Avula, Commissioner of Virginia Department of Social Services*)

Paulose Poovathukaran (*Designee for Commissioner Nelson Smith, Commissioner of Virginia Department of Behavioral Health and Developmental Services*)

Katie Linkenauger (*Designee for Director Cheryl Roberts, Director of Virginia Department of Medical Assistance Services*)

Major Eric Gowin (*Designee for Colonel Gary Settle, Virginia State Police Superintendent*)

Welcome and Opening Remarks

Roll Call

EDB Order of Business

ODGA Updates

Member Project Status

Break



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ODGA Management Maturity Assessment and Agency Prescription

ODGA 2024 Initiatives

Member/Public Comment

Closing Remarks

Adjourn

Motions:

Motion 1: Approval of Previous Executive Data Board Meeting Minutes (July 2023).

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Approval of meeting minutes were discussed.

Motion Accepted: Motion moved by Director Matt Wells and seconded by Major Eric Gowin. Motion carried by unanimous vote.

Motion 2: Election of Vice Chairperson.

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Explanation was given for the role and responsibilities of Vice Chairperson. Nomination was made for Commissioner Mitch Melis to accept role as Vice Chairperson.

Motion Accepted: Motion moved by Director Matt Wells and seconded by Major Eric Gowin. Motion carried by unanimous vote.

Motion 3: Approval of complete virtual meeting option.

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Discussion about option to have all-virtual meetings.

Motion Accepted: Motion moved by Commissioner Mitch Melis and seconded by Director Matt Wells. Motion carried by unanimous vote.

Motion 4: Approval of individual virtual option for in-person meeting.

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Discussion about option to allow virtual attendance during in-person meetings.

Motion Accepted: Motion moved by Commissioner Mitch Melis and seconded by Director Matt Wells. Motion carried by unanimous vote.

Motion 5: Permit proxy voting.



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Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Discussion about acceptance of proxy voting.

Motion Accepted: Motion moved by Major Eric Gowin and seconded by Commissioner Mitch Melis.
Motion carried by unanimous vote.

Agenda

Agenda Item 1: Welcome and Opening Remarks 1:00 PM – 1:09 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton welcomed everyone and introduced himself as designee for Chief Data Officer, Ken Pfeil. This is the second Executive Data Board meeting and action items from the last meeting were discussed. Marcus Thornton explained the flow of the meeting and reviewed the agenda. Chief Data Officer, Ken Pfeil, thanked everyone for making time to attend and discussed the importance of the meeting to help set the strategy for the Commonwealth.

Decision: N/A

Agenda Item 2: Roll Call 1:09 PM – 1:11 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton called roll.

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

Agenda Item 3: Executive Data Board Order of Business 1:11 PM – 1:17 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: The previous meeting minutes were discussed. A description was given for the roles and responsibilities of Vice Chairperson, virtual meeting participation, and proxy voting.

Decision: Five motions were approved. Please refer to motions one through five presented at the top.



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Agenda Item 4: ODGA Updates 1:17 PM – 1:31 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton, and Director of Data Protection and Governance, Chris Burroughs

Discussion: Marcus Thornton discussed the recent partnership between the Office of Data Governance and Analytics (ODGA) and the Department of Forestry (DOF) to reconcile several items as it relates to tax forestry information. The ODGA team reversed engineered a database that DOF used and created a cloud-based solution to reduce manual labor.

Chris Burroughs gave an overview of a tool named BigID that ODGA uses to scan unstructured data. By identifying sensitive information such as social security numbers in files, agencies can reduce their security risk. ODGA is also engaged with cyber security predictive analytics by taking data sources and combining them in attempt to be proactive about finding security issues and identifying false positives. The ODGA has switched vendors for the Open Data Portal from Socrata to OpenGov. The switch resulted in savings of \$352k for the Commonwealth.

Key Points covered:

- Department of Forestry Forest Product Reporting
- Unstructured Data Scanning
- Protecting the Commonwealth through Cybersecurity Predictive Analytics
- New and Improved Open Data Portal

Decision: N/A

Agenda Item 5: Member Project Status 1:31 PM – 1:59 PM

Presenter: Paulose Poovathukaran (*Designee for Commissioner Nelson Smith, Commissioner of Virginia Department of Behavioral Health and Developmental Services*)

Major Eric Gowin (*Designee for Colonel Gary Settle, Virginia State Police Superintendent*)

Katie Linkenauger (*Designee for Director Cheryl Roberts, Director of Virginia Department of Medical Assistance Services*)

Robert Arons (*Designee for Commissioner Danny Avula, Commissioner of Virginia Department of Social Services*)

Discussion: Paulose Poovathukaran (DBHDS) provided an update for current projects for the Department of Behavioral Health and Development (DBHDS). All data initiatives are aligned with Objectives and Key Results (OKRs) about data. Three DBHDS projects discussed:

- 1) Data Governance
- 2) Enterprise Data Warehouse Modernization



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3) Data Exchange/CCS3 Sunset

Major Eric Gowin (VSP) provided an update for current projects for the Virginia State Police (VSP). VSP partnered with ODGA to form a workgroup to focus strictly on their human resources division where data was fragmented and siloed. That led to a broader approach by implementing an agency-wide data assessment and improvement campaign. VSP receives demographics from local agencies which is being moved to Beyond 2020 to make easier extractions and better controls for data quality. VSP will also be implementing a method to collect law enforcement suicide data to provide appropriate mental health resources to first responders.

Commissioner Mitch Melis (VEC) inquired about suicide data being collected. Currently, VSP is only collecting law enforcement suicide information, but the Virginia Department of Fire Programs (VDFP) may have interest in collecting this data as well, along with all first responders.

Five VSP projects discussed:

- 1) VSP Internal Data Workgroup
- 2) VSP Agency-Wide Data Assessment and Improvement Campaign
- 3) Community Policing Act Data
- 4) UCR-IBR DATA
- 5) Law Enforcement Suicide Data

Katie Linkenauger (DMAS) provided an update for current projects for the Department of Medical Assistance Services (DMAS). Currently there is a Virginia Department of Health (VDH) data sharing initiative to share cause of death data with DMAS. To meet Executive Order 19, DMAS will transition the SAS VIYA analysis application and accompanying services from a server-based platform to a cloud-based platform. DMAS is also working with a technical assistance program with VDH to increase data sharing. Three DMAS projects discussed:

- 1) VDH Data Sharing for Cause of Death Data
- 2) Migration of SAS to Cloud
- 3) VISER Technical Assistance to Increase Sharing of VDH's Immunization Data with DMAS

Robert Arons (DSS) provided an update for current projects for the Department of Social Services (DSS). They recently hired a vendor to do a deep dive in the data journey and identify best practices to improve data quality. DSS is updating legacy systems to use modern software and processes in PowerBI. A software tool (Informatica) has been identified to assist with data management. By September, DSS will create a new Employment Services Programs (ESP) Data Mart to support analysis of SNAP E&T client demographics. Five DSS projects discussed:

- 1) Data Quality Improvement Project in DFS
- 2) VWCOR
- 3) Enterprise Data Management Software (DW)
- 4) PowerBI to Local Agencies
- 5) SNAP E&T Data Grant



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Decision: N/A

BREAK: 1:59 PM – 2:06 PM

Agenda Item 6: Data Management Maturity Assessment and Agency Prescription 2:06 PM – 2:39 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton, and Director of Data Protection and Governance, Chris Burroughs

Discussion: The ODGA have been distributing the Data Management Maturity Assessment for the past two years. It is a self-survey given to the agencies that consists of 30 questions to assess their own data strategy. It allows the ODGA to understand their data maturity level and how to engage with each agency. A prescription will also be given to help improve assessment scores to each agency. Last year, 52 of 73 executive branch agencies completed the assessment and it highlighted a slight improvement of data maturity from the previous year. ODGA will continue to help support agency's journey by providing specific training made available to members of the Commonwealth Data Trust.

Director Matt Wells (DCR) recommended to send assessment to data owners and data stewards in addition to Agency Heads.

Commissioner Mitch Melis (VEC) recommended ODGA create a one-pager highlighting the purpose of the agency and services offered. The work that ODGA does is impressive, and the agency could benefit from a wider range of awareness. ODGA has the potential to lead Generative AI since Generative AI is nothing without data. Overall, ODGA should set a north star and create a vision of what the agency should strive for.

Key Points covered:

- Data Management Maturity Assessment
- Agency Prescription
- Trainings for Data Owners and Data Stewards
- Data Quality

Decision: N/A

Agenda Item 7: ODGA 2024 Initiatives 2:39 PM – 2:46 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Adding more agencies to the Commonwealth Data Trust is always a goal so the ODGA can get the ecosystem built completely. Currently there are a total of 51 members of the Commonwealth



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Data Trust; 27 of those are executive branch agencies. In addition, the goal is to increase the number of members that utilize the services offered. ODGA is also building a Commonwealth Data Catalog for all agencies to access for data driven decisions. Currently the Commonwealth Data Trust agreement forms are being automated to an online form to reduce confusion and make the process a seamless transition.

Paulose Poovathukaran (DBHDS) addressed a challenge with data classification and understanding how predictive analytics can make it better.

Decision: N/A

Agenda Item 8: Member/Public Comment 2:46 PM – 2:48 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton opened the floor to questions and comments.

Director Matt Wells (DCR) asked if ODGA has any involvement with the Virginia Permit Transparency (VPT) and Permitting Enhancement and Evaluation Platform (PEEP).

- Chief Data Officer, Ken Pfeil, responded to explain ODGA's involvement. Currently the ODGA are creating visualizations in the form of five dashboards for the project that are expected to be completed by mid-May.

Decision: N/A

Agenda Item 9: Closing Remarks 2:48 PM – 2:49 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton thanked everyone for their attendance and participation.

Decision: N/A

Agenda Item 10: Adjourn 2:49 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: The Executive Data Board meeting adjourned at 2:49 PM.

Decision: N/A

Executive Data Board

March 2024



Agenda

1:00 p.m.- Welcome and Opening Remarks
Marcus Thornton, Deputy Chief Data Officer

1:05 p.m.- Roll Call

1:10 p.m.- EDB Order of Business

- Approving previous meeting minutes
- Election of Vice Chairperson
- Approve Virtual Meeting Participation
- Determine Proxy Voting

1:20 p.m.- ODGA Updates

1:30 p.m.- Member Project Status

2:15 p.m.- Break

2:20 p.m.- ODGA Management Maturity Assessment and Agency Prescription

2:35 p.m.- ODGA 2024 Initiatives

2:50 p.m.- Member/Public Comment

2:55 p.m.- Closing Remarks

3:00 p.m.- Adjourn



Executive Data Board

Purpose

Drive the Commonwealth's **data-driven policy goals** and objectives at their respective agencies in partnership with the Office of Data Governance and Analytics

- **Translate** the Commonwealth's data-driven policy goals and objectives into performance targets at their respective agencies.
- **Allocate** appropriate resources at their respective agencies to support data governance, sharing, and analytics initiatives.
- **Provide** any reports to the Office of Data Governance and Analytics regarding their respective agencies' data analytics work and implementation of recommendations.

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

Goals and KPI's

GOAL

Set and approve KPI's for data governance initiatives.

Develop a reasonable data governance and analytics budget for Agency.

Promote data sharing and data governance initiatives within and between Agencies.

Fund data governance and data literacy education across the Commonwealth of Virginia.

Review Data project portfolio across agencies for prioritization, funding, and optimization.

KPI

- *% of Data Governance Coals with KPI's*

- *Data budget as% of Agency total budget*
-

- *# datasets shared*
- *% improvement in maturity assessment*

- *\$'s allocated per employee for Data Governance or Data Literacy Training*
-

- *Project status with cost variance, % complete, and project risks*
- *Project outcomes (e.g. efficiency, insight, risk)*

Order of Business

1

Approve
Meeting Minutes

2

Select Vice
Chairperson

3

Determine
Virtual Meeting
Participation

4

Approve
Proxy Voting

Showcase Projects

- DOF Forest Product Reporting
- Unstructured Data Scanning
- Protecting the Commonwealth through Cybersecurity Predictive Analytics
- New and Improved Open Data Portal

4/11/2024

DOF Forest Product Reporting

Problem

- Automate 1.5-day manual process to report collected tax available (\$2.5M) to fund reforestation and forest protection by locality.
- Forestry Analyst provides timber statistics reporting year-round including value and quantity of timber harvested by year, locality, and product

Data Solution

- Will create cloud database of tax information and forestry information
- Will automate manual business rules to calculate tax allocations
- Developing self-service reporting to reduce dependency on forestry personnel

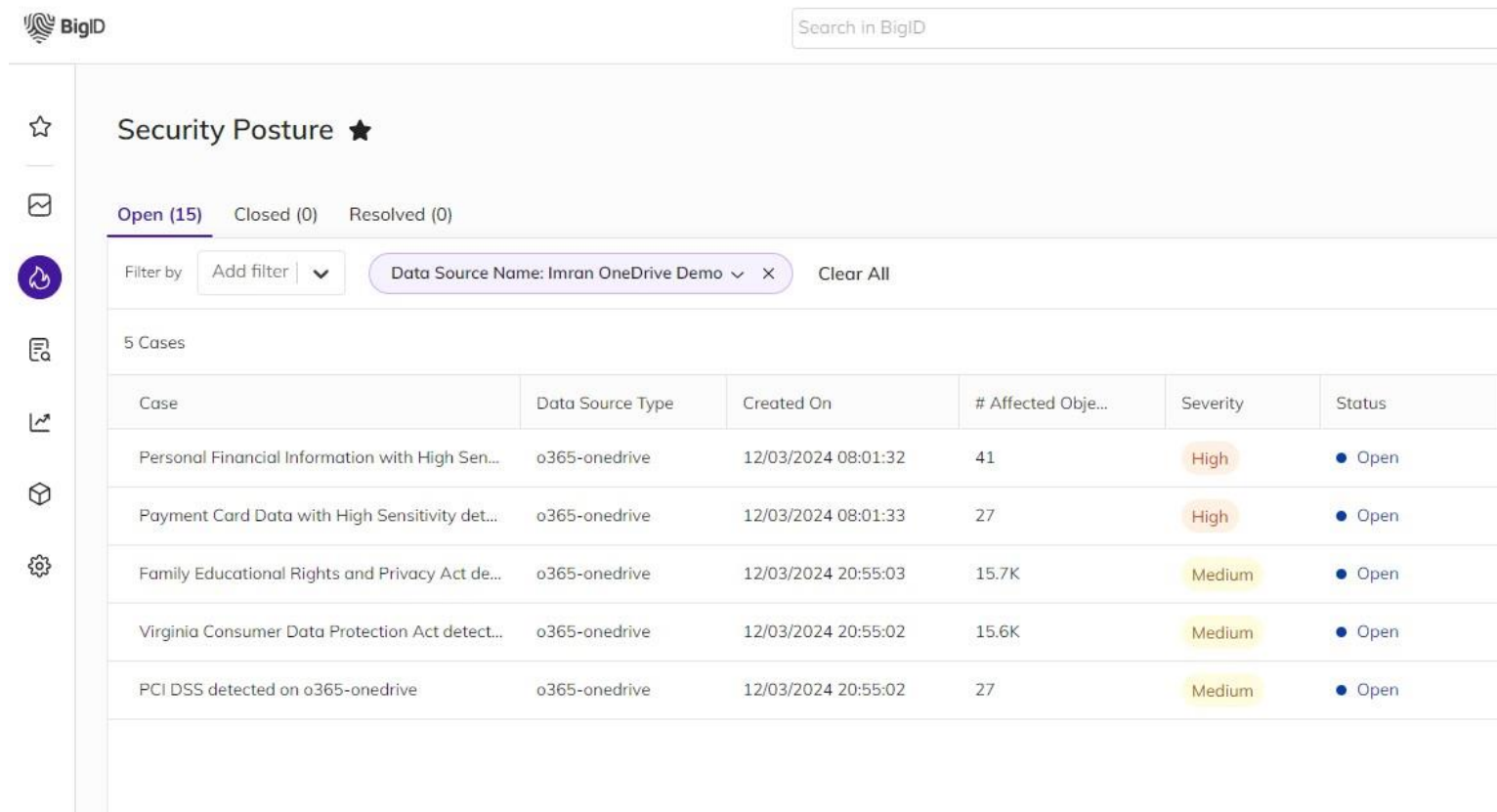
Benefits

- Improves accuracy of the process
- Reduces labor requirement
- Eliminates a single point of failure
- Increases transparency into \$'s by county

Unstructured Data Scanning POC Results

Identify Files with:

- Credit Cards
- Passwords in Clear Text
- Drivers License Numbers
- Tax ID's
- Passport Numbers
- PII
- And custom categories



The screenshot displays the BigID Security Posture interface. At the top, there's a search bar labeled 'Search in BigID'. Below it, the 'Security Posture' section is active, showing a star icon and a summary of cases: 'Open (15)', 'Closed (0)', and 'Resolved (0)'. A filter bar indicates the current filter is 'Data Source Name: Imran OneDrive Demo' with a 'Clear All' button. The main table lists 5 cases with columns for Case, Data Source Type, Created On, # Affected Objects, Severity, and Status.

Case	Data Source Type	Created On	# Affected Obj...	Severity	Status
Personal Financial Information with High Sen...	o365-onedrive	12/03/2024 08:01:32	41	High	Open
Payment Card Data with High Sensitivity det...	o365-onedrive	12/03/2024 08:01:33	27	High	Open
Family Educational Rights and Privacy Act de...	o365-onedrive	12/03/2024 20:55:03	15.7K	Medium	Open
Virginia Consumer Data Protection Act detect...	o365-onedrive	12/03/2024 20:55:02	15.6K	Medium	Open
PCI DSS detected on o365-onedrive	o365-onedrive	12/03/2024 20:55:02	27	Medium	Open

Cybersecurity Predictive Analytics Use Cases

Name	Goal	Description
Crowdstrike False Positive Validation	Improve accuracy of SOC agents when responding to alerts to reduce the security risk to COV	Spot checks of the Crowdstrike EDR console identified alerts identified by the SOC as false positives which are security issues. The VITA Threat detection team does not have the resources to audit all false positives.
IDS/IPS Signal/Noise Filter	Identify potential security incidents by filtering unnecessary IDS/IPS alerts and comparing IDS/IPS alert to Alsaac alerts	VITA receives an excessive number of IDS/IPS alerts which reduces their ability to action the alert. To tune the alerts, they need to identify which alerts are actionable by correlating the alerts with other data sources and then tuning the IDS/IPS rules.
Vulnerability Risk Ratings	Prioritize COV vulnerability remediation through evaluation of external risk factors	Provide VITA with a recommended vulnerability remediation strategy based on vulnerabilities that are actively exploited and where malware is embedded in benign websites

Preliminary Findings

(Needs Validation)

4/11/2024

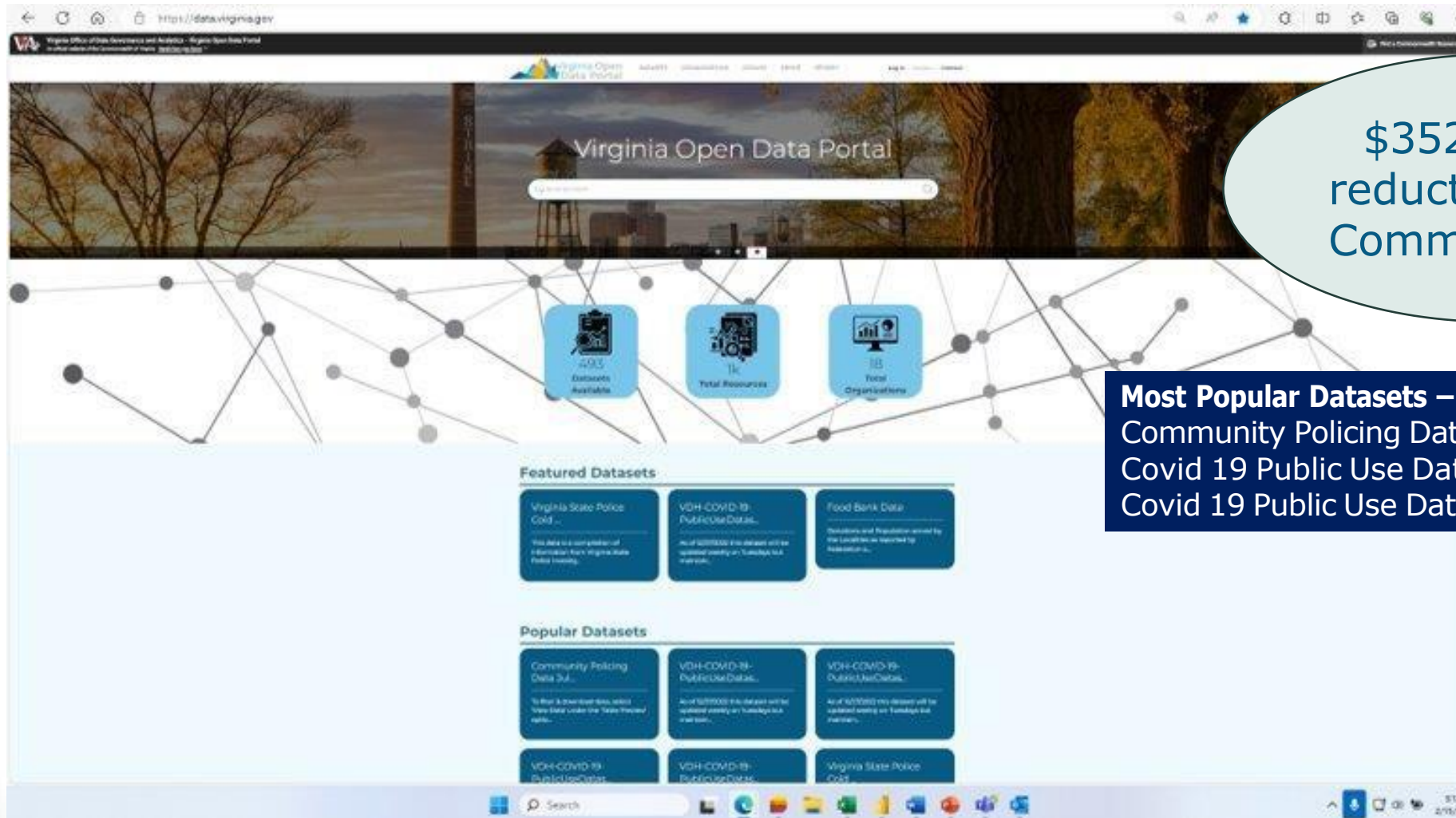
Potential inconsistent classification of Crowdstrike alerts (false vs true positive)

Certain attack techniques may be excluded from Crowdstrike due to high false positive counts

COV machines have unpatched vulnerabilities which are actively exploited in the wild

No matches between IDS/IPS data slice and Mediatrust malware sites data slice

New and Improved Open Data Portal



\$352k/yr cost reduction to the Commonwealth

Most Popular Datasets – Last 30 Days

Community Policing Data – 592 views

Covid 19 Public Use Dataset – Cases – 455 views

Covid 19 Public Use Dataset – Zipcode – 139 views

Reports from Agencies

Project Name	Due Date	Status (Not Started, In Progress, Finished)	Comments
Data Governance	3/13/2026	In-Progress	<ul style="list-style-type: none"> Operational Data Governance Council / Data Decision Team. Multiple Policies in Various stages of progress Various Active Working Groups. Data Quality Pilot for one of the system.
Enterprise Data Warehouse Modernization	2/27/2026	In-Progress	Vendor procurement in process.
Data Exchange/CCS3 Sunset	2/28/2025	In-Progress	Report Specification shared with CSBs



Project Name	Due Date	Status (Not Started, In Progress, Finished)	Comments
VSP Internal Data Workgroup	Feb 2023	Completed	Workgroup including a Virginia Management fellow, VSP CIO, representatives from CJIS, field operations and ODGA.
VSP Agency wide data assessment and improvement campaign	2025	In Progress	Internal focus of developing data governance and functionality that allows the transformation of existing and future data into an actionable state. External focus of pursuing a status of data which is translatable to a larger Commonwealth need. In partnership with ODGA
Community Policing Act Data	July 2024	In Progress	Data submissions moving to Beyond 2020 repository platform Updated training for law enforcement agencies
UCR-IBR DATA	July 2024	In Progress	Updating technical specifications to enhance the data collection Updated training for law enforcement agencies
Law Enforcement Suicide Data	July 2024	In progress	Implementing a method to collect suicide data for employees (past and current) of the Department to meet goals of the Law Enforcement Suicide Data Collection Act





DMAS Data Projects for Executive Data Board

Project Name	Due Date	Status (Not Started, In Progress, Finished)	Comments
VDH data sharing for Cause of Death data	Phase 1: June 2024 Phase 2: Canceled Phase 3: TBD	Phase 1: In Progress Phase 2: Canceled Phase 3: In Progress	Many initiatives depend on DMAS's ability to report and analyze Cause of Death data including: mandatory CMS program evaluations, requests from Governor Youngkin, requests from DMAS Agency Director, and requests from other internal DMAS stakeholders. Phase 1- VDH to send Cause of Death data to DMAS for the CMS mandatory evaluation of the Medicaid ARTS program. Phase 2- DMAS to obtain general use permission to use Cause of Death data for other reporting (including Executive Order 26). Phase 3- VDH to send Cause of Death data and Birth data to DMAS for the CMS mandatory evaluation of the Medicaid Postpartum Coverage Extension program
Migration of SAS to cloud	EO19	In Progress	To meet Executive Order #19 (which directs the movement of applications servers to the cloud, as well as improve and consolidate existing technologies and security for existing applications), DMAS will transition the SAS VIYA analysis application and accompanying services from a server-based platform to a cloud-based platform.
VISER technical assistance to increase sharing of VDH's immunization data with DMAS	TBD	In Progress	Orientation/kickoff on 2/20 with the VISER team (AcademyHealth, National Academy for State Health Policy (NASHP), and Association of Immunization Managers (AIM)) to address barriers to information exchange and collaboration between Medicaid Programs and Public Health Immunization Information Systems (IIS).

Project Name	Due Date	Status (Not Started, In Progress, Finished)	Comments
Data Quality Improvement Project in DFS.	Beginning of Fiscal Year 2026.	In Progress.	Completed Data Quality Projects Roadmap; Identified solutions to data quality issues using industry best practice strategies. Vendor engagement has concluded. DG Manager is meeting with the business to prioritize next steps for implementation.
VWCOR.	December 2024.	In Progress.	Updating legacy systems to use modern software and processes in PowerBI. Deprecating older reports. Reviewing reports for data governance standards.
Enterprise Data Management software (DW).	Beginning of Fiscal Year 2026.	In Progress.	Software tool (Informatica) has been identified. Data dictionary, data catalogue, business glossary, meta data management.
Power BI to Local Agencies.	Rolling out now.	In Progress.	Abou 50 localities have access rolled out. Basic demographic



Data Management Maturity Assessment

Results and Objectives

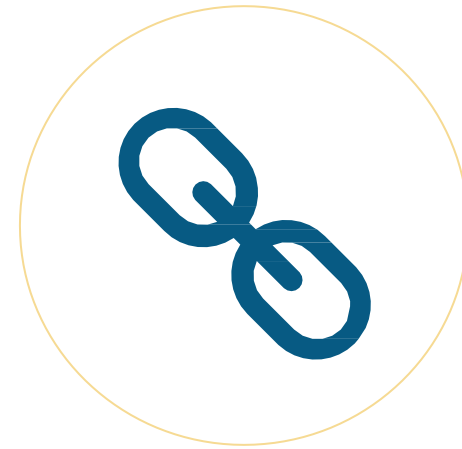
Data Management Maturity Assessment



Measures agency progress in: People, Processes, Businesses, Technology



Allows ODGA to determine how to best assist agencies through services and trainings



Allows ODGA to connect agencies to ODGA services that ultimately help Virginians live better lives

Response Rate Breakdown

Sent to **104** Organizations, Responses from **63**



52/73
Agencies



2/5
Gov's
Office
Orgs.



3/5
Museums

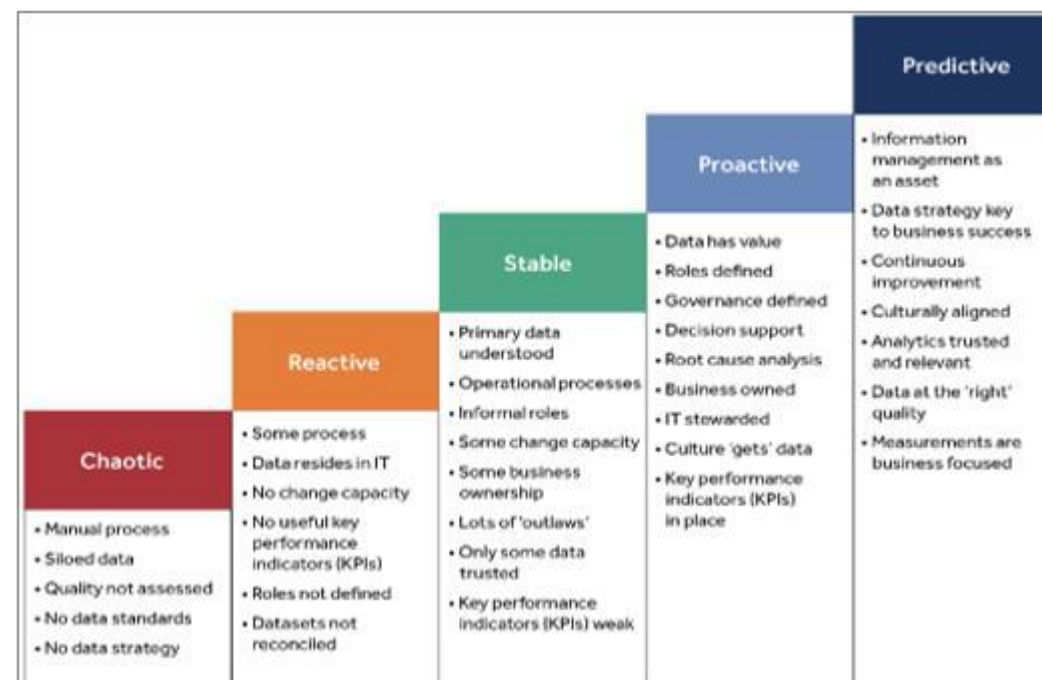
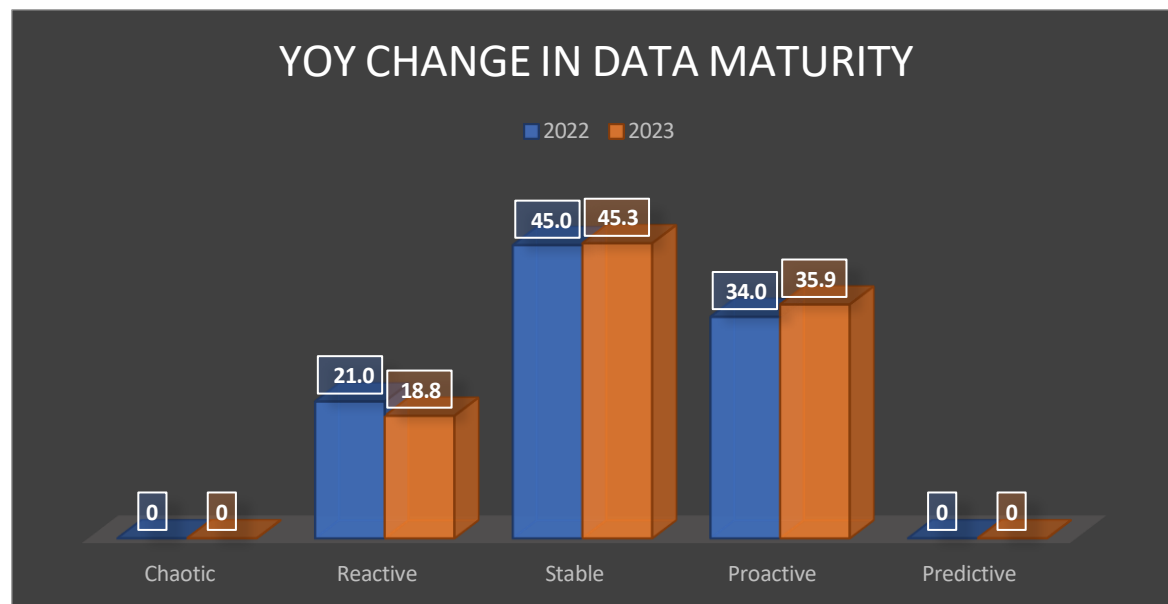


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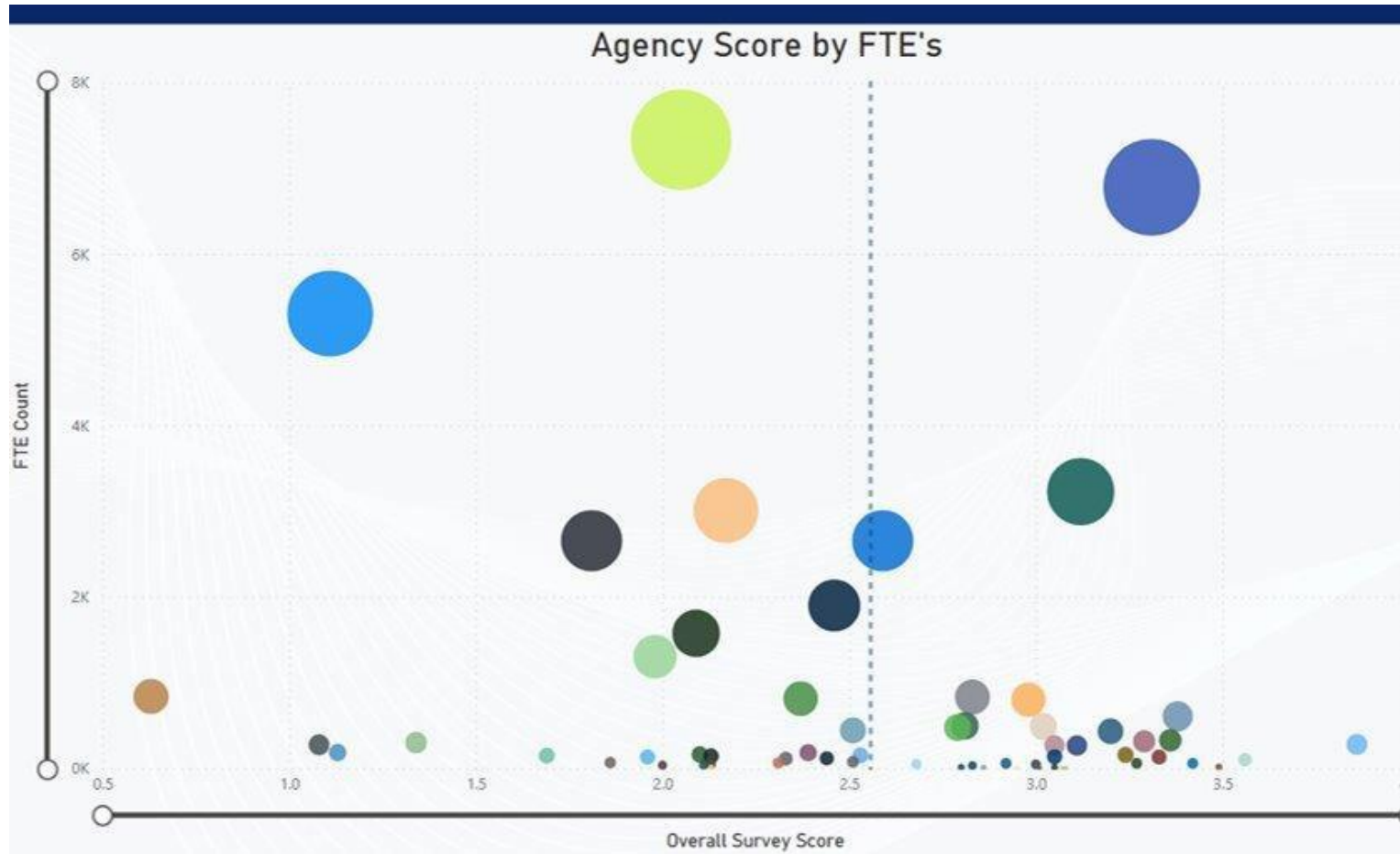
1/12
Other

Slight Improvement in Data Maturity



- Incremental progress made as less agencies rated reactive and more moving to a proactive status
- Overall COV average score increased from **2.48** to **2.56** YOY

No Correlation Between Agency Size and Maturity



Building On Strengths

Roles for Existing Data Activities

- 88% of agencies (56) have formal roles for data established, with data stewards and owners.
- ODGA established a resource library with role definitions, RACI, and job descriptions to help agencies mature in this area

Management Support

- Senior Management Sponsorship for data initiatives at agencies. Average Score = 3.09. Only one agency rated themselves a "1."
- ODGA established the Executive Data Board and Data Governance Council to strengthen management support

ODGA Can Help Address Assessment Gaps

Key Focus Areas

Approach/Plan for Improving Data Quality

28.13% rated maturity level 1

Lack of Metrics on Data Quality

Metadata Management

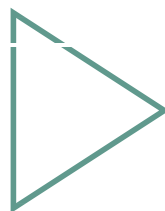
Overall score – 1.89 of 4.0; 8 agencies rated as 0

Data Modeling

59% of agencies (38) have trouble with data modeling. 16% regard their data as being primarily in silos.

Use of Logs to Record Data Management Risks/Issues

31% of agencies rated “1” or lower



Solutions

- Leverage ODGA’s Data Quality tool to baseline and improve quality
- Use ODGA Data Quality Standards and Data Entry Standards templates
- Expand Data Quality Awareness education within agencies

- Deploy NIEM Standard and EA 225 guidance
- Use ODGA’s Purview tool for metadata management
- Contract with ODGA for consulting assistance

- Contract with ODGA for consulting assistance on data modeling and data lineage

- Use the risk log template available from ODGA
- Enter data risks into VITA’s Archer system

ODGA Will Support You on Your Journey

- Custom-developed **Data Owner** and **Data Steward** Training available in COVLC and KnowBe4
- **Dataversity scholarships** for Commonwealth Data Trust members with 600+ data governance classes
- **Templates** available on ODGA's website:
 - Data risk logs
 - Data Governance Roles and responsibilities
 - Data Management RACI
 - Data Management sample job descriptions

Highlights

- 116 classes completed
- 10 people started their DM-BOK certification prep

Most Popular Classes *(7 attendees each)*

- Introduction to Business Analytics and Enterprise Systems
- Essential Mathematics for Business Analytics
- The Data Management Process, DMBOK, and Overview of the CDMP Certification

Participating Agencies

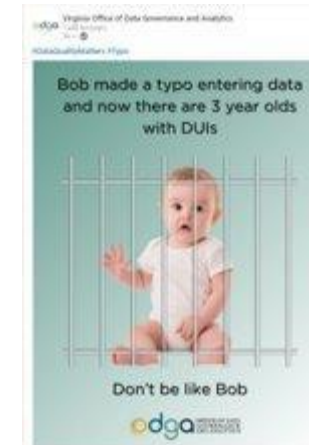
CSA/OCS
DBHDS
DCJS
DCR
DGS
DJJ
DMAS
DOE

DSS
DVS
DWR
SCHEV
VDEM
VDH
Virginia 529
VSP



Good Data Quality Supports Good Decisions

- January was COV's Data Quality Awareness month
 - ODGA launched a month-long social media marketing campaign to bring awareness to quality issues and their impact
 - ODGA created custom videos for DMV's front-line workers on the importance of good data quality
 - Let us know if you'd like custom videos for your agency
- Improve your agency's data quality by partnering with ODGA to identify quality issues such as blank values, duplicate records, and inconsistent data entry with Informatica's Data Quality tool
- Use the data quality standards template in ODGA's Resource Library



Next Steps



Deliver Recommendations.

Provide agency-specific governance “prescriptions” with action items for improvement in key areas.



Determine desired outcomes.

Evaluate business objectives, existing outcomes and processes for determination as a larger part of top 5 key outcomes..



Determine Datasets.

Develop COV data catalog.



Facilitate Sharing.

Identify datasets and sources needed to facilitate objectives.
Incorporate into Commonwealth DataTrust.

ODGA Project Updates

ODGA Objectives and Key Results- Health Status Report

Health Status:



Objectives:

- Add more agencies and organizations to the Commonwealth Data Trust
- Increase percentage of Data Trust members utilizing services
- Build Commonwealth Data Catalog for all agencies to access for data driven decisions
- Show improvements of assessment scores for agencies submitting Data Assessment Surveys

OKR Status

On track	51 Total CDT members. 27 are Executive Branch agencies. 12 Agencies added since March 2023.
On track	More Agencies leveraging ODGA services such as Department of Forestry
On track	More agencies are now leveraging Microsoft Purview to support their Data Cataloging needs.
On track	ODGA distributes an annual Data Assessment survey. ODGA is on track to create an online form to submit these results from agencies.

All Objectives Summary

- Most on track. Requirements not done yet in CTO office
- Within budget
- No major issues



ODGA Objectives and Key Results- Health Status Report

Health Status:



Objectives:

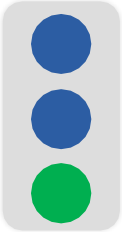
- Automate Commonwealth Data Trust Agreement processes (MOU's)
- Standardize Data Governance Standards across all agencies
- Predictive Analytics: Boosting AI and ML Adoption

OKR Status

Slightly Behind	Currently in development. Creating new online form for agencies/organizations to submit their Data Trust form.
On track	ODGA is already providing Data Governance Training and making it available to any agency who would like to participate.
Starting	Leverage historical and current data sets to create models for predictive analytics.

 All Objectives Summary

- On Track
- Within budget
- No major issues





Questions?



Executive Agency Data Trust Status

Administration	Agriculture	Commerce	Education		Finance	Health & HR	Labor	Natural Resources	Public Safety	Transportation	Veterans	Other Members
CB DGS DHRM ELECT VITA ODGA	DOF VDACS VRC	DHCD DSBSD ENERGY TRRC VEDP VIPC VTA	CNU DOE EVMS FCMV GH GMU IALR JMU JYF LVA LWU NCI NSU ODU RBC RHEA RU	SCHEV SMV SVHEC SWHEC UMW UVA VCA VCCS VCU VIMS VMFA VMI VMNH VSDB VSU VT WM	BOA DOA DPB TAX TRS VRA	ATLFA CCCA CH CSH CVTC DARS DBHDS DBVI DHP DMAS DSS ESH HDMC NVMHI OCS PGH SEVTC SVMHI SWVMHI VBPD VCBR VDDHH VDH VFHY VRCBVI WSH WWRC	DOLI DPOR VEC	DCR DEQ DHR DWR MRC	CASC DCJS DFP DFS DJJ DOC VDEM VPB VSP	DMV DOAV DRPT MVDB OIPi VAP3 VCSFA VDOT VPA VPRA	DMA DVS VSF	
												Virginia 529 DCLS HSD JCHC OMNI Institute VARR VHHA CTO G H International Qlarion Rappahannock CSB Chesapeake PD Chesterfield PD Danville PD Emporia PD Hampton PD Hopewell PD Lynchburg PD Martinsville PD Newport News PD Norfolk PD Petersburg PD Portsmouth PD Richmond PD Roanoke PD Virginia Beach PD

Appendix

▶ **Data Governance Council**

- ▶ Advise the CDO on data technology, policy, and governance structure.
- ▶ Administer data governance policies, standards, and best practices, as set by the Board.
- ▶ Oversee data sharing and analytics projects.

▶ **Data Stewards Group**

- ▶ Drive best practices on key Data Governance Components
 - ▶ Data Asset Inventory
 - ▶ Metadata
 - ▶ Data Lineage

THE EXECUTIVE DATA BOARD POLICY FOR ALL-VIRTUAL PUBLIC MEETINGS

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2.

2. DEFINITIONS

a. “**BOARD**” means the Executive Data Board or any committee, subcommittee, or other entity of the Executive Data Board.

b. “**Member**” means any member of the Executive Data Board.

c. “**All-virtual public meeting**”, means a public meeting conducted by the [BOARD] using electronic communication means during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and to which public access is provided through electronic communication means, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, including, but not limited to, email or letter, but does not include text messages or messages exchanged on social media.

3. WHEN AN ALL-VIRTUAL PUBLIC MEETING MAY BE AUTHORIZED

An all-virtual public meeting may be held under the following circumstances:

a. It is impracticable or unsafe to assemble a quorum of the Executive Data Board in a single location, but a state of emergency has not been declared by the Governor or Board of Supervisors; or

b. Other circumstances warrant the holding of an all-virtual public meeting, including, but not limited to, the convenience of an all-virtual meeting; and

c. The Executive Data Board has not had more than two all-virtual public meetings, or more than 25 percent of its meetings rounded up to the next whole number, whichever is greater, during the calendar year; and

- d. The Executive Data Board's last meeting was not an all-virtual public meeting.

4. **PROCESS TO AUTHORIZE AN ALL-VIRTUAL PUBLIC MEETING**

- a. The Executive Data Board may schedule its all-virtual public meetings at the same time and using the same procedures used by the Executive Data Board to set its meetings calendar for the calendar year; or
- b. If the Executive Data Board wishes to have an all-virtual public meeting on a date not scheduled in advance on its meetings calendar, and an all-virtual public meeting is authorized under Section 3 above, the Executive Data Board Chair may schedule an all-virtual public meeting provided that any such meeting comports with VFOIA notice requirements.

5. **ALL-VIRTUAL PUBLIC MEETING REQUIREMENTS**

The following applies to any all-virtual public meeting of the Executive Data Board that is scheduled in conformance with this Policy:

- a. The meeting notice indicates that the public meeting will be all-virtual and the Executive Data Board will not change the method by which the Executive Data Board chooses to meet without providing a new meeting notice that comports with VFOIA;
- b. Public access is provided by electronic communication means that allows the public to hear all participating members of the Executive Data Board;
- c. Audio-visual technology, if available, is used to allow the public to see the members of the Executive Data Board;
- d. A phone number, email address, or other live contact information is provided to the public to alert the Executive Data Board if electronic transmission of the meeting fails for the public, and if such transmission fails, the Executive Data Board takes a recess until public access is restored;
- e. A copy of the proposed agenda and all agenda packets (unless exempt) are made available to the public electronically at the same time such materials are provided to the Executive Data Board;
- f. The public is afforded the opportunity to comment through electronic means, including written comments, at meetings where public comment is customarily received; and
- g. There are no more than two members of the Executive Data Board together in one physical location.

6. **RECORDING IN MINUTES:**

Minutes are taken as required by VFOIA and must include the fact that the meeting was held by electronic communication means and the type of electronic communication means used.

7. **CLOSED SESSION**

If the Executive Data Board goes into closed session, transmission of the meeting will be suspended until the public body resumes to certify the closed meeting in open session.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the matters that will be considered or voted on at the meeting.

**THE EXECUTIVE DATA BOARD POLICY FOR THE REMOTE
PARTICIPATION OF MEMBERS**

1. AUTHORITY AND SCOPE

a. This policy is adopted pursuant to the authorization of Va. Code § 2.2-3708.3 and is to be strictly construed in conformance with the Virginia Freedom of Information Act (VFOIA), Va. Code §§ 2.2-3700—3715.

b. This policy shall not govern an electronic meeting conducted to address a state of emergency declared by the Governor or the Board of Supervisors. Any meeting conducted by electronic communication means under such circumstances shall be governed by the provisions of Va. Code § 2.2-3708.2. This policy also does not apply to an all-virtual public meeting.

2. DEFINITIONS

a. “**BOARD**” means the Executive Data Board or any committee, subcommittee, or other entity of the Executive Data Board.

b. “**Member**” means any member of the Executive Data Board.

c. “**Remote participation**” means participation by an individual member of the Executive Data Board by electronic communication means in a public meeting where a quorum of the Executive Data Board is physically assembled, as defined by Va. Code § 2.2-3701.

d. “**Meeting**” means a meeting as defined by Va. Code § 2.2-3701.

e. “**Notify**” or “**notifies**,” for purposes of this policy, means written notice, such as email or letter. Notice does not include text messages or communications via social media.

3. MANDATORY REQUIREMENTS

Regardless of the reasons why the member is participating in a meeting from a remote location by electronic communication means, the following conditions must be met for the member to participate remotely:

a. A quorum of the Executive Data Board must be physically assembled at the primary or central meeting location; and

b. Arrangements have been made for the voice of the remotely participating member to be heard by all persons at the primary or central meeting location. If at any point during the meeting the voice of the remotely participating member is no longer able to be heard by all persons at the meeting location, the remotely participating member shall no longer be permitted to participate remotely.

4. **PROCESS TO REQUEST REMOTE PARTICIPATION**

- a. On or before the day of the meeting, and at any point before the meeting begins, the requesting member must notify the Executive Data Board Chair (or the Vice-Chair if the requesting member is the Chair) that they are unable to physically attend a meeting due to
 - (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance, (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance, (iii) their principal residence location more than 60 miles from the meeting location, or (iv) a personal matter and identifies with specificity the nature of the personal matter.
- b. The requesting member shall also notify the Executive Data Board staff liaison of their request, but their failure to do so shall not affect their ability to remotely participate.
- c. If the requesting member is unable to physically attend the meeting due to a personal matter, the requesting member must state with specificity the nature of the personal matter. Remote participation due to a personal matter is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater. There is no limit to the number of times that a member may participate remotely for the other authorized purposes listed in (i)—(iii) above.
- d. The requesting member is not obligated to provide independent verification regarding the reason for their nonattendance, including the temporary or permanent disability or other medical condition or the family member's medical condition that prevents their physical attendance at the meeting.
- e. The Chair (or the Vice-Chair if the requesting member is the Chair) shall promptly notify the requesting member whether their request is in conformance with this policy, and therefore approved or disapproved.

5. **PROCESS TO CONFIRM APPROVAL OR DISAPPROVAL OF PARTICIPATION FROM A REMOTE LOCATION**

When a quorum of the Executive Data Board has assembled for the meeting, the Executive Data Board shall vote to determine whether:

- a. The Chair's decision to approve or disapprove the requesting member's request to participate from a remote location was in conformance with this policy; and
- b. The voice of the remotely participating member can be heard by all persons at the primary or central meeting location.

6. **RECORDING IN MINUTES:**

a. If the member is allowed to participate remotely due to a temporary or permanent disability or other medical condition, a family member's medical condition that requires the member to provide care to the family member, or because their principal residence is located more than 60 miles from the meeting location the Executive Data Board shall record in its minutes (1) the Executive Data Board's approval of the member's remote participation; and (2) a general description of the remote location from which the member participated.

b. If the member is allowed to participate remotely due to a personal matter, such matter shall be cited in the minutes with specificity, as well as how many times the member has attended remotely due to a personal matter, and a general description of the remote location from which the member participated.

c. If a member's request to participate remotely is disapproved, the disapproval, including the grounds upon which the requested participation violates this policy or VFOIA, shall be recorded in the minutes with specificity.

7. **CLOSED SESSION**

If the Executive Data Board goes into closed session, the member participating remotely shall ensure that no third party is able to hear or otherwise observe the closed meeting.

8. **STRICT AND UNIFORM APPLICATION OF THIS POLICY**

This Policy shall be applied strictly and uniformly, without exception, to the entire membership, and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

The Chair (or Vice-Chair) shall maintain the member's written request to participate remotely and the written response for a period of one year, or other such time required by records retention laws, regulations, and policies.