

**Members Present:**
Mary Alice Evans, Rebecca Cai, Keith Makaleʻa Gutierrez, Claire Prieto
**Members Absent:**
**Others (Public):** Department of Health (DOH) Lola Irvin, Derek Vale, Lance Ching, Daniel Hackert, Divyanka Pawasakar, Mary Quinn, Zowey Cachola, and Tammie Smith; Jamie Humphrey; Department of Human Services (DHS) Malia Taum-Deenik, Mimiari Hall

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| **Agenda** | **Discussion** | **Decision** | **Outcome** |
| **Call to Order,** **Public Notice** **and Quorum** | Meeting was called to order at 2:04 PM by *Lola Irvin* (*CDPHPD Administrator, taskforce facilitator until chair elected*).• Taskforce and guest welcome.• Taskforce introduction.• Reviewed the remote *meeting requirements.***Roll call:** The Director of the Office of Planning and Sustainable Development – **Mary Alice Evans;**The Chief Information Officer of the Office of Enterprise Technology Services **designee** – **Rebecca Cai;**The Chief Executive Officer of the Office of Hawaiian Affairs **designee** **Keith Makaleʻa Gutierrez**; The Director of the Department of Health’s Office of Health Equity **designee** – **Claire Prieto**.Confirmation to move forward. |  |  |
| **Review of agenda** | Lola Irvin review of agenda and changes made. [Agenda](https://acrobat.adobe.com/link/track?uri=urn:aaid:scds:US:f9b31265-f88e-377e-ab49-ef442492c243)• Added physical location of 1250 Punchbowl Street Room 214 Honolulu, Hawaii 96813 for meeting.• Date change in agenda footer section.• Public comments will be allowed in each section. • Attachment of ACT 136.The agenda has some grammatical errors in the footnote and items above that will be corrected and reposted with the meeting minutes*The members present voted unanimously to approve changes to the agenda.* | All changes accepted. | Agenda approved by unanimous vote with 4 members present. |
| **Department of Health**  | A. Review the requirements of [Act 136, Session Laws of Hawaii 2023](https://hawaiioimt-my.sharepoint.com/%3Ab%3A/g/personal/zowey_cachola_doh_hawaii_gov/EZwgRRY1jWNIr8IyxRS4bT4B6nTs7rp0eCyiMBbU2B1Ngw?e=zCdoan).[Action item]Assess the current demographic data collection, processing, retention, and sharing procedures used, needs, and the challenges faced by all state agencies.Ms. Evansasked the Taskforce to follow-up on [Resolution number 5 Senate Concurrent Resolution No. 5](https://www.capitol.hawaii.gov/sessions/session2023/bills/DC380_.pdf) (SCR 5) Task Force, A Review of the current Status of Data Collection, Processing, Retention, Sharing Procedures, Needs, Challenges, and Reporting on Native Hawaiian and Pacific Islander Data, pursuant to SCRS Recognizing the Importance of 21st Century Data Governance for Fact-Based Policymaking be reviewed. She asked the group to review the work OHA Chaired, Lisa Watkins-Victorino former Office of Hawaiian Affairs Research Director’s did with different state agencies. Some work has already happened. They reviewed the advantages and desirability of disaggregated data. Taskforce already made some recommendations regarding the development and implementation of data collection standards and guidance on the collection, processing, and reporting of disaggregated Native Hawaiian and Pacific Islander data to include data definitions and develop guidance on consistent processes to aggregate disaggregated data. She asked that this taskforce’s work would be building on the work of OHA and SCR 5.No public comments received.B. Review taskforce will be voting on adding other members No public comment received.C. Discussion on the Final Report to the LegislatureMs. Evans expressed concern meeting the deadline. Ms. Evans requested that the taskforce ask for an extension from the Legislature for the final report. She stated the short turnaround time may be challenging and that to do a reasonable job with this scope the taskforce might want more time. Ms. Evan suggested more time was needed to ensure alignment with the prior submitted report. MOTION: *Ms. Evans moved that the taskforce ask the legislature to extend the deadline date for the taskforces report to 20 days prior to the 2025 session. Mr. Gutierrez seconded motion.*Ms. Cai provided a high-level overview of [**ACT 167**](https://www.capitol.hawaii.gov/slh/Years/SLH2022/SLH2022_Act167.pdf) from 2022 and shared that it has a focus of only data. ETS Advisory committee is already set-up, and this work will not to duplicate and complements the work. Half of Act 167 is data governance. This includes items like inventory of data, who owns the data, security and protection of the data, data quality. Act 167 also has a focus on alignment of state personnel and assets on a broader computer/electronic communication effort. Act 136’s scope, mission and focus are very narrow. The two different Acts may not be looking at the same kinds of things. The second part of Act 167 is working on trust in data, customer experience/satisfaction, the user experience, and to simplify access point for services. Act 167 is the backbone of a master data management plan. Ms. Prieto provided and reviewed some efforts that align the with Act 136,Chronic Disease Prevention and Health Promotion Division (CDHPD) / Office of Health Equity (OHE) prior to Act 136 initiated two pilot projects meant to serve as formative assessments for data in questions based on the shared goals and interests to establish data standards and practices that support the advancement of health equity. First project is creating a catalogue of social determinant health data from Department of Health (DOH) data assets, examining nine (9) data and survey collection instruments to bring greater awareness to the social determinants of health data that currently exist across DOH. The second project is an exploratory assessment on the classification and reporting of race and ethnicity data for a few different data sources. The purpose of this is to analyze the current methods and mechanisms being used for categorizing and reporting race and ethnicity data and to better understand the impact that these mechanisms have on perceiving and interpreting health disparities by race and ethnicity. These are pilot projects; however, they could be scaled up with additional resources, participation, and staff to serve as tools and methods for other divisions, agencies, departments to get them to better understand the current data landscape as we move forward.**Public Comment:** Ms. Taum-Deenik offered two practice considerations, that the Taskforce review the SCR 5 report and stated that this was a comprehensive overview. Ms. Taum-Deenik provided advice on requesting an extension, that it may require a bill that could possibly be introduced by Senator Henry Aquino, suggested that the taskforce follow-up with a request. She also shared the link to SCR 5 and placed it in chat: <https://www.capitol.hawaii.gov/sessions/session2023/bills/DC380_.pdf> | Taskforce members asked to review Resolution number 5 Senate Concurrent Resolution No. 5 (SCR 5) Task Force report (attached).Taskforce members asked to review ACT 167 (see link). | Taskforce will request that the legislature extend the date 20 days prior to the 2025 session approved by unanimous vote with 4 members present.*The members present voted unanimously to approve the request for an extension.*Decision stands The members present voted unanimously to approve to request an extension. |
|  | **Agenda Item 4: New members [Action item]****Discussion and decision on adding relevant taskforce members:**1. Ms. Prieto moved to add Mr. Derek Vale, APCD PI Data Governance Lead/Chief Data Officer, from the Department of Health’s Health Data and Informatics Office as a taskforce member, Ms. Cai seconded the motion.
2. Ms. Evans moved to add Hawaii State Department of Human Services, Cathy Betts, or director’s designee to be included as a member of the task force, Ms. Prieto seconded the motion.
3. Ms. Evans moved to add Hawaii State Department of Education, Superintendent Keith Hayashi or Superintendent’s designee, Mr. Gutierrez seconded the motion.
4. Ms. Evans moved for a University of Hawaii System (UH) representative to be included as a member of the task force and Ms. Cai seconded the motion. Refinement of the former motion above, Mr. Gutierrez moved that UH consider sending a representative that has data and standardization experience with the University of Hawaii P-20 Partnership for Education or Hawai'i Data eXchange Partnership (DXP) Ms. Evans seconded the motion.

*The members present voted unanimously to approve all nominations.* | New taskforce members added | Added to the taskforce:Mr. Derek Vale, APCD PI Data Governance Lead/Chief Data Officer, from the Department of Health’s Health Data and Informatics OfficeHawaii State Department of Human Services, Cathy Betts, or director’s designee Hawaii State Department of Education, Superintendent Keith Hayashi, or Superintendent’s designee University of Hawaii System (UH) representative Approved by unanimous vote with 4 members present. |
|  | **Agenda Item 5: Chair/Vice Chair [Action item]****Discussion and decision on appointing a Chair/Vice Chair:**Ms. Evan said that ETS currently has limited capacity due to vacancies but is here to support the taskforce.Mr. Gutierrez OHA currently has limited capacity due to vacancies but is here to support the taskforce.***MOTION:*** *Ms. Evans moved to approve appointing Mr. Vale as the chair of the taskforce. Ms. Prieto seconded motion.**The members present voted unanimously to approve*Ms. Evans added to the discussion a question about the need for a Vice Chair. She stated this may not be as critical. She followed up to say, “but if someone is interested that would be a wonderful possibility.”Mr. Vale suggested, “ETS may be a good Vice Chair to simplify things relative to planning. “**MOTION:** Ms. Evans moved to appoint Ms. Chai as Vice Chair of the taskforce. Mr. Gutierrez seconded motion. The members present voted unanimously to approve.No public comment | Chair and Vice Chair elected  | Chair: Derek Vale, DOHVice Chair: Rebecca Cai, ETSApproved by unanimous vote with 4 members present. |
| **Announcements**  | **MOTION:** Ms. Evans moved to submit a letter to Senator Aquino requesting the revised due date of December 2024 for the Taskforce Report and for a 12-month extension of the Taskforce to June 31, 2025. Chair Vale seconded motion.Future meeting date to be set by Chair Derek Vale who will send out poll, some future agenda items:1. Update on what Senator Aquino is willing to accept and what the next steps would be to prepare said report and to extend the Act 136 Data Taskforce.
2. Agencies will report on the status of progress they have in this area (verbal report out) to start to work on this initiative to get to review their agency data standards, how they disaggregation data – share those standards and some key limitations around those standards.

**Comment**Ms. Evans asked that in additional to standardization that this taskforce also look at disaggregation. She led the discussion for the need to have the breakout in data for outreach programs. She asked members to look at the element of SCR 5 as part of and included in what this taskforce is looking at. DBEDT uses US Census data because they do not have capacity to do census surveying themselves. COVID showed the need for better outreach programs. She would like that element in SCR 5 to be included in what the taskforce is looking at. Mr. Gutierrez said OHA was involved with SCR 5. They also saw similar trends and is offering up another vote for disaggregation of data to be a key issue for this taskforce to look at. Standardization across state agencies. Need to review Act 167 [SLH2022\_Act167.pdf (hawaii.gov)](https://www.capitol.hawaii.gov/slh/Years/SLH2022/SLH2022_Act167.pdf)**Public Comment:**Ms. Taum-Deenik expressed concerns about standardization, data collection and about the capacity DHS has for providing more data. DHS has different federally funded programs from different federal agencies that require collection of data in certain ways, and it may be hard to integrate all the differences across federal agency data collection requests. She stated that it is not always consistent. Efforts have been made with P-20 and DXP to make federal data standardized. DHS’ proposal was to begin the process to standardize. She also shared this requires resources. Also, DHS applications are trying to minimize the number of questions that people need to answer. DHS may not be able to ask for additional information in an already complicated process for consumers to get the services that they need. To ask for more information may be difficult in some circumstances. DHS has certain data dictionaries for certain purposes, but it is not comprehensive and may not crosswalk. Chair Vale commented his understanding of this Act, and the purpose of this taskforce is identifying the issues and to recommend several potential solutions in part to the taskforce under ACT 167. He stated Ms. Taum-Deenik raises an important point, about disaggregating data, and identifying the significant issues is important for the Legislature and agencies to understand.Chair Vale shared, that the DOH is in the formative steps of identifying what those challenges are. Ms. Cai provided confirmation, the work of this taskforce will feed into to work of the taskforce for Act 167 for statewide standards, policies, and data. This work will help to identify key challenges; this taskforce will help speed up the process and formalize it.  | Taskforce will meet in the next few weeks.Future agenda items identified |  |
| **Adjournment** | Adjourn MOTION: Ms. Evans moved that the meeting be adjourned. The members present voted unanimously to adjourn the meeting. Chair Vale adjourned the meeting at 3:01 p.m. |  |  |

Respectfully submitted, Approved:

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Lola Irvin, Derek Vale,
Chronic Disease Prevention and Health Promotion Division 21st Century Data Governance Task Force Chair
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