Utah Data Research Center Advisory Board Meeting - Minutes

Tuesday, November 7, 2017

1:30 p.m. to 2:30 p.m.

DWS Admin North, Room 101 N – Salt Lake City

Board: Carrie Mayne, Kimberly Henrie, Marc Babitz, Scott Jones

Excused: Dave Woolstenhulme

Staff Support: Gail Tilson

Attendees: Wu Xu, Bethany Hyatt, Jeremias Solari, Collin Peterson, Allison Stapleton, Whitney Phillips

AGENDA	DISCUSSION	RECOMMENDATIONS/ACTION
Welcome	Welcome and Introductions – Carrie Mayne, Board	
Approve Minutes	Motion carried to approve minutes.	Minutes were approved.
MOU Update	MOU is ready to be sent out. This will be sent out with the governance document.	Collin will email these documents to the group so everyone can see changes that are being made.
Research Agenda	The list was derived from the partners we're working with.	The research agenda will be presented to legislators next week.

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Governance Document	The steps being taken are: 1) Internal feedback from Carrie and Collin; 2) Agencies' feedback; 3) Review; 4) Publish to Advisory Board	Governance document should be ready early to mid-December.
Communications	Bethany Hyatt (from DWS Communications Dept.) is working on UDRC's branding, including the logo. It's an umbrella effect showing representation of partners through reports and research. Any needs of design, news media, and consultation will go through Bethany.	The visual will show the different partners through an online presence. For now, that will be a landing page until the website is built. Concepts will be shared with the UDRC Board.
Technical Update	There are 3 components to the technical update: 1) Exportable; 2) Database Structure; 3) Front end (external access) website.	Test data has been received from USHE and USTC. Working on obtaining test data from USBE and Health. Tables have been built and are ready to receive data. We will be meeting with the county this week. They've built a name-matching algorithm which has a really high matching accuracy rate.
	Next meeting: Tuesday, January 16, 2018 at 3:00 p.m. Meeting adjourned.	