Data Governance Council Charter

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Version History

Version	Description of Change	Author	Effective Date
1.0	Initial Draft Release	Josh Martin, Ashley Hungate, Lora Walker	9/16/2021
1.1	Second Draft Release – Update several sections based on notes from Council	Josh Martin, Ashley Hungate, Lora Walker	11/4/2021

VISION

Data and information are treated as a state-wide asset and are readily available to support evidence-based decision-making and data informed policy making to best serve the citizens of Indiana.

MISSION

Our mission is to enhance the value, quality, security and understanding of data through coordinated efforts of statewide stakeholders.

PURPOSE

Data governance helps to ensure that data is usable, accessible, and protected. At its core, data governance leads to improved data quality, decreased data management costs, and increased access to data for all stakeholders. The result is better decision making and better business outcomes. Data governance encompasses the people, processes and technologies required to manage and protect data assets. Our mission is to enhance the value, quality, security, and understanding of data through coordinated efforts of statewide stakeholders.

The State views data governance as a fundamental component of doing business and is committed to stewarding data, protecting information assets, and guiding agencies on how to best maintain their information so that self-serve quality data is available for operations and analytics. The Office of the Chief Data Officer and CDO, Josh Martin, on behalf of the State, has identified the need to build a cross topic, interdisciplinary council inclusive of information technology and business stakeholders to holistically address data governance and standards . This charter establishes the Data Governance Council, a multi-agency collaboration, whose purpose is to provide a stabilizing influence for this initiative, which will enable the State's data community to demonstrate the value of data as an asset across all topics and to develop, maintain, and implement a common set of data guidelines and standards. This charter forms part of the overall Data Governance framework. Further strategic papers, supporting the implementation and ongoing management of Data Governance, will be developed as part of this framework. The CDO is the ultimate decision maker and approver of policy , but the Data Governance Council functions as a decision-making body representative of all participating stakeholders and is responsible for both promoting a common vision across the State, and for ensuring compliance with Indiana's data guidelines and practices.

SCOPE

This charter applies to the Indiana State Government's agency divisions that are directly responsible for developing, deploying, or consuming data services. It describes the roles and responsibilities for policies and procedures that govern the operation of the Data Governance Council. Many agencies have already stepped up to be a part of the Data Governance Council and several additional agencies have been asked for representation on the Advisory Committee. In the future our plan is to expand the council to address representation from all agencies that have an interest or feel that they have issues that could be addressed by joining. A Data Governance Council member and an Advisory Committee member from each of the agencies are invited and encouraged to participate.

RESPONSIBILITIES

The **Data Governance Council** is responsible for contributing to the overarching guidance concerning the policy, practice, and implementation of data governance in support of the agencies, and the State's mission and vision. Meeting structure will include meeting every other month for 1 hour. Focus will be to direct and support the Advisory Committees and their work with all agencies. Responsibilities for Data Governance Council members include:	The **Advisory Committee** is responsible for contributing to the overarching guidance concerning the policy, practice, and implementation of data governance in support of the agencies, and the State's mission and vision. They will do this by supporting the work of the Governance Council and bringing issues, ideas, and solutions to the Council. The Advisory Committee is better able to break off into smaller groups and have conversations about better solutions that can then be brought to the Council for a policy or standard to be created. In working the other direction, it will be the job of the Advisory Committee to help to communicate those policies or standards out as they are created by the Governance Council. Meeting structure will include meeting at the call of the chair. Responsibilities for Data Governance Council Advisory Committee members include:
• Ensure data standards, policies, and the enterprise data architecture are in place and reviewed regularly so high-quality data that supports objectives are available	• Topic focused or issue focused (Health and Human Services (HHS), Public Safety,

	Government Services, Education and Workforce Development (EWD)
• Ensure the State is well positioned to exploit advances in data and analytics and leverage common frameworks and policies to make consistent decisions about data across topics;	• Creating and managing metadata
• Establish a strategy that aligns with and supports business and IT strategies.	• Documenting rules and standards
• Approve, prioritize, and adopt work related to improvements in data quality (such as data accuracy improvements, data definitions, data roles and ownership, data policies, quality metrics, benefits of data improvements);	• Communicating issues up to the Governance Council
• Reduce risks associated with data and enable the State to use data strategically	• Managing communication of data quality issues within their agencies
• Promote data as a product and create a plan for maximizing value	• Execute operational data governance activities
• Deliver enterprise communications regarding awareness and direction about data	• Call (Chairperson) or suggest (Member) the need for meetings for your topic as issues arise
• Establish and use a change control process for data policies, processes, and standards	• Chairperson will only serve as Chairperson for one year and is appointed by the Governance Council
• Work with Advisory Committee Chairpersons, to understand the issues coming from the individual agencies/topics and provide consultation on policy decisions	• Share best practices and current processes across topics and up to the Governance Council
• Annually review the Data Governance Council Charter and data policies, processes, and standards	• Act on action items brought to each Advisory Committee from the Governance Council and report back to the Governance Council

Office of the Chief Data Officer (CDO)

Data Governance Council

Policy

Issues

Advisory Committees (Topic Focused)

Health and Human Services (HHS)

Government Services

Public Safety

Education and Workforce Development (EWD)

Privacy

Data Quality

ORGANIZATION

Chairperson of the Data Governance Council

The Chief Data Officer is the chairperson and will preside over meetings and act as lead spokesperson for the Data Governance Council between meetings. The Chairperson or their appointed scribe will be responsible for drafting each meeting's agenda and sharing it at least seven days prior to the start of a meeting. They are responsible for keeping order and being fair and impartial throughout the decision-making process.

Chairperson of the Data Governance Council Advisory Committee

The Chairperson will call meetings and act as lead spokesperson. The Chairperson or their appointed scribe will be responsible for drafting each meeting's agenda based on the issues brought to them by the members from the agencies and sharing it at least seven days prior to the start of a meeting. They will serve for one year. The main responsibility is to communicate the issues brought to the Advisory Committee up to the Chairperson CDO of the Data Governance Council, so that the need for a standard/policy or best practice can be determined, enterprise wide.

Members

The **Data Governance Council Members** represent their agency and the specific topics that their agency falls into. Council Members will commit to a 1-year term if possible and will have the option to recommend a replacement and rotate off after a year.

Data Governance Council members serve as representatives of their respective topics; however, they are charged with ensuring that the best interests of the State overall are served by their decisions.

The **Data Governance Council Advisory Committee Members** represent their agency and the specific topic that their agency falls into. These members will commit to a 1-year term if possible and will have the option to recommend a replacement and rotate off after a year.

The responsibilities of the Advisory Committee members are to bring issues, questions and resolutions to their meetings that will be communicated to the Data Governance Council. The intent is to share for the betterment of data and to support the States mission and vision.

Champions (Sponsor)

The Champions of the Data Governance Council will support the effort by providing communications and administrative assistance as needed. Initially, they are the contact within each of their topic areas, as defined by MPH, they have held some meetings to ask for interest in the Governance Council and Advisory Committees. The Champions may be called upon to assist with engagement efforts and will have continuous communication with the CDO as issues arise on a specific topic. Because of the work that the Champions do on projects within their topic areas at MPH, they have a better understanding of the data issues from some of their agencies or gaps that might need attention. The Champions of the Data Governance Council will be the Directors of Engagement and Analytics (DEA's) from the Management Performance Hub. The main topics for the Governance Council are Health and Human Services, Government Services, Public Safety and Education & Workforce Development, the DEA's will work within. They will provide guidance as needed based on their experience in their MPH defined topic areas. They will hold this position while they are employed by The Management Performance Hub.

Advisors, Subject Matter Experts (Speakers), and Focus Groups

The advisors and subject matter experts from across the Enterprise can be invited to participate in the regular meetings of the Data Governance Council. Their participation will provide the expertise so well-informed decisions can be made. These advisors and subject matter experts as well as others from across the State's departments will be invited to participate in focus group discussions as the needs arise. These advisors and subject matter experts will work outside the council and advisory committees to research and make recommendations on topics.

The Data Governance Council may delegate some of its responsibilities to certain focus groups or to the Advisory Committee to assist with continuing long-term activities or detailed analysis and planning prior to a decision-making session. Examples of this could be development of policies, procedures, guidelines, standards, and recommendations.

POLICIES AND PROCEDURES

Meetings

Data Governance Council meetings and decision-making shall be presided over by the chairperson or by another appointed representative of the Data Governance Council.

Meetings of the Data Governance Council shall be announced with adequate time for arrangements and preparation. Background material and a final agenda shall be circulated in advance. Agendas will specify when a vote is scheduled and supporting information will be circulated at least a week before a vote is to be taken, whether at a face-to-face meeting or by electronic means.

Data Governance Council meetings are normally scheduled for at least an hour every other month. Due to the responsibility of developing standards, and the review and approval of requests for service development, the council may meet more often initially to expedite its response.

An action item log shall be maintained and reviewed at each meeting, as well as minutes. Key decisions and next steps of meetings shall be distributed to the Data Governance Council members for comment and revised accordingly.

Meetings of the Data Governance Advisory Committee shall be announced with adequate time for arrangements and preparation. Agendas will specify the items to be discussed, so that all members of that topic can attend and fully participate. An action item log shall be maintained and reviewed, as well as minutes. At the end of meetings, the action item log and meeting minutes shall go to the scribe for the Data Governance Council, for record keeping purposes.

Standing Meeting Agenda

- Introductions/Agenda
- Minutes and action items from last meeting
- Data Management Current Backlog & Prioritization of Work
- Key concept/progress/successes/issues
- Next Steps

Attendance

Every member must make a concerted effort to attend all meetings (face to face meetings and teleconferences when necessary).
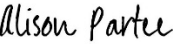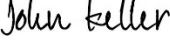
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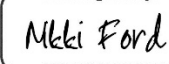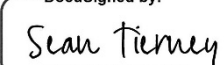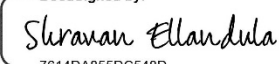
Data Governance Council meetings are open to outside attendance. The Chairperson may, upon informing the members, exclude invited participants and liaisons from discussion as required by the personnel, legal, or financial nature of the matter.

APPENDIX A

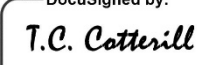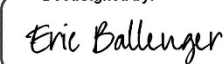| Council Member	Agency	Title
Ballenger, Eric	DOC	Director of Data Science and Analytics
Cotterill, Ted	MPH/CPO	Chief Privacy Officer and General Counsel
Davis, Bob	IDOH	Department Director DOH-Office of Data & Analytics
Ellandula, Shravan	BMV	Data Warehouse Developer
Ford, Nikki	DCS	Director of Data and Analytics
Fukunaga, Meaghan	IARA	Deputy Director
Golden, Jodi	LG	Chief of Agency Operations (Chief of Staff)
Gulley, Kevin	DOR	Chief Information Officer
Henderson, Chris	IOT	Deputy CTO
Hutchinson, Doug	ISP	ISP Lieutenant, Information Technology
Johnston, Cris	OMB	Director, Office Management Budget
Joseph, Mark	INDOT	Director of BI and Analytics
Keller, John	IDOE	Chief Information Officer
Leaird, Meghann	IDOI	Health Oversight Manager
Martin, Josh	MPH/CDO	Chief Data Officer
McFarlane, Timothy	FSSA	Chief Data Officer
Partee, Alison	ICHEE	Assistant Director of Data Analytics
Schelle, Sarah	IDOC	Executive Director of Data Science and Analytics
Tierney, Sean	CHE	Associate Commissioner for Research and Analysis
Walker, Lora	MPH	Project Manager/Scribe DGC

CHARTER APPROVAL

Name	Signature	Date
Josh Martin	DocuSigned by: *Josh Martin* BDCB5D3E7199432...	3/23/22
Alison Partee	DocuSigned by: *Alison Partee* 7AF6EE766B5A484...	4/21/22
Bob Davis	DocuSigned by: *Bob Davis* 6362F58D62AE473...	3/23/22
Chris Henderson	DocuSigned by: *Chris Henderson* 0742403D7ECB46A...	3/16/22
Cris Johnston	DocuSigned by: *(signature)* CAEF9028A9EC4CA...	3/16/22
Doug Hutchinson	DocuSigned by: *Doug Hutchinson* 3AEEE28D2963417...	3/23/22
Jodi Golden	DocuSigned by: *Jodi Golden* 40C2FC9D258A438...	3/16/22
John Keller	DocuSigned by: *John keller* E11DBD8FC63D40D...	3/17/22
Kevin Gulley	DocuSigned by: *Kevin Gulley* ED6F1BAD2598435...	4/5/22
Lora Walker	DocuSigned by: *Lora Walker* B32A35449FFF491...	3/16/22
Mark Joseph	DocuSigned by: *Mark Joseph* 417FCBEBB87348B...	3/16/22

Name	Signature	Date
Meaghan Fukunaga	DocuSigned by: *Meaghan Fukunaga* 2CCF8D947653445...	3/22/22
Nikki Ford	DocuSigned by: *Nikki Ford* 8B271880DEC14EC...	4/4/22
Sarah Schelle	DocuSigned by: *Sarah Schelle* B950DA10CC024DB...	3/16/22
Sean Tierney	DocuSigned by: *Sean Tierney* E252A2CA0E6B4E0...	3/16/22
Shravan Ellandula	DocuSigned by: *Shravan Ellandula* 7614DA855DC548D...	3/23/22
Stephen Chamblee	DocuSigned by: *Stephen Chamblee* 4C19DD1B85C442F...	3/23/22
Ted Cotterill	DocuSigned by: *T.C. Cotterill* 6FCD3D19DA65469...	3/16/22
Timothy McFarlane	DocuSigned by: 1E2D36B52433486...	3/17/22
Eric Ballenger	DocuSigned by: *Eric Ballenger* C757A62878FB46B...	3/23/22