

## 21<sup>st</sup> CENTURY DATA GOVERNANCE TASK FORCE

*Established under*

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

### October 23, 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), Derek Vale (DOH), Kara Plamann Wagoner (UH), Lisa Watkins-Victorino (EDU), Malia Taum-Deenik (DHS), Rebecca Cai (ETS)

**Other State Agency/Organization Staff and the Public** Josh Quint (NHPI-3R), Dulce Belen (DOH), Lance Ching (DOH), Timothy Hosoda (DOE), Thomas Lee, Arthur Buto (OPS, Kimberly Williams (DOH)

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

- The meeting was called to order at 10:04 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 were shared in the chat for review and approval. Minutes were approved.
- 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)**

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

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

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- Legislative Reference Bureau (LRB) was contacted to clarify which provision the Task Force should be operating on. It was confirmed Task Force should be following the Senate Resolution 150, since the ACT 136 was already dissolution in 2023

## V. Compliance with Sunshine Law (OIP Update)

- Opinion from OIP determines the Task Force is not a board that falls under the Sunshine Law. We can conduct this as a regular interagency meeting, and nothing will change relative to the public groups.

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

- **Survey Submission Deadline:** Surveys are due by October 25, 2024.
- **Review of Survey Findings:** Review findings from the survey by the end of November 13th.
- **First Draft Presentation:** Complete the first draft by November 13th to present at the Task Force meeting on November 20th.
- **Report Creation:** Assemble a group to create the final report.
- **First Draft Submission:** Submit the first draft of the final report to Dr. Fink, Director of Health, by the first week of December.
- **Final Submission:** After approval from Dr. Fink, submit the final report to the Legislature by December 26th.

## VII. Update on Survey Response Rate to Date

**Current Status:** Survey response rate is below expectations, impacting our ability to summarize concerns for the legislature:

### Issues:

- ETS: No response due to lack of PII management.
- Bandwidth: Some agencies face bandwidth challenges.
- DOE: Completed one survey, needed help with the second, submission status unclear.
- OPSD: Relies on data from other agencies.
- UH: Handling student, HR, and campus data with assistance.
- OHA: Bandwidth issues, identifying major data sets.
- DOH: Completed the disease outbreak system.
- DHS: Lacks a data point for extraction.

**Advice: Agencies should report any challenges faced.**

## VIII. Template for Report to Legislature (action item)

A draft template has been provided for review, and volunteers from key members are encouraged to contribute to the report write-up. The Department of Health (DOH) will

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initiate the document and make it a shared resource. The goal is to ensure appropriate representation from the community and committee in creating these findings.

## Discussion and Recommendations

- **Information Gathering:** Simplify the process to minimize public burden and ensure data is provided once across all agencies.
- **Use of Samples:** Utilize sample forms and reports to ease the burden on individuals and families.
- **Data Availability:** Check if any agency already has the needed data.
- **Data Integration:** Combine data from various agencies instead of relying on a single source.
- **Report Drafting:** Focus on serving the community effectively.
- **Data Disaggregation:** Leverage Hawaii's leadership in data disaggregation to address health disparities.
- **Common Application:** Propose a common app and connected services via an initial portal.
- **Periodic Verification:** Implement annual verification for data updates.
- **Racial Representation:** Ensure accurate representation of all races
  
- **Links Mentioned**
  - [Policy Statement on Inclusion of Race and Ethnicity in DHS Data Collection Activities | ASPE](#)
  - [Disaggregating Data to Measure Racial Disparities in COVID-19 Outcomes and Guide Community Response — Hawaii, March 1, 2020–February 28, 2021 | MMWR](#)

## IX. Announcements

- Next Meeting is November 20, 2024

## X. Adjournment

The meeting was adjourned at 10:42 am.