DATA GOVERNANCE BOARD MEETING MINUTES – *Nov. 19, 2019*

Attendance
Sunil Iyengar (*Chief Data Officer*)
Patricia Moore Shaffer
Bushra Akbar
Bonnie Nichols
Ann Eilers
Nicki Jacobs
Jillian Miller
Brenna Berger
Sarah Weingast
Greg Gendron
Jeannette Duncan

Agenda Items (*1:00 to 2:30 pm*)
1. Orientation to Background, Charter, and Meeting Goals (*Sunil*)

2. Planning for an Open Data Plan: Inventorying, Prioritizing, and Cataloguing Datasets (*Discussion*)

3. Report from a Recent Data Audit (*Ann*)
   - The Digital Accountability and Transparency Act of 2014 (DATA Act) was created in an effort to increase the transparency of federal spending data by making it more accessible, searchable, and reliable to taxpayers.
   - The National Endowment for the Arts routinely reports financial and award data in accordance with government-wide financial data standards outlined in the Act. The Arts Endowment's DATA Act submissions occur throughout the month for contract and grant data that are then reconciled to the financial statement system (Delphi) on a quarterly basis. This quarterly submission is certified by the agency's CFO for conformity with OMB guidance on information quality and adequate systems and processes in place to promote such conformity. Once certified, data are reported on USASpending.gov.
   - The DATA Act also requires an audit of the data submitted and operational controls every two years. In November 2019, the agency received its Data Act Audit report for 2019. The audit results found that the submission audited was accurate, timely, and completed in accordance with data standards. Two recommendations for specific improvements were discussed in the report.

4. Addressing Data Integrity Issues through Policy and Technology Fixes
   - Harmonizing data collection for direct grants, state/regional partnerships, and national initiatives (*Patricia*)
   - Reconciling grants data extraction techniques covering different data sources and multiple years (*Bushra*)

Action Items
1) *Launch inventory/catalogue of Arts Endowment data*: The Office of Research & Analysis (ORA) will create a template/spreadsheet of information for DGB members to use in reporting additional basic details about each of the datasets maintained by their units. The purpose is to compile a draft inventory so that, by working with other DGB members, ORA can identify

priority datasets that should be catalogued, as well as those appropriate for inclusion in an open data plan.

- A working group of DGB members may be asked to help ORA examine whether any internal controls are required for managing these priority datasets. For instance, such a group may evaluate whether any of the datasets require more metadata or documentation. (Update: this working group function may be replaced by one responding to new OMB guidance about routinely assessing data maturity.)

2) *Anticipate new open data requirements*: Until new OMB guidance emerges, ORA will obtain from the Office of General Counsel a list of FOIA requests that have been made in the last two to three years. This knowledge will enable the DGB to think about any further priorities for public data release.

3) *Resolve grants data extraction issues:* ORA will review and prioritize data elements (currently used in the Annual Performance Report and in materials produced by the Office of Public Affairs) so that it can request specific fixes from the Office of Information of Technology Management to optimize use of Final Descriptive Report (FDR) and geographic location of project activity (GEO) datasets.

4) *Harmonize key data elements in direct grantee FDRs and National Initiative final reports:* In 2020, ORA will pursue strategic alignment of data elements across the separate award reporting forms, working with Programs & Partnerships staff and with the agency's business partners or cooperators. Paperwork Reduction Act (PRA) submissions may be required.