



DATA TECHNICAL ADVISORY COMMITTEE MINUTES

March 31, 2022 from 9:30 AM – 11:00 AM

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

Welcome

Board member, Lee Pinkoson, welcomed committee members and expressed gratitude for their participation on the committee.

Roll Call

Member Attendance: Taylor Gilfillan, Fred Posner, Shirley Watts (virtual), Lauren Levitt, Anne Koterba, Michael Bowie, Janet Bente Romero, and Lee Pinkoson.

Members Absent: Tina Certain.

Meeting Topics

-Our Purpose

CTAC staff, Bonnie Wagner, welcomed committee members and introduced the meeting agenda and the purpose behind the committee. The committee is charged with developing a policy to ensure we are using the best practices and approaches with data collection and management. Data will be an important tool to help us strategically focus, collaborate, and achieve improvements in well-being for children in Alachua County.

-How are we going to work together?

Florida Sunshine Law

Deputy County Attorney, Bob Swain, gave a presentation on Florida Sunshine Law with regard to public records and communication regarding public business related to this committee. Committee members are allowed to have one-way communication with Trust staff who are coordinating the meetings, but not with other committee members outside of the public meetings. All records created in the course of public business related to this committee are public records. Attorney Swain recommended committee members always copy or forward Trust staff on any email or written communication related to Trust and committee business. Any records requests refer to Trust staff.

CTAC staff, Bonnie Wagner, noted meetings are recorded and will be available on YouTube for the public to view. Staff may also take pictures during meetings.

Collaboration and Working Together

The committee will be using a collaborative model where we will brainstorm, formulate solutions, and incorporate the groups advice into the final recommendation to the Board. The committee will be using consensus-based decision-making whereby group members actively participate in finding a decision that all members are comfortable with. Additionally information was shared on the Appreciative Inquiry approach which is a strength and solution focused model to move groups toward a shared vision of change.

The group shared practices for effective collaboration which included:

- ✓ not discouraging any idea while brainstorming; we come from different perspectives and we can learn from each other.
- ✓ not monopolizing the conversation.
- ✓ check egos at the door; and having a focus and keeping to the focus.
- ✓ showing up reliably.
- ✓ receiving reliable consistent communication.
- ✓ listening – even if you are an expert, there is always more to learn, clearly no one is the master of everything.
- ✓ trust, commitment, demand debate (open, candid dialogue & constructive conflict) are important principles from “The Five Dysfunctions of a Team”.
- ✓ showing up prepared, receiving materials with adequate time in advance
- ✓ keeping an open mind and seeking to understand take an active and respectful interest into other people experiences and perspectives that differ from your own.

About the Children’s Trust

CTAC staff, Bonnie Wagner, provided an overview of the Children’s Trust as a voted-approved Independent Special Taxing District authorized in November 2018, where Alachua County residents pay .5 mills on assessed property tax values after exemptions. The Trust mission and vision statement were shared. CTAC goals were highlighted: (1) children are born healthy & remain healthy, (2) children have nurturing and supportive caregivers and relationships, (3) children learn what they need to be successful, and (4) children live in a safe community. It was noted that these are areas where we want to measure our effectiveness and progress in achieving these goals both on a community and programmatic level. The Trust Board composition and membership as well as CTAC staff members were noted.

-Our Objectives

CTAC staff, Bonnie Wagner, provided an overview of the Data Technical Advisory Committee’s objectives which are to develop a policy which outlines: (1) data collection processes, (2) data

management infrastructure, (3) analytic tools, dissemination procedures, and quality improvement processes as expressed in the committee's charge.

-Who are we?

Data Technical Advisory Committee group membership was noted. Committee members shared why they chose to be part of the committee and a data story:

- *Taylor Gilfillan* – works at Alachua County Public Schools managing the research requests, data sharing agreements, MOUs with organizations in the community some of which CTAC supports. Taylor shared how when he was a teacher he used data-driven instruction, and how it helped a child with special needs achieve an important learning milestone. Using data in this way helped provide insight on how to help this struggling student succeed and in turn made an impact on this student's academics and self-esteem through receiving recognition for this achievement.
- *Anne Koterba* – shared data has been a big part of her professional life in veterinary medicine, sales and marketing, and her work in the community with Aces in Motion and racial disparities in the school system. Anne shared she was on the Education Task Force in 2016/2017 when a group at the University of Florida (UF) were brought together to mine data with the Florida DOE data portal and civil rights portal. The work she and her colleagues did looking at racial disparities provided a lot of information to start having townhalls to push the school district and raise awareness about the serious problems with racial disparities within the county.
- *Lauren Levitt* – works with mostly parents and also some out-of-school youth as one of the providers that is contracted through the Children's Trust. Lauren shared that the population of youth she serves are often not counted and are underrepresented in data. As a result of data collection processes that entities require, it can be difficult to access resources for participants served in her program. In an emergency situation, that means a family can be denied a resource and that's why it's important to her what data needs to be collected.
- *Michael Bowie* – is the Director of Community Engagement and Diversity Outreach for University of Florida K-12 and also has been a board member for Partnership for Strong Families since its inception. Michael has a background in veterinary medicine, and had always learned data from a quantitative angle, and wants to make sure that we realize qualitative data is extremely important. He emphasized how stories are so important to help understand the difference programs make.
- *Fred Posner* – has been an Alachua County resident for more than 30 years; he is a father and a business owner. Fred works in technology consulting, data management systems, and

security. He emphasized the importance of proper handling and safeguards to ensure that information being collected is protected. Fred also shared how data can be a very important tool especially when unbiased in helping you to achieve and better understand progress towards your goals.

- *Janet Bente Romero* – currently works at the Department of Children and Families. Janet shared an experience serving as a grant writer at the Boys and Girls Clubs of Alachua County during a time when very strong emphasis on measureable objectives began. At first it was a challenge to capture quantitative program impacts. The Boys and Girls Clubs had a very small administrative staff and to suddenly to take on data requirements was challenging. She sees CTAC as having a similar task and answering for the residents and the county that is making this investment in children – What’s the result? What is the return? CTAC will need to develop legitimate measures of what programs are achieving through asking the right questions and defining what is meaningful, without being too taxing on providers.
- *Lee Pinkoson* – shared his passion for ensuring children have every opportunity to be successful. He shared that while on the County Commission, initiatives including funding afterschool program opportunities and then expanded to Success by Six program, which served children 0-5. For a data story, he shared a study conducted by Dr. Nancy Hardt where hotspots throughout the county were identified, so we were able to determine where services were needed the most. As a result, the County got involved and started working with the Southwest Advocacy Group and hopefully through that we will change the fortune of that area. Lee shared a second data story about the December Children’s Trust Board meeting, which resulted in the motion that led to the formation of this committee. Lee described this meeting as sobering from his perspective as he sees the benefits in collecting information to see how children are succeeding or not succeeding, but how we have a lot to do so our providers trust we will do the right thing with the data. He hopes this committee will play an instrumental role in that. He hopes when we go back up for reauthorization in 2030, we can share with the public how we’ve been successful and can demonstrate we handled the money in an accountable fashion and how much we’ve done for children.

In sum, committee members shared stories how data has helped shed light on conditions and been a tool for advocacy and change, how data can be used for achieving impact, and examining our progress and beliefs. Members highlighted varied ways for getting meaningful results, respecting privacy, and ensuring that data is inclusive and unbiased, and that does not cause harm to the individuals from whom it is being collected.

Board member Pinkoson and CTAC staff expressed appreciation to members for being part of the committee and how we are thrilled to have such a great group.

-Topic Selection

CTAC staff, Bonnie Wagner, proposed topic discussions for subsequent meetings which included: (1) What is our data strategy? (i.e., philosophy, intent, and approach), (2) How do we gather information? (i.e., methods, processes, data sharing agreements), (3) How do we secure information? (i.e., data systems, information management, security, HIPPA compliance), (4) How do we share results? (i.e., communication, dissemination plan and tools)

Committee members were asked if there were any additional topics, and the committee members identified:

- 1) How are parents informed about the collection and use of data; why do we need the specific data being collected, how do we protect it?
- 2) Do participants receiving CTAC funded services have the option to opt-out of data collection?
- 3) What do we require of contracted providers in terms of data collection, security, management?
- 4) Do we want to share/exchange data with other agencies in the County?

- General Discussion and Comments

Attorney Swain highlighted that:

- a) From a CTAC standpoint there are 2 types of data required: (1) the bare minimum legal data needed as a government entity in tracking public dollars; that is to verify the money is being used for a public purpose in an appropriate way. CTAC has to have this in case of an audit by the Office of the Attorney General. Important information would include verifiable information that: children are in the age group, reside in the county, their service eligibility, and that services were received. (2) programmatic data so CTAC can do its job under the Florida statutes and local ordinance to assess effectiveness, outcomes, and achievement of goals.
- b) If CTAC is contracting with an agency that is required under federal or state law to keep certain information confidential then CTAC is not going to be able to get additional information out of that situation.
- c) Personally identifying information about children and families held by CTAC or a provider is exempt from public records law, but not confidential. Through our policy we can treat these records as confidential. Such data would still be subject to a subpoena or a court order and internal policy is not as rigorous as HIPAA in protecting data from required disclosure.
- d) If an employee uses data for private gain, that is a violation of the law and of CTAC policy.

Fred Posner – requested more specifics on what data CTAC is collecting now; how we are collecting it. What is working; what isn't working.

Question: In what instances would personally identifiable information (PII) be needed?

- CTAC aspires to be able to coordinate services for children and families across funded providers in a shared data system. To refer and track the receipt of services across the providers; for example, afterschool to mental health, or a prenatal service to an early childhood development service.
- To track outcomes and effectiveness, for example, by looking at educational outcomes within the school system, or DCF involvement to assess and coordinate as a larger county system.
- PII is also needed to accurately count unduplicated participants.
- To determine progress in children and services received over time.

Public Comments

Herman Knopf – Senior Research Scientist from the Anita Zucker Center for Excellence in Early Childhood Studies at the University of Florida, shared per legislation through HB 1349, is working to develop an early childhood data system. This work included executing data sharing agreements with many state agencies - Department of Children and Families, Department of Education, Department of Health, Agency for Health Care Administration - to integrate data from across the state to identify risks and to see the kinds of services children receive from the time they are born through the time they enter kindergarten. This group spent a lot of time talking about data security, how to maintain secure computing environments, how to treat the personally identifiable information (PII) and protected health information (PHI) in a manner that protects the individuals and limits the number of people who have access to PII. We report aggregate experience of families and how those experiences accumulate to support kids, or maybe do not accumulate in ways that we might anticipate. He is sharing this as a resource for this committee – so we can share information so we can understand locally how kids and families are benefiting in Alachua County. He offered that he is available and wants to make sure the Children's Trust is successful in all its endeavors.

Herman shared for those interested to check out the sunshine portal (thesunshineportal.org) to view the first project released: a dashboard on childcare access.

Close

Next meeting is April 28, 2022 at 9:30am-11am at the Children's Trust office.

802 NW 5th Ave, Gainesville, FL 32601

Please review the following: [Proposed Resolution 2021-25 Data Management and Reporting](#)

Non-Committee Members in Attendance:

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

Others in Attendance: Maggie Labarta (Children's Trust Board Chair), Bob Swain (Deputy County Attorney), Herman Knopf (Anita Zucker Center), Ray Thomas, and Stephen Pennypacker (Partnership for Strong Families).