



21st Century Data Governance Task Force Meeting

October 23, 2024
10 AM – 11 AM



AGENDA

Call To Order

01

Review/Approval of Meeting Minutes

02

Membership Representation

03

Clarifying Governing Provisions for
the 21st Century Data
Governance Task Force

04

Compliance with Sunshine
Law

05

Status Update/Project Plan

06

Update on Survey Response Rate

07

Template for Report to
Legislature

08

Announcement

09

Adjournment

10

Review/Approval of Meeting Minutes



September 25, 2024



August 29, 2024

Approval of Amendments to Previously Approved Minutes

Archana Pant, Katia Worley Lance Ching, Nianest Alers Barreto, Naomee Kong, and Zowey Cachola are associated agency staff, and not members of the Task Force



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.

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21st CENTURY DATA GOVERNANCE TASK FORCE

Established under

Act 136, Session Laws of Hawai'i (SLH) 2023 and S.R. 150 S.D.1 (2024)

September 25, 2024 Meeting Minutes – DRAFT

Hawai'i Dept of Health | 1250 Punchbowl Street. Rm 250 | Honolulu, HI 96813

Members Present:

Carla Hostetter (OHA), Chantelle Matagi (NHPI-3R), Claire Prieto (DOH), Derek Vale (DOH), Kara Plamann Wagoner (UH), Lisa Watkins-Victorino (EDU), Malia Taum-Deenik (DHS), Mary Alice Evans (OPSD), Rebecca Cai (ETS)

Other State Agency/Organization Staff and the Public: Phan Sirivattha (DHS), Nandana Kalupahana (House Finance Committee), Josh Quint (NHPI-3R), Dulce Belen (DOH), Lance Ching (DOH), Ka'imipono Hanohano, Timothy Hosoda (DOE), Jaysha Alonzo, Karling Wong, Kimberly Williams (DOH)

I. Call to Order/Roll Call/Public Notice Quorum

- The meeting was called to order at 10:03 AM by Derek Vale, Chair.
- Chair welcomed the taskforce members and guests.
- To ensure accurate roll call and recording, attendees were asked to enter their names and organization in the chat.

II. Approval of Meeting Minutes of September 25, 2024

- Meeting minutes was shared on the screen for review and approval. Minutes were approved.

III. Welcome from 21st Century Data Governance

A brief overview of the legislative request per prior Act 136 and current SR150 was provided. This request focuses on the collection of Social Determinants of Health (SDOH), including race and ethnicity, language barriers, housing conditions and access, sexual orientation and gender identity (SOGI), and other demographic indicators.

The 21st Century Data Task Force is charged with the significant task of creating

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Act 136, Session Laws of Hawai'i (SLH) 2023 and S.R. 150 S.D.1

and implementing inclusive data standards, particularly for race and ethnicity values and other social determinants of health data. Despite the final report's submission marking the end of the task force work, the team intends to continue meeting and making recommendations. The overall goal is to collaboratively develop these standards and put them into action troug

IV. Announcement of additional Task Force members & recommendations (action item)

New members to the Task Force were welcomed:

- **Department of Education:** Lisa Watkins-Victorino, Director, Assessment and Accountability Branch
- **Department of Human Services:** Malia Taum-Deenik, Policy and Project Specialist
- **University of Hawaii:** Kara Plamann Wagoner, Director, Institutional Research, Analysis and Planning Office

Rebecca Cai, the State Chief Data Officer, which leads the Hawaii Data Task Force discussed the importance of communicating the need to implement the new federal requirements and ensuring state agencies start incorporating these changes. The Hawaii Task Force will distribute a memo to all state agencies about the new change. As a part of information gathering process and developing a roadmap, the State Data Task Force will reach out to the State of Indiana, which received funding and technical support to implement the new federal standards. Derek Vale was invited to join that committee call.

V. Review and approval of Project Plan

The project plan with key deadlines was shared, highlighting the following:

- **Survey administration:** October 8 – October 25
- **Survey results/findings:** November 20, 2024 (scheduled Task Force Meeting)
- **Submit report to DOH Director:** Week of December 01, 2024
- **Submit final report to Legislature:** December 26, 2024

Given the tight deadline, the 21st Century Data Governance Task Force must quickly gather all necessary information. The aim is to draft the report and determine the best

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approach to collect information without reviewing all data sets or systems from every agency.

A representative sample of two to three data system per agency was agreed upon as the best approach to understand what is available without overwhelming state agencies.

VI. Discussion and approval of communication plan on how to inform state agencies of pending data collection (action item)

Given the differing criteria and limitations each agency faces in collecting certain SDOH data, it was collectively agreed to simplify the survey and provide necessary references when needed. Here are the suggestions on the best way to inform and collect data without overwhelming state agencies:

- Use a representative sample of two to three data systems per agency to understand what is available without overwhelming state agencies.
- Address the memo to both the Director and the 21st Century Data Governance Task Force Representative.
- Provide a link to the new Federal Standards as reference on the memo or survey.
- Ensure the survey focuses on the legislature's requirements and is kept as simple as possible.
- Provide a 1-pager background information to go along with the memo, and a point of contact.

VII. Presentation and recommendations

Discussion revolved around the challenges of collecting Social Determinants of Health (SDOH) data without overwhelming state agencies or exposing sensitive information. Below are the key points from the discussion:

Key Discussion Points on SDOH Data Collection and Survey Format

A. Survey Clarity:

- Focus on data collection for race and ethnicity, language barriers, housing, SOGI (social orientation and gender identity), and geographic data.

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- Include how data is disaggregated and quality.
- Avoid detailed technical specifics.

B. Inclusive Terminology:

- Rephrase "GIS mapping values" to "geographic data collection."
- Provide definitions for clarity.

C. New Federal Standards:

- Align with the latest federal standards on race and ethnicity.
- Include educational materials on new standards.

D. Legislative Intent and Community Needs:

- Aim to address community needs for better data representation.
- Use data to identify program disparities and redesign services.

E. Representative Systems:

- Focus on the largest systems managed by agencies.
- Select three systems per agency for practicality.

F. Reporting Barriers and Challenges:

- Identify federal mandates, platform limitations, and resource constraints.
- Assess data quality and specific barriers to data collection.

G. Next Steps:

- Revise survey with feedback and provide educational resources.
- Solicit further feedback and finalize by next week.

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The goal is to create an effective, streamlined survey that sets data standards and addresses community needs, leading to better services for diverse communities.

VIII. Announcement(s)

The next meeting is scheduled for Wednesday, October 23, 2024. Although the survey collection will not be completed before the next meeting, a completion rate will be reported.

IX. Adjournment

The meeting was adjourned at 10:57 am.

21st CENTURY DATA GOVERNANCE TASK FORCE

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August 29, 2024 Meeting Minutes - DRAFT

Hawaii Dept of Health| 1250 Punchbowl Street. Rm 250| Honolulu, HI 96813

Members Present:

Archana Pant, Carla Hostetter, Claire Prieto, Derek Vale, Katia Worley, Lance Ching, Mary Alice Evans, Nanet Alers Barreto, Naomee Kong, Phan Sirivattha, Rebecca Cai, Tellie Matagi, Zowey Cachola

Others (Public):

Christina Young, Dulce Belen, Joshua Quint, Ka'imipono Hanohano, Kalei Clark, , Kimberly Williams, Timothy Hosoda, Todd Nicholas,

<p>1. Call to Order/Roll Call/Public Notice Quorum</p> <ul style="list-style-type: none">• The meeting was called to order at 10:05 AM by Derek Vale, Chair.• Derek welcomed the taskforce members and guests.• Derek confirmed there was enough quorum to proceed with the meeting.• Derek reiterated the purpose of the Task Force, which is to assess and collect uniform data by state agencies around social determinants of health and provide recommendations to the Legislature.
<p>2. Approval of Meeting Minutes of November 29, 2023</p> <ul style="list-style-type: none">• Meeting minutes was shared on the screen for review and approval. Minutes was approved.
<p>3. Addition of relevant members to the Task Force</p> <ul style="list-style-type: none">• Recognized the attendance of representatives from the Department of Education (DOE) and the Department of Human Services (DHS).• Emphasized the need for other community members who can provide relevant experience towards achieving the goals of the 21st Century Data Governance Task Force• Mary Alice shared that Sen. Aquino checked to ensure that the Senate Resolution 150 was enough to carry on the purpose of the original bill.
<p>4. Review of Letter to Legislature</p> <p>Not reviewed</p>

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5. Review of Senate Concurrent Resolution (S.C.R. No. 5)

Members shared the history SCR 5, which was initiated by the Office of Hawaiian Affairs (OHA) and led to the formation of the 21st Century Data Governance Committee. They also mentioned the involvement of Papa Ola Lokahi and the NHPI 3R initiative.

There was confusion about the lack of invitations to key stakeholders and concerns were raised over the delayed discussion of the Office of Management and Budget's (OMB) new guidance. The discussion emphasized the historical and further disaggregation of NHPI data, and that Hawaii is recognized as a leader in this area. The need for collaborative partnerships between government and community was stressed, along with a request for clarity on stakeholder inclusion.

Derek noted that this was the second meeting since November 29, 2023, with plans to meet monthly. There was a discussion on how to involve more community organizations, and members suggested adding names for those interested in future meetings. Papa Ola Lokahi was invited to join the task force by a majority vote.

6. Verbal report out on agency data standards

Derek informed the task force that dedicated staff from the Department of Health would assist with the process of standardizing data standards. The primary goal is to evaluate the current social determinants of health (SDOH) data held by various agencies, identify key limitations, and plan for data disaggregation. The initial focus will be on race and ethnicity values, with potential further examination of language and other key determinants such as Sexual Orientation and Gender Identity (SOGI) variables. Derek proposed developing a simple questionnaire or rubric to gather information on SDOH data from the involved agencies, which will be discussed in the next meeting. Feedback from agencies and stakeholders on the best methods to gather this information was invited.

Data sharing discussion emphasized the importance of streamlining the efforts. It was highlighted that sharing data across departments can speed up the collection process and ensure that citizens receive services efficiently. Once information is collected by one department, it can be shared with other agencies to avoid redundancy, making the process more effective and less burdensome for agencies and communities.

It was clarified that the new federal standards encourage greater disaggregation of data, which is beneficial for more accurate representation and better service provision.

7. Review the requirements of Act 136, Session Laws of Hawaii 2023, and discussion.

Derek read the requirements of the 2023 session laws and emphasized that the goal is to draft a report well ahead of the legislative session, with monthly meetings planned. DOH will prepare an initial draft of the template for information

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gathering, to be shared with members for comments and discussed in the next meeting. A motion was passed to proceed with this plan, and the task force will also engage community group members to ensure their voices are included.

A member noted the difficulty in obtaining comprehensive responses for the SCR5 due to numerous datasets within each agency. Workaround this such as the following were suggested:

- Start developing the template now to gather feedback.
- Implementing a preliminary template immediately to guide new systems, which can later be replaced with the formal template.
- Proposed using the new OMB federal standard as a starting point. (Copy of the SPD15 was shared in the chat)

The discussion highlighted the importance of starting early and incorporating stakeholder feedback to ensure a comprehensive approach to data collection and standardization.

8. **Announcement(s)**

Next meetings are scheduled for September 25, October 23, November 20, and December 18. Copies to be shared later.

9. **Adjournment**

The meeting was adjourned at 10:54 am.

Membership Representation

For accurate records and expectations

- In the chatroom, please provide your name and agency or personal affiliation.

- ✓ Attendee Name/Agency/Primary or Supporting Role
- ✓ Attendee Name /General Public

Clarifying Governance Provisions for 21st Century Data Governance Task Force

- Following the dissolution of Act 136 (2023), the taskforce will operate under Senate Resolution 150 S.D.1 (2024).
- The resolution serves as the new directive for the taskforce's continued work.

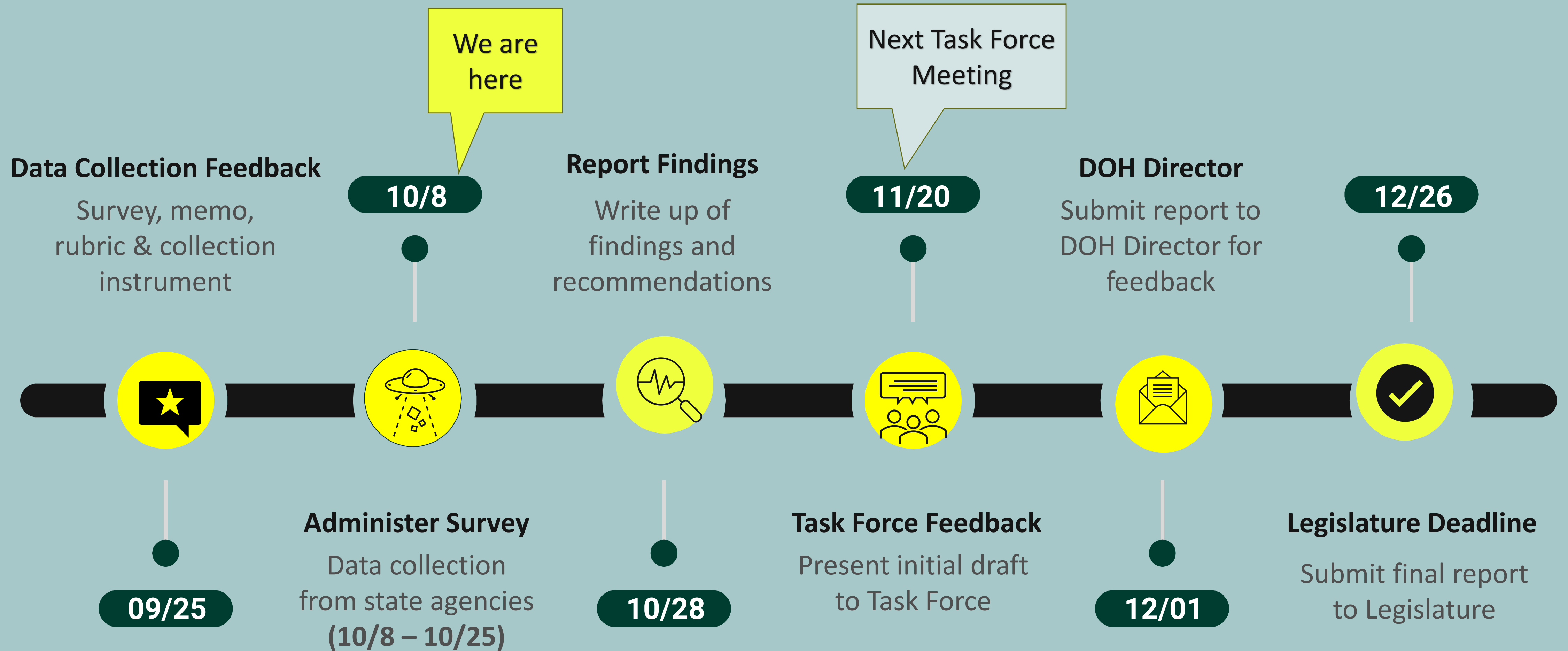
- Legislative Reference Bureau

Compliance with Sunshine Law

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 \(hawaii.gov\)](#)

SDOH Demographic Data Report Timeline



Survey Response Rate To Date

10.21.24



21.4% (n=3)

State Agency

Expected Response

Department of Education

2

Department of Health

2

Department of Human Services

2

Enterprise Technology Services (ETS)

2

Office of Hawaiian Affairs

2

Office of Planning & Sustainable Development

2

University of Hawaii

2

Total

14

**ASSESSMENT OF DEMOGRAPHIC DATA COLLECTION AND SHARING IN HAWAII:
A REPORT BY THE 21ST CENTURY DATA GOVERNANCE TASK FORCE**

IN FULFILLMENT OF SENATE RESOLUTION (S.R. 150 S.D.1)

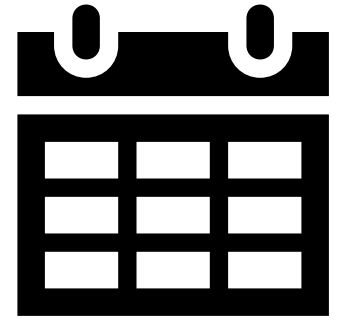
For Feedback: Report to Legislature Template

Action Item:

- State Agency to identify representative(s) to assist with report write-up

- I. Executive Summary
- II. Introduction
- III. Background
 - SCR 5
 - Act 136 S.B. 811
 - S.R. 150 S.D.1
- IV. Objectives
- V. Demographic Data
 - Challenges
- VI. Social Determinants of Health (SDOH)
 - Challenges
- VII. Convening the Task Force
- VIII. Methodology
 - List of Datasets
- IX. Survey Results
 - I. Data Collection
 - II. Data Processing
 - III. Data Retention
 - IV. Data Sharing Procedures
- X. Findings
- XI. Recommendations
- XII. Conclusion
- XIII. Appendices

ANNOUNCEMENTS



Next Meeting: November 20, 2024



Review of Report To Legislature

ADJOURNMENT

SENATE RESOLUTION

REQUESTING THE DEPARTMENT OF HEALTH TO CONVENE A TWENTY-FIRST CENTURY DATA GOVERNANCE TASK FORCE TO ASSESS CURRENT DEMOGRAPHIC DATA COLLECTION, PROCESSING, RETENTION, AND SHARING PROCEDURES UTILIZED BY ALL STATE AGENCIES.

1 WHEREAS, Asian Americans, Native Hawaiians, and other
2 Pacific Islanders represent 46.5 percent of the State's
3 population; and
4

5 WHEREAS, while Asian Americans, Native Hawaiians, and other
6 Pacific Islanders are often misrepresented as a homogenous
7 group, they are an extremely diverse group, comprising
8 ethnicities from over thirty different countries, who experience
9 diverse social, educational, health, and economic differences
10 that are unique to their respective communities; and
11

12 WHEREAS, the United States Office of Management and
13 Budget's Statistical Policy Directive No. 15, entitled "Race and
14 Ethnic Standards for Federal Statistics and Administrative
15 Reporting", separated the "Asian and Pacific Islander" category
16 into two distinct and separate categories, now called "Asians"
17 and "Native Hawaiians and Other Pacific Islanders", which were
18 used in the 2020 United States Census; and
19

20 WHEREAS, despite the federal government's current policy
21 and practice of disaggregating data related to Asian Americans,
22 Native Hawaiians, and other Pacific Islanders, not all of the
23 State's agencies keep demographic data in a standard or uniform
24 manner that comports with prevailing federal standards; and
25

26 WHEREAS, most state agencies do not make collected
27 demographic data accessible to the public for regional and local
28 governments, elected officials, decision makers, and other
29 stakeholders to use the information to strategically target
30 programs for those most in need; and
31



1 WHEREAS, given the diversity of languages and cultures,
2 separating data for Asian American, Native Hawaiian, and other
3 Pacific Islander ethnic groups is imperative and making data
4 publicly accessible is critical for enhancing understanding of
5 the needs and experiences of different communities across the
6 State; and

7
8 WHEREAS, the State has unique trust responsibilities with
9 respect to Native Hawaiians, which are administered by a variety
10 of state agencies; and

11
12 WHEREAS, uniform collection and sharing of data specific to
13 Native Hawaiians is critical to the proper administration of the
14 State's trust responsibilities and improving the conditions of
15 Native Hawaiians through other similar initiatives; now,
16 therefore,

17
18 BE IT RESOLVED by the Senate of the Thirty-second
19 Legislature of the State of Hawaii, Regular Session of 2024,
20 that the Department of Health is requested to convene a Twenty-
21 First Century Data Governance Task Force to assess current
22 demographic data collection, processing, retention, and sharing
23 procedures utilized by all state agencies; and

24
25 BE IT FURTHER RESOLVED that the task force is requested to
26 include the following members or their designees:

- 27
28 (1) The Director of Health; who is requested to serve as
29 the chairperson of the task force;
30
31 (2) The Director of the Office of Planning and Sustainable
32 Development;
33
34 (3) The Chief Information Officer;
35
36 (4) The Chief Executive Officer of the Office of Hawaiian
37 Affairs; and
38
39 (5) Other relevant members to be identified and invited by
40 the task force; and
41



1 BE IT FURTHER RESOLVED that the task force is requested to
2 submit a report of its findings and recommendations, including
3 any proposed legislation, to the Legislature no later than
4 twenty days prior to the convening of the Regular Session of
5 2025; and

6
7 BE IT FURTHER RESOLVED that the task force is requested to
8 dissolve on June 30, 2025; and

9
10 BE IT FURTHER RESOLVED that certified copies of this
11 Resolution be transmitted to the Director of Health, Director of
12 the Office of Planning and Sustainable Development, Chief
13 Information Officer, and Chief Executive Officer of the Office
14 of Hawaiian Affairs.

