

SLDS GOVERNING BOARD

**Mississippi Manufacturers Association
1st Floor Board Room
720 N President St
Jackson, MS**

**MINUTES
October 16, 2014**

In Attendance:

Mr. Jay C. Moon, Chair, President and CEO, Mississippi Manufacturers Association
Mr. Richard Berry, Executive Director, Mississippi Department of Human Services
Ms. Audrey McAfee, Management Information Systems Director, Mississippi Department of Corrections
Dr. Mary Currier, State Health Officer, Mississippi State Department of Health
Mr. Mark Henry, Executive Director, Mississippi Department of Employment Security
Mr. H.S. "Butch" McMillan, Executive Director, Mississippi Department of Rehabilitation Services
Dr. Laurie Smith, Executive Director, State Early Childhood Advisory Council
Ms. Cathy Parker, Mississippi Community College Board
Mr. Todd Ivey, Mississippi Department of Education
Mr. Jim McArthur, Mississippi Development Authority
Mr. Pete Walley, Mississippi Institutions of Higher Learning

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

Call to Order: Chair Moon called the meeting to order at 10:06 a.m.

Chair Moon asked board members to review the minutes of the previous meeting. Mr. Berry motioned to approve the minutes. Mr. Henry seconded the motion. The board unanimously approved the motion.

Chair Moon gave the floor to Dr. Alice Clark, who composed a draft of Standard Operating Procedures for review of report requests. Dr. Clark's draft proposed criteria for three levels of requests: (1) Standard Review (full peer review due to analysis/interpretation of data), (2) Expedited Review (no peer review due to parameters being mandated), and (3) Standing Board Authorization (request for information authorized by the SLDS Governing Board chair). Chair Moon asked for confirmation that the Standard Review has worked well. Dr. Clark confirmed. Dr. Clark said Expedited Review requires the Research Review and Standards Committee chair and one other member of the committee to confirm a request is appropriate for Expedited Review. In regard to Standing Board Authorization, Chair Moon said that type of request has no analysis or interpretation and amounts to a reporting requirement. Chair Moon said the board can preapprove a reporting requirement, let that authorization stand for a year, and come back to the request to determine whether the process for the request should be changed. Chair Moon added that the approval of a reporting requirement, under Standing Board Authorization, will be discussed during a board meeting and appear in the minutes of the meeting.

Dr. Currier motioned to adopt the Standard Operating Procedures for report requests. Mr. McMillan seconded the motion. The board unanimously approved the motion.

Dr. Clark asked for the board's approval to replace Dr. Jordan with Dr. Owen as a member of the Research Review and Standards Committee. Dr. Currier motioned for Dr. Owen to replace Dr. Jordan. Mr. Berry seconded the motion. The board unanimously approved the motion.

Finally, Dr. Clark said the Research Review and Standards Committee could draft a document on committee guidelines, such as the procedure for selecting the committee's chair. Chair Moon said the board will consider this document when it is drafted.

Chair Moon opened discussion on the Memorandum of Understanding with the state data clearinghouse, nSPARC. He said a fundamental change had been made in the funding section: payments would be biannual instead of monthly. Board attorney Ms. Leigh Janous said an amendment stating this change should be motioned. Mr. McMillan motioned for this amendment. Dr. Currier seconded the motion. The board unanimously approved the motion.

The board discussed a proposed grant agreement that would allow the board to pay nSPARC on behalf of MDE. Although Board members did not have the grant agreement before them at the meeting, Chair Moon said the board could authorize him to sign the grant agreement. Dr. Currier motioned to accept the grant agreement and to authorize Chair Moon to sign it as described per the discussion. Mr. Berry seconded. The board unanimously approved the motion.

Chair Moon gave the floor to Dr. Steve Grice of nSPARC to discuss a data transfer agreement between nSPARC and MDE. Dr. Grice said the difference between this agreement and other data transfer agreements is that the de-identification and unique 10-digit number are done at MDE rather than nSPARC before the data transfer. Chair Moon said since the transfer agreement is not before the board at the meeting, the board could approve the agreement at the next board meeting. Ms. Janous said the board could approve the data transfer agreement via a properly noticed telephonic meeting. Chair Moon said he would organize that meeting.

Dr. Mimmo Parisi of nSPARC gave an update on the state data clearinghouse. He said nSPARC has been making great progress with completing data requests. He also said nSPARC is in the process of updating the online data portal and developing an online review process for the Research Review and Standards Committee. Chair Moon said Mississippi is far ahead of other states, who are having much more trouble resolving various issues.

Chair Moon discussed the various letters of support for grants that he has signed on behalf of the board. Dr. Parisi said this type of support from the board allows the state to be more competitive for different awards.

Chair Moon asked for the names of the representatives from each agency for the Technical Management Committee. He said the committee will look at important processes, including security.

Chair Moon adjourned the meeting at 11:26 a.m.