

SLDS GOVERNING BOARD

**Meeting
Mississippi Department of Information Technology Services
Board Room
3771 Eastwood Drive
Jackson, MS**

MINUTES October 23, 2013

In Attendance:

Mr. Jay C. Moon, Chair, President and CEO, Mississippi Manufacturers Association
Dr. Hank Bounds, Commissioner of Higher Education
Dr. Glenn F. Boyce, President of Holmes Community College
Dr. Eric Clark, Executive Director, Mississippi Community College Board
Ms. Audrey McAfee, Management Information Systems Director, Mississippi Department of Corrections
Mr. Mark Henry, Executive Director, Mississippi Department of Employment Security
Mr. Mike Kent, Interim Deputy State Superintendent, Mississippi Department of Education
Dr. Laurie Smith, Executive Director, State Early Childhood Advisory Council
Mr. John Davis, Deputy Administrator, Mississippi Department of Human Services
Mr. H.S. "Butch" McMillan, Executive Director, Mississippi Department of Rehabilitation Services
Ms. Kathy Gelston, Chief Financial Officer, Mississippi Development Authority
Ms. Rita Rutland, Chief Systems Information Officer, Division of Medicaid

A list of others present who signed the attendance roster is on file.

Call to Order: Chair Moon called the meeting to order at 10:02 a.m.

Chair Moon opened discussion on the minutes from the 07-08-13 board meeting. Dr. Bounds moved to approve the minutes. Mr. McMillan seconded the motion. Mr. Kent suggested an amendment to the minutes, pointing out that he abstained from the vote to approve the board bylaws. The suggestion was accepted. The board unanimously approved the minutes as amended.

Chair Moon introduced Ms. Leigh Janous from the Mississippi Attorney General's Office as the board's official legal counsel.

Chair Moon opened discussion on adding members to the board from the Mississippi Development Authority, Division of Medicaid, Mississippi Department of Rehabilitation Services, and Mississippi State Department of Health. Dr. Clark suggested adding two other members in addition to the four mentioned by Chair Moon: (1) a local school superintendent representative appointed by the state superintendent and (2) a representative for the state universities appointed by the Commissioner of Higher Education. Dr. Clark made the motion to add these six representatives as board members. Mr. Kent seconded the motion. The board unanimously approved the motion.

Chair Moon appointed Mr. Henry to serve as vice chair of the board.

Chair Moon opened discussion on selecting an official system host for the SLDS. He said the Mississippi Department of Information Technology Services had been serving as the unofficial system host. Dr.

Bounds made the motion to make ITS the official system host. Mr. Henry seconded the motion. The board unanimously approved the motion.

Chair Moon opened discussion on selecting an official state data clearinghouse. He said the National Strategic Planning & Analysis Research Center (nSPARC) at Mississippi State University had been serving as the unofficial state data clearinghouse. Board members cited legal, contractual, and procedural questions and concerns related to drafting a contract for an entity to serve as the official state data clearinghouse. Chair Moon said he will confer with the Attorney General's Office and act in accordance with its suggestions. Chair Moon said he would share what he learns so that the board can move forward and select the official state data clearinghouse.

Chair Moon noted that he had asked Dr. Craig Orgeron from ITS to serve as chair of the technical management committee. He also asked Dr. Alice Clark from the University of Mississippi to serve as chair of the research review and standards committee.

Chair Moon opened discussion on MOUs, ad hoc reports, and board rules and regulations. Although no official motions were made during this discussion, Chair Moon said he would consider all input from the board and make appropriate additions and deletions to the rules and regulations document. Dr. Clark reminded the board about recommendations made during the subcommittee meeting in September 2013 and circulated materials highlighting points to be considered for the rules and regulations including that ad hoc requests should be longitudinal in nature, determining the priority for fulfilling requests needs to be determined, and that the data contributor(s) should be part of the request fulfillment, report generation and release process. Timelines for responding to requests for ad hoc reports and research were discussed in the context of being timely with handling all requests. Implementing a sunset clause or review period was discussed. Chair Moon stated he would take input from board members and make additions and deletions to the draft and send the revised draft to board members for review and feedback. Chair Moon stated he would work with the board attorney regarding processes for finalizing board rules and regulations.

Adjournment: The meeting was adjourned by Chair Moon at 12:03 p.m.