**NCCSD Systems Modernization and Data-Sharing Committee Meeting**

**Friday, April 26, 2019**

 **11:00 – 12:30 EST**

**Minutes**

**Present:** Robin Arnell, Cynthia Longest, Heather Noble, Michele Schreifels (for Shaneen Moore), Alexia Venafra

**Absent:** Jeffrey Aldridge, Kristie Arneson, Michelle Cristello, Erin Frisch, Sharon Santilli, Carla West

***Action Items are highlighted in yellow.***

1. **Level-set - Opening discussion about the direction of the committee**
* Robin welcomed Carla as a co-chair and thanked Cynthia for all the help and support she will provide.
* Cynthia explained that the Data Sharing NCCSD workgroup came out of the Norfolk NCCSD workgroup. Originally, Cynthia was going to lead the Data Sharing workgroup, but then she changed roles and Erin decided that for the time being, we include it in this WG
	+ Cynthia's new role is to:
	+ Work on the state characteristics matrix, work with Raghavan on the new Feasibility Study, and serve as a liaison between IV-D directors and Raghavan's folks;
	+ Help plan and execute the vendor presentations this workgroup wants to host;
	+ Help set up and run regular calls with jurisdictions to help keep up the momentum from the systems symposium; and
	+ Work with Joey Arthur from the systems symposium on the data sharing piece.
1. **Workgroup Focus: (5 minutes) –**
* Robin mentioned that during the transition she, Carla and Cynthia discussed the new format and direction of the Workgroup and decided to pick up where the committee left off which was to focus on charge 1 of the charter:

Review and recommend new methodologies that state and other government entities are currently or potentially using that provide for more modern technological solutions and options for state child support programs

1. **State Characteristics Matrix draft review**
* Cynthia reviewed a draft matrix with the team and asked for input.
* The team thinks this matrix is amazing and suggested we also track whether the IT people are embedded in the IV-D program or centralized and how jurisdictions got their funding for their system replacement (e.g., bonds, capital budget, incentive dollars, etc)
* Discussed whether or not to include contact information in this document – leaning against it because of how much this can change. Considered creating a separate doc for this.
* **Action Item for all members: Prior to our May 10th meeting, review the matrix dropdown selections (and column headings if you missed today’s meeting) and come to the meeting prepared to suggest any edits or additions.**
1. **Vendor Presentation Planning**
* Cynthia reported Commissioner Lekan is ok with OCSE staff attending the vendor presentations so long there is not appearance of preferential treatment of certain vendors over others.
	+ Team discussed that we can and should make these demos highly structured and standardized to promote fairness and facilitate an “apples-to-apples” comparison.
* Team discussed how to structure the vendor presentations including:
	+ Including and strictly enforcing time limits in the vendor presentation agenda and utilizing use cases to guide the demos and potentially creating a scoring matrix to help evaluate the demos.
		- Cynthia mentioned that she did something similar for Indiana.
		- **Action Item: For our May 10th meeting, Cynthia will find and provide the agenda from the Indiana vendor presentations**
	+ Sending questions ahead of time to the vendors and have them respond in writing to us ahead of time so we can digest and prepare follow up questions to ask at the demos.
	+ Who and how large the audience should be, including the following considerations:
		- If the audience is too large the scope of the questions might get too big and the focus watered down. However, this could be mitigated by allowing folks to review the vendor questions and the demo use cases ahead of time and explaining that we won’t be going “off script.”
			* This requires further thought and discussion.
		- Whether to include IT staff. The thought is we should have them contribute to the questions and have them attend the sessions.
	+ Protecting the confidentiality of the vendors by having attendees sign confidentiality agreements and limiting dissemination of the materials
		- How do we batch or organize the different approaches (e.g., COTS Platform/Low Code – aka the "Maryland Approach," the re-platforming and refactoring approach, etc.).
* **Action Item: Robin will share the highlights of this discussion at the next NCCSD Executive Committee to get their guidance and input.**
1. **Upcoming Meetings**
* **Decided: This workgroup will meet from 2:00-3:30 EST on the Second and Fourth Friday of the month - the second Friday will include OCSE members, whereas the Fourth Friday will not.**
	+ **Action item: Robin to confirm who the OCSE members are and get those names to Alexia**
	+ **Action item: Once she receives the list of OCSE members from Robin, Alexia will schedule the workgroup meetings.**
* Plan for next meeting (May 10th)
	+ Have OCSE members attend and review the following items again to gather more insights and input:
		- State Characteristics Matrix
		- Vendor Planning
		- Data Sharing update from Cynthia