CNMI P-20W DATA GOVERNANCE COMMITTEE CONVENING
CNMI STATE LONGITUDINAL DATA SYSTEM (SLDS)

MEETING MINUTES

Date: March 20, 2024
Venue: Aqua Resort & Spa
Time: 8:00 am

ATTENDANCE

Northern Marianas College
- ☑ Vilma Reyes — DS
- ☐ Jerome Ortiz — IT
- ☐ _____ — Pxy

NMTech Institute
- ☐ Leo Master — DS
- ☑ Stephen Sablan — IT
- ☑ Taylor Ada — Pxy

Dept. of Labor
- ☐ Candy Feliciano — DS
- ☐ Eugene Tebuteb — IT
- ☐ _____ — Pxy

Dept. of Finance
- ☑ Ryan Camacho — DS
- ☐ Frank Celis — IT
- ☐ _____ — Pxy

Dept. of Commerce
- ☑ Justin Andrew — DS
- ☑ Fermin Sakisat — IT
- ☐ _____ — Pxy

CNMI PSS
- ☑ Dr. Riza Liwag — DS
- ☑ Jesse Tenorio — IT
- ☐ _____ — Pxy

EXECUTIVE LEADERSHIP
- ☑ Dr. Galvin Guerrero — NMC
- ☑ Jodina Attao — NMTech
- ☑ Leila Staffler — DOL
- ☐ Tracy Norita — DOF
- ☐ Dr. Lawrence Camacho — PSS
- ☐ Remedio Mafnas — DOC

DISCUSSIONS

P-20W Data Governance overview and operations was presented by Dr. Annette Sablan, SLDS Program Director. Presentation can be viewed at 🟧 *P-20W Data Governance_Session1_03202024* .

1. P-20W Data Governance Operations

The following topics were discussed and decided upon at this convening:

TOPIC	DATA GOVERNANCE COMMITTEE (DGC)	EXECUTIVE LEADERSHIP (E-Leadership)
Meeting Cadence	- 1st Wednesday of each month - ½ day morning work session	- Quarterly; or as needed
Decision Making	- Majority rules - Each agency must be represented in order to vote on a topic (at least 1 rep) - Virtual participation is welcomed, however virtual voting is prohibited.	- Consensus decision making - Virtual participation is allowed - Votes can be casted via email within 7 days
Proxy Rules	- Proxy will have voting rights - A proxy can not attend more than 50% of meetings. - DGC member will assign their proxy - DGC members are responsible for briefing proxy prior to meetings/voting. - Current DGC members cannot act as proxy; preventing double voting	- Proxy can attend meetings - No voting rights - Proxy will communicate discussions with member - Member will vote via email within 7 days

DGC will carry out these decisions for 6 months (through August 2024). These decisions will be revisited in September 2024.

2. <u>Member Vacancy</u> - In the event of a vacancy in the DGC, whether as a Data Steward or IT Rep, the respective E-Leadership member will appoint a member to fill the vacancy.

3. <u>Commitment Letter</u> - DGC members and their supervisors will execute a commitment agreement for participation and involvement in the P-20W Data Governance Committee.
   Action: *Data Governance Manager (DGM) will prepare commitment letters and send them to DGC members.*

4. <u>Agency communication plan between DGC and E-Leadership</u>:
   a. NMTech: Establish a monthly update check-in, possible every 1st Thursday of the month after DGC work session.
   b. NMC: Updates will be given during monthly leadership meetings and scheduled check-ins.
   c. All other agencies will establish a system for communication.

5. <u>P-20W DGC Shared Drive (Google)</u>
   a. Shared drive with resources and working documents relative to P-20W DGC
   b. Most members have been added to access to the P-20W DGC shared drive
      i. Challenges exist with DOF access with current work email addresses; may need to establish gmail email addresses to access the shared drive.
   Action: *SLDS (Ferdy N.) will follow up with DOF to address this issue.*

NEXT STEPS
1. <u>What to expect in the next 6-9 months</u>:
   c. DGC will produce policies for E-Leadership on processes for validating data before transfer to SLDS:
      i. Establishing <u>data quality standards</u>
      ii. Agreement on <u>data transfer requirements</u>
      iii. Develop and agree to <u>data sharing agreement</u>
      iv. Develop <u>priority list for data use</u>
   d. On-boarding with DBDriven:
      i. NMTech: May 2024
      ii. NMC: June 2024
      iii. PSS: June 2024
      iv. DOL: TBD
      v. DOF & DOC: Need to schedule on-boarding (with SLDS) with department heads to determine parameters from governing laws relative to data sharing in order to create data sharing agreements. On-boarding with DBDriven will then follow.
   Action: *(1) DGM will send data requirements list to DOF & DOC. (2) DGM will coordinate and set up dates to meet with DOF & DOC.*

2. <u>First Meeting Dates:</u>
   a. DGC - Wed, April 17, 2024; 9am-12pm, venue TBD
      i. Establish work groups
      ii. Create draft of 1st set of policies for E-Leadership's approval
   Action: *SLDS (Shawna I.) will send out a meeting invite upon confirmation of the meeting venue.*
   b. E-Leadership - Thurs, June 27, 2024; 8am