GOVERNING BOARD

PURPOSE AND FUNCTION: EXECUTIVE LEADERSHIP

The objective of the Governance Board is to provide overall guidance and support for the scope and focus of the IDS. These chief decision makers are positioned to consider and resolve internal and external policy issues that surface as I2D2 evolves, and go beyond the authority of the Data Stewardship Committee or the IDS Resource Center. Voting members for I2D2 business include State Department Directors, or their designees, from all data-contributing departments/agencies. Ex-officio members include the ECI office administrator, IDS Resource Center director, and ECI Board Chair. Meetings of the Governing Board currently coincide with ECI State Board meetings, where agenda and decisions for I2D2 and occur at least annually, or as needed, to provide direction and feedback on I2D2 activities.

ROLES AND RESPONSIBILITIES OF THE GB

• Champion the system within the various agencies and stakeholders, including executing strategic communication plans about I2D2 mission, vision, purpose, and ongoing projects
• Authorize I2D2 through the establishment and renewal of the MOA
• Establish priority uses of I2D2
• Recommend representatives to serve on the Data Stewardship Committee with decision-making authority to implement I2D2 and approve the use of I2D2 data for proposed projects
• Approve the policies and procedures created by the Data Stewardship Committee for the implementation of I2D2
• Facilitate the establishment of legal data sharing agreements and memorandum of agreement to implement I2D2
PURPOSE AND FUNCTION: PROJECT AUTHORIZATION AND TRANSLATION

The objective of the DSC is to support the implementation of I2D2 and create a culture of data use between departments in service of the I2D2 mission. Members of this committee are recommended by the Governing Board to serve the role of "chief decision makers" for the use of I2D2, acting upon the recommendations of the I2D2 Resource Center and Advisory Groups. The Data Stewardship Committee also ensures the operationalization and communication of findings in collaboration with data requestors and the I2D2 Resource Center.

DSC will meet at least quarterly to discuss I2D2 policies and procedures, review and vote on project proposals, and consider findings from approved projects. DSC members are positioned to consider and resolve internal and external policy issues that surface as the IDS develops, and ensure the IDS reflects the overall objectives of the various state agencies and partners.

Individuals other than agency directors or their designees may be invited to participate in DSC discussions, as needed, though would not have a vote on matters of process, protocol, or project approval.

ROLES AND RESPONSIBILITIES OF THE DATA STEWARDSHIP COMMITTEE

- Understand the Governing Board priorities for the use of I2D2, including the ECI Strategic Plan and the role of the IDS in supporting the ECI mission
- Understand specific Department priorities and needs as they relate to discussions about I2D2 priorities and proposed uses
- Support the implementation of I2D2 procedures and policies regarding data sharing and use in the service of the ECI mission
- Champion the system within the department and with external stakeholders to facilitate sustainability, including executing strategic communication plans about the I2D2 mission, vision, purpose, and ongoing projects
- Adopt and communicate data governance policies, as needed, to ensure data integrity and usability
- Adopt and implement misconduct procedures in collaboration with the IDRH and under the authority of the Governing Board
- Provide recommendations to the IDRH regarding potential experts for Scientific Reviewers or Data Team members who will be designated to provide review and input on datasets and proposed project uses prior to a DSC vote
- Review and vote on proposed I2D2 projects, including the solicitation of input from additional relevant departmental stakeholders as needed
- Commission Community Advisory Groups to participate in the I2D2 inquiry processes
- Review project findings and provide recommendations for stakeholder communication plans, policy or program improvements, and/or future analytics
DSC MEMBERSHIP

Iowa Department of Human Services

Tammi Christ, (title); membership (2018-present)
Ryan Page, (title); membership (2016-present)

(HR will generate list and representing agency)
PURPOSE AND FUNCTION: IMPLEMENT

The I2D2 Resource Hub will be housed at Iowa State University with the responsibility for implementing the work of the I2D2 according to the established Mission, Vision, and Principles and as directed by the Memorandum of Agreement and related policies.

ROLES AND RESPONSIBILITIES

- Staffing the governance meetings and related activities including Governing Board, Data Stewardship Committee, and Advisory Groups
- Executing and maintaining all legal agreements (MOA and DSAs to establish the system, and individual DULs to authorize I2D2 projects that are approved by the DSC)
- Screening and monitoring I2D2 projects from proposal through to dissemination
- Conducting data management and integration activities as approved by the Data Stewardship Committee
- The Resource Hub could also execute analytic projects as approved by the Data Stewardship Committee