CNMI P-20W DATA GOVERNANCE COMMITTEE

CNMI STATE LONGITUDINAL DATA SYSTEM (SLDS)

MEETING MINUTES

Date: July 10, 2024
Venue: Caladium Hall, Laolao Bay Golf Resort
Time: 9:00 am

ATTENDANCE

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

NMTech Institute
- ☑ Leo Master   DS
- ☑ Stephen Sablan   IT
- ☐ _____   Pxy

Dept. of Labor
- ☐ Candy Feliciano   DS
- ☑ Eugene Tebuteb   IT
- ☑ Labian Muna   Pxy

Dept. of Finance
- ☐ Ryan Camacho   DS
- ☑ Frank Celis   IT
- ☑ Eleuterio Palacios Pxy

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

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

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

UPDATES

1. <u>Data Transfer Requirements</u>
   - Missing submission from the following:
     i. Dept of Finance
     ii. Dept of Commerce
     iii. Dept of Labor
     iv. Northern Marianas College
   - Submission is required for Data Sharing Agreement

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

2. <u>Commitment Letter</u>
   - Missing submission from:
     i. NMC (1)

   Action: Data Governance Manager (DGM) will work with NMC on submission.

3. <u>Enrichment Opportunities</u>
   - SLDS Workshop: Data Governance Policies and Processes
     i. July 16-17 in Reston, VA
     ii. Participation from: NMTech (1), Dept of Finance (1), NMC (1)
     iii. Focus: Draft policy and processes on Data Quality
   - ACTE CareerTech VISIONS
     i. December 3-7 in San Antonio, TX
     ii. Participation from: Dept of Labor (1), Dept of Commerce (1), PSS (1)
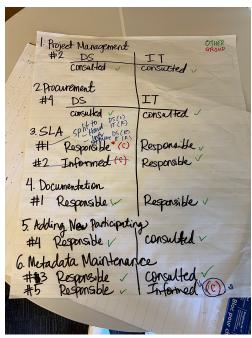   iii. Focus: Education-workforce pipeline data strategies

DISCUSSIONS

P-20W Data Governance Committee Work Session presentation can be viewed at P-20W DGC Work Session 7.3.2024.
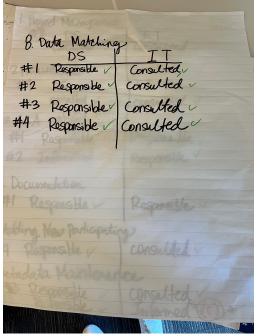
1. Data Stewards v. IT Responsibilities
   - Data Stewards: Oversees and manages an organization's **information (data) assets.**
   - IT Reps: Oversees and manages an organization's **technology assets.**
   - "The Intersection" - requires significant collaboration between data governance (data stewards vs. IT)
   - Assessment of Roles - Document can be found here: Intersection Self Assessment - Data Stewards vs. IT
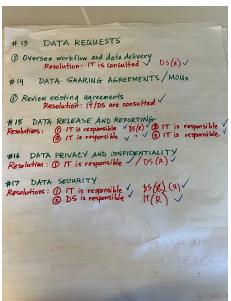2. Side-by-Side Analysis Presentation can be found here: P20W Side by Side Analysis of DGC Roles

AREA	AGREE	SIMILAR	DISAGREE
1. Project Management	1	1	1
2. Procurement	1	1	3
3. Service Level Agreements	-	3	-
4. Documentation	2	1	1
5. Adding New Participating Entities or Programs	-	1	3
6. Metadata Maintenance	1	2	2
7. Master Data Management	1	-	2
8. Data Matching	-	4	-
9. Data Collection	1	2	-
10. Data Retention	-	3	1
11. Data Quality	1	3	1
12. Data Use Priorities	3	1	-
13. Data Requests	2	1	1
14. Data Sharing Agreements/MOU's	1	1	2
15. Data Release & Reporting	-	3	-
16. Data Privacy & Confidentiality	2	1	3
17. Data Security	3	2	-
	19	30	20

- All 30 similar responses were resolved. The following were decided upon by the group:
  i. #3 Service Level Agreement- Topic: "Hardware/Infrastructure"
     1. Revise "Hardware/Infrastructure" to 2 separate line items: "Hardware" and "Software"
        a. Hardware: Data Steward (Consulted), IT Rep (Responsible)
        b. Software: Data Steward (Responsible), IT Rep (Consulted)
  ii. #6 Metadata Maintenance - Topic: "Data Lineage"
     1. Agreement on IT Reps role resulted in a vote.
        a. IT Reps being INFORMED = 4 votes
        b. IT Reps being CONSULTED = 6 votes
  iii. #10 Data Retention - Topic: "Manage litigation holds and determine storage parameters"
     1. Unified response was "unknown"
     Action: *Data Governance Manager (DGM) will provide DGC with an example and DGC will determine roles.*

Image 1 (top left):

1. Project Management
   #2   DS | IT
        Consulted ✓ | Consulted ✓

2. Procurement
   #4   DS | IT
        consulted ✓ | consulted ✓

3. SLA   Split to Hard Infrastructure DS(C) IT(R) / software DS(R) IT(C)
   #1   Responsible *(C) | Responsible ✓
   #2   Informed (C) | Responsible ✓

4. Documentation
   #1   Responsible ✓ | Responsible ✓

5. Adding New Participating
   #4   Responsible ✓ | consulted ✓

6. Metadata Maintenance
   #3   Responsible ✓ | Consulted ✓
   #5   Responsible ✓ | Informed (C)

OTHER GROUP

Image 2 (top right):

8. Data Matching
        DS | IT
   #1   Responsible ✓ | Consulted ✓
   #2   Responsible ✓ | Consulted ✓
   #3   Responsible ✓ | Consulted ✓
   #4   Responsible ✓ | Consulted ✓

Image 3 (bottom left):

#13   DATA REQUESTS
① Oversee workflow and data delivery
     Resolution: IT is consulted ✓ DS(R) ✓

#14   DATA SHARING AGREEMENTS / MOUs
① Review existing agreements ✓
     Resolution: IT/DS are consulted ✓

#15   DATA RELEASE AND REPORTING
Resolutions: ① IT is responsible ✓ DS(R) ✓ ③ IT is responsible ✓
             ② IT is responsible ✓ "✓ ④ IT is responsible ✓

#16   DATA PRIVACY AND CONFIDENTIALITY
Resolution: ① IT is responsible ✓ / DS(R) ✓

#17   DATA SECURITY
Resolutions: ① IT is responsible ✓ DS(C) (R) ✓
             ② DS is responsible ✓ IT(R) ✓

Image 4 (bottom right):

#9   DATA COLLECTION   * SIMILAR
① Determine new elements needed
     Resolution: IT is consulted ✓ / DS (R) ✓
⑤ Retire data elements and collections
     Resolution: IT is consulted ✓ / DS (R) ✓

#10   DATA RETENTION
① Establish policy and procedures...
     Resolution: IT is consulted ✓ / DS (R) ✓
② Manage litigation holds...
     Resolution: (Unknown - N/A) / DS(unk) ✓
③ Enforce data destruction timeframes
     Resolution: IT is consulted ✓ / DS (R) ✓
     DS responsible:

#11   DATA QUALITY
① Identify critical data issues
     Resolution: IT is responsible ✓ / DS(R) ✓
② Establish escalation/resolution process
     Resolution: IT is responsible ✓ / DS(R) ✓
③ Data audit
     Resolution: IT is consulted ✓ / DS(R) ✓

#12   DATA USE PRIORITIES
① Create data visualizations
     Resolution: IT is consulted ✓ / DS(R) ✓

NEXT STEPS

1. <u>Intersection of Roles:</u> Resolution of "Disagreements"
2. <u>Data Sharing Agreement</u> : Draft review will be shared with agencies.
3. <u>Next Meeting:</u>
   a. DGC - Wed, August 7, 2024
      i. 9am-3:30pm (FULL DAY)
      ii. Caladium Hall, Laolao Bay Golf Resort
   b. Executive Leadership - Wed, September 18, 2024
      i. Venue: TBD
      ii. Deliverables: Data Sharing Agreement & Data Quality Policy