

TBAC Data Management Sub-Committee Meeting Notes

Meeting Description:

Date:	04/10/08 – 04/11/08	Lead:	W. Ron Allen; Majel Russell	Location:	U.S. Department of the Interior Main Interior Building 1849 C Street N.W. MIB Room 4160		
Day One					Day Two		
Start	Stop	Total Time			Start	Stop	Total Time
9:00 a.m.	4:30 p.m.	7.5 hours			9:00 a.m.	11:00 a.m.	2.0 hours
DATA MANAGEMENT SUB-COMMITTEE ATTENDEES: Y/N (Yes/No)							
Name (Representing Office)				Y/N	Name (Representing Office)		Y/N
W. Ron Allen (Chairman, Jamestown S’Klallam Tribe)				Y	Majel Russell (DOI Principal Deputy Assist Sec.)		N
Cyndi Ferguson (Jamestown S’Klallam Tribe)				Y	Brendon Despres (Planning and Policy Analysis)		Y
Eugena Hobucket (Quinault Indian Nation)				Y	Curtis Oja (Chief Information Officer)		Y
Lawrence Morgan (Speaker, Navajo Nation)				N	Jerry Gidner (Bureau of Indian Affairs)		Y
Pam Norris (Shoalwater Bay Indian Tribe)				Y	Sharee Freeman (Office of Self Governance)		Y
Wallace Coffey (Chairman, Comanche Nation)				N	Spike Bighorn (Bureau of Indian Education)		N
OTHER ATTENDEES:							
Steve Osborn (Hobb Strauss Dean Walker)				Y	Kenneth Reinfeld (Office of Self Governance)		Y
Gerald Fayuant (Tohono O’odham Nation)				Y	Jackie Cheek (Bureau of Indian Education)		Y
Diddy Nelson (Chickasaw Nation)				Y	Sequoyah Simermeyer (Counselor to the Assistant Secretary)		Y
Renea Toahty (Comanche Nation)				Y	Carl Artman (Assistant Secretary Indian Affairs)		Y
Ben Nuvamsa (Hopi Nation)				N			

Meeting Minutes

Meeting Discussion

- DM Sub-Committee Work Plan and Presentation to TBAC - Group discussed and agreed to the proposed agenda with one addition. The Assistant Secretary would like to say a few words to the group during the Friday portion of the meeting. The group asked for Mr. Artman to address: his commitment to developing a data collection policy; to the distinct work of the Sub-Committee; and, to the specific budget needs of the Sub-committee including travel reimbursement to this meeting, compacting with a tribe to administer the Department’s support for the sub-committee, and providing a technical and logistical support staff to the sub-committee.
- DM Sub-Committee’s Communication and Documents – Pam Norris volunteered to continue disseminate information to DM sub-committee members and non-committee members who want to remain on the data management e-mail group list. Contact person for Majel will be Sequoyah Simermeyer.
- Review ABCM Software System – Brendon Despres provided a brief history on GPRA, operational plan and strategic planning process. A presentation of the ABCM program’s uses and capacity as well as a group discussion on the need for data to have integrity controls provided examples of potential uses related to budget justifications, increases and fund distribution. There was a discussion regarding tribal data that is submitted and not determined to be reliable and how the data is used by the entities requesting the data. The committee discussed the concerns of the cost of a data management system. The committee felt that the cost of developing and maintaining a system would be important to identify, and that the development costs include training for both tribal and federal entities.
- Utilize conference calls, video meetings and in-person meeting formats - The group discussed its ability to reduce cost and increase the amount of time it could meet by using conference calls and video conferences.

Documents Disseminated at Meeting

- Indian Affairs and Tribal Budget Advisory Council Protocol (August 9, 2007)
- Data Management Sub-Committee Charter (November 12, 2007)
- Self-Governance Minimum Data Collection Report –

- Policy for Data Management – Draft
- Indian Affairs Performance Management System (IAPMS) Version 1.1 (April 2008)
- Government Performance and Results Act of 1993 (GPRA)
- Performance Data Creditability Memo from P. Lynn Scarlett
- Data Validation and Verification Assessment Matrix (December 2002)
- Circular No. A-11, Part 6 Preparation and Submission of Strategic Plans, Annual Performance Plans, and Annual Program Performance Reports (July 2007)
- IA OPPA – Guidance for the Indian Affairs Performance Management System (November 2007)

New Action Items

1. Action Item – Request for Assistant Secretary to address commitment and budget

Mr. Artman met and discussed the issues the group requested including his support for Sub-committee's work and mission and his commitment to promote importance of the Office of Planning and Policy.

- Assistant Secretary requested there was a need to include a tribe from the Great Plains or Wyoming area (a direct service tribe) to get involved with DM sub-committee.

2. Action Item –Finalize Support for Subcommittee with Jamestown S'Klallam Tribe

The Assistant Secretary agreed to use the current system for administering TBAC support because this group is a TBAC sub-committee. The system administers reimbursements through the Tribe and the Tribe's sub-contracted group, NCAI.

- The DM subcommittee budget will run through NCAI along with the TBAC budget and Tribal representatives will receive reimbursement from NCAI. Sequoyah Simermyer will work with the Department to get the money transferred.
- Pam Norris will notify the Tribal Reps of the proper reimbursement process once a process with NCAI is complete.
- Diddy Nelson has agreed to be the scribe for the sub-committee and will be reimbursed for her travel in lieu of Chairman Allen.

3. Action Item – Address tribal representation at Next TBAC Meeting

The Subcommittee's Co-Chair Allen will address the TBAC committee in May and confirm the five tribal representatives to the group. Clarifications to the group's official membership and contact sheet of non-members who are interested in participating in the Sub-committee.

- Renea Toahty will confirm Chairman Wallace Coffey's participation.
- Sequoyah Simermyer will contact Navajo Nation to confirm a representative and contact information.

4. Action Item – Capture all expectations in the Sub-Committee's work plan

The group discussed the diverse expectations that exist surrounding the scope of the Sub-committee's work. The expectations included: adherence to the scope of work defined in the charter; a vision for a centralized data collection office that was raised during earlier work by this group with Indian Affairs' leadership; the importance of a policy that captures GPRA needs as well as tribes' administrative and planning needs; and, the need for tribes to provide feedback and have an opportunity to inform the policy that is developed through diverse consultation with tribes on proposed policies.

- By the May TBAC meeting Assistant Secretary's office will provide an update on Indian Affairs Data Collection Practices to the TBAC Committee.

5. Action Item – Maintain a list of needs related to data for budget advocacy

The group identified a desire to ensure that a future policy promotes data quality and acknowledges data's impact on tribes' advocacy efforts to increase support for programs. Other uses for data included performance justifications (GPRA/PART, meeting targets, creation of new strategic goals), budget justifications, budget increases, fund distribution, program management, and the Department's responses to request for information from OMB and Congress.

6. Action Item – Generate a recommendation and seek tribal input

The group discussed a sample data collection request form and the various needs that attempts to meet. On Friday the group clarified the potential for two existing data collection forms to identify shared tribal and federal needs. Ms Ferguson said she would provide drafts of existing welfare assistance and scholarship forms to Mr. Despres and Mr. Oja who could then develop a format for tribes' input. The format would include a description of the various needs it attempts to achieve. The needs the group identified included: fund distribution, performance measures, internal justifications, quarterly administrative burdens, and unique administrative requirements for different programs such as a 477 program or an education program. The DM Sub-committee will continue to provide feedback in identifying the needs and in consulting with tribes and seeking their feedback.

- The committee agreed to put a data requirements model together. Curtis Oja and Brendon Despres will develop a "data requirements" model for review and presentation at the May TBAC meeting.

7. Action Item –Enlist the self-governance tribes' support at annual Self-Governance conference

The DM sub-committee's Friday conversation identified the annual self-governance meeting as an opportunity for the DM sub-committee to update self-governance tribes on the DM sub-committee's work and request their support for reviewing future recommendations the DM sub-committee makes. The presentation can include an education on both the tribal and federal uses of data collection.

- The committee requests Brendon Despres attend the spring Self-Governance conference on April 27 – May 1, 2008 in Las Vegas to present the ABCM system and its data collection capabilities. Sequoyah Simermeyer will make that request.

8. Action Item – Propose a role for Tribal participation in DOI Strategic Plan revision process for 2010

The group's discussion on uses for data included the development of the strategic plan under Congress' GPRA directive and a performance based budget planning process. The group requested for Indian Affairs to develop a recommendation for what role TBAC may play in the pending process and future processes for the DOI strategic plan's development.

- Assistant Secretary and Majel Russell will begin to develop a proposal and aim for it to be proposed at the May TBAC meeting.

9. Action Item – Conference Call Set-Up

Sequoyah Simermeyer will set up the conference call on May 6th.

Carryover Items

- None at this time.

Next Meeting:

May 6, 2008 at 3:00 EST (Conference Call)

June 24-25, 2008 at Washington DC (DOI Building)

TBAC Data Management Roster				
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