



DATA TECHNICAL ADVISORY COMMITTEE MINUTES

August 25, 2022 from 9:30 AM – 11:00 AM

CTAC, 802 NW 5th Ave, Gainesville, FL 32601

Welcome

CTAC staff members (Bonnie Wagner, Elizabeth Cayson, Kristy Goldwire, and Daniel Douglas) welcomed committee members. CTAC staff, Bonnie Wagner, called the meeting to order and briefly reviewed the agenda topics for the current meeting.

Roll Call

Member Attendance: Anne Koterba, Fred Posner, Janet Bente Romero, Taylor Gilfillan, Shane Andrew, Michael Bowie and Shirley Watts.

Members Absent: Lee Pinkoson and Lauren Levitt.

Meeting Topics

1) Discussion and Finalization

- Discuss Revisions

CTAC staff discussed the feedback received from committee members and shared how these changes were incorporated into the revised policy.

Discussed whether to include a statement on the ability to audit records should be included in the policy. The committee agreed a statement about audit was not needed because it is part of the provider contract; specifically, that records and reports relating to the utilization of funds are subject to inspection, review, and audit by the Trust.

Discussed whether to include specific criteria within the policy which would guide whether the Trust would require personally identifiable information to be collected. CTAC staff indicated that the last paragraph in Section 2 speaks to this in a general way:

“Data elements required for each contractor will be determined by the type of service, program model, duration or amount of service, and level of investment.”

Specific data elements, including performance measures, data collection and reporting requirements, are included in the procurement (RFP/ITN), so providers interested are aware of these elements upfront. Performance measures, data collection and reporting requirements are also discussed during contract negotiation and are included in the draft and finalized contracts to vet prior to contract execution. CTAC staff shared it is challenging to define a data collection rubric in this policy given the considerable variety of programming the Trust funds. Attorney Swain added such a rubric could present challenges and may be inadvisable for inclusion in the policy.

- Reach Consensus on Policy Recommendations

CTAC staff asked committee members if they were in support of the policy, or if there were reservations that needed to be discussed further. No members indicated reservations or objections with the policy presented.

Motion to approve the Data Collection and Management Policy was made by Member Bowie, Seconded by Member Koterba.

Motion was unanimously approved by voice vote.

2) Next Steps

- Discuss Policy Implementation

CTAC staff reviewed identified next steps to ensure the policy is being implemented as intended. The suggested next steps included: adding the policy to the Children's Trust website, messaging the policy, developing a consent statement, acquiring a data system, developing a data purposes dictionary, and incorporating the policy into procurement & contracting.

CTAC staff asked for feedback and additional considerations on next steps. Committee members suggested we track the policy implementation – logging any concern and issues – and revisit the policy to make improvements after a year of implementation. Further develop plans for communicating and utilization of evaluation results (this section could be expanded), adding more detailed explanations of why data is being collected (included in RFP/ITNs and in contracts).

Public Comments

None.

Close

The Trust's Acting Executive Director, Kristy Goldwire, expressed her appreciation and gratitude to committee members for their time and contributions. Members in attendance were presented with a certificate of appreciation.

CTAC staff, Bonnie Wagner, echoed Mrs. Goldwire's sentiments and shared that the Data Collection and Management Policy will be presented to the Board for approval on September 26, 2022 at 9:30am-11am at the Children's Trust office; committee members were invited and encouraged to attend if available.

Non-Committee Members in Attendance:

CTAC Staff Attendance: Bonnie Wagner (Research, Planning, and Evaluation Coordinator), Kristy Goldwire (Acting Executive Director), Daniel Douglas (Communications Manager), Elizabeth Cayson (Community Engagement Coordinator) and Ashley Morgan-Daniel (Executive Assistant & Clerk of the Trust).

Others in Attendance: Bob Swain (Deputy County Attorney)