CNMI P20W DATA GOVERNANCE COMMITTEE
CNMI STATE LONGITUDINAL DATA SYSTEM (SLDS)

WORK SESSION MINUTES

Date: September 4, 2024
Venue: Queens Hall, Kensington Hotel
Time: 9:00 am - 3:30 pm

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
- ☑ Lea Muna — Pxy

Dept. of Finance
- ☑ Ryan Camacho — DS
- ☑ Frank Celis — IT
- ☐ — 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. Data Transfer Requirements
    - Missing submission from the following:
        i. Dept of Commerce
        ii. Dept of Labor
    - Submission is required for Data Sharing Agreement
2. Enrichment Opportunities
    - 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 9.4.2024.

1. Data Stewards v. IT Responsibilities
    - Assessment of Roles - Document can be found here: Intersection Self Assessment - Data Stewards vs. IT

- **14 of 20 DISAGREEMENTS were resolved**. The following were decided upon by the group:
    i. 6 topics were brought to full discussion for a resolution. A vote took place to resolve. Below is a table of resolutions:

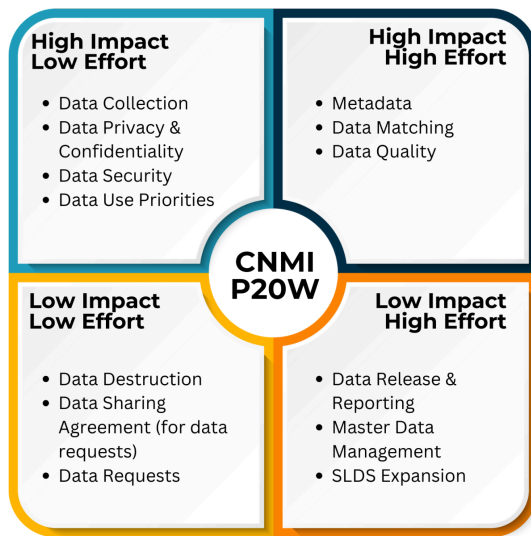| Area	Topic	Resolution	Vote
#4 Documentation	Storage Location (DS Role)	Responsible	Responsible: 8 Consulted: 1
#5 Adding New Participating Organizations or Programs	Liaise with Legal Counsel (DS Role)	Responsible	Responsible: 8 Consulted: 1
#6 Metadata Maintenance	Standards Mapping (IT Role)	Consulted	Consulted: 9
#6 Metadata Maintenance	Data Inventory (IT Role)	Consulted	Responsible: 4 Consulted: 5
#13 Data Requests	Establish policy & process (IT Role)	Responsible	Responsible: 9
#16 Data Privacy & Confidentiality	Establish policies for opt out, disclosure avoidance, de-identification, and access and use (IT Role)	Responsible	Responsible: 9

2. CNMI P20W: Data Transfer Policy
    - Policy can be accessed here: P20W Data Transfer Policy
    - SLDS incorporated all revisions to the policy.
    - Additional revisions to the policy were added prior to vote on approval.
        i. Writing out the acronym of API and ETL
        ii. Change P20W warehouse to P20W data warehouse
        iii. Include business identifiable information (BII) as an example in the Restricted Data example
        iv. #7 Statement - Add language "the data governance committee shall develop an Incident Response and Management Plan but until such time, the NIST Cybersecurity framework shall be applied"
    - Vote to approval was done. **All nine (9) members presented voted to approve the policy.**

Action: DGM will escalate and present to Executive Leadership on Sep 18, 2024 . DGM will send policy to Executive Leadership with a meeting agenda on September 11, 2024.

3. P20W Policy Prioritization
    - Data governance policies referenced in the MOU were prioritized by the DGC based on impact and effort.
    - Policy Prioritization Document can be accessed at: P20W Data Governance Policy Prioritization

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High Impact Low Effort
- Data Collection
- Data Privacy & Confidentiality
- Data Security
- Data Use Priorities

High Impact High Effort
- Metadata
- Data Matching
- Data Quality

CNMI P20W

Low Impact Low Effort
- Data Destruction
- Data Sharing Agreement (for data requests)
- Data Requests

Low Impact High Effort
- Data Release & Reporting
- Master Data Management
- SLDS Expansion

NEXT STEPS

1. Next Meeting:
   a. DGC - Wed, October 2, 2024
      i. 9am-3:30pm (FULL DAY)
      ii. Queens Hall, Kensington Hotel
   b. Executive Leadership - Wed, September 18, 2024
      i. Venue: Queens Hall, Kensington
      ii. Time: 9:00 am - 11:45 am
      iii. Agenda:
         1. Level Setting Evidence
            a. Intersection of Roles: DS vs. IT
            b. DGC Policy Prioritization
            c. Policy Template
         2. Data Transfer Policy
         3. P20W Partnership: Adding New Agencies