**New Mexico Human Services Department**

**Health and Human Services (HHS) 2020**

**Data Governance Council Charter**

**Version 1.1 06/11/19**

Table of Contents

[1. Introduction 3](#_Toc530564537)

[2. HHS2020 Data Governance Council Primary Responsibilities 3](#_Toc530564538)

[3. Meetings 3](#_Toc530564539)

[3.1 Frequency 3](#_Toc530564540)

[4. Decision Making 4](#_Toc530564541)

[5. Other Rules of Operation 4](#_Toc530564542)

[6. Data Governance Council Members 4](#_Toc530564543)

[7. Responsibilities of a Data Governance Council Member 5](#_Toc530564544)

# Introduction

The New Mexico Human Services Department (HSD) HHS2020 Data Governance Council (DGC) will provide leadership and oversight of the data governance system within the HHS2020 initiative. The HHS2020 DGC will define the roles, responsibilities, authority, and associated activities of individuals, projects, and divisions regarding the collection, use, and disclosure of data. The HHS2020 DGC will address data related issues and risks that are raised by the HHS2020 Councils or project teams.

# HHS2020 Data Governance Council Primary Responsibilities

* + Champion the HHS2020 projects and 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 HHS2020 projects
  + Provide a forum to communicate information related to HHS2020 projects and other agency initiatives
  + Review, approve and enforce policies, standards, and procedures relating to HHS2020 projects and data
  + 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 within the HHS2020 initiative
  + 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 within the HHS2020 projects and agencies
  + Establish Data Stewards that are accountable for the creation, definition, security, and integrity of data assets. Data Stewards will not be IT staff or contractors.
  + Create the necessary policies, processes, and procedures to ensure data quality

# Meetings

## Frequency

The DGC will meet monthly or as required to keep track of activities necessary to achieve the HHS2020 vision. The HHS2020 DGC Chair leads the Council.

# Decision Making

All HHS2020 DGC decisions will be documented. Decisions will be made by a majority vote of voting members present at the HHS2020 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.

# Data Governance Council Members

|  |  |  |  |
| --- | --- | --- | --- |
| **Name and Title** | **Role** | **Name** | **Role** |
| Sean Pearson HSD Chief Information Officer | Voting Member | Chris Habgood Deputy Director HSD Behavioral Health Services Division | Voting Member |
| Anthony Webb Deputy Director HSD Child Support Enforcement Division | Voting Member | Shanita Harrison Deputy Director HSD Income Support Division Director | Voting Member |
| Linda Gonzales Deputy Director HSD Medical Assistance Division | Voting Member | Cathy Rocke Deputy Director DOH Public Health Division | Voting Member |
| Carlos Moya Director Aging and Long Term Services Department | Voting Member | Raymond Vigil Manager Early Childhood, Education, and Care Department | Voting Member |
| Jeremy Howard Chief Data Officer Children, Youth, and Families Department | Voting Member | Mike Norero HHS 2020 Data Lead HSD Information Technology Division | Non-Voting Member |
| James Lilly HHS 2020 Project Director HSD Information Technology Division | Non-Voting Member |  |  |

Subject Matter Experts may attend meetings if approved by the HHS2020 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

HHS2020 Data Governance Council members may not be directly responsible for managing project activities but provide support and guidance for those who do. Council members must be at the Bureau Chief level or above within their representative organization. Individually, HHS2020 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 HHS2020 Data Governance Council discussions and decision making
  + Champion and advocate for HHS2020 and the outcomes being pursued. Support the consensus of the HHS2020 Data Governance Council.
  + Contribute to the HHS2020 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
  + Do not delegate attendance or participation to others

# 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