



## Health Equity Data Governance Committee Charter

**Overview:** The appropriate use of health equity data (race, ethnicity, language, sexual orientation gender identity, pronouns, and sex-at-birth) is foundational to BCBSMA’s ability to measure and act to reduce inequities in health and outcomes for its members. As a pillar of BCBSMA’s corporate mission, we must take data-informed steps toward improving the equity of care our members receive.

**COMMITTEE GOAL/MISSION:** To ensure best-practice data access standards and secure, ethical data use principles are implemented at BCBSMA. The ultimate value of the appropriate use and disclosure of these data is to enable the company to fulfill its mission and its goal to eliminate health inequity.

**COMMITTEE PURPOSE:** To ensure best-practice data access standards and secure, ethical data use principles are implemented, BCBSMA created a cross functional Health Equity Data Governance Committee. This Committee functions as a sub-committee of BCBSMA’s Data Task Force to design and implement access controls and oversee appropriate use of member data related race, ethnicity, language, sexual orientation and gender identity, as well as any other future categories of member data used.

**Operating Guidelines:** The cross-functional Committee meets weekly to discuss new service requests, create new data access policies and guidelines among other tasks. The Committee meets virtually, discusses agenda topics and assigns action items to committee members depending on their role and/or expertise.

**EXECUTIVE SPONSOR(s):** Mark Friedberg, SVP, Performance Measurement and Improvement

**CHAIR(s):** Eileen Alexopoulos, Senior Director, Health Equity

**MEMBERSHIP:**

Voting Members			
Name	Title	Department	Responsibilities
Eileen Alexopoulos	Senior Director, Health Equity	PMI	Chair – Lead to the Committee and Health Equity Sr. leader.
Kristine Sand	Director, Health Equity	PMI	SME – Health equity lead for data
Wei Ying	Senior Director, Analytics	PMI	PMI senior lead around data and analytics



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Voting Members			
Name	Title	Department	Responsibilities
Sagar Joshi	Product Manager, Analytics and Data Engineering & Ops	ET	ET lead – serves a point person from ET to develop capabilities map to identify ET feasibility and duration capabilities requested.
Sherry Daley	Senior Product Owner, Data & Analytics Product Management	ET	ET Data Inventory expert – identifies sources of data and provides insight and works with ET team to ensure security policies are applied to identified sensitive data within ADH/EDW.
Ryan Canney	Project Manager, Data & Analytics Product Architecture	ET	Service Now SME – provides insight to access data across the organization specific to ADH/EDW/ODH.
Mitchell Thomas	Data Scientist Manager	PMI Analytics	Analyst – Provides guidance to create data policies and access, identifies use cases of data and contributes to the development of guiding principles, policies and additional documentation required.
Nathan Brouwers	Analyst	PMI Analytics	Analyst – Provides feedback and support to service requests submitted from different areas of the organization. Pulls data for approved requests.
Hiren Thakkar	ET, Senior Director, Engineering and Tech Delivery	ET	ET overseer of Committee and support to escalate issues and bring to enterprise data governance team
Kapil Kapuja	ET, Director Data and Analytics, Insights Delivery	ET	Provide content within ET and help prioritize technical efforts of Committee activities



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Voting Members			
Name	Title	Department	Responsibilities
Non-Voting Members			
Name	Title	Department	Responsibilities
			All Committee members have voting rights

Membership will be reviewed and updated no less than annually by the Committee Chairs.

**MEETINGS:** The team meets weekly on Fridays at 11:30am via Teams. Eileen Alexopoulos creates the agenda with input from the team and records meeting activities. Committee members are expected to attend all meetings but may be represented by an appropriate replacement in their absence. Documents are saved, tracked and shared in SharePoint.

**Responsibilities:** The Committee ensures that health equity data (race, ethnicity, language, sexual orientation gender identity, pronouns, and sex-at-birth) and standards and data use principles are being applied by date users.

In terms of data principles, BCBSMA allows only for these cases for race and ethnicity and language data access:

- 1.To measure inequities in care
2. To reduce inequities in care
3. Deliver Member-Level Language Concordant Services (marketing and communication purposes)– for language data access only

**OBJECTIVES:** The Committee’s objectives are to:

- 1)Quarantine member RE/SOG data with security protocols in line with highly sensitive, protected data.
- 2)Develop policies and procedures for the appropriate use of each type of REL/SOGI and other health equity data.
- 3)Implement approval and review process for all REL/SOGI and other health equity business use cases.

**DECISION-MAKING:** The Committee makes decision on data policy and data access. Once capabilities are identified, ET develops a capability map for ET to determine feasibility and costs of data access requirements. The PMI SVP and ET Senior Director support the Committee if escalation of topics is needed.



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**EXPECTED OUTCOMES:** The success criteria of the committee depend on the completion of the following items:

1. Complete inventory health equity data across the enterprise and secure protected data sets
2. Establish policies, procedures, and controls for use of health equity data
3. Identify and educate data user community

**REPORTING STRUCTURE OF COMMITTEE:** The new data policies are shared with the Enterprise Data Governance team, shared in the Care Pillar meeting and PMI staff meetings.

## CONFIDENTIALITY

In conducting its business, members of the Committee will take special care, consistent with the Company's Code of Ethics and Conduct (the Blueprint) to protect the confidentiality of sensitive information it receives.

## CONFLICTS OF INTEREST

Committee members will promptly disclose any conflict of interest they may have with respect to any matter to be discussed by the Committee.

**POLICIES:** The Committee follows the enterprise data policies and the following data standards:

- Ensuring data standards are followed when collecting race/ethnicity data.
- Tracking data provenance (what, where, when, and how the data was collected) so we can distinguish self-reported data from other sources
- Collecting gold standard (self-reported) race/ethnicity data so that we can validate the accuracy of data from other
- Applying best practices when data cleaning, processing, and formatting to ensure the consistency of our race/ethnicity data.

**ANNUAL REVIEW:** The Committee Charter will be reviewed and updated annually, and when significant changes occur such as leadership changes, changes in focus to respond to revised corporate priorities, changes in reporting, changes in decision making authority and/or structure, and/or responding to external changes such as regulatory updates.

**Document Information:** [Version control and record of annual review and updates.]

## REVISION HISTORY:

Version	Date	Revision Summary
1.0	05/21/25	Creation of document



## Health Equity Data Governance Committee Charter

**DOCUMENT OWNER:**

Name	Organization
Eileen Alexopoulos	PMI

**REVIEWERS:**

Name	Division	Versions