



21st CENTURY DATA GOVERNANCE TASK FORCE

[Act 136, Session Laws of Hawai'i \(SLH\) 2023](#) & [Senate Resolution 150. S.D.1](#)

Wednesday, October 23, 2024

10:00 AM – 11:00 AM

The 21st Century Data Governance Task Force will be meeting remotely using interactive conference technology. The public is welcome to participate as follows:

Zoom Virtual Meeting Room Information

Meeting ID: 811 7275 7019

Meeting Passcode: 120907

[Click here to join the meeting](#)

<https://hawaii-gov.zoom.us/j/81172757019?pwd=aUNSK1VhZDE5TFBFUnBjMjZHVGP5dz09>

To Join by Phone: Dial: +1 (669) 444-9171; Meeting ID: 811 7275 7019; Passcode: 120907

Public In-Person Meeting Location

Department of Health, Kinau Hale

1250 Punchbowl Avenue, Room 250

Honolulu, HI 96813

Meeting materials are available in advance of the meeting at:

<https://data.hawaii.gov/21st-century-data-governance/>

NOTE: THIS MEETING WILL BE RECORDED

AGENDA

- I. **Call To Order, Public Notice, Quorum** (non-action item)

- II. **Review and Approval of Meeting Minutes** (action item)
 - a. September 25, 2024
 - b. Approval of Amendments to Previously Approved Minutes, August 29, 2024
Archana Pant, Katia Worley, Lance Ching, Nianest Alers Barreto, Naomee Kong, and Zowey Cachola attended the meeting independently and are not members of the 21st Century Data Governance Task Force.

III. Membership Representation (action-item)

- a. Attendees to indicate role for accurate recordings and to address expectations:
 - i. Member (Primary or Supporting Role under specific state agency)
 - ii. General Public

IV. Clarifying the Governing Provisions for the 21st Century Data Taskforce: Act 136 (2023) vs. Senate Resolution 150 (2024)

- a. According to the Legislative Reference Bureau (LRB), since Act 136 was dissolved, the new efforts will operate under the provisions of Senate Resolution 150 S.D.1. The resolution now serves as the authoritative directive, guiding the continuation of the task force's work.

V. Compliance with Sunshine Law (OIP Update)

- a. Hawaii's Sunshine Law defines a "board" as an entity created by constitution, statute, rule or executive order. According to OIP Opinion Letter 08-02, a board created by legislative resolution doesn't fall under this definition and isn't subject to the Sunshine Law. Therefore, the 21st Century Data Governance Task Force, created by Senate Resolution 150. S.D.1 is not subject to the Sunshine Law.
[Microsoft Word - 08-02 Djou re Boards Created by Resolution \(hawaii.gov\)](#)

VI. Review and Status Update per Project Plan (action item)

- Important deadlines:
 - Pilot and finalize survey, rubric & memo: 09/26 -10/7 (10 days)
 - *Survey administration to all state agencies:* 10/8 – 10/25 (18 days)
 - Write up of report findings and recommendations: 10/28 - 11/13 (17 days)
 - Taskforce review of report and findings: 11/20
 - Submission to Director of Health: Week of 12/01
 - Submission to Legislature: 12/26

VI. Update on Survey Response Rate to Date:

- Presentation and discussion on the current response rate for the ongoing survey related to Senate Resolution 150, SD1.

VII. Template for Report to Legislature (action item)

- Requirement: All state agencies must share their current demographic data collection, processing, retention and sharing procedures
- Discussion and recommendations

- Request for 21st Century Task Force Member Agencies to participate in analyzing findings and finalizing the Report.

VIII. **Announcement(s)** (non-action item)

- Next Meeting: Wednesday, November 20, 2024
- Feedback on Report to Legislature

IX. **Adjournment** (non-action item)

Request for auxiliary aid/service accommodation

If you need an auxiliary aid/service or other accommodation due to a disability, contact Kimberly Williams at 808-792-3810 or Kimberly.williams@doh.hawaii.gov as soon as possible, preferably by 10/17/2024. Requests made as early as possible have a greater likelihood of being fulfilled" <https://oip.hawaii.gov/dcabs-revised-disability-access-statements-to-add-to-meeting-notice/>

NOTE: Agenda and a copy of Act 136 and Senate Resolution 150 S.D.1 will be available for review at: <https://data.hawaii.gov/21st-century-data-governance/>

Rescheduled/Cancelled Meetings (Virtual)

If the meeting is disconnected/terminated, the meeting will automatically be recessed for 30 minutes. After 30 minutes, attempt to log on again. If connection has not been restored after 30 minutes, the meeting will be terminated and rescheduled. Please provide your contact information to kimberly.williams@doh.hawaii.gov if you would like to be notified when a rescheduled meeting will take place.

Public Participation

Written testimony

Public comments and written testimony may be submitted prior to the meeting via the following:

In-person: Board, Hawaii State Department of Health, 1250 Punchbowl Avenue, Room 250, Honolulu, HI 96813;

US Postal Mail: Hawaii State Department of Health, 1000 Bishop Street, Room 2nd Floor, Honolulu Hawaii 96816;

Fax: 808-586-8347; or

Email: kimberly.williams@doh.hawaii.gov

The HDOH does not discriminate on the basis of race, color, sex, national origin, age, or disability, or any other class as protected under applicable federal or state law, in administration of its programs, or activities, and, the Department of Health does not intimidate or retaliate against any individual or group because they have exercised their rights to participate in actions protected, or oppose action prohibited, by 40 C.F.R. Parts 5 and 7, or for the purpose of interfering with such rights.

If you have any questions about this notice or any of the Department's non-discrimination programs, policies, or procedures, you may contact:

Valerie Kato
Acting Non-Discrimination Coordinator, Hawaii Department of Health (HDOH)
1250 Punchbowl Street
Honolulu, Hawaii 96813
(808) 586-4400
doh.nondiscrimination@doh.hawaii.gov

If you believe that you have been discriminated against with respect to a Department of Health program or activity, you may contact the Non-Discrimination Coordinator identified above.

To request language interpretation or accessibility for HDOH programs or this document, or public meetings, please contact the HDOH Non-Discrimination Coordinator at doh.nondiscrimination@doh.hawaii.gov or (808) 586-4400. Please allow sufficient time for HDOH to meet accommodation requests. Individuals may request oral interpretation services to request a written translation of this document.