COMMONWEALTH of VIRGINIA

Office of the Governor

Lyn McDermid
Secretary of Administration

Data Stewards Group

Meeting Minutes

August 8th, 2023

East Reading Room – Patrick Henry Building

1111 East Broad Street

Richmond, Virginia 23219

1:00 p.m. – 3:18 p.m.

Board Member Attendees:

Angela Kepus, *Virginia State Police*

Matt Dalon, *Virginia Department of Conservation and Recreation*

Anup Srikumar, *Virginia Department of Health*

Baron Blakely, *Virginia Department of Criminal Justice Services*

Rose Lawhorne, *Virginia Department of Motor Vehicles*

Robin Sheldon, *Virginia Department of Motor Vehicles*

Ron Parrish, *Virginia Department of Education*

Welcome and Opening Remarks
Roll Call
Data Stewards Group Overview
ODGA Resources and Services
Data Quality
Break
Freedom of Information Act (FOIA) Training
Member/Public Comment

COMMONWEALTH of VIRGINIA
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Closing Remarks
Adjourn

Motions:

Motion 1: Edit verbiage of Goals/Key Performance Indicators (KPI's).
Presenter: Chris Burroughs, Director of Data Protection and Governance
Discussion: Attendees agreed to the Goals and KPI's with the suggestion to add the verbiage "and context" within the lineage content.
Motion Accepted: Motion moved by Chris Burroughs and seconded by Rose Lawhorne. Motion carried by unanimous vote.

Motion 2: Nominate Chairperson for the Data Stewards Group.
Presenter: Chris Burroughs, Director of Data Protection and Governance
Discussion: Attendees determined the designated chairperson for the Data Stewards Group will be Chris Burroughs.
Motion Accepted: Motion moved by Chris Burroughs and seconded by Angela Kepus. Motion carried by unanimous vote.

Motion 3: Determine Freedom of Information Act (FOIA) officer and secretary for Data Stewards Group.
Presenter: Chris Burroughs, Director of Data Protection and Governance
Discussion: Attendees discussed representation of FOIA officer and secretary. The current representation of roles was accepted. FOIA officer to remain Jessi Bailey. Secretary to remain Valerie Gresham.
Motion Accepted: Motion moved by Anup Srikumar and seconded by Baron Blakely. Motion carried by unanimous vote.

Motion 4: Approve charter.
Presenter: Chris Burroughs, Director of Data Protection and Governance
Discussion: Approval of charter was discussed.
Motion Accepted: Motion moved by Robin Sheldon and seconded by Baron Blakely. Motion carried by unanimous vote.

Motion 5: Determine tele-meeting participation.

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Attendees discussed adapting policy and quorum requirements. All in agreeance to allow remote participation option for meetings.

Motion Accepted: Motion moved by Baron Blakely and seconded by Angela Kepus. Motion carried by unanimous vote.

Agenda

Agenda Item 1: Welcome and Opening Remarks, 1:00 PM – 1:04 PM

Presenter: Marcus Thornton, Deputy Chief Data Officer

Discussion: Mr. Thornton welcomed the committee and provided a brief overview. The Office of Data Governance and Analytics was established in 2021 and the agency has grown much since the Chief Data Officer, Ken Pfeil, has joined. This is the first meeting for this group after three years in the making. All input and discussions today will be great appreciated.

Decision: N/A

Agenda Item 2: Roll Call, 1:04 PM – 1:05 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs called roll.

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

Agenda Item 3: Data Stewards Group Overview, 1:05 PM – 1:18 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs began the discussion by reviewing the agenda. A discussion developed about the formation of the Data Steward's Group, roles, responsibilities, goals, and key performance

indicators (KPI's). All attendees previously received a Charter to review for understanding of the group. A detailed discussion continued resulting in a vote for multiple motions.

Decision: Five motions were approved. Please refer to motions one through five.

Agenda Item 4: ODGA Resources and Services, 1:18 PM – 2:02 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Presenter: Chris Wooten, Director of Information Technology

Discussion: Chris Burroughs led the discussion with details about the Commonwealth Data Trust. Agencies, organizations, and localities can join, and contribution of data is not mandatory. Currently, there are a total of 46 members: with 23 of them being executive branch agencies. In addition, the Office of Data Governance and Analytics hosts the Virginia's Open Data Portal. This portal serves to extend access to Commonwealth data empowering our constituents to interpret, analyze, and transform data into actionable intelligence. Chris Burroughs reviewed the most popular datasets in 2023 which included Covid-related data and explained it is the mission of ODGA to increase data sharing.

Chris Wooten continued the discussion around data processing. The Office of Data Governance and Analytics migrated to Azure cloud infrastructure. ODGA can pull data from an agency through multiple methods. An overview was provided of the technical roles the team consists of and how the data is stored and loaded into a data warehouse. After the data is ingested, ODGA can create Power BI reports that can be shared privately or publicly to provide visualizations of the data.

Key Points covered:

- Commonwealth Data Trust
- Open Data Portal
- IDEA Platform
- Reporting Dashboards
- Structured and Unstructured Data Scanning
- Training

Decision: N/A

BREAK: 2:02 PM – 2:07 PM

Agenda Item 5: Data Quality, 2:07 PM – 2:42 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Presenter: Jessi Bailey, Acting Director of Communications

Presenter: Jeff Scheich, Director of Web and Application Services

Discussion: Chris Burroughs provided a live demo to showcase the Purview tool. Microsoft Purview is a unified data governance solution to help manage and govern data. The demo highlighted the data catalog by searching terms and finding associated metadata. Currently the Office of Data Governance and Analytics has over 3,400 assets in Purview. Chris Burroughs also informed the group of several different data governance training options that are available through the Office of Data Governance and Analytics, such as DataVersity, KnowBe4, Data Owner Training, and QuantHub.

Jessi Bailey continued the discussion with informing the group about the upcoming Commonwealth of Virginia Innovative Technology Symposium (COVITS) on September 13, 2023. COVITS brings together technology focused public-sector professionals with leading industry partners to connect on innovative approaches, get inspired, and discover new technologies. In addition, Jessi Bailey reviewed the Data Maturity Assessment which resulted in 26% of agencies rating themselves low for data maturity. This indicated that many agencies need help managing their data. The Office of Data Governance and Analytics can potentially provide expertise and bandwidth where needed to assist these agencies in improving their maturity.

Jeff Scheich provided a PowerPoint presentation to elaborate on Virginia Information Technology Agency (VITA) and the work they provide supporting and improving data quality such as address verification.

Key Points covered:

- VITA Application Integration Services (AIS) Overview
- Oracle Workloads
- Mailing Address Verification
- Data Stewards Use Cases and Requirements

Decision: N/A

Agenda Item 6: Freedom of Information Act (FOIA) Training, 2:42 PM – 3:15 PM

Presenter: Justin Bell, Assistant Attorney General

Discussion: Justin Bell highlighted the purpose of the Freedom of Information Act (FOIA) and discussed best practices. There are two major pillars which includes public records and meetings. An explanation for both pillars was provided in detail. Every public office should have a FOIA officer and information

about them should be listed on their website. Jeff Bell gave an overview of how anyone should respond to FOIA requests. If FOIA is violated, the petitioner shall be entitled to recover reasonable costs.

Decision: N/A

Agenda Item 7: Member/Public Comment, 3:15 PM – 3:16 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs opened the floor to public comment; no public comments made. Attendee comments listed below were throughout the meeting.

Comments:

- Comment from Angela Kepus – Requested to provide clarity on the different groups.
    - Chris Burroughs – There are four Boards and Councils:
        1) Virginia Data Advisory Commission (VDAC).
        2) Executive Data Board (EDB). This Board make nominations for the Data Governance Council.
        3) Data Governance Council (DGC).
        4) Data Stewards Group (DSG).

      Chris Burroughs advised more information, including roles and responsibilities, can be provided for each group after this meeting.
- Comment from Anup Srikumar – Inquiry of existing agreements being grandfathered in.
    - Marcus Thornton – There's a standard Commonwealth Data Trust agreement that has been vetted by the Office of Attorney General which explains our roles and responsibilities. In the agreement, there's an appendix section for agencies to add any existing agreements they have. They will append any additional agreements that are relevant to them joining in the Appendix F.
- Comment from Anup Srikumar – Requested general clarity on what is needed from attendees.
    - Marcus Thornton – Particularly related to Virginia Department of Health (VDH), they are the biggest contributor. Continue current contribution as it's very valuable. Many people want health related data. The crosswalk table is based on social determinants of health.
- Comment from Anup Srikumar – Inquiry about data sharing agreements and process with multiple agencies.
    - Marcus Thornton – The Office of Data Governance and Analytics (ODGA) will still have to formally request the access from the data owners. Some cases may involve joint Memorandum of Understanding (MOU's) with multiple agencies.

  - Ken Pfeil – It's agency to agency. The amendments are specific to the data that is being shared or the project. It eliminates different multiple agreements.
- Comment from Ron Parrish – Inquiry about tools used to help keep data protected in process.
  - Marcus Thornton – We get datasets from all over the place and can contain personal identifiable information (PII). We manage it through our curation process by deidentifying individuals. This is maintained through a crosswalk table known as the universal entity index (UEI). A unique identifier is created to represent the individual in the system moving forward.
- Comment from Anup Srikumar – Inquiry related to costs associated with Purview.
  - Chris Burroughs – It is paid based on usage. Eventually it may come to a point where the ODGA might have to buy another tool. But for now, this is working for the agency.

Decision: N/A

Agenda Item 8: Closing Remarks, 3:16 PM – 3:18 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: Chris Burroughs reminded the group to complete the Data Maturity Assessment and identify any datasets they wanted to be included on the Open Data Portal. A suggestion was given for the members to inform their agencies of the training options available. Any data quality issues can be communicated to the Office of Data Governance and Analytics for assistance.

Decision: N/A

Agenda Item 9: Adjourn, 3:18 PM

Presenter: Chris Burroughs, Director of Data Protection and Governance

Discussion: The Data Stewards Group adjourned at 3:18 PM.

Decision: N/A

OFFICE OF DATA GOVERNANCE AND ANALYTICS

Data Stewards Group

August 2023

Agenda

- Introductions and Opening Remarks
- Data Stewards Group Overview
  - Roles and Responsibilities
  - Goals/KPI's
  - Group Formation
  - Charter Approval
- ODGA Resources and Services
  - Commonwealth Data Trust
  - Open Data Portal
  - IDEA
  - Reporting Dashboards
  - Structured and Unstructured data scanning
  - Training
- Data Quality
  - Maturity Assessment
  - Address Verification
- FOIA Training
- Public Comment

Opening Remarks

- *Marcus Thornton (Deputy Chief Data Officer)*

Data Stewards Group Formation

Roles and Responsibilities

- Provide the Board and Council with technical subject matter expertise in support of data policies, standards, and best practices.
- Implement data sharing and analytics projects promoting data accessibility, sharing, and reuse, thereby reducing redundancy across the Commonwealth.
- Coordinate and resolve technical stewardship issues for standardized data.
- Ensure data quality processes and standards are implemented consistently by agencies in the Commonwealth.
- Provide communication and education to data users on the appropriate use, sharing, and protection of the Commonwealth's data assets.
- Promote the collection and sharing of metadata by registering data assets in the Virginia Data Catalog
- Liaise with agency project managers and information technology investment staff to ensure adherence to Commonwealth data standards and data sharing requirements.
- Support informed, data-driven decision making through compliance with Commonwealth data policies, standards, and best practices.

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

Goals/KPI's

GOAL	KPI
Develop Data Governance Standards to present to Data Governance Council	• # policies or standards developed
Increase percentage of Agencies with complete Asset Inventory	• Percentage from baseline
Promote Data Governance and Data Literacy training.	• # of employees participating in Data Governance or Data Literacy Training • # of employees receiving their DM-BOK or CDMP certification.
Data stewards will classify the data elements and tag them appropriately for proper contextual usage.	• % of datasets with classifications per Agency
Data stewards identify the lineage and context of the data.	• Datasets with lineage defined.
Data stewards will create data quality standards for their data sets	• # Agencies with active data quality programs.

Group Formation

- 12 members plus 1 ODGA member
- Chris Burroughs will chair the first meeting
- Select FOIA officer (Jessi Bailey) and Secretary (Valerie Grisham)
- Approve Group Charter
- Motion to approve remote attendance and virtual meetings

Commonwealth Data Trust

What is it?

- "Commonwealth Data Trust" means a secure, multi-stakeholder data exchange and analytics platform with common rules for data security, privacy, and confidentiality. The Commonwealth Data Trust shall include data from state, regional, and local governments, from public institutions of higher education, and from any other sources deemed necessary and appropriate.

Do I have to contribute data?

- No. You can be a “user” and not a “member”

Why should I join?

- Secure sharing across agencies and localities can better serve the citizens of the Commonwealth
- Reduces costs and complexity

Executive Agency Data Trust Status

Administration	Agriculture	Commerce	Education		Finance	Health & HR	Labor	Natural Resources	Public Safety	Transportation	Veterans
CB	**DOF**	DHCD	CNU	**SCHEV**	BOA	ATLFA	DOLI	**DCR**	CASC	DMV	DMA
DGS	VDACS	DSBSD	**DOE**	SMV	DOA	CCCA	DPOR	DEQ	**DCJS**	**DOAV**	**DVS**
DHRM	VRC	ENERGY	EVMS	SVHEC	DPB	CH	**VEC**	DHR	**DFP**	DRPT	VSF
ELECT		TRRC	FCMV	SWHEC	TAX	CSH		**DWR**	**DFS**	MVDB	
VITA		**VEDP**	GH	UMW	TRS	CVTC		MRC	**DJJ**	OIPI	
		VIPC	GMU	UVA	VRA	DARS			**DOC**	VAP3	
		VTA	IALR	VCA		**DBHDS**			**VDEM**	VCSFA	
			JMU	**VCCS**		**DBVI**			VPB	VDOT	
			JYF	VCU		DHP			**VSP**	VPA	
			LVA	VIMS		**DMAS**				VPRA	
			LWU	VMFA		**DSS**					
			NCI	VMI		ESH					
			NSU	VMNH		HDMC					
			ODU	VSDB		NVMHI					
			RBC	VSU		**OCS**					
			RHEA	VT		PGH					
			RU	WM		SEVTC					
						SVMHI					
						SWVMHI					
						VBPD					
						VCBR					
						VDDHH					
						VDH					
						VFHY					
						VRCBVI					
						WSH					
						WWRC					

Other Members

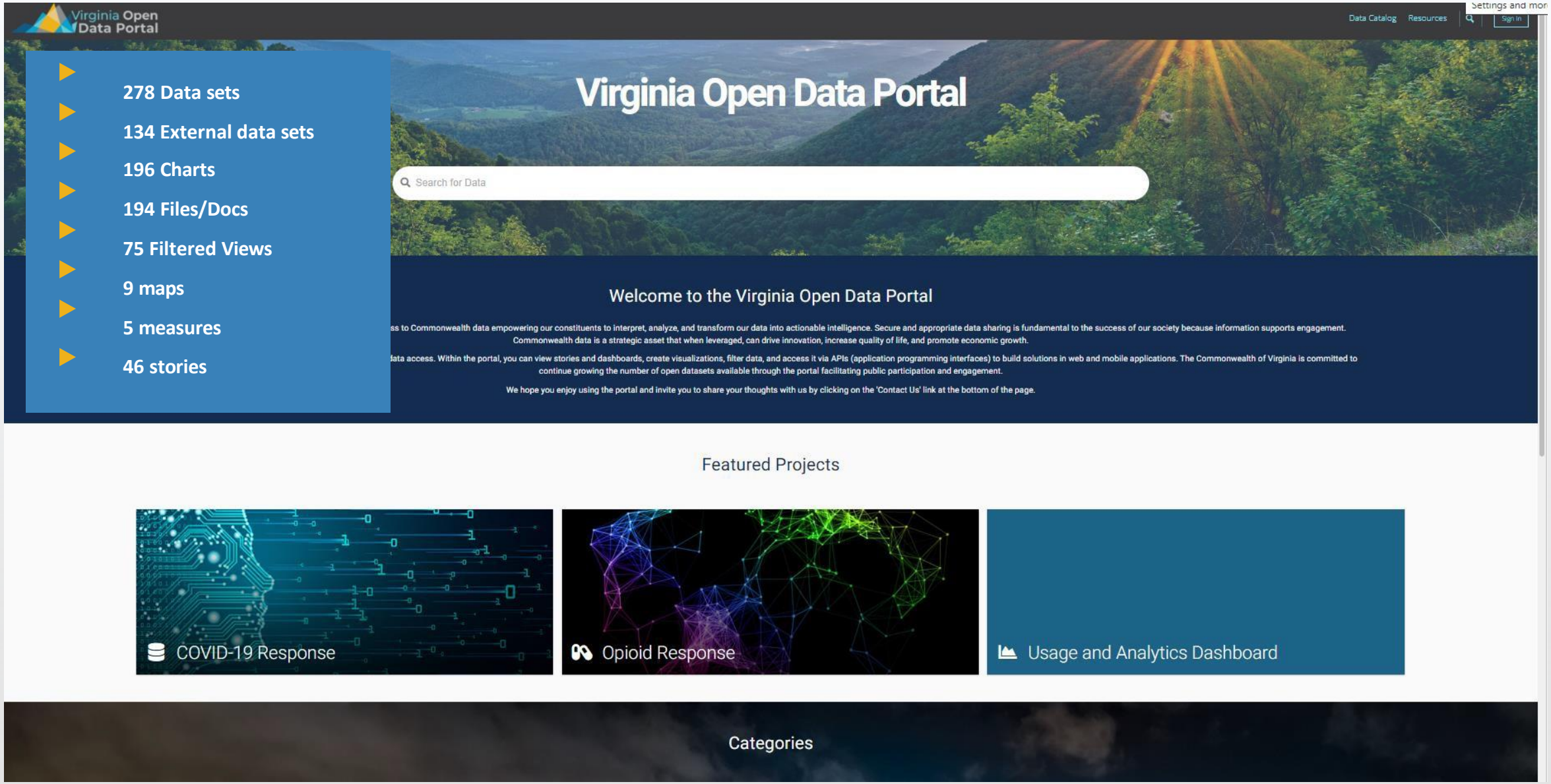
Virginia 529
DCLS
HSD
JCHC
OMNI Institute
VARR
VHHA
CTO

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

Agencies in Bold have signed either Member or User Commonwealth Data Trust Agreements

ODP Fast Facts

- 278 Data sets
- 134 External data sets
- 196 Charts
- 194 Files/Docs
- 75 Filtered Views
- 9 maps
- 5 measures
- 46 stories



2023 Open Data Portal Trends

Dataset Views

- Covid-19 Cases
- Covid-19 by Zip Code
- Food Deserts
- Covid-19 Vaccine by Health District
- Food Bank Data
- Virginia Untold - Judgements
- Virginia Untold - Public Claims
- Covid-19 by Age Group
- Virginia Untold -Freedom Suits
- ACS Survey – Race by Gender by Age

Search Terms

- Heat Related Illnesses (HRI)
- Library
- Covid-19 Cases
- Education
- Employment
- Covid-19 By Zip Code
- Covid-19 Percent Positivity
- Virginia Untold
- Firearm Injury – ER
- Crime

Top 2 Most Popular

Chart	Multi-Inflammatory Conditions in Children
	Fairfax Covid-19 Total Cases
File	Virginia Alternate Connect American Model Funding
	Shenandoah County Certified Underserved – Utility Leverage Program
Map	Henrico County Calls for Service
	Access Impacts Bypass
Measure	October 2019 School Breakfast Measure
	Dumfries Avg Customer Service Transaction Time
Story	Covid-19 Response
	Virginia Community Policing Data Collection

Popular Datasets

Washington
Health Care Provider Credential Data
Lobbyist Compensation and Expenses by Source
Vehicle Battery Registration

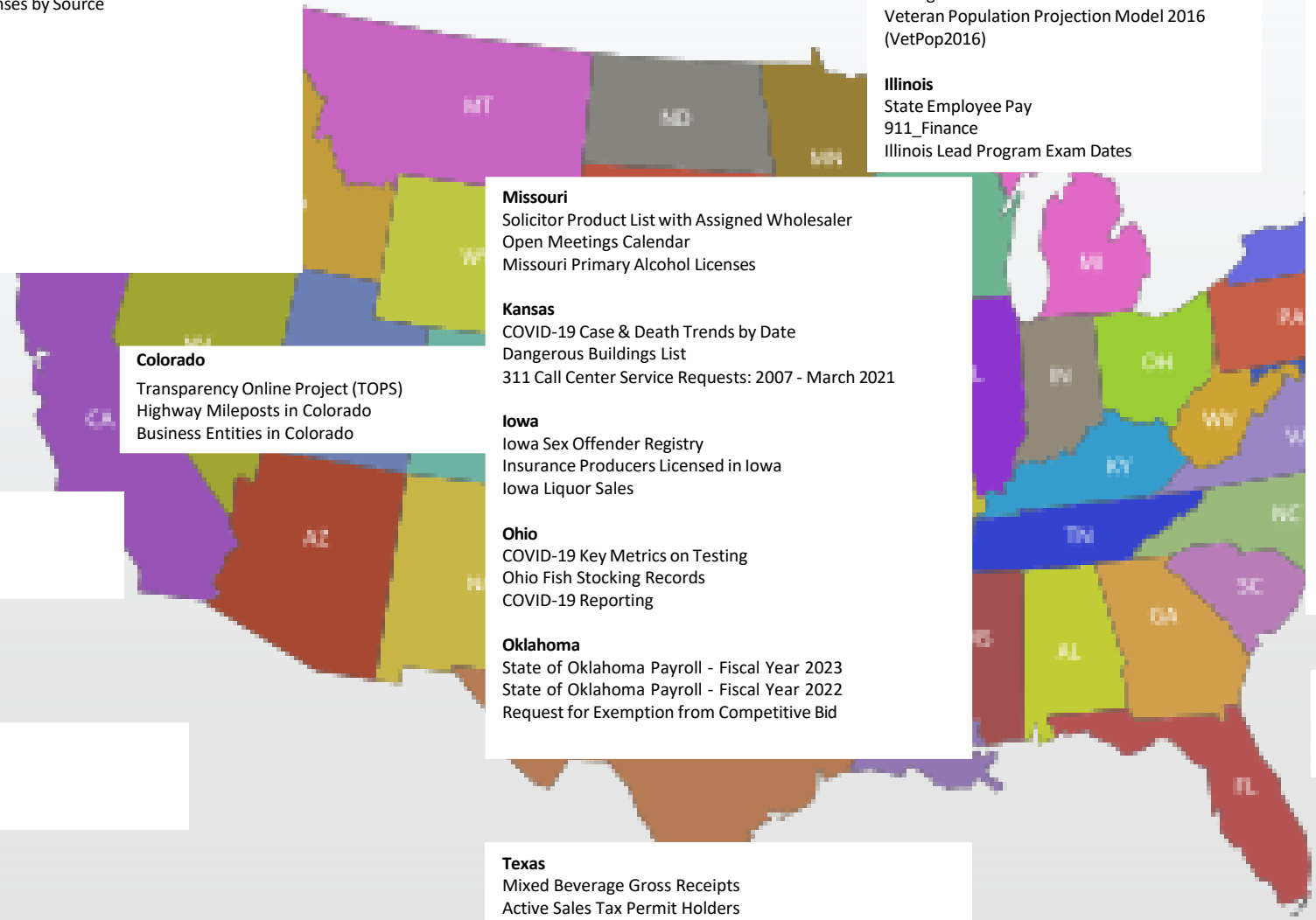
Oregon
Milepost Map
Active Trademark Registrations
CalendarView

Utah
Utah Hospital Characteristics
Salt Lake City - Building Permits
State Recidivism Rates All States

Colorado
Transparency Online Project (TOPS)
Highway Mileposts in Colorado
Business Entities in Colorado

California
DIR Electrician Certification Unit (ECU)
CA Geographic Boundaries
COVID-19 Hospital Data

Hawaii
Oahu Zipcodes
Chemical Pesticide Product List
Adult Residential Care Home LISTING



Missouri
Solicitor Product List with Assigned Wholesaler
Open Meetings Calendar
Missouri Primary Alcohol Licenses

Kansas
COVID-19 Case & Death Trends by Date
Dangerous Buildings List
311 Call Center Service Requests: 2007 - March 2021

Iowa
Iowa Sex Offender Registry
Insurance Producers Licensed in Iowa
Iowa Liquor Sales

Ohio
COVID-19 Key Metrics on Testing
Ohio Fish Stocking Records
COVID-19 Reporting

Oklahoma
State of Oklahoma Payroll - Fiscal Year 2023
State of Oklahoma Payroll - Fiscal Year 2022
Request for Exemption from Competitive Bid

Texas
Mixed Beverage Gross Receipts
Active Sales Tax Permit Holders
TDLR - All Licenses

Michigan
Labor Force
Michigan Fish
Veteran Population Projection Model 2016 (VetPop2016)

Illinois
State Employee Pay
911_Finance
Illinois Lead Program Exam Dates

Vermont
State of Vermont Employee Salaries
Public Record Requests Pre-2020
DFS Licensing MasterList

Connecticut
COVID-19 Report
COVID-19 data resources
COVID-19 Tests, Cases, and Deaths (By Town) – ARCHIVE

New York
Lottery Cash 4 Life Winning Numbers: Beginning 2014
Civil Service List (Active)
DOB Job Application Filings

New Jersey
Vehicle Inspection Facility Locations Map
New Jersey Cannabis Dispensary Locations
YourMoney Active Pension Members

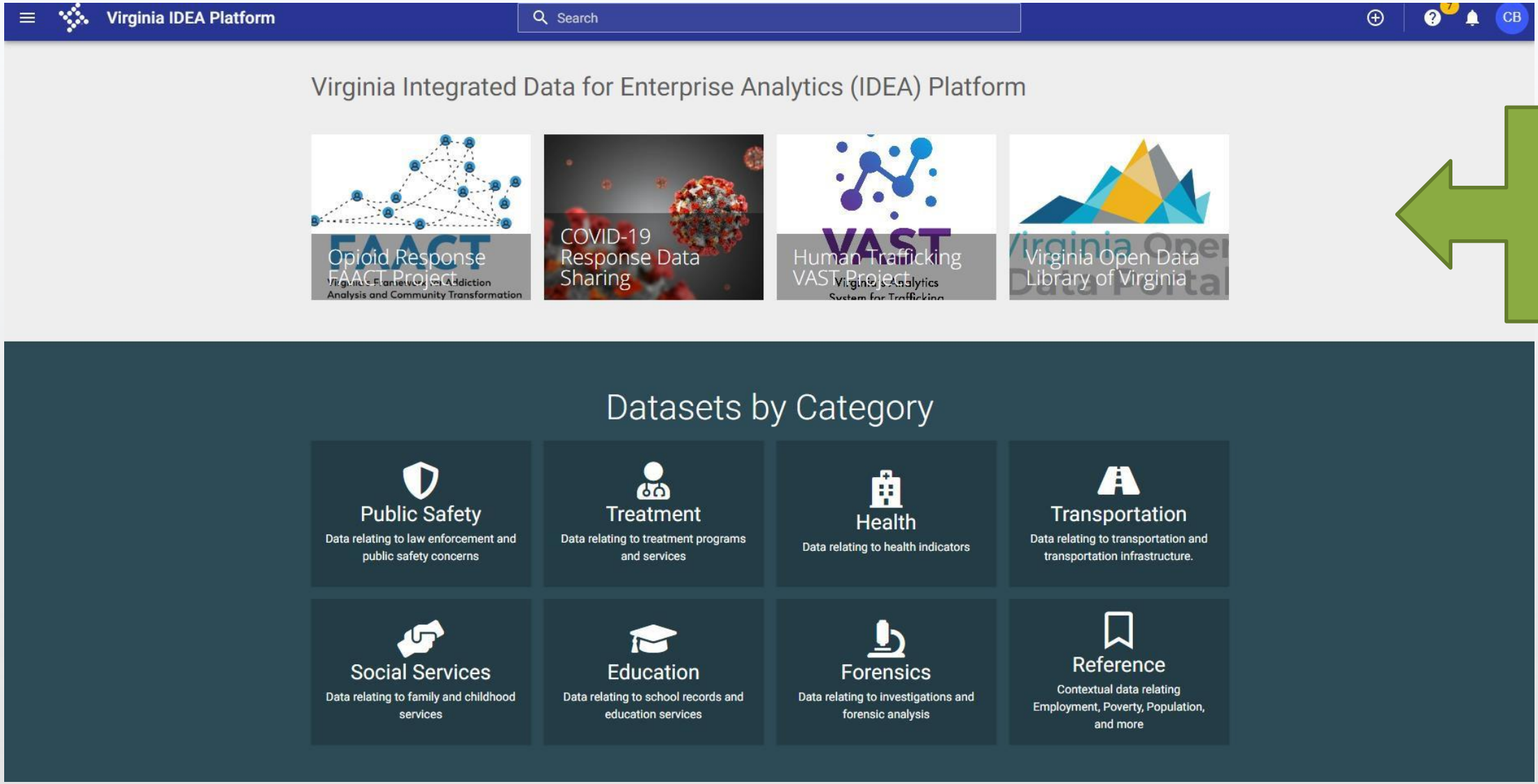
Pennsylvania
2020 General Election Mail Ballot Requests Department of State
2020 General Election Voting Story
COVID-19 Retail Pharmacy Partners Vaccine Allocation Current Health

Delaware
Delaware Business Licenses
Permitted Septic Systems
Well Permits

Maryland
Maryland Port Administration General Cargo
Reported Sewer Overflows
Violent Crime & Property Crime by County: 1975 to Present

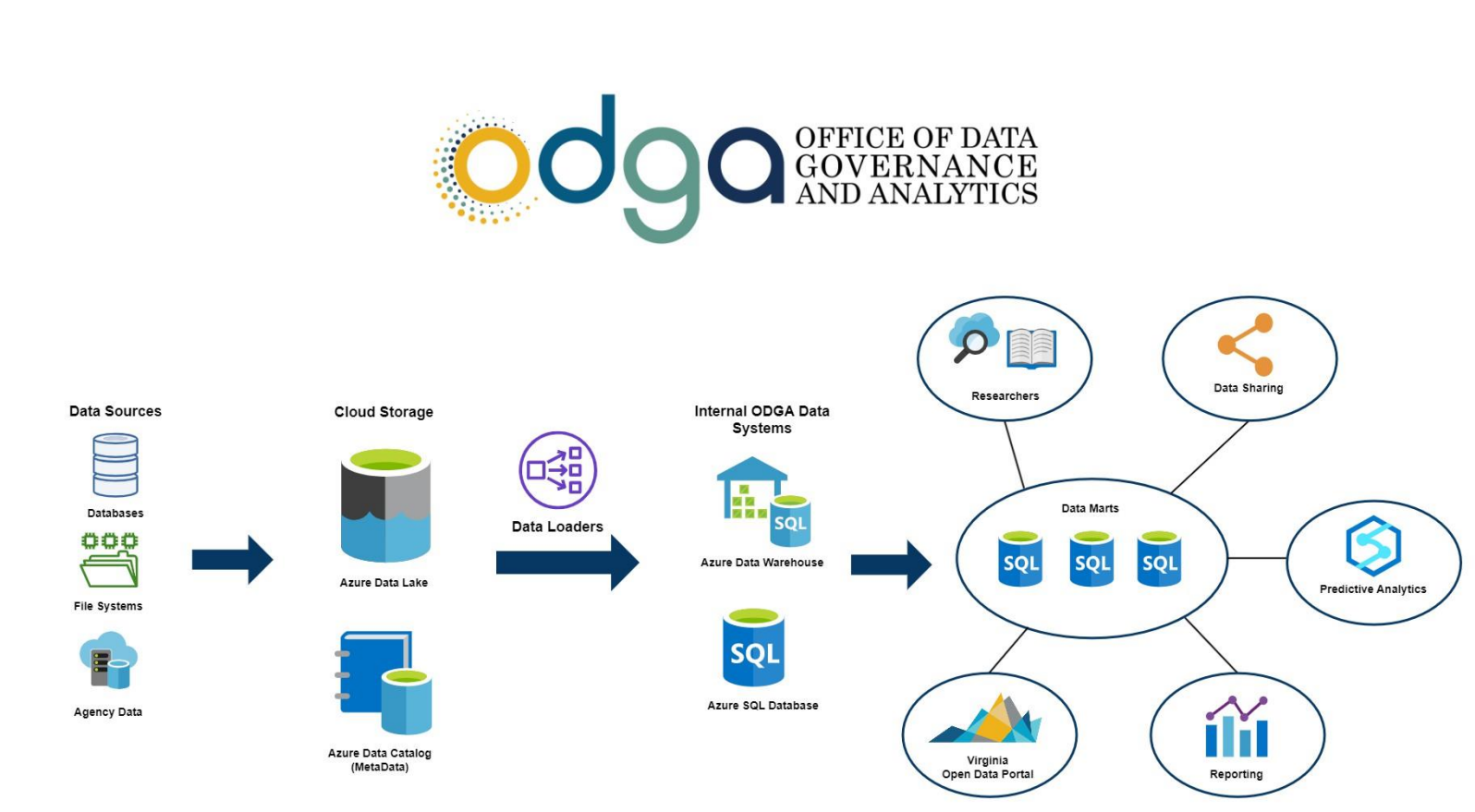
North Carolina
NC Complete Count Committee
Employment and Income (LINC)
NCCCC NC County Data

Private Data Sharing



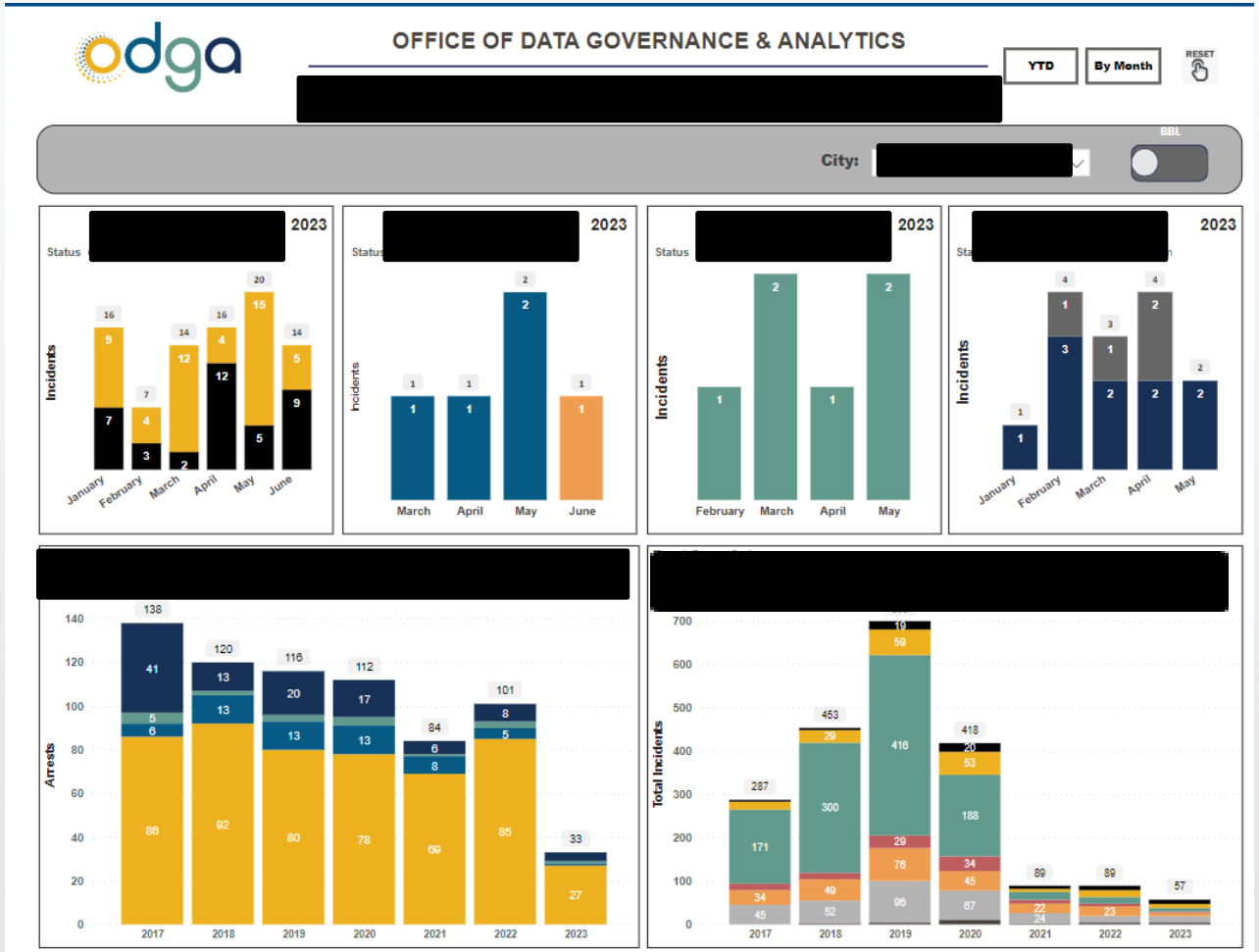
329 Datasets
22 Stories
12 Charts
12 Files
7 Maps

Data Processing



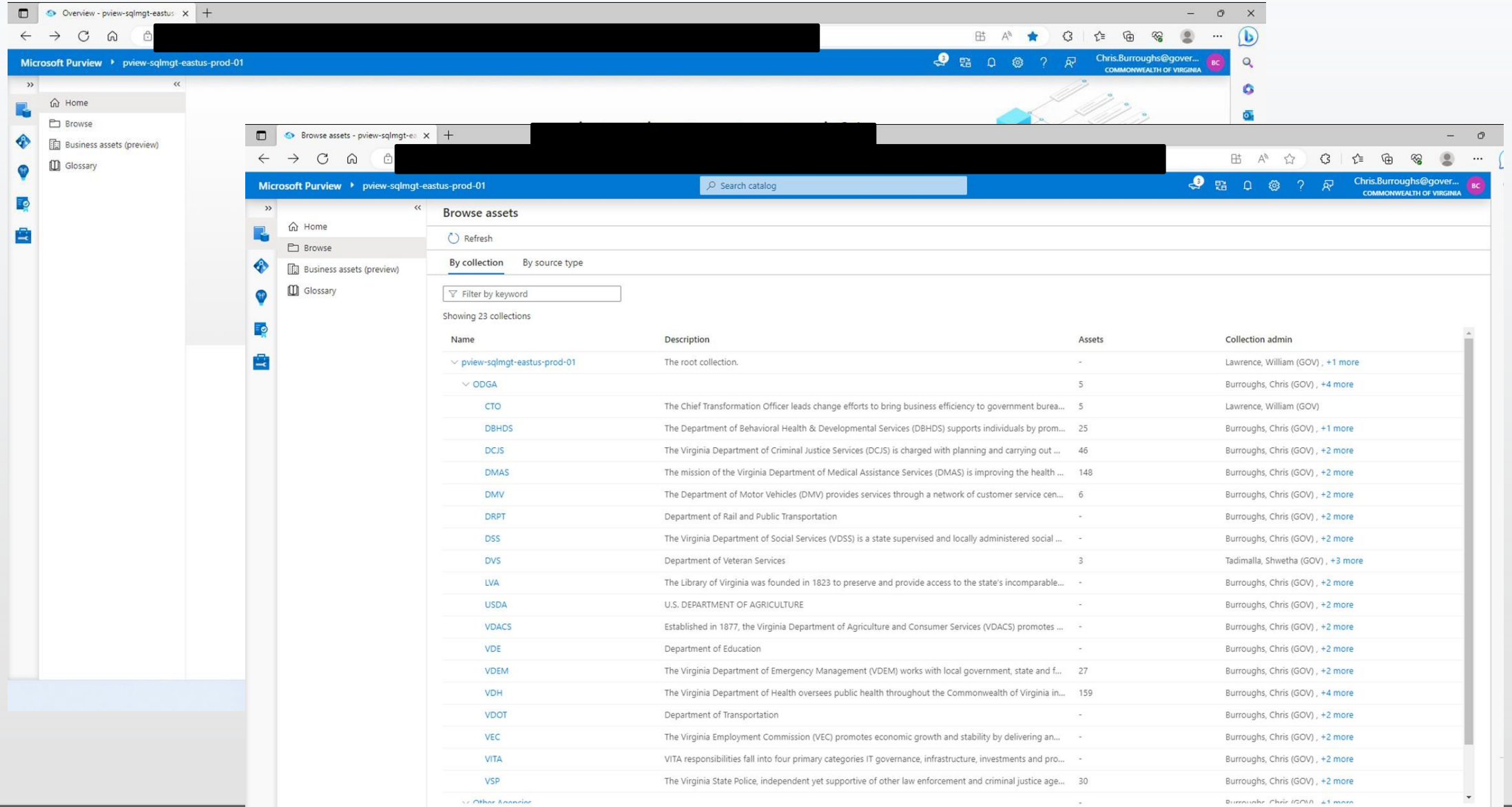
- Ingest data from many data sources such as databases, file systems, API's, etc.
- Data is stored in an Azure Data Lake.
- ETL pipelines are created to load into the internal ODGA data warehouse.
- Once data is aggregated the final data set is loaded into a Data Mart.
- Data Marts serve many purposes such as powering Power BI reports, allowing agency users query access, using in Predictive analytics models.

Reports

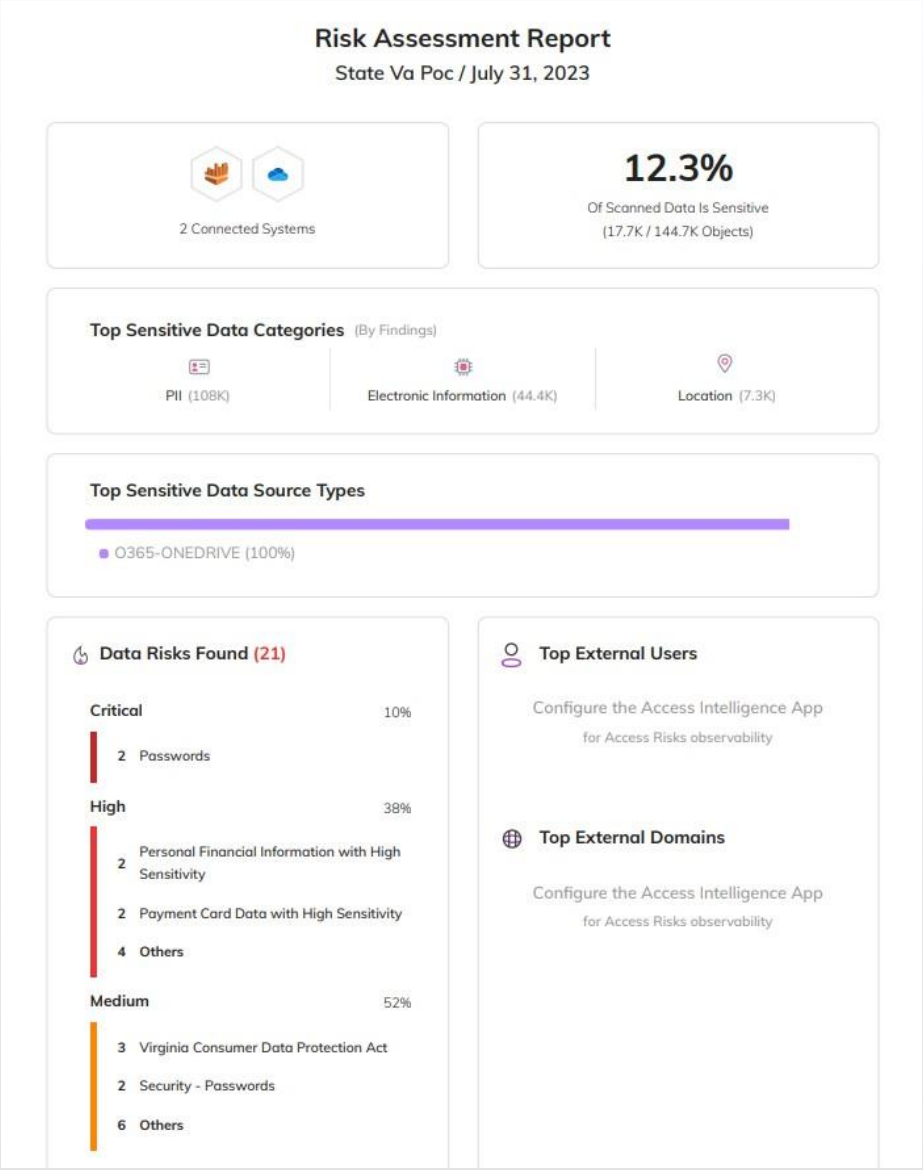


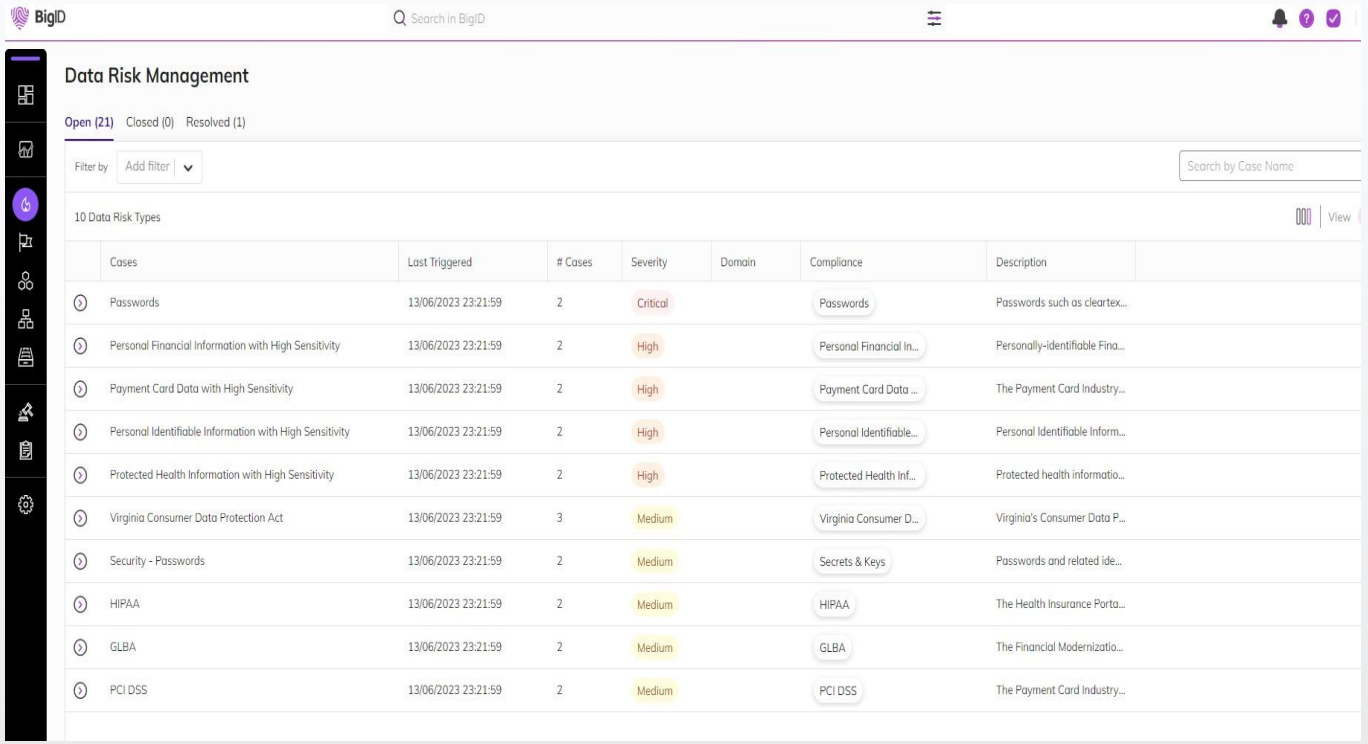
- Microsoft Power BI
- Ingest data from multiple sources and view in an easy to follow visual.
- Enable your Agency to make data driven decisions.
- Share your dashboards internally or make publicly available.
- Automatic data refreshing so your dashboards are always up to date.

Structured Scanning



Unstructured Scanning





No charge scan for pilot agency

Data Governance Training Program

Dataversity "scholarships"

- Data stewardship
- Data lineage
- Metadata management
- Data modeling
- Analytics

Special **Benefit** for Data Trust Members

Includes DMBOK and CDMP Certification

Data Security
Regulatory and Compliance
Data Privacy

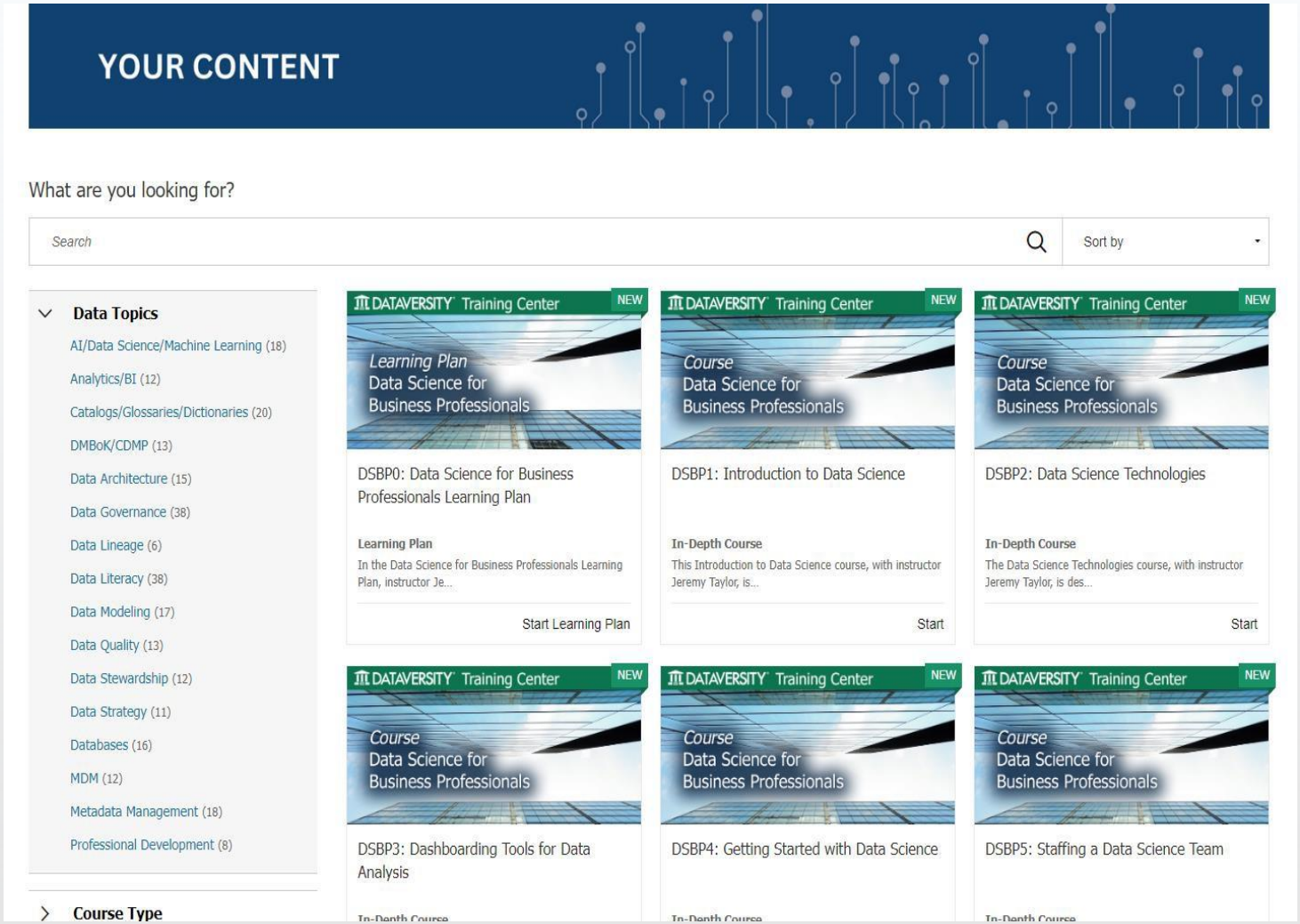
Bits and Bytes Newsletter

Data Owner - Ready
Data Custodian – In Development
Data Steward – End User Data Quality

100 Just in Time Learning subscriptions

- Interpreting charts
- Building visualizations
- Evaluating data quality
- Data storytelling

Dataversity Update



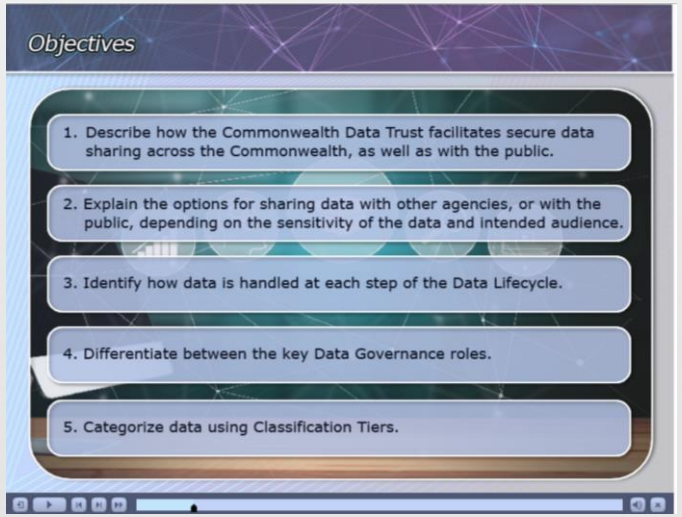
46 classes completed

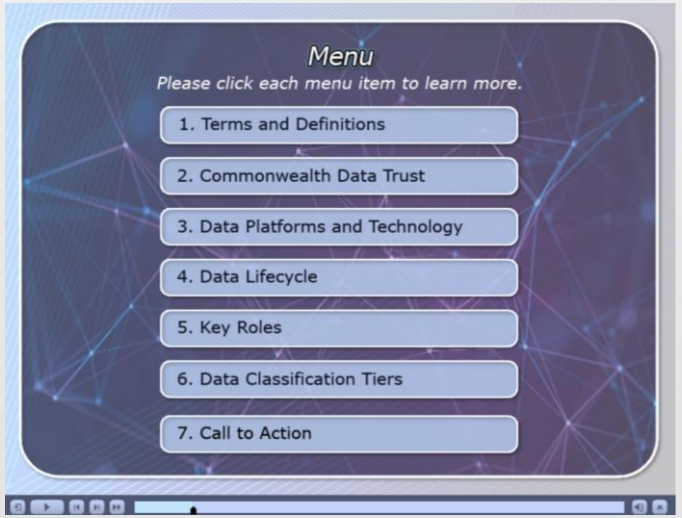
Popular Classes

- Introduction to Business Analytics and Enterprise Systems
- Data Lineage Concepts
- Essential Mathematics for Business Analytics
- The Data Management Process, DMBoK, and Overview of the CDMP Certification
- What is Data Management?
- What is Data Literacy?
- What is Data Governance?
- Metadata to Include in Glossaries, Dictionaries, and Catalogs
- Requirements for Glossaries, Dictionaries, and Catalogs
- Getting Started Governing Data – The Data Governance Framework
- What Is a Metadata Repository?
- Alation Demo: How AI and ML Transform Human Behavior into a Smarter Data Intelligence Platform
- The Definition and Value of Glossaries, Dictionaries, and Catalogs
- Data Quality Essentials – What Everyone in Your Organization Needs to Know
- What is Data Stewardship?
- What is Master Data Management (MDM)?
- What is Metadata?

Data Owner Training Available Now

- Role-based Training required by Sec 527
- Use COVLC or Agency Learning Management System (LMS) (e.g. KnowBe4)
- SCORM files available from ODGA
- Coming Soon: Data Custodian and Data Quality for End Users





Upcoming Panels

Data Maturity Assessment Results

C dga Key Observations

Q16 ***Approach/Plan for improving data quality***

28% of Agencies rated "1". "Fix and forget it" approach.

Metadata Management

Overall score = 1.85. Seven agencies rated themselves "O":

Lack of metrics on data quality

32% Agencies rated "1" or lower

Use of logs to record data management risks/issues

32% Agencies rated "1" or lower

Q30 ***Data Modeling***

60% of agencies (28) have trouble with data modeling. 24% regard their data as being "primarily in silos"

Roles exist for data activities

85% of agencies (40) have formal roles for data established, with data stewards and owners

Q5 ***Management Support***

Senior Management Sponsorship for data initiatives at agencie_,s. Average score "3": only one agency rated themselves "1"

dga | Next Steps

- ***Select Agencies to engage.*** *More mature programs tend to have data that can already attribute to outcomes. Less mature will benefit from implementmg effic1enc1es in process or technology.*
- ***Evaluate Data Plans.*** *Business Analysis Determine alignment of Commonwealth data ob;ectives w,th agencies plans and preliminary outcomes*
- ***Determine outcomes.*** *Evaluate business objectives, ex,stmg outcomes and processes for determmation as a larger part of top 5 key ou comes..*
- ***Determine Datasets.*** *Identify datasets and sources needed to facilitate obJec ives. Incorporate into Commonwealth DataTrust.*

VIRGINIA IT AGENCY

VITA APPLICATION INTEGRATION SERVICES (AIS) SERVICES OVERVIEW

JEFF SCHEICH

Director, Web and Application Services

AUGUST 8TH,, 2023

WHAT IS VITA AIS?

- AIS enables COV agencies to securely integrate applications and data in a hybrid multi-cloud environment.
- Proven track record with many agency customers including: DMAS, DSS, VDOT, DVS, DMV, DOLI and VITA
- Cost-effective services with scalable consumption model and defined costs
- AIS is part of the Enterprise Solutions portfolio of services provided by VITA.

VITA AIS OVERVIEW

Integration Services	**Integration Platform as a Service model**
	IBM CloudPak for Integration VMs and Containers

Enterprise Service Bus (ESB) – enterprise data exchange using IBM App Connect Enterprise. Integration of cloud and on-premise applications, services and data.
ESB Transformation Extender (ESB-TX) and healthcare (ESB-HC) - optional Automate complex transformation and validation of healthcare data.
Business Rules Management (BRM) - decision automation solution that to analyze, automate and govern rules-based business decisions.
Application Messaging (AM) – based on IBM MQ for secure and reliable connections between applications, systems and services.
Application Server (AIS-APPSVR) - Java Enterprise Edition (Java EE)-based application server platform for agency applications.
VITA Secure Gateway (VSG) - security and integration for websites, applications and services. Optimized access to a full range of on-premise and cloud workloads.

VITA AIS – ORACLE WORKLOADS

Oracle Services	**Database and Oracle application workloads**

VITA Oracle Private Cloud (VOPC) virtualized compute platform for Oracle workloads. Bring Your Own License (BYOL) model that optimizes Oracle licensing on high-performance compute platforms.
AIS Database (AIS-DB) - provides customers with highly-available and secure database services based on Oracle RAC.

VITA AIS – MAILING ADDRESS VERIFICATION

Mailing Address Verification	**Based on Experian Pro Web Address Validation**
	MAV Service in the VITA Service Catalog

The MAV service includes capabilities to consume interactive address verification using the latest United States USPS® data to validate addresses to the apartment/suite level.
MAV also provides latitude and longitude, business/residence or county code data, it standardizes the address format and where possible corrects the undeliverable addresses.
From Experian Website: Pro Web is an on-premises solution for address capture and validation for both online and intranet environments. Pro Web provides the ability to capture a full, correct address using our global datasets as quickly as possible and with minimal interaction required from your users.
The solution is easy to set up and can be used in multiple ways, including via a REST API.

- Data stewards use cases and requirements discussion
- Example Experian address correction and API tools:
  - Correct address – a user-based license for address correction.
  - Batch API – license based on usage. Cleans the address records in your database by verifying them against the official address files for the relevant country. Cleaned records are assigned a match result, based on the accuracy of the original address.

Call to Action

- Identify datasets to share on the Open Data Portal
- Partner with ODGA to identify opportunities to share between agencies
- Share training availability within and between agencies and advocate for data governance learning
- Identify data quality issues and partner with ODGA for assistance
- Participate in upcoming Data Maturity Assessment survey

THANK YOU!

Email: odga@governor.virginia.gov

Web: odga.virginia.gov

Social:
ginia-office-of-data-governance-and-analytics

VirginiaODGA

Appendix

rr:l !':lt, Overview - pview-s.qlmgt--ee.istus x 0 CJ h ttps://web.purview.azure.com/resource/pview -sqlmgl -eastus-prod-O1/main/catalog/home?feature.l enant =62OaeSa9-4ec1-4faO-8641-5d9f386c7309

Microsoft Purview ▸ pview-sqlmgt--eastus-prod-O1

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» «

Home

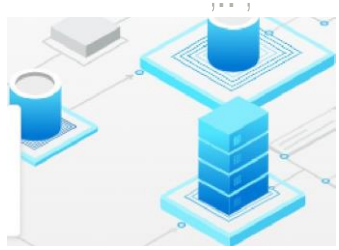
EJ Browse

l];] Business assets (preview)

[l] Glossary

pview-sqlmgt-eastus-prod-01

e 7 sources el 454 assets ffl No glossary terms



,P Seard1catalog

Browse assets

Explore assets by source type and collection.

Manage glossary

Create a11d edit terms. with custom term templates.

Knowledge center

Dis.cover learning materials and tutorials..

Recently accessed My items

Name	Last update
;J CUSTOMERS	6 days ago
dwr	6 days ago
fe DWR_EDWS	6 days ago
;J NURSING_FACILITY_SERVICES_REPORT4	14 days ago
;J CLAIM_COB	2 months ago
;J UTILIZATION_DATA_IND_AND_GR_SUPPORTED_EMPLOYMENT	3 months ago

) View all recently accessed

Links

Microsoft Purview overview0

Dis.cover the capabilitiesoffered by Micro-soft Purview and learn how to make the most of them.

Getting started0

Learn about how to us.e Microsoft Purview Governance Portal.

Documentation Cl

Visit the do;(umentation center for quicks.tarts. how-to guides., and references, etc.

P Search ilf clii

3:18PM. 6/14/2023

Home

Browse

Business assets (preview)

Glossary

Browse assets

Refresh

By collection | By source type

Filter by keyword

Showing 23 collections

Name	Description	Assets	Collection admin
pview-sqlmgt-eastus-prod-01	The root collection.		Lawrence, William (GOV) , +1 more
ODGA		5	Burroughs, Chris (GOV), +4 more
CTO	The Chief Transformation Officer leads change efforts to bring business efficiency to government burea...	5	Lawrence, William (GOV)
DBHDS	The Department of Behavioral Health & Developmental Services (DBHDS) supports individuals by prom...	25	Burroughs, Chris (GOV), +1 more
DCJS	The Virginia Department of Criminal Justice Services (DCJS) is charged with planning and carrying out ...	46	Burroughs, Chris (GOV), +2 more
DMAS	The mission of the Virginia Department of Medical Assistance Services (DMAS) is improving the health ...	148	Burroughs, Chris (GOV), +2 more
DMV	The Department of Motor Vehicles (DMV) provides services through a network of customer service cen...	6	Burroughs, Chris (GOV), +2 more
DRPT	Department of Rail and Public Transportation		Burroughs, Chris (GOV), +2 more
DSS	The Virginia Department of Social Services (VDSS) is a state supervised and locally administered social ...		Burroughs, Chris (GOV), +2 more
DVS	Department of Veteran Services		Tadimalla, Shwetha (GOV) , ...3 more
LVA	The Library of Virginia was founded in 1823 to preserve and provide access to the state's incomparable...		Burroughs, Chris (GOV), +2 more
USDA	U.S. DEPARTMENT OF AGRICULTURE		Burroughs, Chris (GOV), +2 more
VDACS	Established in 1877, the Virginia Department of Agriculture and Consumer Services (VDACS) promotes ...		Burroughs, Chris (GOV), +2 more
VDE	Department of Education		Burroughs, Chris (GOV), +2 more
VDEM	The Virginia Department of Emergency Management (VDEM) works with local government, state and f...	27	Burroughs, Chris (GOV) , +2 more
VDH	The Virginia Department of Health oversees public health throughout the Commonwealth of Virginia in...	159	Burroughs, Chris (GOV), +4 more
VDOT	Department of Transportation		Burroughs, Chris (GOV), +2 more
VEC	The Virginia Employment Commission (VEC) promotes economic growth and stability by delivering an...		Burroughs, Chris (GOV), +2 more
VITA	VITA responsibilities fall into four primary categories IT governance, infrastructure, investments and pro...		Burroughs, Chris (GOV), +2 more
VSP	The Virginia State Police, independent *yet* supportive of other law enforcement and criminal justice age...	30	Burroughs, Chris (GOV), +2 more

Browse assets - pview

121 Microsoft Azure Data CatalDg X | Breaking ews, Latest News a X

https://fweb.purview.azure.com/resource/pview-sqlm browseassettypes?searchQueryCollection=lad5It&searchQueryLimit=25&searchQueryOffset=O&searchQueryO ...

Microsoft Purview | pvie

Microsoft Purview | pview-;qlmgt-eastus-prod-01

Chns.Burroughs@gover.. COMMONWEALTH OF VIRGINIA

Home

Browse

Business assets (pre

Glossary

Home

Browse

Business assets (preview)

Glossary

Browse assets

Refresh

By collection | By source type

Classification

- Purview base classification
- All fu11 Names
- U.S. Zip Codes
- Physical Addresses
- Date of Birth
- World Cities
- U.S. State Name
- Person's Age
- U.S. Phone Number
- Country/Region

See all

Contact

Gupta, Rashmi (IDMAS) (Rash...CD

Label

Assigned term

Endorsement

Certified

Promoted

Rating

Select all

Add filter | Clear all filters

Sort by: Relevance

Vaccination_Admin_Dtl_Tbl_All Azure SQL Managed Table (certified)

s details on the vaccination admin details

nssql://odgasqlmiprod01.public.54281c0Ob71b.database.windows.netNDH_COVID/stg/VDfJ_COVID19_Vaccination_Admin_Dtl_Tbl_All

Updated a month ago

Data Asset Inventory Template

'ess_Detail_Geo_Coded Azure SQL Managed Table (8 certified)

s information on the Virginia Immunization Information System (VIIS) Organization Address details which ...

nssql://odgasqlmiprod01.public.54281c0Ob71b.database.windows.netNDH_COVID/refNIIS_Org_Address_Detail_Geo_Coded

Updated 2 months ago

min results Azure SQL Managed Table (8 certified)

s cross system results across Virginia Immunization Information System (VIIS)

nssql://odgasqlmiprod01.public.54281c00b71b.database.windows.netNDH_COVID/dbo/match_viis_admin results

Updated 2 months ago

_Vaccination_Admin_Dtl_Tbl_All Azure SQL Managed Table (8 certified)

s details on the vaccination admin details

nssql://odgasqlmiprod01.public.54281c0Ob71b.database.windows.netNDH_COVID/vdh/VDH_COVID19_Vaccination_Admin_Dtl_Tbl_All

Updated a month ago

1_Vaccination_Admin_Dtl_Tbl_All_History Azure SQL Managed Table (8 certified)

s details on the vaccination admin details of all historic data

nssql://odgasqlmiprod01.public.54281c0Ob71b.database.windows.netNDH_COVID/vdh/VDH_COVID19_Vaccination_Admin_Dtl_Tbl_All_History

Updated a month ago

3 of7 Next>

3:21 PM

VDH_COVID19_Vaccination_Admin_Dtl_Tbl_All (8 certified)

Azure SQLManaged Table

+ Add Tag

Edit (;!;) Select for bulk edit Request access Refresh @ Delete

Open in Power BI Desktop

Overview Properties Schema Lineage Contacts Related

Updated on May 2, 2023 at 12:12 PM by Tadimalla, Shwetha (GOV)

Asset description

Thisdataset provides detailson the vaccination admindetails

Managed attributes

Filter by attribute name 0 Show attributes without a value

No Attributes for thisasset.

Classifications0

('.All Full Names) ('.AllPhysical Addresses) ('. Country/Region) ('. Date of Birth) ('. Person's Gender) ('. U.S. Zip Codes) ('. World Cities)

Schema classifications (6)0

('.All Full Names) ('.AllPhysical Addresses) ('. Date of Birth) ('. Person's Gender) ('.U.S. Zip Codes) ('.World Cities)

Fully qualified name0

mssql://odgasqlmiprodO1.public.542B1cOOb71b.database.windows.net/VDH_COVID/stg/VDH_COVID1g_Vaccination_Admin_Dtl_Tbl_All

Collection path

/5'.I pview-sqlmgt-eastus-prod-01

/5'.J ODGA

/5'.J VDH

Hierarchy

odgasqlmiprod01
Azure SQLManaged Instance

LI VDH_COVID
Azure SQLManaged Database

Jb stg
Azure SQLManaged Schema [No Title]

ml VDH_COVID1g_Vaccination_Admin_Dtl_Tbl_All
Azure SQLManaged Table

Glossary terms

No glossary terms for this asset.

VDH_COVID19_Vaccination_Admin_Dtl_Tbl_All

(8 certified)

Azure SOL Managed Table

+ Add Tag

Edit (:t) Select for bulk edit Request access Refresh Delete Edit columns

Open in Power BI Desktop

Overview Properties Schema Lineage Contacts Related

Updated on May 2, 2023 at 12:12 PM by Tadimalla, Shwetha (GOV)

Filter by name

Showing SOof SOitems

Column name	Classifications	Sensitivity label	Glossary terms	Data type	Column description
ADD_DT				datetime	Date that the record was added
Administered Location				varchar	Vaccine administered location
Administered Location Type				varchar	Vaccine administered location type
Administered Location Zip				varchar	Vaccine administered location zip code
Administration City				varchar	Vaccine administered City
Administration County				varchar	County where the vaccine was administered
Administration Date				date	Date on which the vaccine was administered
Administration State				varchar	State in which the vaccine was administered
Administration Street Address				varchar	Street address of the location where the vaccine was administered
Administration Street Address 2				varchar	Street address 2 of the location where the vaccine was administered
Comorbidity Status				varchar	Status of the patient if there is a simultaneous presence of two or more di...
CVX				varchar	CDC Vaccine Administered CVX code
Dose Number				smallint	Dose number of the vaccine
Extract Type				varchar	Extract type
Lot Number				varchar	Lot number of the location of the vaccination

» Health

El Data stewardship

El Catalog adop·on

Inventory and ownership

!ill Assets

Curation and governance

Glossary

Classifications

Sensitivity labels

« Data stewardship

Vew ey metrics about yo r data estate's heat and perforll'ance.

0Full repo

Report generated on June 8, 2023 at 3:39 P

Asset curation0

Asset data ownership0

17!:\

Owner ass'gned

Noowner

Data estate health

(Collection: (Root) pview-sqlmgt-eastus-prod-01)

Collection	Assets	With sensitive classifications	Fully curated	Owner assigned	No classifications	Out of date	New	Updated	Deleted
ODGA	454	0 98%	0 95%	0 95%	0 2%		91	180	0

Asset curation0

(Collection: (Root) pview-sqlmgt-eastus-prod-01)

Data stewardship - pview-sqlm9 X +

https://web.purview.azure.com/resource/pview-sql mgt -eastus-prod-01/main/privacyinsights/insights/stewardship?c_collection=pview-sqlmgt -eastus-prod-01&e_collection=pview- sqlmgt -eastus-pr...

Microsoft Purview | pvtew-sqlmgt-eastus-prod-0

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Chris.Burroughs@gover.. COMMONWEALTH OF VIRGINIA

« Data stewardship

Vew ey metrics about yo r data estate'sheat and perforll'ance.

OFull repo

Report generated on June 8, 2023 at 3:39 P

Health

Data stewardship

Catalog adop on

Inventory and ownership

Assets

Curation and governance

Glossary

Classifications

Sensitivity labels

View details

Trends and gap analysis

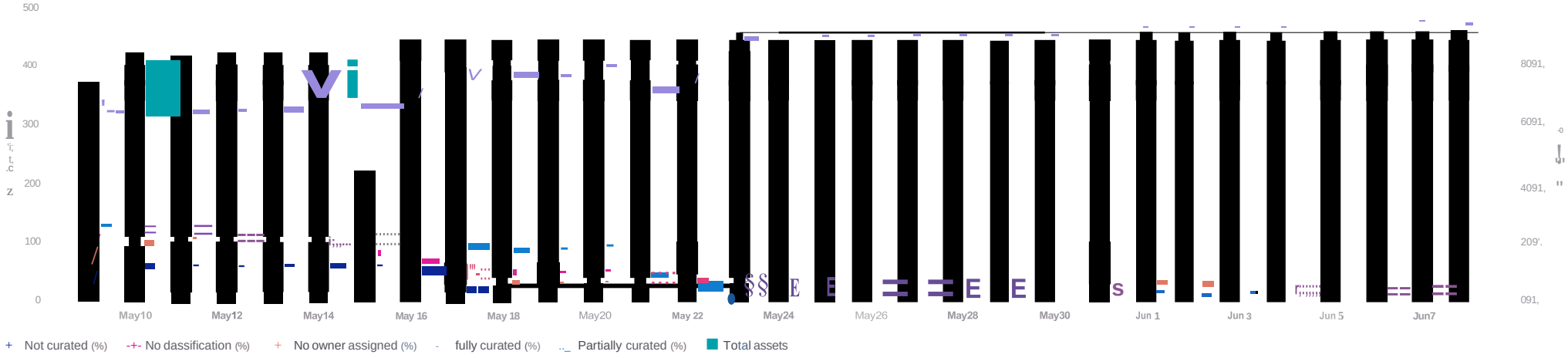
Date range0 @ Last 30 days Q Last 6 wee s Q Last 12 months Q Last 4 quarters

Collection: (Root) pview-sqlrngt-eastus-prod-01

f I'f curated assets

1% in last day

96% cura·o in Jun 7



Health
Data stewardship
Catalog adoption
Inventoryand ownership
Assets
Curation and governance
Glossa,y
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Sensitivify labels

Catalog adoption

Vif!!l.•t key metrics about Data catalog engagement, retenticl\ and use.

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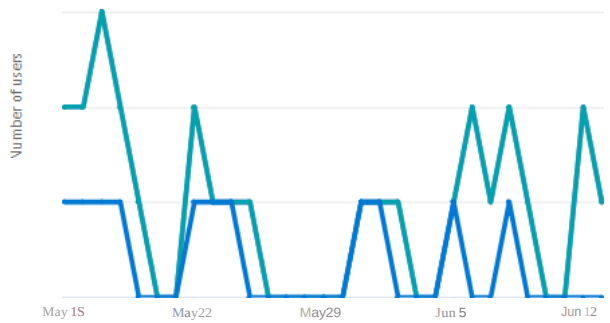
Report generated on June 13, 2023 at 3:38 PM

Monthly activeusers0
6
No chang in last month

Tota searches
2.2K
1'116%in lait month

Active users by feature category

Date range: Daily Weekly Monthly



All - Search and browse - Asset curation

Most viewed assets

Last 30 days

Asset name	Curation	Views
Employee Coding- Cardinal Distibution_FY22	Fullycurated	23
EAG_Income_Poverty_4-6-2021_Locality	Fullycurated	19
SA_STEP4_778_CLAJM_DDWAIVER_CK_ALL_RR	Fullycurated	18
EAG_Income_Poverty_4-6-2021_National	Fullycurated	17
EAG_Unemployment_7.6.2021_National	Fullycurated	17

[No Title]

Top searched keywords

Last 30 days

Show: Searches with results Searches with no results

Keyword	Search volume
eag	32
dmas	29
vdem	17
dcjs	13
vsp	11

'9 Classification insights - pview-sc X +

https://web.purview.azure.com/resource/pview-sqlmgt-eastus-prod-01/main/privacyinsighis/sensitivity/ classificationSummary?feature.tenant=620ae5a9-4ec1-4fa0-8641-Sd9f386c7309

M100soft Purnew | p¥1ew-sqlmgt-eastus prod-01

P Search ca:a,og

Chris.Burroughs@gover... COMMONWEALTH OF VIRGINIA

Classification insights

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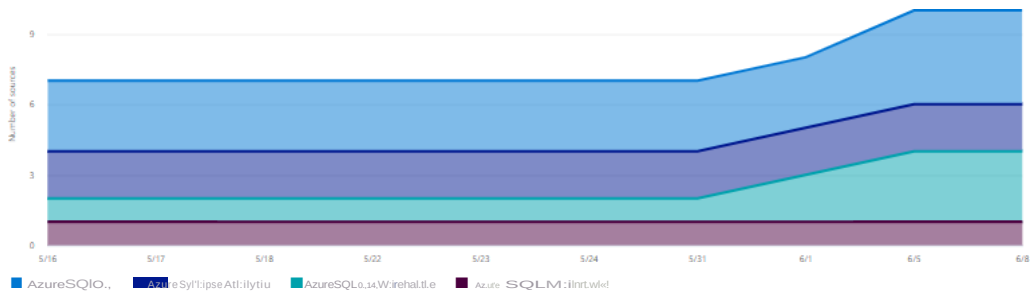
Repottgenem-edon.lune8, 2-023at 100;,f\,1

Unique classifications found

450 lil 0 450 1ml 16 10

Top sourc with classified data (last 30 days)



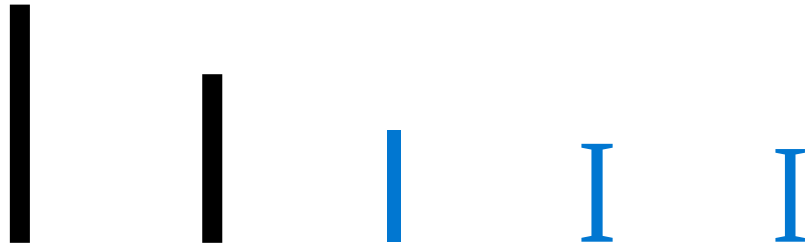
Topclassification ca1egori

Topclassifications

For files

No availabledata

For tables



½E'l1details

P Search

A AC:.?c:)>) f,ij, 3:30PME) 6/14/2023

Search results

Data source type : All | Add filter | Clear all filters

Governance

Showing 1-11 out of 11 results

Sort by: Relevance

Organization

- Department
- Line of business
- Organization
- Project

Collection

- DMAS — pview-sqlmgt-eastus-prod-01 > O:>GA — 0
- DBHDs — pview-sqlmgt-eastus-prod-01 > O:>GA — 0
- DVS — pview-sqlmgt-eastus-prod-01 > O:>GA — 0

Classification

- All Full Names — m
- U.S. Social Security Number (55... — ID
- Date of Birth — 0
- All Physical Addresses — 0
- World Cities — 0
- U.S. State Name — 0
- U.S. Zip Codes — 0
- Country/Region — e
- U.S. Phone Number — e
- Email Address — 0

See all

Contact

- Gupta, Rashmi (DMAS) (Rashmi... — 0

VETERANS Azure Synapse Dedicated SQL Table (certified)

The Virginia Department of Veterans Services (DVS) connects Virginia's veterans and their families to federal and state benefits, support, quality care, an...

Fully qualified name: mssql://odgasynapsews.sql.azuresynapse.net/DVS_EDWS/dvsNETERANS

Updated a month ago

PROVIDER Azure Synapse Dedicated SQL Table (certified)

This table contains Provider demographics and other basic information.

Fully qualified name: mssql://odgasynapsews.sql.azuresynapse.net/DMAS_EDWS/dmas/PROVIDER

Updated 2 months ago

RECIPIENT_TPL_POLICY Azure Synapse Dedicated SQL Table (certified)

This table contains data for the enrollee at the policy level and includes information pertaining to the insurance policy such as policy number, begin and ...

Fully qualified name: mssql://odgasynapsews.sql.azuresynapse.net/DMAS_EDWS/stg/RECIPIENT_TPL_POLICY

Updated a month ago

RECIPIENT_CASE Azure Synapse Dedicated SQL Table (certified)

This table contains Recipient case information.

Fully qualified name: mssql://odgasynapsews.sql.azuresynapse.net/DMAS_EDWS/stg/RECIPIENT_CASE

Updated a month ago

RECIPIENT Azure Synapse Dedicated SQL Table (certified)

This table contains Recipient demographics and other basic information.

Fully qualified name: mssql://odgasynapsews.sql.azuresynapse.net/DMAS_EDWS/stg/RECIPIENT

Updated a month ago

Search

3:34 PM 6/1412023

(3, Data sources
El'.J Collections
0 Monitoring
Metamodel
Asset types (preview)
Annotation management
Classifications
<&J Classification rules
efy Managed attributes
Data Sharing
(!I Shares
(D Share invites
Source management
Scan rule sets
::o Pattern rules
il.'if Integration runtimes

Asset types (preview)

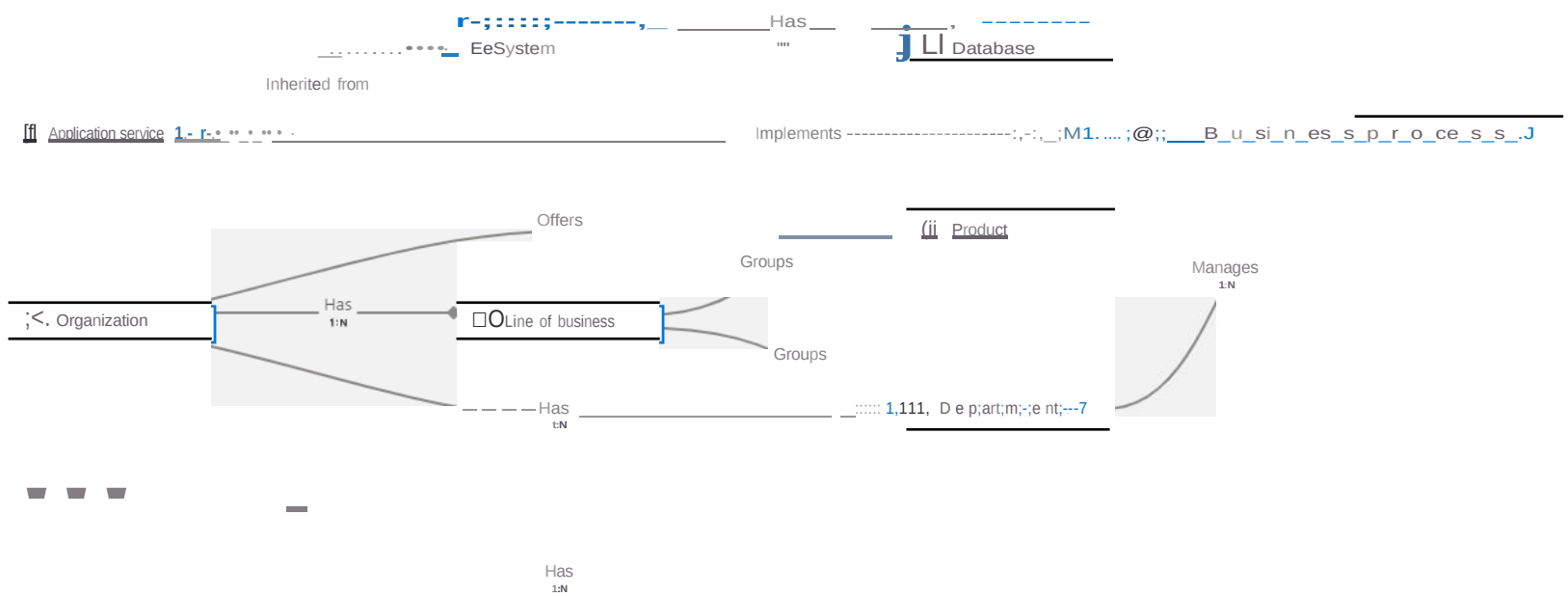
Build a metamodel by adding asset types to the canvas and defining the relationships between them. To create business assets from an asset type, go to the Data catalog.

+ New asset type + New relationship O Refresh El'.J Create assets t@ftfi,fjjf'& Table view

Components

'i7 Filter by keyword

- A Business
- fP Application service
- rffe, Business process
- Data domain
- (ii Product
- Ee System
- A Data
- db Dataset
- Ci Referenceable
- 0 Dashboard
- El Database
- am Data pipeline
- ID File
- EJ Folder
- ,III Report
- Stored procedure
- Iii! Table
- A Governance
- A Organization
- ill, Department
- □OLine of business
- ;<. Organization
- Im Project



Overview Attributes Relationships

OVERVIEW

The Virginia Data Stewards Group (the Group) is established as an information sharing Group in the executive branch of state government to promote data sharing and data quality. The Group shall (i) adhere to data sharing performance goals set by the Executive Data Board, (ii) review policies, standards, and best practices, 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.

The Data Stewards Group shall consist of employees from executive branch agencies with technical experience in data management or data analytics. Executive branch agencies shall be encouraged to designate at least one agency data steward to serve in the Group and may designate multiple data stewards as appropriate based upon organizational or data system responsibilities.

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

POWERS AND DUTIES

The Group shall have the following powers and duties:

1. Provide the Board and Council with technical subject matter expertise in support of data policies, standards, and best practices.
2. Implement data sharing and analytics projects promoting data accessibility, sharing, and reuse, thereby reducing redundancy across the Commonwealth.
3. Coordinate and resolve technical stewardship issues for standardized data.
4. Ensure data quality processes and standards are implemented consistently by agencies in the Commonwealth.
5. Provide communication and education to data users on the appropriate use, sharing, and protection of the Commonwealth's data assets.
6. Promote the collection and sharing of metadata by registering data assets in the Virginia Data Catalog
7. Liaise with agency project managers and information technology investment staff to ensure adherence to Commonwealth data standards and data sharing requirements.
8. Support informed, data-driven decision making through compliance with Commonwealth data policies, standards, and best practices.

MEMBERSHIP AND TERMS

The Group will have at least eight (8) voting members from Executive Agencies.

The Director of Data Protection and Governance will chair the board for the first year and elections will be held in subsequent years for a chairperson and vice-chairperson which will be selected from its membership.

MEETING FREQUENCY

The Group shall meet at least biannually or at the call of the Chair or the Chief Data Officer.

QUORUM

A majority of the voting 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

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 Group. All agencies of the Commonwealth shall aid the Group, upon request.

GOALS AND KPI's

1. Develop Data Governance Standards to present to Data Governance Council
    - # policies or standards developed
2. Increase percentage of Agencies with complete Asset Inventory
    - Percentage from baseline
3. Promote Data Governance and Data Literacy training.
    - # of employees participating in Data Governance or Data Literacy Training
    - # of employees receiving their DM-BOK or CDMP certification.
4. Data stewards will classify the data elements and tag them appropriately for proper contextual usage.
    - % of datasets with classifications per Agency
5. Data stewards identify the lineage of the data.
    - Datasets with lineage defined.
6. Data stewards will create data quality standards for their data sets
    - # Agencies with active data quality programs.

DELIVERABLES AND DEADLINES

- The benchmark for the yearly goals and objectives will be established by the Data Governance Council.
- The Council will receive periodic updates regarding the above metrics.

THE DATA STEWARDS GROUP 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 Data Stewards Group or any committee, subcommittee, or other entity of the Data Stewards Group.

b. "**Member**" means any member of the Data Stewards Group.

c. "**Remote participation**" means participation by an individual member of the Data Stewards Group by electronic communication means in a public meeting where a quorum of the Data Stewards Group 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 Data Stewards Group 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 Data Stewards Group 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 Data Stewards Group 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 Data Stewards Group has assembled for the meeting, the [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 Data Stewards Group shall record in its minutes (1) the Data Stewards Group'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 Data Stewards Group 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.

THE DATA STEWARDS GROUP 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 Data Stewards Group or any committee, subcommittee, or other entity of the Data Stewards Group

b. "**Member**" means any member of the Data Stewards Group

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 Data Stewards Group 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 Data Stewards Group 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 Data Stewards Group's last meeting was not an all-virtual public meeting.

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

a. The Data Stewards Group may schedule its all-virtual public meetings at the same time
and using the same procedures used by the Data Stewards Group to set its meetings calendar for the calendar year; or

b. If the Data Stewards Group 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 Data Stewards Group 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 Data Stewards Group that is scheduled in conformance with this Policy:

a. The meeting notice indicates that the public meeting will be all-virtual and the Data Stewards Group will not change the method by which the Data Stewards Group 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 Data Stewards Group

c. Audio-visual technology, if available, is used to allow the public to see the members of the Data Stewards Group;

d. A phone number, email address, or other live contact information is provided to the public to alert the Data Stewards Group if electronic transmission of the meeting fails for the public, and if such transmission fails, the Data Stewards Group 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 Data Stewards Group

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 Data Stewards Group 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 Data Stewards Group 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.