21st CENTURY DATA GOVERNANCE TASK FORCE
Wednesday, June 25, 2025
11:00 AM – 12:00 PM

This meeting will be conducted 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
Current and prior meeting materials are available at: https://data.hawaii.gov/21st-century-data-governance/

NOTE: THIS MEETING WILL BE RECORDED

AGENDA

I. **Call To Order, Public Notice, Quorum**

II. **Review and Approval of the May 28, 2025 Meeting Minutes**

III. **Status of SB742**

- Update on legislative approval
- Discussion on staffing needs and DLIR internship opportunities

IV. **Discussion and Recommendations**

- **Transition to State Data Task Force as a Working Group**
  - Confirm transition timeline – June 2025
  - Confirm participation from existing agencies (DOH, EDU, OHA, ETS, DHS, UH)
  - Propose addition of community organizations (e.g., Papa Ola Lokahi, Hawaii State Commission on the Status of Women)
  - Assign lead for future meetings (DOH/Derek Vale)
  - Share transition plan
- **SPD15 Readiness Assessment Survey**
  - Review proposed revisions (e.g., write-in options, Hawaii-specific subgroups, primary system focus)
  - Discuss distribution plan for task force members

V. **Announcement(s)**

- Next meeting: Late June or July 2025, post-transition

VI. **Adjournment**

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. Requests made as early as possible have a greater likelihood of being fulfilled. Upon request, this notice is available in alternate/accessible formats.

21st CENTURY DATA GOVERNANCE TASK FORCE

Established under
Act 136, Session Laws of Hawaiʻi (SLH) 2023 and S.R. 150 S.D.1 (2024)

May 28, 2025 Meeting Minutes – DRAFT
Hawai`i Dept of Health| 1250 Punchbowl Street. Rm 250| Honolulu, HI 96813

Members Present:

Derek Vale (DOH), Lisa Watkins-Victorino (EDU), Carla Hostetter (OHA), Rebecca Cai (ETS), Malia Taum-Deenik (DHS), Kara Plamann Wagoner (UH),

Other State Agency/Organization Staff and the Public:

Dulce Belen (DOH), Arthur Buto (HSGP), Kimberly Williams (DOH), Queen Smith (DOH)

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

- The meeting was called to order at 11:04 AM by Dulce Belen, DOH.
- 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 April 16, 2025**

- Meeting minutes were shared in the chat for review and approval. Minutes were approved without changes.

III. **Status of SB742**

- SB742 establishes a working group to address data sharing, not limited to ethnicity data.
- The bill has been approved by the legislature and is awaiting the Governor's signature.
- ETS requested funding to support coordination efforts, but no funding was approved.
- ETS is understaffed, with only two team members (including Rebecca Cai) and shortages in enterprise architects and secretaries.

- Recommendation to request funding for additional staff in the next legislative session.
- Suggestion to leverage paid internships through the Department of Labor and Industrial Relations (DLIR), which has successfully provided interns to DOH and DHS (Med-QUEST) in the past. The turnaround time for intern placement is approximately one to two months, depending on applicant availability.

IV.   Discussion and Recommendations

The task force discussed transitioning to a working group under the State Data Task Force by June 2025 and reviewed the SPD-15 Readiness Assessment Survey to assess agency compliance with federal race/ethnicity data standards. The group emphasized retaining current members, inviting community organizations, and refining the survey to focus on primary systems while prioritizing Hawaii-relevant data. Additionally, a one-page transition plan will be drafted for the June 30, 2025 State Data Task Force meeting.

- **Key Points**:
  - Confirm existing agency participation and invite community groups (e.g., Papa Ola Lokahi, Hawaii State Commission on the Status of Women) to join the State Data Task Force working group.
  - Revise survey to include write-in options, Hawaii-specific subgroups (e.g., Native Hawaiian, Samoan), and a table for PII systems; clarify distribution to focus on one primary system per agency.
  - Seek federal and MENA category experts to guide SPD-15 implementation.
  - DOH to email transition plan to ETS before presenting at the June 30, 2025 State Data Task Force meeting.

V.   Announcement(s)

- Communication will continue to come from 21st Century Data Governance Task Force until transition to ETS.
- Will continue to meet with this group and hopefully other stakeholders from other agencies and/or members of the community.

- Transition Plan to be brought to Data Task Force on June 30th to provide understanding on scope of work and transfer group in the fall under State Data Task Force umbrella.
- Survey Draft to be sent via email to the group.

VI.   Adjournment

The meeting was adjourned at 11:59 am

Introduction

This survey supports Hawaiʻi's efforts to prepare for compliance with the revised Office of Management and Budget (OMB) Statistical Policy Directive No. 15 (SPD-15), effective March 28, 2024. The State of Hawaiʻi is assessing tools, systems, and processes used by state agencies to collect and report race and ethnicity data to inform alignment with SPD-15 requirements by March 2029. *The survey focuses on one primary system per department or division (preferably the system with the most resident data) and seeks a list of other systems containing personally identifiable information (PII) for future review. Coordinate with other divisions in your department to ensure comprehensive and non-duplicative responses.* Your input will shape a state data-sharing plan and explore the feasibility of a statewide data standard. Contact [insert contact email] with questions.

Commented [BD1]: Who should be the contact person for this survey

Commented [li2R1]: Maybe Rebecca or someone from DOH - Derek?

Section 1: Department and System Information

1. **Department or Division Name**:
   Provide the name of your department or division.
   Response: _____

2. **Primary Data System and Purpose**:
   Identify the primary data system used for resident information (e.g., name and purpose, such as health records or student enrollment).

   o   System Name: _____

   o   Purpose: _____

3. **Unique Citizen Records**:
   Estimate the number of unique citizen records in the primary system.
   Please check one:
   [ ] 0–500
   [ ] 501–2,500
   [ ] 2,501–10,000
   [ ] 10,001–25,000
   [ ] 25,001–100,000
   [ ] Over 100,000
   [ ] Data not available (please explain):
   _____
   [ ] Don't know

4. **Race/Ethnicity Data Collection**:
   Does the primary system collect race, ethnicity, or multiple-race data?
   Please check one:
   [ ] Yes
   [ ] No
   [ ] Not applicable
   [ ] Other (please specify): _____

Commented [li3]: I know we want to keep the survey short, but mixing race and ethnicity with "or multiple-race data" seems problematic. These are separate components. Does the system collect race and ethnicity data? Does the system allow for respondents to select more than one race and ethnicity? If I'm misinterpreting the sentence, then ignore my comment.

5. **Reporting/Aggregation Method**:
   How is race/ethnicity data reported in the primary system? (Check all that apply)
   [ ] Native Hawaiian prioritized
   [ ] Two or More Races
   [ ] Separate categories for race and ethnicity
   [ ] Aggregated (e.g., combines Pacific Islander groups)
   [ ] Other (please specify): _____

6. *Other Systems with PII*:
   List other data systems in your department or division that contain PII.

#	System Name	Purpose
1		
2		
3		

   (Add additional rows as needed)

Section 2: Subgroup Data Collection (per SPD-15 Requirements)

For the following questions, indicate whether your primary system breaks down race or ethnicity categories into subgroups, as required by SPD-15. If yes, provide examples (e.g., "Samoan" for Other Pacific Islander). *For each category, also indicate whether the system allows a write-in option to capture additional groups.*

7a. **American Indian or Alaska Native Subgroups**:
Does your primary system break down American Indian or Alaska Native into subgroups?
[ ] Yes, select all that apply:
- Navajo Nation
- Blackfeet Tribe of the Blackfeet Indian Reservation of Montana
- Inupiat (Alaska Native)
- Yup'ik (Alaska Native)
- Native Village of Barrow Inupiat Traditional Government
- Nome Eskimo Community
- Aztec
- Maya
- Other (please specify): _____
[ ] No
[ ] Not applicable

7b. **American Indian or Alaska Native Write-In Option**:
Does the primary system allow a write-in option for American Indian or Alaska Native to capture additional groups?

> **Commented [PC4]:** Consider rephrasing for clarity. For example: Does your primary data system collect American Indian or Alaska Native race/ethnicity in greater detail?

[ ] Yes
[ ] No
[ ] Not applicable

8a. **Asian Subgroups**:
Does your primary system break down Asian into subgroups?
[ ] Yes, select all that apply:
- Chinese
- Indian
- Filipino
- Vietnamese
- Korean
- Japanese
- Other (please specify): _____
[ ] No
[ ] Not applicable

8b. **Asian Write-In Option**:
Does the primary system allow a write-in option for Asian to capture additional groups?
[ ] Yes
[ ] No
[ ] Not applicable

9a. **Black or African American Subgroups**:
Does your primary system break down Black or African American into subgroups?
[ ] Yes, select all that apply:
- African American
- Nigerian
- Ethiopian
- Somali
- Jamaican
- Haitian
- Other (please specify): _____
[ ] No
[ ] Not applicable

9b. **Black or African American Write-In Option**:
Does the primary system allow a write-in option for Black or African American to capture additional groups?
Response (check one):
[ ] Yes
[ ] No
[ ] Not applicable

10a. **Hispanic or Latino Subgroups**:
Does your primary system break down Hispanic or Latino into subgroups?
[ ] Yes, select all that apply:

Commented [PC5]: For all subgroups listed in this assessment, we should consider using the primary population subgroups in Hawaii vs the overall US.

Commented [BD6R5]: @Prieto, Claire @Vale, Derek.W. If you have a source to recommend, please provide standard source we should use, DOH uses Program race/ethnicity (most granular, as collected) per HHDW. Race-Ethnicity Documentation 2024

Commented [li7R5]: My suggestion is to consider the new Census categories, which seem to be used here, be kept to give us a sense of possible comparability and readiness to comply with the new OMB standards. That being said, the OMB guidance (used by the Census) is the minimum for states, so including the primary subgroups in Hawai'i is critical. There is the SCR5 Task Force Appendix A which proposed categories to include for standard race collection. This list could expand the more relevant Hawai'i categories.

Commented [PC8]: Consider adding question to see if current system asks Hispanic/Latino ethnicity separately from race, as is common practice.

Commented [BD9R8]: @Prieto, Claire
Hispanic/Latino Ethnicity and Race Data Collection: Does your primary system collect Hispanic/Latino ethnicity as a separate question from race?
[ ] Yes, Hispanic/Latino ethnicity is collected separately from race
[ ] No, Hispanic/Latino ethnicity is combined with race in a single question
[ ] Not applicable

- Mexican
- Puerto Rican
- Cuban
- Dominican
- Colombian
- Salvadoran
- Other (please specify): _____
[ ] No
[ ] Not applicable

10b. **Hispanic or Latino Write-In Option**:
Does the primary system allow a write-in option for Hispanic or Latino to capture additional groups?
[ ] Yes
[ ] No
[ ] Not applicable

11a. **Middle Eastern or North African (MENA) Subgroups**:
Does your primary system break down Middle Eastern or North African into subgroups?
[ ] Yes, select all that apply:
- Iranian
- Egyptian
- Lebanese
- Moroccan
- Syrian
- Algerian
- Other (please specify): _____
[ ] No
[ ] Not applicable

11b. **Middle Eastern or North African (MENA) Write-In Option**:
Does the primary system allow a write-in option for Middle Eastern or North African to capture additional groups?
[ ] Yes
[ ] No
[ ] Not applicable

12a. **Native Hawaiian and Other Pacific Islander Subgroups**:
Does your primary system distinguish between Native Hawaiian and Other Pacific Islander groups?
[ ] Yes, select all that apply:
- Native Hawaiian
- Samoan
- Tongan
- Guamanian or Chamorro
- Fijian
- Marshallese
- Chuukese

- Other (please specify): _____
[ ] No
[ ] Not applicable

12b. Native Hawaiian and Other Pacific Islander Write-In Option:
Does the primary system allow a write-in option for Native Hawaiian and Other Pacific Islander to capture additional groups?
[ ] Yes
[ ] No
[ ] Not applicable

13a. White Subgroups:
Does your primary system break down White into subgroups?
[ ] Yes, select all that apply:
- German
- Irish
- Italian
- Polish
- English
- French
- Other (please specify): _____
[ ] No
[ ] Not applicable

13b. White Write-In Option:
Does the primary system allow a write-in option for White to capture additional groups?
[ ] Yes
[ ] No
[ ] Not applicable

14. **Other Race or Ethnicity Groups**:
   Does your primary system collect data on any other race or ethnicity groups not listed above?
   Response: _____

Section 3: Readiness and Challenges for SPD-15 Requirements

15. **Middle Eastern or North African (MENA) Category Readiness**:
   How prepared is your department to update its primary system to include the new MENA category required by SPD-15?
   (Please check one):
   [ ] Fully prepared, systems are compatible
   [ ] Partially prepared, assessing updates needed
   [ ] Not prepared, significant changes required
   [ ] Other (please specify): _____

16. **Challenges to SPD-15 Compliance**:
    What challenges does your department foresee in collecting and reporting SPD-15 race and ethnicity data, including subgroup details? (Check all that apply)
    [ ] Lack of tools or systems to capture subgroup data
    [ ] Insufficient staff training on SPD-15 requirements
    [ ] Low response rates or respondent reluctance to provide subgroup details
    [ ] Other (please specify): _____

17. **Resources Needed for Compliance**:
    What resources would your department need to align its primary system with SPD-15 requirements?
    [ ] Upgraded data systems or software
    [ ] Staff training on SPD-15 standards
    [ ] Funding for system updates or personnel
    [ ] Other (please specify): _____

18. **Staff Training Plans**:
    Does your department have plans to train staff on SPD-15 race and ethnicity data collection requirements?
    (Please check one):
    [ ] Yes, developing new SPD-15-focused training
    [ ] Yes, updating existing training materials
    [ ] No plans yet
    [ ] Other (please specify): _____

19. **Data Integration Feasibility**:
    How feasible is it to align SPD-15 race and ethnicity data categories with your primary system's current structure?
    (Please check one):
    [ ] Very feasible
    [ ] Moderately feasible
    [ ] Not feasible (please explain): _____

Section 4: Perspectives on Potential Statewide Data Standard

20. **Benefit of a Uniform Statewide Data Standard**:
    Would a uniform statewide data standard for race and ethnicity data collection and reporting help your department align with SPD-15 requirements?
    (Please check one):
    [ ] Yes, it would improve efficiency and consistency
    [ ] No, agencies need flexibility in their methods
    [ ] Unsure, more information needed on implementation
    [ ] Other (please specify): _____

21. **Legislative Support for a Mandate**:
    Should the Hawaiʻi state legislature consider mandating adoption of the SPD-15 standard for all state agencies?

(Please check one):
[ ] Yes, a mandate would ensure timely compliance
[ ] No, a mandate may be too restrictive
[ ] Unsure, further analysis needed
[ ] Other (please specify): _____

22. **Approach to Developing a Statewide Data Standard**:
What approach should Hawai'i consider for developing a statewide data standard for SPD-15 compliance? (Check all that apply)
[ ] Form a task force of department representatives to define Hawai'i-specific standards
[ ] Engage community organizations to ensure local relevance
[ ] Consult federal SPD-15 experts for guidance
[ ] Other (please specify): _____

23. **Critical Factors for a Statewide Data Standard**:
What are the most critical factors to prioritize if Hawai'i develops a statewide data standard for SPD-15? (Check all that apply)
[*] Alignment with existing department systems*
[ ] Ease of use and minimal disruption to workflows
[ ] Cost-effectiveness and resource availability
[ ] Other (please specify): _____

24. **Challenges in Adopting a Statewide Data Standard**:
What challenges might your department face in adopting a statewide data standard for SPD-15? (Check all that apply)
[ ] Resistance to change from established processes
[ ] Lack of funding or resources for system upgrades
[ ] Inconsistencies in data quality or formats across agencies
[ ] Other (please specify): _____

25. **Support for Transitioning to a Statewide Data Standard**:
How could Hawai'i support agencies in transitioning to a potential statewide data standard for SPD-15? (Check all that apply)
[ ] Provide training and resources for implementation
[ ] Implement a phased adoption schedule with milestones
[ ] Establish a monitoring system to track compliance
[ ] Other (please specify): _____

26. **Stakeholders for Planning a Statewide Data Standard**:
Who should be involved in planning a potential statewide data standard for SPD-15 in Hawai'i? (Check all that apply)
[ ] Representatives from all state agencies
[ ] Technical experts from government and beyond
[ ] Community organizations (e.g., Office of Hawaiian Affairs, Pacific Islander groups)
[ ] Federal SPD-15 experts
[ ] Other (please specify): _____

27. **Maintaining a Statewide Data Standard**:
If a statewide data standard is adopted, how should Hawaiʻi maintain and update it to ensure ongoing SPD-15 compliance? (Check all that apply)
[ ] Establish a permanent oversight committee
[ ] Conduct regular department feedback surveys
[ ] Align with evolving national or industry standards
[ ] Other (please specify): _____

Section 5: Future Planning Considerations

28. **Additional Support Needed**:
What additional information or support does your department need to prepare for SPD-15 requirements? (Check all that apply)
[ ] Guidance on SPD-15 technical requirements
[ ] Examples of best practices from other states or agencies
[ ] Access to federal or state resources for implementation
[ ] Consultation with experts on Middle Eastern or North African (MENA) category implementation
[ ] Other (please specify): _____