



CHILDREN'S TRUST
OF ALACHUA COUNTY

DATA TECHNICAL ADVISORY COMMITTEE MINUTES

July 28, 2022 from 9:30 AM – 11:00 AM

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

Welcome

CTAC staff members (Elizabeth Cayson, Kristy Goldwire, Daniel Douglas and Bonnie Wagner) and Board member Lee Pinkoson welcomed committee members. Board member, Lee Pinkoson, called the meeting to order. There was not an in person quorum of at least five members, so the meeting was conducted as a workshop where we shared information and received input with no official action. CTAC staff, Bonnie Wagner, briefly reviewed the agenda topics for the current and future meetings.

Roll Call

Member Attendance: Anne Koterba, Fred Posner, Janet Bente Romero, Shane Andrew, Lee Pinkoson (virtual) and Lauren Levitt (virtual).

Members Absent: Shirley Watts, Michael Bowie, and Taylor Gilfillan.

Meeting Topics

1) Recap

- Required Data

CTAC staff reviewed changes made to the “Required Data” section of the policy based on the discussion and input of the committee members. Specifically, staff added that the Trust would partner with providers to provide assurance to families about how their information would be used and protected. The Trust would establish a feedback cycle with providers and families, which would include learning more about any concerns about the information collected, so the Trust can gain understanding, make improvements and address concerns families have related to information being requested.

CTAC staff revised some language to reframe and add clarity and pointed out specific changes to DTAC members. Members expressed they liked the revisions made.

- Data Security

CTAC staff shared a summary of the “Data Security” section of the policy discussed during the June 30th meeting. Data security expectations are outlined both for IT/software vendors and for Trust and Provider staff. IT/software vendors who handle data collected on children and families will be required to implement best practices for system security, including: a strong password, identity authentication, password expiration, system lock out, inactivity timeout, and login inactivity suspension. Trust and Provider staff must also commit to protect the data, participate in training, terminate system access appropriately, have a device password, and report any account compromise.

2) Sharing Results

CTAC staff reviewed collecting data serves multiple purposes for the Trust to plan, monitor, examine performance and progress towards goals. Data is best leveraged through thoughtful evaluation and collaboration processes. CTAC staff shared a summary of the Children’s Trust’s [Guiding Principles](#), which highlights its values being accountable, transparent, collaborative, good stewards, and promoters of equity. CTAC staff shared that data collected by the Trust is an important component of the quality improvement process (i.e., Plan, Do, Study, Act). CTAC staff made a few policy suggestions: (1) not identifying any individuals specifically in public reporting, (2) sharing evaluation reports and presentations publicly as requested, and (3) making on-going and intentional efforts to share our work with key stakeholders as well as publicly. Input and suggestions were requested on: (a) how to effectively share results and (b) how to involve stakeholders. DTAC members shared that:

- An opportunity to share evaluation results with each provider is essential, and ideally this is hosted at their respective location.
- Communicate with Providers that the Trust desires to engage in a cycle of improvement (i.e., Plan, Do, Study, Act).
- There is mutual agreement between the Trust and Providers on the evaluation results.
- Results are shared with the broader community.
- The Trust and Providers ask the right evaluation questions to establish meaningful results about program impact and outcomes.
- PII on children and families would not be shared except as required by law (i.e., court order, subpoena)

3) Preparing to Finalize

CTAC staff shared an initial draft of the Children’s Trust’s *Data Collection and Management Policy*. CTAC staff briefly reviewed the document structure and highlighted that in large part the policy represents a compilation of recommendations from the group. CTAC staff requested that all DTAC members review the draft policy and provide feedback by August 8, 2022. CTAC staff plans to incorporate all committee member feedback received to produce a second draft in advance of the final DTAC meeting on August 25, 2022.

Public Comments

None.

Close

Next meeting is August 25, 2022 at 9:30am-11am at the Children's Trust office.

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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)