



COMMONWEALTH of VIRGINIA

Office of the Governor

Lyn McDermid
Secretary of Administration

Virginia Data Governance Council

Meeting Minutes

September 19th, 2024

Training Room- VITA Boulders Building VII

7325 Beaufont Springs Drive

Richmond, Virginia 23225

1:00 p.m. – 3:00 p.m.

<https://www.youtube.com/watch?v=YLyKIRuLPJU>

Board Member Attendees:

Marcus Thornton, *Office of Data Governance and Analytics, present in person*

Mitzi Fletcher, *Department of Social Services, present in person*

TJ Claiborne, *Department of Conservation and Recreation, present in person*

Anup Srikumar, *Virginia Department of Health, present in person*

Karen Smith, *Virginia Employment Commission, present in person*

Paulose Poovathurkaran, *Department of Behavioral Health and Developmental Services, present in person*

Rich Rosendahl, *Department of Medical Assistance Services, virtual attendee due to medical reason. Attended from home office in Richmond, Virginia*

Keon Turner, *Virginia State Police, absent*

Susan Williams, *Department of Education, absent*

Welcome and Opening Remarks



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Review Purpose and Goals for Board and Council Meeting

Commonwealth Data Project Portfolio

ODGA Update

Break

Governance Updates

Informatica Data Quality

Roll Call

Member and Public Comment

Closing Remarks

Adjourn

Motions

Motion 1: Approval of Previous Data Governance Council Meeting Minutes (May 2024).

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Approval of meeting minutes were discussed.

Motion Accepted: Motion moved by TJ Claiborne and seconded by Anup Srikumar. Motion carried by unanimous voted.

Motion 2: Approval for Date of the Next Data Governance Council Meeting.

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: The members discussed and voted on the date of April 9th, 2025, for the next Data Governance Council meeting.

Motion Accepted: Motion moved by Paulose Poovathurkaran and seconded by TJ Claiborne. Motion carried by unanimous vote.

Agenda

Agenda Item 1: Welcome and Opening Remarks 1:00 PM – 1:02 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton



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Discussion: Marcus Thornton welcomed everyone and thanked them for their participation. An overview of the agenda and meeting format was provided.

Decision: N/A

Agenda Item 2: Review Purpose and Goals for Board and Council Meeting 1:02 PM – 1:08 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: The Data Governance Council serves three primary functions: (1) To advise the Chief Data Officer on matters related to data technology, policy, and governance frameworks; (2) To implement and enforce data governance policies, standards, and best practices established by the Executive Data Board; and (3) To oversee data sharing and analytics initiatives. Feedback from the Council is routinely communicated directly to the Executive Data Board for consideration.

The previous meeting minutes were discussed. Mr. Thornton proceeded by welcoming the newest Executive Branch agencies to the Commonwealth Data Trust. Agencies are increasingly recognizing the value of data sharing and the importance of refining their data governance strategies. A refresher of ODGA services was also provided, covering key areas such as data curation, reporting and analytics, data governance and protection, and consulting services.

Decision: Motion approved. Please refer to motions presented at the top.

Agenda Item 3: Commonwealth Data Project Portfolio 1:08 PM – 1:11 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: ODGA solicited information from their agency partners relative to some of the projects in progress for 2024. Mr. Thornton presented a series of slides highlighting agency reports focused on areas such as reporting and analytics, data sharing and governance, and infrastructure. These updates underscore the ongoing collaboration and partnership between agencies across the Commonwealth.

Decision: N/A

Agenda Item 4: ODGA Updates 1:11 PM – 1:42 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton, and Director of Information Technology, Chris Wooten

Discussion: Mr. Thornton provided an overview of several key projects in which ODGA is actively involved, including Virginia Permit Transparency, the Department of Forestry, the Department of Forensic Science, and the Virginia State Police. These initiatives have led to the delivery of various outputs, such as comprehensive reports, the development of a conservation database, the creation of



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interactive public dashboards, and the collection of data assets for the Bold Blue Line initiative.

He also discussed the application of predictive analytics, which uses historical data to forecast future events. By leveraging predictive analytics, organizations can enhance decision-making, improve risk management, boost efficiency, and generate actionable insights. ODGA has begun incorporating predictive analytics into its processes, citing examples such as a crime forecasting model that predicts potential violent crime occurrences and the ability to identify cyber threats by analyzing network traffic patterns to help prevent data breaches. Mr. Thornton further explained some of the common algorithms used in predictive analytics and how the outcomes can vary based on different methodologies.

Additionally, ODGA has successfully designed and implemented a universal entity index, a crosswalk table containing approximately 8.7 million records of individuals, predominantly Virginians. In this table, personally identifiable information (PII) is replaced with a unique identifier, ensuring privacy. As more records are collected for an individual, they are merged in the crosswalk table without exposing any PII.

Lastly, Mr. Thornton highlighted improvements to the Commonwealth Data Trust's Memorandum of Understanding (MOU) process. Currently, agencies sign a 27-page MOU upon joining the Data Trust. To streamline this process, the ODGA has developed the Data Trust Automation tool, which reduces the time required to complete the MOU from two days to approximately fifteen minutes. Mr. Thornton introduced Chris Wooten, Director of IT, who provided a demonstration of the tool and explained the process from start to finish.

Key Points covered:

- Agency Projects
- Predictive Analytics
- Universal Entity Matching
- Data Trust Automation

Decision: N/A

Agenda Item 5: Governance Updates 1:42 PM – 2:32 PM

Presenter: Director of Data Protection and Governance, Chris Burroughs

Discussion: Chris Burroughs discussed the implementation of NIEMOpen as a foundational initiative to enhance data sharing across the Commonwealth. The ODGA Communications team has also developed user-friendly awareness materials to help agencies understand NIEMOpen. This represents a starting point for standardization, though certain aspects may still need to be tailored to the unique needs of individual agencies.

The Resources Program continues to grow, with new tools and materials developed since the last



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meeting. These include sample SQL data quality queries, a data governance scorecard, a data classification policy, and six key data governance policy templates. Chris Burroughs demonstrated the available resources by navigating the ODGA website and walking the Council through them. One of the benefits of joining the Commonwealth Data Trust is the scholarship ODGA offers for Dataversity, an educational platform. The number of available classes has increased from 400 last year to 900 this year. Chris Burroughs reviewed the number of classes completed, those in progress, and highlighted the most popular courses. At the last meeting, members identified data stewardship as a top training priority. ODGA has completed the script for this course, and DMV is currently developing it. In terms of data literacy, ODGA has created a training program designed for broader audiences, with the script and course now ready for review and feedback.

ODGA is also working on a Commonwealth-wide data catalog, with over 45% of agencies having submitted their datasets. To date, 388 datasets have been contributed, 210 of which are available for sharing. Additionally, the Open Data Portal has seen a 500% year-over-year growth. ODGA recently participated in the "On the Square" event, where over 400 individuals registered for a session on "Supercharging Your Workplace with GenAI."

Lastly, the Data Management Maturity Assessment has been automated and will launch on September 23, 2024. In addition, upcoming Data Governance Awards will also feature badges that agencies can display on their websites to showcase their status in data governance.

Key Points covered:

- NIEMOpen
- Resource Program Expansion
- 2024 Mid-Year Dataversity Update
- Commonwealth Data Catalog
- Governance Projects
- ODGA Trainings
- Data Management Maturity Assessment

Decision: N/A

BREAK: 2:02 PM – 2:15 PM

Agenda Item 6: Informatica Data Quality 2:32 PM – 2:51 PM

Presenter: Principal Solutions Architect, Xhevair "Jev" Maskuli



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Discussion: Jev Maskuli introduced himself and provided a brief overview of his role. He then conducted a live demonstration, walking through the various capabilities of Informatica's data quality tool. From a data quality perspective, the tool offers the ability to create a range of assets, including rule specification, data dictionaries, verifier cleansing, deduplication, and parsing operations. Throughout the demo, Jev presented different scenarios to highlight the tool's versatility. Additionally, it was confirmed that the tool has the capability to scan Google Cloud Platform (GCP).

Decision: N/A

Agenda Item 7: Roll Call 2:51 PM – 2:52 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton called roll.

Decision: The attendee list is presented at the top. Quorum has been met.

Agenda Item 8: Member Public Comment 2:52 PM – 2:55 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Members chose a date for the next Data Governance Council meeting. The theme for the next Virginia Datathon will be "Leveraging Data for Smoother Transportation." Marcus Thornton discuss recent and upcoming ODGA events.

Decision: Motion approved. Please refer to the motions presented at the top.

Agenda Item 9: Closing Remarks 2:55 PM – 2:56 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton thanked everyone for their attendance and participation.

Decision: N/A

Agenda Item: Adjourn 2:56 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: The Data Governance Council adjourned at 2:56 PM.



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Decision: N/A

Data Governance Council

September 2024



Agenda

1:00 p.m.- Welcome and Opening Remarks

Marcus Thornton, Deputy Chief Data Officer

1:05 p.m.- Roll Call

1:10 p.m.- DGC Order of Business

- Council and Meeting Purpose
- Approving previous meeting minutes

1:20 p.m.- Commonwealth Project Portfolio

1:30 p.m.- ODGA Update

2:00 p.m.- Break

2:05 p.m.- Data Governance Updates

2:40 p.m.- Informatica Data Quality

2:50 p.m.- Member and Public Comment

2:55 p.m.- Closing Remarks

3:00 p.m.- Adjourn

Data Governance Council

Purpose

Advise the CDO on data technology, policy, and governance structure.

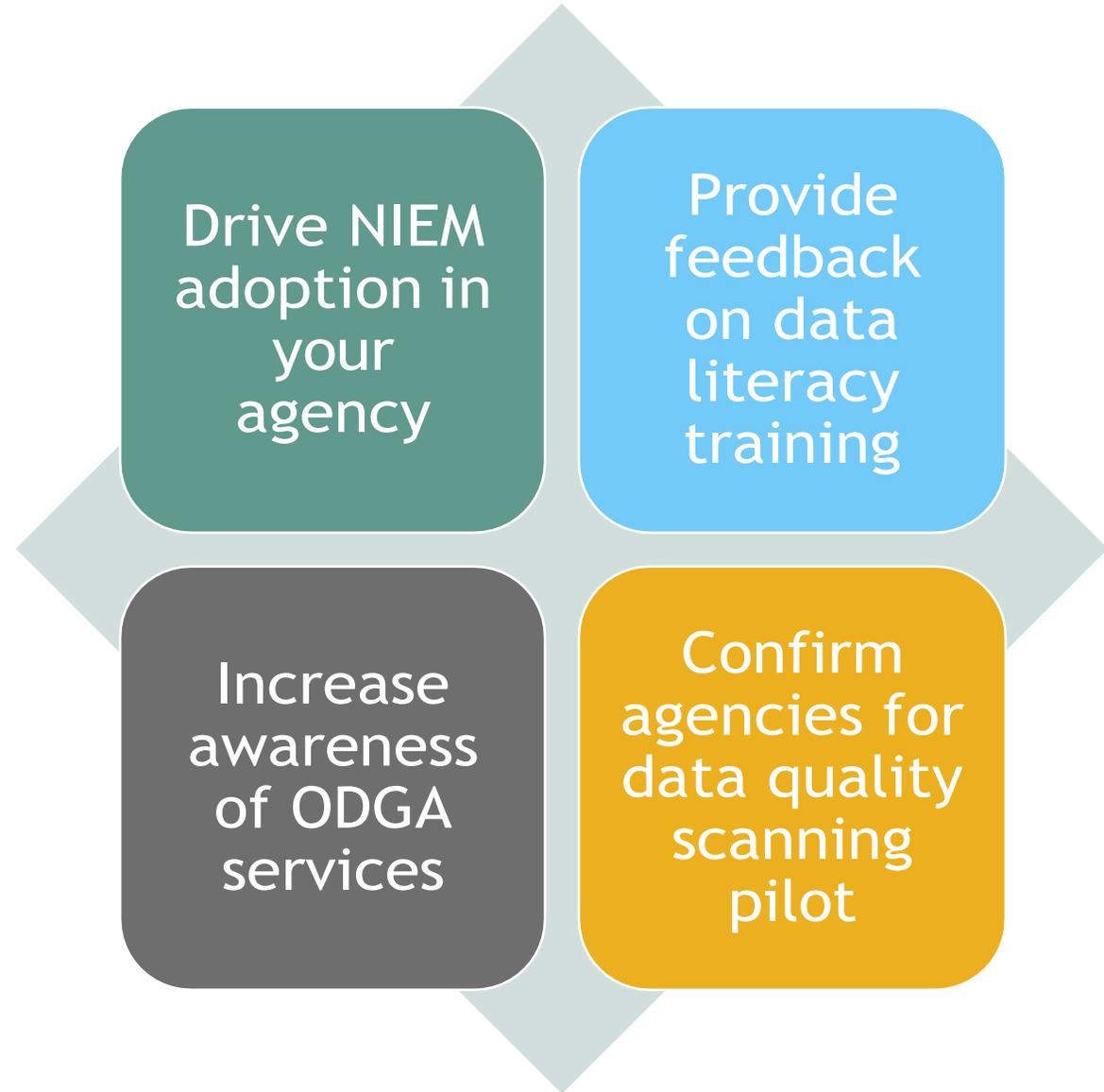
Administer data governance policies, standards, and best practices, as set by the Board.

Oversee data sharing and analytics projects.

- Liaise between state agency operations and the CDO
- Review open data assets prior to publication.
- Provide to the Board any reports on the Council's recommendations and work as required by the Board.
- Develop necessary privacy and ethical standards and policies for Commonwealth Data Trust resources.
- Monitor the sharing of Commonwealth Data Trust member-contributed data resources.
- Review and approve new Commonwealth Data Trust-managed data resources.
- Conduct any other business the CDO deems necessary for Commonwealth Data Trust governance.

Related legislation: <https://lis.virginia.gov/cgi-bin/legp604.exe?212+ful+CHAPo314>

Meeting Purpose



Order of Business

1

Approve
Meeting Minutes



Executive Agency Data Trust Status

Administration	Agriculture	Commerce	Education		Finance	Health & HR	Labor	Natural Resources	Public Safety	Transportation	Veterans	Other Members
CB DGS DHRM ELECT VITA ODGA	DOF VDACS VRC	DHCD DSBSD ENERGY TRRC VEDP VIPC VTA	CNU DOE EVMS FCMV GH GMU IALR JMU JYF LVA LWU NCI NSU ODU RBC RHEA RU	SCHEV SMV SVHEC SWHEC UMW UVA VCA VCCS VCU VIMS VMFA VMI VMNH VSDB VSU VT WM	BOA DOA DPB TAX TRS VRA	ATLFA CCCA CH CSH CVTC DARS DBHDS DBVI DHP DMAS DSS ESH HDMC NVMHI OCS PGH SEVTC SVMHI SWVMHI VBPD VCBR VDDHH VDH VFHY VRCBVI WSH WWRC	DOLI DPOR VEC DWDA	DCR DEQ DHR DWR MRC	CASC DCJS DFP DFS DJJ DOC VDEM VPB VSP	DMV DOAV DRPT MVDB OIPI VAP3 VCSFA VDOT VPA VPRA	DMA DVS VSF	Other Members OSIG Virginia 529 DCLS HSD JCHC OMNI Institute VARR VHHA CTO G H International Qlarion Rappahannock CSB Chesapeake PD Chesterfield PD Danville PD Emporia PD Hampton PD Hopewell PD Lynchburg PD Martinsville PD Newport News PD Norfolk PD Petersburg PD Portsmouth PD Richmond PD Roanoke PD Virginia Beach PD
									Welcon e New Members DEQ DWDA VEDP			
									Discussi ons in Progress VCA VITA			



ODGA Services Refresh



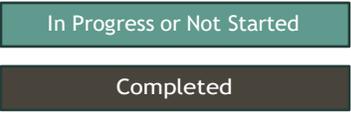
10/3/2024

Cross-Agency Data Project Portfolio

Submitted By Executive Data Board Members



Reporting and Analytics

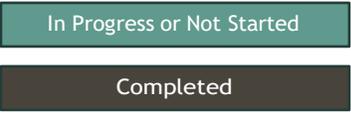


Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible
Fraud Data Mining	In Progress or Not Started												VEC/ODGA
Redesign Weekly Secretary Report	Completed							In Progress or Not Started					VEC
Appeals Rapid Review Dashboard	Completed												VEC
VITA Bill Tracking Dashboard	In Progress or Not Started												VEC
Agency OKR/Metric Dashboard	In Progress or Not Started												VEC
Coastal Resilience Web Explorer Updates	In Progress or Not Started											DCR	
Coastal Resilience Master Plan Phase II	In Progress or Not Started											DCR	
Virginia Flood Preparedness Master Plan	In Progress or Not Started											DCR	
Perennial Stream Dataset Expansion	In Progress or Not Started											DCR	
State Parks Asset Mgmt Tracking	In Progress or Not Started											DCR	
State Parks Visitation Study - AI													DCR
Community Policing Act Data	Completed												VSP/ODGA
Photo Speed Monitoring	In Progress or Not Started											VSP	
Surveillance Technology Data Collection	In Progress or Not Started											VSP	
Firearms Transaction Center Reports	In Progress or Not Started											VSP	
Environmental Public Health Tracking	In Progress or Not Started											VDH	
Master Person Index	In Progress or Not Started											VDH	
Updating Dashboards	In Progress or Not Started											DMAS	
Agency Website Updates	In Progress or Not Started												DMAS

8/15/2024



Data Sharing & Governance

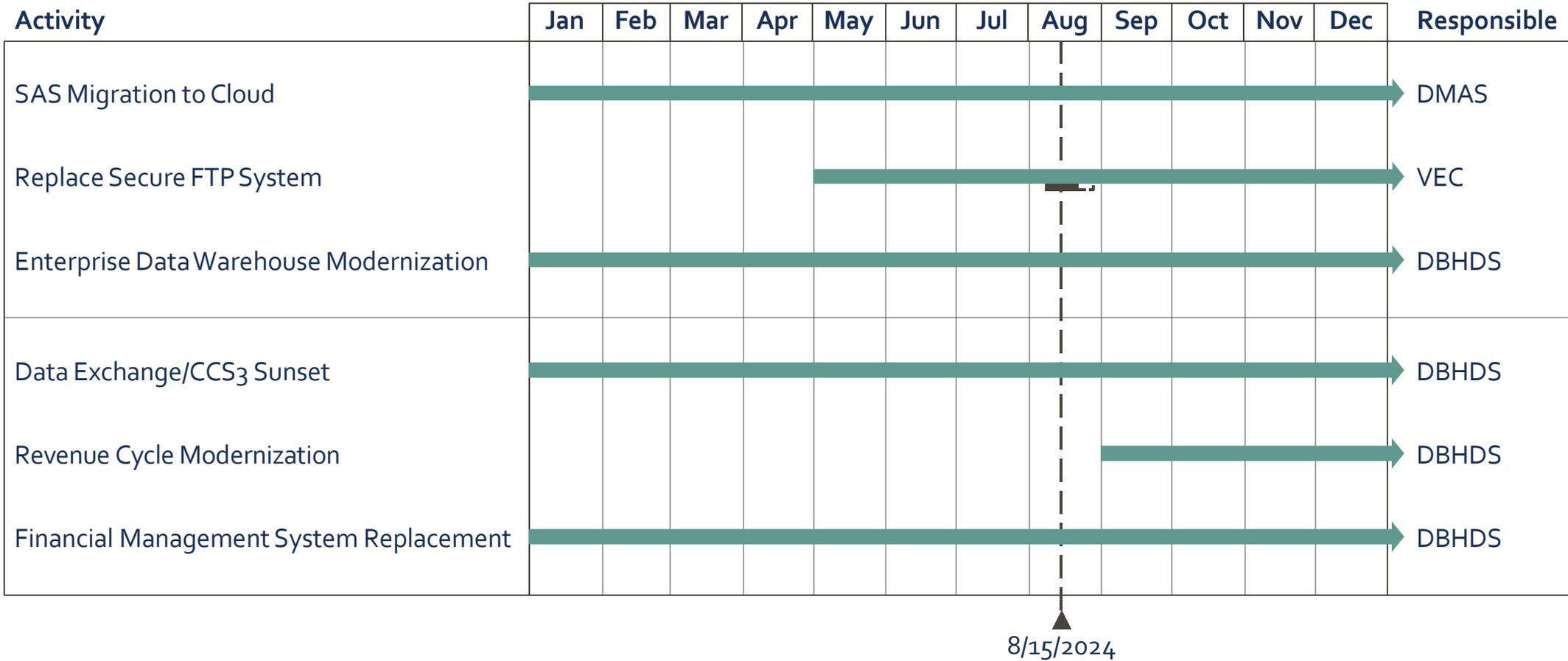
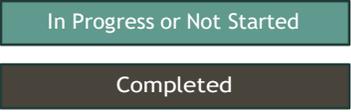


Activity	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Responsible
Cause of Death Data Sharing								In Progress	Completed				DMAS/VDH
VISER Medicaid & Public Health Immunization Data			In Progress	DMAS/VSH/VISER									
Virginia Permit Transparency Project	Completed	Completed	Completed	Completed	Completed								DCR/ODGA
Agency wide Data Assessment & Improvement Campaign								In Progress	VSP/ODGA				
UCR-IBR Data	Completed						VSP						
Law Enforcement Suicide Data	In Progress						VSP/VDH/ODGA						
Operation Bold Blue Line	In Progress	VSP/Localities/ODGA											
VDH Datasets on ODP						In Progress	In Progress	In Progress	In Progress				VDH/ODGA
Data Governance Improvements	In Progress	DBHDS/ODGA											

8/15/2024



Infrastructure





ODGA Project Updates

Marcus Thornton

Agency Projects

- Virginia Permit Transparency
 - Have successfully delivered 8 reports that are now in User Acceptance Testing with the end user agencies. We are meeting this week with the VPT team to discuss phase 3 requests, which could amount to 8 additional reports.
- Department of Forestry
 - Conservation Database creation for conservation easements.
 - Database move from Virginia Tech to in-house environment (Primary and Secondary Producers List).
- Department of Forensic Science
 - DFS is interested in creating a dashboard of an annual drug report that is refreshed monthly that will be embedded on the DFS website for the public to access. Currently the data is only available in a annual PDF file so the interactive dashboard will be a huge improvement to the availability of the data.
- Virginia State Police
 - ODGA Data Governance Assistance
 - Law Enforcement Suicide Project
- Predictive Analytics
- Universal Entity Index
- Data Trust Automation



Showcase Projects

Predictive Analytics

What is Predictive Analytics & How Does It Work?

- **Definition:** Predictive Analytics uses historical data (past trends) to make predictions about future events
- **Process Overview:**
 - **Data Collection:** Gather past data (e.g., network activity, customer transactions)
 - **Data Analysis:** Identify patterns and trends in the data
 - **Prediction Models:** Use algorithms to build models that forecast future outcomes
 - **Forecasting:** The model provides insights(e.g., likelihood of a cyber attack, crime hotspots)

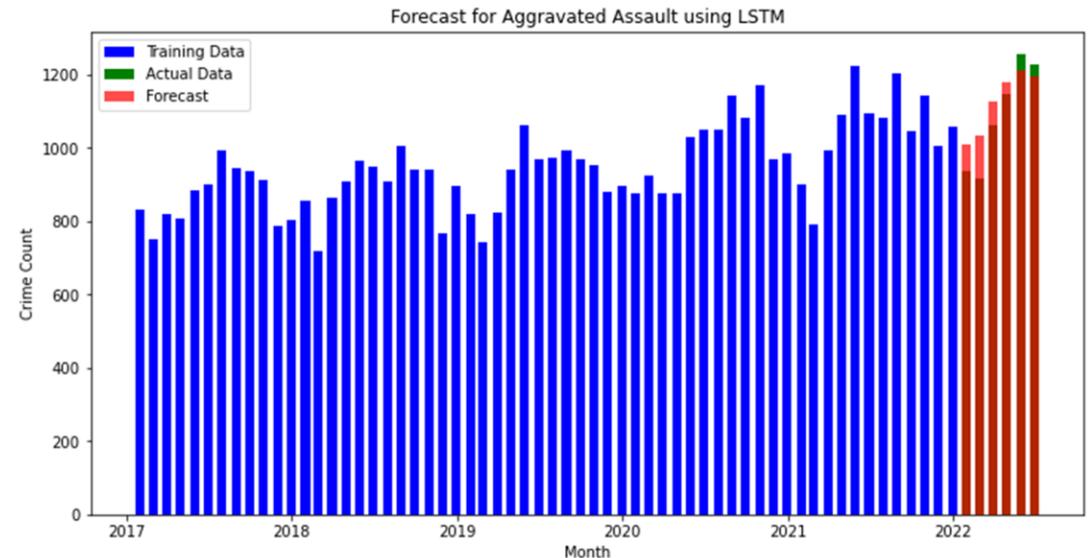
Why Use Predictive Analytics?

- **Improved Decision-Making:** Enables smarter, data-driven decisions
- **Risk Management:** Identifies potential risks before they happen
- **Increased Efficiency:** Streamline processes, saves time, and optimizes resource allocation
- **Actionable Insights:** Provides insights into cybersecurity risks, and crime trends

Current Use Cases for Predictive Analytics

- **Crime Prevention:** Identify where and when crimes are likely to happen based on past crime data, aiding law enforcement
- **Cybersecurity:** Predict potential cyber threats by analyzing patterns in network traffic, helping to prevent data breaches

Crime Forecasting Model



Popular Algorithms Used in Predictive Analytics

- **Regression Analysis:** Predicts a continuous outcome (e.g., sales, number of cyber incidents)
- **Decision Trees:** Breaks down data into smaller segments to predict outcomes (e.g., identify high-risk areas for crime)
- **Time Series Analysis:** Analyzes trends over time (e.g., network traffic patterns to predict potential cyber threats)
- **Random Forest:** An ensemble learning method that uses multiple decision trees to improve accuracy (e.g., predicting cybersecurity risks)
- **Neural Networks:** Models that mimic the brain to find patterns in complex data (e.g., analyzing vast amounts of cybersecurity logs)

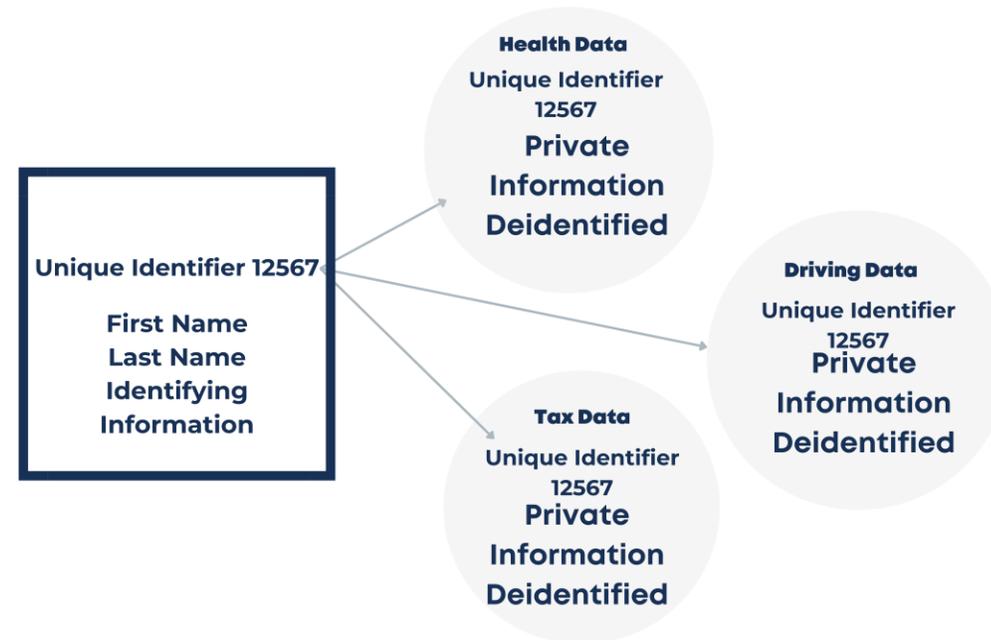


Showcase Projects

Universal Entity Matching

ODGA Universal Entity Matching Project

- ODGA has designed and implemented the creation of a universal entity index (UEI), a crosswalk table that is used as de-identified repository of Virginians. This crosswalk table is leveraged to provide intelligence and analytics from multiple systems to assist agencies with their data needs. More specifically, the UEI provides the ability for agencies to merge their datasets with other contributed datasets while the data is deidentified.



1. **Data is deidentified. Individuals in databases are given unique identifiers to increase anonymity. This identifier is separated from the private information.**

2. Private information about individuals from multiple sources are kept in separate databases for maximum security

3. Agencies are able to gain insights to make better decisions for the Commonwealth WITHOUT identifying individuals.



Showcase Projects

Data Trust Automation Demo

Data Trust Automation

- Developed using Microsoft technologies with Angular as the front end.
- Using OKTA for authentication and authorization.
- Web based application designed to create a interactive way to create/manage the data trust agreements.
- Benefits:
 - Will allow for shortened user input time and allow for automation of processing and signing agreements.
 - Will simplify the process of requesting data from other agencies.



Governance Updates

Chris Burroughs



NIEMOPEN What's Next

- Data Stewards Group Trained on 6/20
- ODGA developed awareness content for agencies
- Check out NIEM's Youtube channel - [NIEM Intro Video](#)
- Follow NIEMOpen on X @NIEMconnects
- NIEM Online Training
 - Domain Modeler
 - Information Exchange Package Documentation (IEPD) Developer
 - Information Exchange Package Documentation (IEPD) Implementer

Resource Program Continues to Expand



Essential SQL Techniques for Data Quality Management

Data quality is the cornerstone of effective decision-making and SQL, as a powerful language for data manipulation, is instrumental in assessing and improving data quality. This series of SQL statement templates provides a foundation for identifying and addressing common data quality issues.

These templates can be adapted to fit specific database structures and business requirements, serving as a starting point for comprehensive data quality analysis and remediation efforts.

Note: Substitute your table name for Customers and your columns/fields for Email, FirstName, LastName, etc.)

Sample SQL Statements

Checking for NULLs in a Specific Column

- SELECT * FROM Customers WHERE Email IS NULL;
- This query is used to identify rows in the Customers table where the Email column has no value (NULL). In SQL, NULL represents missing or unknown data. The SELECT * statement retrieves all columns from the Customers table. The WHERE clause filters the results to only those rows where the Email column is NULL. This can help you find incomplete records that may need further attention or correction.

Counting NULLs in a Specific Column

- SELECT COUNT(*) AS NullCount FROM Customers WHERE Email IS NULL;
- This query is similar to the first but focuses on counting how many rows have NULL values in the Email column. The COUNT(*) function counts the total number of rows that meet the WHERE condition. The result is returned as a single value, labeled as NullCount. This is useful for assessing the extent of missing data in a particular column.

Finding Rows with NULLs in Any Column

New Resources

- Sample SQL Data Quality Queries
- Data Governance Scorecard
- Data classification
- 6 Key Data Governance Policy Templates

Upcoming

- **Data Stewardship** – Script completed/ Course development in progress
- **Data Literacy**
 - **Data Visualization** – Script and Course development completed – feedback needed
 - **Data Foundations** – Script in progress – feedback needed
- **Data for Executive Leaders**
- **Data Quality**

Data Governance Balanced Scorecard

Objective	Measure	Owner	Target	Actual	Trend	On Target	Notes
Data Quality							
Accuracy	% of error-free records		100%	100%	→	●	
Completeness	% of elements complete vs null		100%	100%	↑	●	
Consistency	% of uniformity in values and formats		100%	100%	↓	●	
Timeliness	Avg time to update and make data available		1 hour	1 hour	↓	●	
Data Security							
Access Controls	# of unauthorized access attempts or breaches		0	0	→	●	
Encryption	% of sensitive data encrypted at rest and in transit		100%	100%	↑	●	
Masking Effectiveness	# of successful attempts to access masked or redacted data		0	0	↑	●	
Incident Response Time	Avg time to detect/respond to data security incidents		1 hour	1 hour	↑	●	
Data Privacy							
Compliance	% of assets in compliance with regulations		100%	100%	↓	●	
Training	% of staff who completed data privacy training		100%	100%	↓	●	
Data Catalog							
Inventory Completeness	% of assets in data catalog		100%	100%	↓	●	
Catalog Usage	# of searches, views and downloads from data catalog		500	500	↓	●	
Updates	Frequency and timeliness of data catalog updates		Daily	Daily	↓	●	
Data Stewardship							
Steward Assignments	% of assets with assigned data stewards		100%	100%	↓	●	
Activities	# of data quality assessments, audits and policy enforcements		5	5	↓	●	
Training	% of stewards who completed relevant training		100%	100%	↓	●	

2024 Mid-Year Dataversity Update

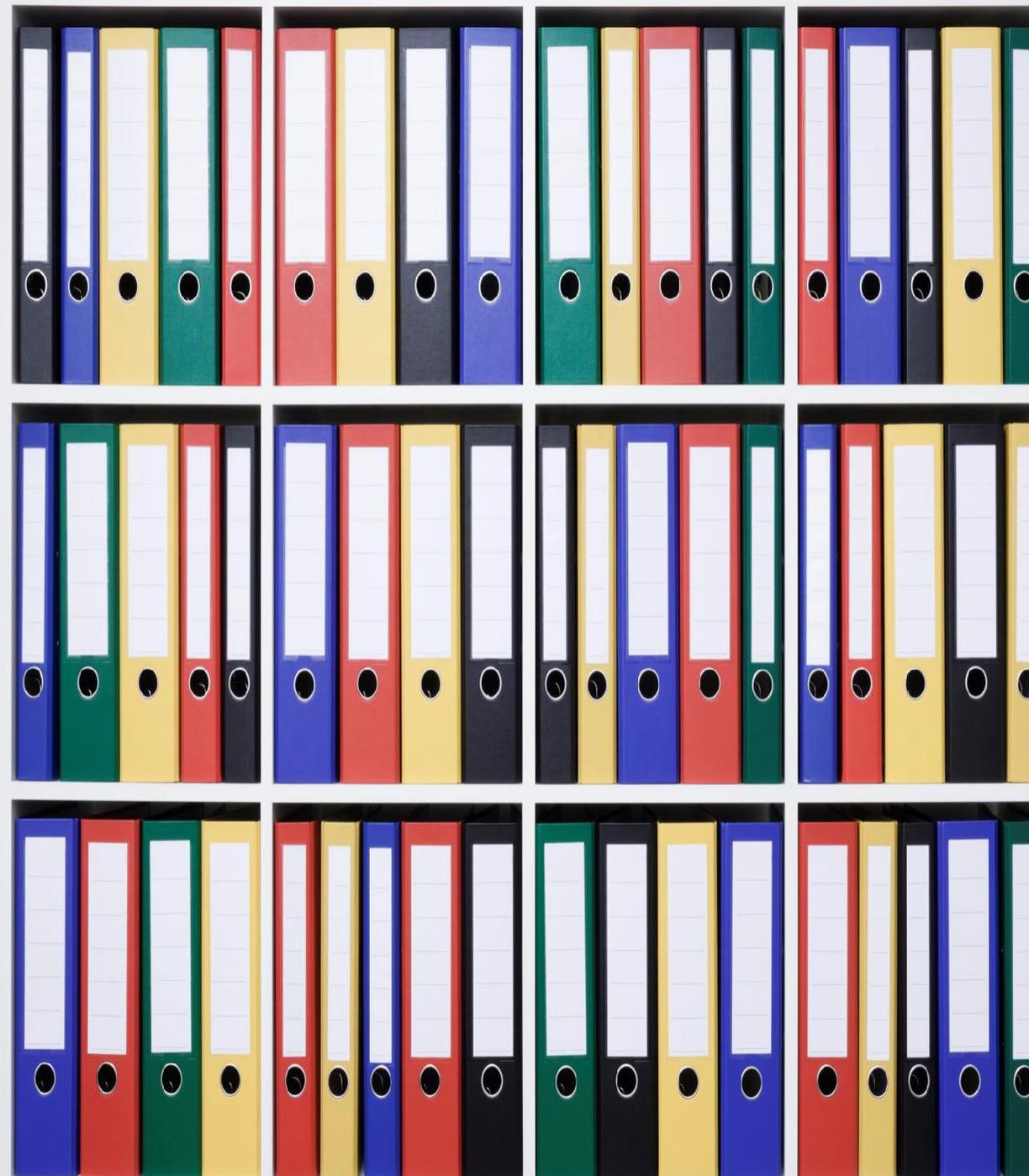
- 900+ Classes Available
- **193** classes completed
- **84** classes started
- Top 5 Learner Agencies
 - VDEM
 - VSP
 - DSS
 - SCHEV
 - VCCC

Most Popular Classes

- What is Data Management?
- DG1: Getting Started Governing Data – The Data Governance Framework
- DG2: Creating a Data Governance Operating Model
- What is Data Governance?

COV Data Catalog

- **40%** of agencies submitted
- 388 datasets
- 210 datasets can be shared with other agencies
- Top 5 contributors:
 - DOE
 - DOC
 - VSP
 - VDACS
 - DOA

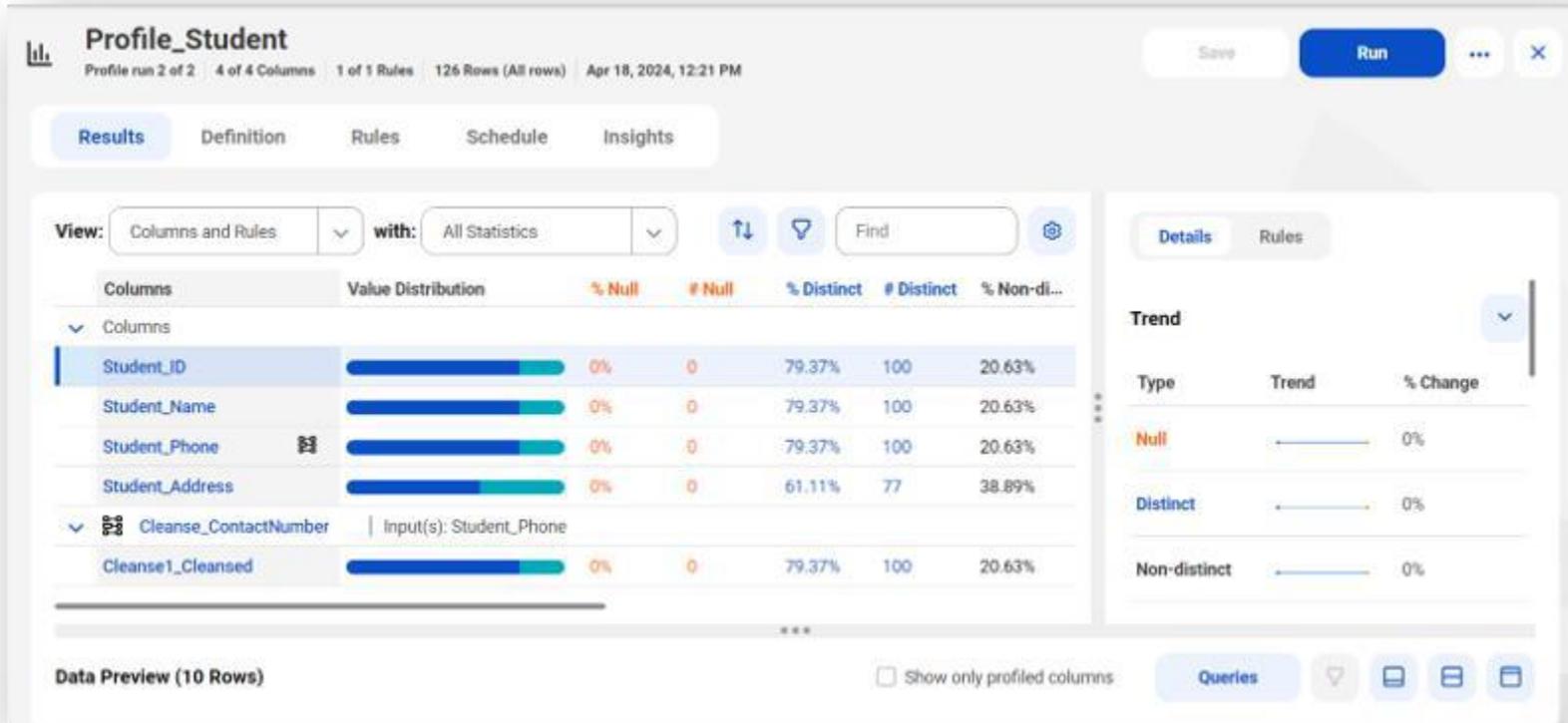


Governance Projects

- Open Data Portal
 - 500% growth YOY
 - **2,500+** datasets
 - Recent dataset additions – DEQ, VDOT, DOE, localities
 - Partner with DOE on Data Literacy Lesson Plans using ODP data
 - Upcoming press release
 - LVA partnership
- Supercharging your Workplace with Gen AI
 - 400+ people registered; 268 attended
 - Follow-up presentation with DBHDS and State Government Meeting Planners Association
- Reminders
 - Purview for metadata curation and data governance
 - BigID for unstructured data scanning

Data Quality Pilot

- Informatica Intelligent Data Management Cloud contract signed!



✓ Confirm DSS and VDH as pilot agencies

Data Management Maturity Assessment

- Launching September 23rd!



The Data Management Maturity Assessment



People and Culture

How is data accountability and ownership managed across the whole organization?

- 0 - Our datasets have no clear accountability for ownership or sign-off
- 1 - Responsibility for data is held informally by the registry
- 2 - Core datasets are a jointly owned asset between those managing the data and those accountable for it. Non-core data has unclear accountability
- 3 - Core datasets have visible and respected accountability, while non-core data still resides in teams or departments where ownership and accountability is unclear
- 4 - We have a senior management sponsor for all data assets in our organization. Information asset ownership is embedded and distributed across the organization



Question 1 of 30

Next



Data Governance Awards Checklist

	Criteria	Possible Points
Data Strategy	Y/N	3
Key policies	Per policy	5
Data Owner Training	Per # trained	5
Data Custodian Training	Per # trained	5
Data Steward Training	Per # trained	5
Submitted Data Catalog	Y/N	5
Purview scanned	Per database	10
Unstructured data scan	Per datasource type	3
Data quality baseline	% of databases scanned	10
Data in ODP	Y/N	3
# datasets with metadata	% of datasets with metadata	10
Data quality metrics	Y/N	5
Participate in Data Stewards group	Y/N	3
Up-to-date risk log	Y/N	3
Business glossary	Y/N	3
NIEM usage	% of datasets with NIEM defn	20
Data governance council - agency	Y/N	2
TOTAL POSSIBLE POINTS		100



10/3/2024

Next DGC Meeting: Vote Needed

- Thursday, April 3rd from 1-3 PM
- Wednesday, April 9th from 1-3 PM
- Thursday, April 24th from 1-3 PM

Virginia Datathon: Leveraging Data for Smoother Transportation

- Students, state Employees, and citizens come together to solve a challenge using Commonwealth data.
- Utilizes the Virginia Open Data Portal for actionable intelligence
- April 2025
- Team Registrations open in March!



ODGA Events

Recent

- COVITS- September 11th/12th
- Data Maturity Assessment
- CDAO Government- September 18th (Marcus Thornton)
- Data Governance Council- September 19th

Upcoming

- DBHDS Biannual Staff Meeting AI presentation-October 8th (Chris Burroughs and Jessi Bailey)
- GMU Webinar- October
- Data Stewards Group- October 10th
- CDAO Awards Ceremony- October 16th
- LVA Librarian Webinar- October 22nd
- Hampton Roads Datathon- October 25th (Ken Pfeil)
- Publish Data Strategy



Questions?



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Office of the Governor

Lyn McDermid

Secretary of Administration

Virginia Data Governance Council

Meeting Minutes

May 21st, 2024

East Reading Room – Patrick Henry Building

1111 East Broad Street

Richmond, Virginia 23219

1:00 p.m. – 3:00 p.m.

Virtual Attendance Link: https://teams.microsoft.com/l/meetup-join/19%3ameeting_OWE4ODI5YmUtOWE4MC00N2ZhLTg2ZjUtZmQwYzI3Y2FiODVi%40thread.v2/0?context=%7b%22Tid%22%3a%22620ae5a9-4ec1-4fa0-8641-5d9f386c7309%22%2c%22Oid%22%3a%228b5e1e08-5841-4e1e-b617-8592886537f7%22%7d

Member Attendees:

Marcus Thornton, *Office of Data Governance and Analytics*

Rich Rosendahl, *Department of Medical Assistance Services*

Mitzi Fletcher, *Department of Social Services*

TJ Claiborne, *Department of Conservation and Recreation*

Paulose Poovathurkaran, *Department of Behavioral Health and Developmental Services*

Anup Srikumar, *Virginia Department of Health – virtual attendee*

Keon Turner, *Virginia State Police – virtual attendee*

Karen Smith, *Virginia Employment Commission – virtual attendee*

Agenda:

Welcome and Opening Remarks

Roll Call

Data Governance Council Order of Business



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NIEM Overview
Cross-State Report on Data Governance and Literacy
Break
Big ID Demo
Informatica Data Quality Demo
ODGA Update
Member and Public Comment
Closing Remarks
Adjourn

Motions:

Motion 1: Approval of Previous Data Governance Council Meeting Minutes (October 2023).

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Approval of meeting minutes were discussed.

Motion Accepted: Motion moved by TJ Claiborne and seconded by Rich Rosendahl. Motion carried by unanimous vote.

Motion 2: Approval of Data Governance Policy

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Approval of the Data Governance Policy was discussed.

Motion Accepted: Motion moved by Rich Rosendahl and seconded by TJ Claiborne.

Agenda

Agenda Item 1: Welcome and Opening Remarks

Presenter: Deputy Chief Data Officer, Marcus Thornton 1:02 PM – 1:08 PM

Discussion: Marcus Thornton welcomed everyone and introduced himself. The purpose of the Data Governance Council is to advise the Chief Data Officer on data technology, policy, and governance structure. The idea is to discuss best practices and standards that can be taken back to the agencies to implement the policies. The council is here to create a standard for agencies to adhere to. In addition, a follow-up from the October Data Governance Council meeting was provided.

Decision: N/A



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Agenda Item 2: Roll Call 1:08 PM – 1:09 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton called roll.

Decision: The attendee list is presented at the top. Quorum has been met.

Agenda Item 3: Data Governance Council Order of Business 1:09 PM – 1:13 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: The data governance policy and the previous meeting minutes were discussed. No nominations were made for Vice Chair of the council, so that issue has been tabled until the next meeting.

Decision: Two motions were approved. Refer to Motion 1 and Motion 2 presented at the top.

Agenda Item 4: NIEM Overview 1:13 PM – 1:34 PM

Presenter: OASIS-Open, Deputy Division Chief, Katherine Escobar

Discussion: Katherine Escobar provided an overview of NIEMOpen. NIEM is a framework to enable interoperability that was developed in the early 2000's after the 9/11 tragedy. Virginia adopted NIEM in 2012. It is a community-driven, open source, standards-based approach to exchange information. NIEM enables organizations to move information across organizational boundaries to interoperate, and act as one, while each maintains authority for their own existing systems. Outreach, marketing, and trainings for NIEM were discussed.

Key Points covered:

- NIEMOpen Purpose
- Data Interoperability Challenges and Solutions
- NIEMOpen Framework
- Outreach, Training, and Resources

Decision: N/A

Agenda Item 5: Cross-State Report on Data Governance and Literacy 1:34 PM – 2:02 PM

Presenter: The Idea Garden Guest Speaker, Jamie Kimes

Discussion: Jamie Kimes introduced herself as representing the state of Colorado. Research has been conducted by having discussions with twelve different states about their data literacy approach. Among the twelve states, Texas stood out as they have the most advanced data literacy program that is easy to access. Most of the other states utilizes Arizona State University's (ASU) data literacy program for



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research. Overall, data literacy can help solve many problems as a lot of businesses ask for services but don't really know what they are asking for.

From a collaborative discussion within the Data Governance Council, it is recommended that any future trainings result in receiving some kind of certification or badge. The trainings should be easy to learn and include gamification. The common three areas all agencies agreed to be beneficial for trainings are:

1. Data Quality
2. Data Stewardship
3. Data for Executive Management

Decision: N/A

BREAK: 2:02 PM – 2:09 PM

Agenda Item 6: Big ID Demo 2:09 PM – 2:20 PM

Presenter: Director of Data Protection and Governance, Chris Burroughs, and Data Protection Analyst, Imran Afridi

Discussion: Big ID is a tool that the ODGA obtained to scan unstructured data. It was piloted with several executive branch agencies which resulted in the discovery of sensitive data. This tool has many different capabilities and can be personalized based on the specific classifiers needed. The unstructured data scanning is such a powerful tool because many agencies don't even know what type of information is found. By identifying files with sensitive information, agencies can better manage the security of their data.

A live demo was presented to the Data Governance Council to demonstrate how the product works and showcase its functionalities.

Decision: N/A

Agenda Item 7: Informatica Data Quality Demo 2:20 PM – 2:36 PM

Presenter: Informatica Solutions Consultant, Rebecca Armstrong

Discussion: Rebecca Armstrong discussed Informatica and the Data Quality Methodology. The main two areas of focus in the state of Virginia are 1) Discover and 2) Measure and Monitor. ODGA is currently negotiating with Informatica for a contract to bring to the state. The hope is to offer this service to the agencies in the Commonwealth.

A live demo was presented to the Data Governance Council to demonstrate how the product works and showcase its functionalities.

Decision: N/A



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Agenda Item 8: ODGA Update 2:36 PM – 2:50 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton, Director of Data Protection and Governance, Chris Burroughs, and Acting Director of Communications, Jessi Bailey

Discussion: The Office of Data Governance hosts the Virginia Datathon once a year. Jessi Bailey explained the purpose of the Datathon and gave an overview of this year's theme: "Boosting the Virginia Workforce." Some of the solutions from this event are currently being reviewed and potentially could be implemented to better the Commonwealth.

Marcus Thornton discussed the annual Data Management Maturity Assessment. This is a self-survey given to the agencies that consists of 30 questions to assess their own data maturity. It allows the ODGA to understand their data maturity level and how to engage with each agency, identify gaps, and provide solutions.

The Office of Data Governance and Analytics has multiple projects in place, both internally and externally. Currently the agency is building a Commonwealth-wide data catalog, has improved the Open Data Portal, and increased membership in the Commonwealth Data Trust. In addition, the agency is working on multiple projects, including other agencies, such as the Department of Forestry (DOF), the Department of Forensic Science (DFS), the Virginia Community Engagement Index (VCEI), and the Virginia Permit Transparency (VPT). These projects have resulted in increased efficiency through automation and significant monetary savings.

Key Points covered:

- 2024 Virginia Datathon
- Data Management Maturity Assessment
- ODGA Data Catalog
- New and Improved Open Data Portal
- ODGA Projects

Decision: N/A

Agenda Item 9: Member and Public Comment 2:50 PM – 2:51 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton opened the floor to questions and comments. No additional comments were made.

Decision: N/A

Agenda Item 10: Closing Remarks 2:51 PM



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Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: Marcus Thornton thanked everyone for their attendance and participation.

Decision: N/A

Agenda Item 11: Adjourn 2:51 PM

Presenter: Deputy Chief Data Officer, Marcus Thornton

Discussion: The Data Governance Council meeting adjourned at 2:51 PM.

Decision: N/A