New Mexico Inter-Agency Data Governance Council Charter

Version 1.3.2

08/25/2022

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Introduction

The New Mexico Interagency Data Governance Council (DGC) will provide leadership and oversight of the data governance system within the HHS2020 initiative and later expanding to include all State of New Mexico agencies which share data. The DGC will define the roles, responsibilities, authority, and associated activities of individuals, projects, and divisions regarding the collection, use, and disclosure of data as an asset.

Data Governance Council Primary Responsibilities

The DGC will have responsibility of ensuring the security and quality of data assets including data migration, data integration, data quality, data sharing, metadata management, data tooling, data security, and data stewardship to facilitate a data driven organization. The following are detail examples:

- Provide strategic direction regarding the collection, use, and dissemination of data for the HHS2020 Projects
- Ensure federal and state requirements are adhered to in the management of data
- Determine and allocate resources for projects in support of managing data assets
- Review, approve and enforce policies, standards, and procedures relating to data as an asset
- Address data related project risks and issues that require Council decisions
- Define roles to identify who is responsible for ensuring the accuracy of data for respective programs, divisions, and departments Develop and implement policies and procedures authorizing the collection, management, use, and dissemination of data.
- Establish a "data driven" culture that integrates data use into operational and strategic decision making
- Establish Data Owners and Data Stewards that are accountable for the creation, definition, security, and integrity of data assets. Data Owners and Data Stewards will not be IT staff or contractors.
- Create the necessary policies, processes, and procedures to ensure data quality

Data Governance Council Scope of Governance

The Scope of Governance is prioritized based on the enterprise use and data type characteristics including business value and volume to ensure adequate governance without adding burden. The decision matrix below identifies the empowerment of Data Owner(s) or Data Steward(s) within a single department or across divisions, or when decisions require the DGC review and approval.

	Business Measures / Dashboards	System Integrator, Master Data and Reference Data	Access to Data And Identifiable Data	Data Quality Review and Initiatives
Single Division / Office	🟢	☑️	🟢	🟢
>1 Division / Office in same Department	☑️	☑️	☑️	☑️
>1 Department	🏛️	🏛️	🏛️	🏛️
External	☑️	🏛️	🏛️	🏛️

🟢 Decision remains with Data Owner and Data Steward

☑️ Along with DGC Chair, Data Owner and Data Steward of involved Divisions/Offices must review and approval

🏛️ Requires DGC review and approval

Meetings

The DGC will meet monthly or as required to keep track of activities. The DGC Chair leads the Council.

Decision Making

All DGC decisions will be documented. Decisions will be made by a majority vote of voting members present at the DGC meetings.

Other Rules of Operation

- Agendas will be distributed at least three (3) business days before the meetings.
- Meeting notes (of significant decisions and action items) will be distributed to Council members within five (5) business days after each meeting. All corrections to the notes must be submitted by the end of the subsequent meeting.
- A voting council member may assign an informed proxy who will have the voting authority on a member's behalf. The proxy is not a permanent replacement and is able to represent the member in an ad hoc basis.

Data Governance Council Members – Updated 8/25/2022

Agency / Division	Name and Title	Role[1]
HSD	Frances Peralta-Donio, Data Governance Manager	DGC Chair
ALTSD	Miriam Moorhouse	DO
ALTSD	Tim Struck, CIO	DC
BH Collaborative	Bryce Pittenger	DO
CYFD – PS	Sarah Meadows, Research Assessment and Data Bureau Chief	DO
CYFD – JJS	Jeffrey Toliver	DO
CYFD	Greg Nelson, Performance and Policy Bureau Chief	DO
CYFD	Jeremy Howard, Chief Data Officer	DC
DOH – ERD	Ken Geter, Bureau Chief	DO
DOH – PHD	Britt Levin Derek Wheeler	DO
DOH – DDSD	Marc Kolman, Deputy Director	DO
DOH – DHI	Shadee Lauer	DO
DOH	Scot Moye	DO
DOH	Glidden Martinez, CIO	DC
ECECD	Raymond Vigil	DO
ECECD	Sandeep Patel, CIO	DC
HSD – BHSD	Jacqueline Nielsen, Interim Deputy Director	DO
HSD – CSED	Betina Gonzales-McCracken, Deputy Director	DO
HSD – ISD	Sam Peinado, Bureau Chief	DO
HSD – MAD	Linda Gonzales, Bureau Chief	DO
HSD	Paula N Morgan	DC
HSD	Ryan O'Connor	DO
HSD-OOS	Shelly Begay	DO
DoIT	Chief Information Security Officer (as needed)	DC

[1]DO – Data Owner; DC – Data Custodian

DGC members include Data Owners and IT representatives of their respective agencies. The Data Owners representatives from the business who are ultimately accountable for the quality of the data as an asset. They make decisions and enforce these decisions throughout the organization. Data Custodians are IT representatives responsible for the technical environment and data base structure to ensure safe custody, transport, storage and implementation of business rules. Subject Matter Experts may attend meetings if approved by the DGC Chair. IV&V representatives, New Mexico Department of Information Technology representatives, and Legislative Finance Committee representatives have been invited to attend meetings but are non-voting members.

Responsibilities of a Data Governance Council Member

Data Governance Council members may not be directly responsible for managing project activities but provide support and guidance for those who do. Individually, Data Governance Council members should:

• Understand and communicate to staff and stakeholders the strategic implications and outcomes of initiatives being pursued through project outputs

• Recognize and consider the interests of stakeholders in Data Governance Council discussions

and decision making

- Champion and advocate for a data driven organization.
- Contribute to the Data Governance Council understanding of emerging needs, issues, risks, dependencies, and timing for projects' activities.

In practice, this means:

- Review the status of the project
- Vote on proposals and decisions related to projects
- Ensure the projects' outputs meet the requirements of the business owners and key stakeholders
- Help balance conflicting priorities and resources
- Provide guidance to the projects' teams and users of the projects' outputs
- Speak up about concerns
- Openly consider ideas and issues raised
- Report on projects' progress to outside stakeholders as appropriate

Data Governance Council Chair

One of the Council members shall serve as the Chair. The Chair will be selected at the first or second meeting of the Council and confirmation shall be subject to a majority vote of the Council. The Chair shall serve a two-year term.

The Chair has the following responsibilities:

- Schedule Data Governance Council meetings
- Secure the location of meetings
- Establish the meeting agenda and provide the agenda and supporting documentation in accordance with Section 5 above
- Ensure meeting minutes are collected and provided for review following a schedule meeting
- Approve the meeting attendee list

Appendix - Abbreviations

Abbreviation	Description
ALTSD	Aging and Long-Term Services Department
BH	Behavioral Health
CYFD	Children, Youth and Families Department
DC	Data Custodian
DGC	Data Governance Council
DO	Data One
DOH	Department of Health
DOH – DDSD	Developmental Disabilities Support Division
DOH – DHI	Division of Health Improvement
DOH – ERD	Epidemiology & Response Division
DOH – PHD	Public Health Division
DoIT	Department of Information Technology
ECECD	Early Childhood Education and Care Department
HHS – OOS	Office of Secretary
HSD	Human Services Department
HSD – BHSD	Behavioral Health Services Division
HSD – ISD	Income Support Division
HSD – MAD	Medicaid Assistance Division