WORKFORCE DATA TASK FORCE

PUBLIC MEETING MINUTES

Friday, October 14, 2022 at 1:00 P.M.

Zoom Meeting: https://azcommerce.zoom.us/j/95972685149

Meeting ID: 959 7268 5149

I.   CALL TO ORDER AND ROLL CALL

Ken Burns, Chairman, called the October 14, 2022 meeting of the Workforce Data Taskforce to order at 1:07 p.m. and welcomed attendees. The meeting was noticed and properly posted. The meeting was recorded. Vignesh Sukumaran called the role. Quorum of voting members confirmed present.

Task Force Members Present:

- Ken Burns, COO, Arizona Commerce Authority - designee for Director of OEO (chairperson)
- Dave Mathis, DERS Information Technology Administrator, DES - designee for Director of the Department of Economic Security
- Ben Henderson, Chief Operating Officer, Arizona Department of Education - designee for Superintendent of Public Instruction
- Ignacio Molina, District Director of Research and Analytics, Maricopa Community College District Office

Task Force Members Not Present:

- George Raudenbush, Chief Analytics Officer – designee for President of the Arizona Board of Regents

Other attendees:

- Vignesh Sukumaran, Project Lead, State Workforce Evaluation Data System
- Shawn Neidorf, SVP, Research, Arizona Commerce Authority
- Lauren Masseur, SVP, Operational Excellence, Arizona Commerce Authority
- Samuel Irvin, CTE Accountability Lead, Arizona Department of Education
- Sheryl Hart, Deputy Associate Superintendent, Arizona Department of Education

II.   DISCUSSION: UPDATE ON SYSTEM DEVELOPMENT BY OEO

Vignesh Sukumaran, Project Lead, State Workforce Evaluation Data System, provided an update on system development. Key points include:

- The Workforce Data Task Force and the State Workforce Evaluation Data System derive from statute dating to the creation of OEO. ARS 41-5404 calls for the development and maintenance of the integrated data system (IDS).
- Goal is to understand the impact of the education and workforce systems on Arizonans.
- Accomplishments:
    o   Established the data system using unemployment insurance wage records; adult education data; workforce program data (6 programs); vocational rehabilitation data; Maricopa student records; Pima student records.
    o   Signed a 1-year agreement with SpringML for maintenance and operation.
    o   Created the first full system security plan in April 2022.
    o   Submitted system security plan and other risk management documents to the State Information Security and Privacy Office.
    o   Completed the privacy impact assessment and posted it online.
    o   Reviewed and revised the incident response plan.

- ACTIVECYBER LLC conducted a tabletop exercise of the revised incident response plan in September 2022 with DES Chief Information Security Officer (CISO) staff and Arizona Department of Homeland Security staff present.
- Cyber Security Works LLC conducted a penetration test in September 2022.
- OEO and DES signed an agreement in August 2022 for the DES CISO office to perform periodic reviews of risk assessments and issue an authorization to operate the system.

- Work underway:
  - Amending the MOU between ADE and OEO to expand the system using CTE and K-12 data
  - Designing K-12 data matching system
  - Completing the Project Investment Justification (PIJ) process
  - Launching an improved website for the IDS in October 2022.
  - Developing user documents describing the data in the system
- Upcoming work:
  - Develop a template for disclosure agreements needed for projects
  - Finalize the system for retrieving data for analysis.
  - Finalize a staffing plan for the IDS and adding personnel.

Ken Burns called for questions or comments.

Dave Mathis inquired if education data was not included in the scope of work of the project that concluded in April, thereby making it necessary to do another project investment justification (PIJ). Mr. Sukumaran explained that the scope covered an initial 5 programs (unemployment insurance, workforce, adult education and the two community colleges), and that the ITAC project concluded in April 2022. Therefore, another PIJ must be issued for this new work as the cost for the extension of the system will exceed $25,000. $25,000 is the threshold for submitting a PIJ.

Secondly, Mr. Mathis asked if the one-year extension of the Spring ML contract might continue beyond that period, or if the intention of acquiring internal resources is to discontinue SpringML services and support the system entirely using internal resources. Mr. Sukumaran clarified that the intention is to maintain an external partner to operate the system after this period, but that we would augment those capabilities with new internal resources.

Finally, Mr. Mathis asked if the presentation slide deck can be made available and Mr. Sukumaran agreed to send it to the taskforce members.

There was no further discussion.

III.   APPROVAL OF ANNUAL REPORT ON TASK FORCE ACTIVITIES

Ken Burns called for comments or questions on the draft annual report, sent by email on Oct. 12. There were no questions or discussion.

It was noted that, pursuant to A.R.S. Section 41-5404, the annual report of the task force's activities since Nov 1, 2021, would be circulated to the Governor, Senate President and House Speaker.

Ken Burns called for a motion to approve the report. Dave Mathis made a motion to approve the report. Ben Henderson seconded the motion. The motion passed by a unanimous voice vote, with the 4 members present voting in favor of the motion.

IV.   ADJOURNMENT

Ken Burns called for a motion to adjourn the meeting. Ben Henderson made a motion to adjourn. Dave Mathis seconded the motion. The motion passed by a unanimous voice vote, and the meeting was adjourned at 1: 29 pm.