**NCCSD Systems Modernization and Data Sharing Committee**

**November 13, 2020 – State Webinar Subcommittee Meeting**

**2pm – 3:30pm Eastern Time**

**Minutes**

***Distribution and Attendee List:***

(**X** indicates that the member was present; **A** indicates absent)

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| Members |
| X | Robin Arnell (VT) | X | Konitra Jack (LA) | X | Troy Sterr (WI) |
| X | Deb Barnes (WI) | X | Cynthia Longest (OCSE) | X | Alexia Venafra (VT) |
| X | Michelle Cristello (MA) | A\* | Dawn McNeal (IN) | X | Carla West (NC) |
| X | Holli Hagen-Rice (OK) | X | Lily Patteson (KY) | X | Astra Wilson-Kirksey (NC) |

*\*Dawn couldn’t join us but want to help, so I’ve included her as a member of the subcommittee.*

***Discussion Items:***

1. **Planning Session for State Webinars on Lessons Learned During System Modernization**
* The subcommittee decided to survey the IV-D Directors regarding which topics and subtopics they are most interested in hearing lessons learned.
* We spent the meeting fleshing out the various topics and subtopics to be included in the survey (see accompanying draft State Lessons Learned Topics List). This work will be finalized at the next subcommittee meeting, which we hope to have on Friday, December 11, 2-3:30pm Eastern. Alexia will send an invite for this time to subcommittee members. If this time doesn’t work (indicated by members declining the meeting), Alexia will send out a poll regarding other possible dates.
	+ **Action item for Alexia**: Send an invite for Friday, December 11, 2-3:30pm Eastern to subcommittee members. If this time doesn’t work (indicated by members declining the meeting), send out a poll regarding other possible dates.
	+ **Action item for all subcommittee members:**
		- Please accept or decline the invite for **Friday, December 11, 2-3:30 Eastern** to indicate whether this time works for you to attend.
		- Please review the work we have done on the Topics List so far and send any proposed edits/comments to Alexia by **Friday, December 4th**.
	+ **Action item for all members:** If you didn’t attend today and would like to participate in our next subcommittee meeting, email Alexia and she will forward you the invite.
* Once the State Lessons Learned Topics List is complete, Alexia will program a survey in Survey Monkey for the subcommittee to review and approve. Then it will be sent to IV-D Directors through the listserv.
* Based on the responses, the subcommittee will then determine which topics and subtopics will be covered and how they will be grouped, as well as the format, duration, order, etc. Presenters will also be recruited. (We will determine whether it makes sense to do this as part of the original survey or wait until we’ve determined which topics will be covered).
1. **Save the Date for OCSE Webinar on APDs**
* Raghavan provided a written update that the OCSE webinar on the topic of APDs has been scheduled for Thursday, December 3, 1-3 pm Eastern and the save the date notification will go out next week.
	+ **Action item for all members:** Let the appropriate folks in your organization know to save the date for the upcoming OCSE webinar on APDs: **Thursday, December 3, 1-3 pm Eastern.**