

# CNMI P-20W DATA GOVERNANCE COMMITTEE

CNMI STATE LONGITUDINAL DATA SYSTEM (SLDS)

## MEETING MINUTES

Date: April 17, 2024  
Venue: Caladium Hall, Laolao Bay Golf Resort  
Time: 9:00 am

---

### ATTENDANCE

#### Northern Marianas College

- ☐ Vilma Reyes DS
- ☐ IT
- ☒ Geraldine Rodgers Pxy

#### NMTech Institute

- ☒ Leo Master DS
- ☒ Stephen Sablan IT
- ☐ Pxy

#### Dept. of Labor

- ☒ Candy Feliciano DS
- ☐ Eugene Tebuteb IT
- ☒ Lei Muna Pxy

#### Dept. of Finance

- ☒ Ryan Camacho DS
- ☐ Frank Celis IT
- ☒ Jesse Torres Pxy

#### Dept. of Commerce

- ☒ Justin Andrew DS
- ☐ Fermin Sakisat IT
- ☐ Pxy

#### CNMI PSS

- ☐ Dr. Riza Liwag DS
- ☐ Jesse Tenorio IT
- ☒ Louie Bautista Pxy
- ☒ Ferd Ngirmekur 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 Data Quality Standards presentation can be viewed at [P-20W Data Quality Standards](#).

#### 1. Data Quality Standards

- The work session commenced with an activity allowing P-20W DGC members to identify data quality standards and their definitions.
- The following data quality standards were discussed:
  - Accurate: Values reflect the data element definition and correctly capture the “real life” object it intended to model.
  - Complete: All required fields contain values.
  - Consistent: The same data across the organization are in sync with one another and over time.
  - Relevant: The definition and business rules are aligned with the intended use(s).
  - Timely: The data are collected and available when needed to fulfill their intended uses.
  - Trusted: Data users believe that the data are of sufficient quality and appropriate for the intended use(s).
  - Secure: Data is protected from unauthorized access, corruption, and destruction.
  - Accessibility: Authorized users can readily view and retrieve the data they need, in the form they need it.
  - Validity: The measurements reflect what they are supposed to measure.
- DGC members shared with members from other agencies how these data quality standards are applied to each of their agency’s data systems.

## 2. Assessment of Agency Data Quality Standards

- Each agency conducted an assessment to evaluate their agency's data management practices.
- DGC members rated data quality standards in their agency's data system as: (1) In Place and Effective, (2) In Place but Would Like to Improve, (3) Planning, (4) Not Started, (5) Unsure
- DGC members also identified strengths to build on as well as high priority areas of improvement.
- DGC members shared with the entire group their agency's assessment.

**Action:** *Data Governance Manager (DGM) will send assessment forms to DGC members that were not present for them to complete.*

## 3. Data Transfer Requirements

- SLDS Technical Manager reviewed the data transfer requirements form sent to each DGC member.
- Data transfer requirement form is to be completed for each data set to be transferred to the SLDS eMPowerED warehouse. (Ex. If DOL has 4 different data sets to be transferred, each data set will need a data transfer requirement form.)
- Data transfer requirement form requests the following information: data source, data steward, vendor company, vendor contact, location of data (cloud?), target refresh rate, years of data, and data acquisition type.

**Action:** *Data Governance Manager (DGM) will send a reminder email for submission.*

## 4. Commitment Letter

- DGC members were sent a Commitment Letter as an agreement for participation and involvement in the P-20W Data Governance Committee. Letter is to be signed by the member and their immediate supervisor.

**Action:** *Data Governance Manager (DGM) will send a reminder email for submission.*

## 5. Data Sharing Agreement (DSA)

- DGC members were asked to identify laws governing the sharing of data for their agencies to include in the DSA.

**Action:** *Data Governance Manager (DGM) will send a draft DSA to each agency for review.*

# NEXT STEPS

## 1. Next Meeting:

- a. DGC - Wed, June 5, 2024; 9am-12pm, venue TBD