

# CNMI P20W DATA GOVERNANCE COMMITTEE

CNMI STATE LONGITUDINAL DATA SYSTEM (SLDS)



## WORK SESSION MINUTES

Date: October 2, 2024  
Venue: Queens Hall, Kensington Hotel  
Time: 9:00 am - 3:30 pm

### ATTENDANCE

#### Northern Marianas College

- ☒ Vilma Reyes DS
- ☒ Clifford Aldan IT
- ☐ Pxy

#### NMTech Institute

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

#### Dept. of Labor

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

#### Dept. of Finance

- ☐ Ryan Camacho DS
- ☒ Frank Celis IT
- ☒ Jun Palacios Pxy

#### Dept. of Commerce

- ☒ Justin Andrew DS
- ☐ IT
- ☐ Pxy

#### CNMI PSS

- ☐ Louie Bautista DS
- ☒ Jesse Tenorio IT
- ☒ Dr. Riya Nathrani 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. Cybersecurity Awareness Month (CAM)

- PSS proclaimed CAM for the month of October and will have various activities and resources shared. P20W can be forwarded resources if interested.
- CNMI Government (Office of Information Technology- OIT) is inviting the P20W partnership to the CAM proclamation at the Governor's Office - Thursday, October 3, 2:30pm.

#### 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

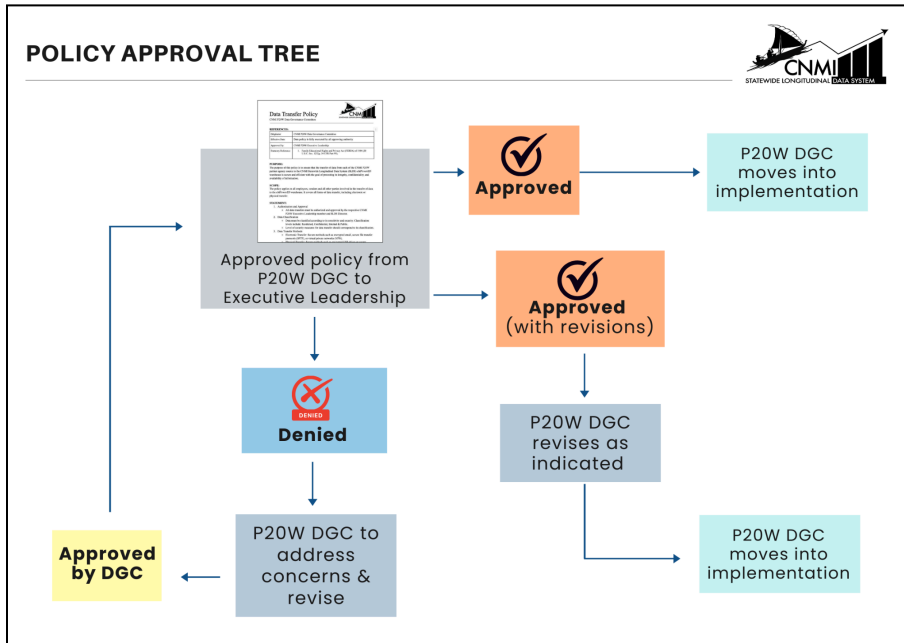
### DISCUSSIONS

\*P-20W Data Governance Committee Work Session presentation can be viewed at [P-20W DGC Work Session 10.2.2024](#).

#### 1. Recap of Executive Leadership Meeting

- Shared comments and feedback from the P20W Executive Leadership meeting that was held on September 18, 2024.

- Introduced the accepted P20W Policy Approval Tree:



- Executive Leadership will use Robert’s Rules of Order as the guiding framework in conducting meetings.
  - i. They have voted to allow **voting via email** with the following terms:
    1. A motion is introduced via email and seconded by a voting member.
    2. Discussion is allowed for a specific time period (e.g. 48 hours)
    3. At the conclusion of the discussion period, votes are submitted by replying to all members.
    4. Members have 7 calendar days (168 hours) to vote on the motion after the discussion period.
    5. The motion is passed if a unanimous vote is reached, as per guidelines set by Executive Leadership.
    6. A silent response gives consent. Members who do not vote allow the decision to be made by those who do vote.
    7. The Data Governance Manager will manage and report results of any voting via email.
- Executive Leadership engaged in an intended use of data activity: “If I had this data, then I could...”
  - i. Responses can be accessed here: [Executive Leadership: Intended Use of Data](#)

## 2. CNMI P20W: Data Transfer Policy

- Policy can be accessed here: [P20W Data Transfer Policy](#)
- Revisions were made to the policy format as recommended by Executive Leadership.
  - i. Move “Definitions” and “Related Documents” section to the beginning of the document
  - ii. Add enabling legislations for each agency to “Reference” section

*Action: DGM will send final Data Transfer Policy to Executive Leadership via email for review and approval.*

### 3. Intended Use of Data -

- DGC reviewed Executive Leadership's responses ([Executive Leadership: Intended Use of Data](#)) and determined the following:
  - i. Is the data requested public? Can the report be public and not an internal report?
  - ii. Is the data being collected? or does the agency need to start collecting?
  - iii. Is the data shareable? Can the agency data be shared?
  - iv. How many years of historic data does the agency have?
  - v. Is the agency data an individual level data? Is each data point tied to a specific person?
  - vi. What other agencies could benefit from this report?
- Additional comments from the DGC were also included and can be found in the document.
- Recommendation for possible legislation arose during this activity:
  - i. **Topic: Labor data on employment, workforce trends or occupational outlook**
    1. **Comment:** *"Workforce Data from Labor will not be as comprehensive as Finance data (rev&tax via Form W-2CM). DOL's data relies wholly on submissions from "complying" businesses and employers; essentially, this data will not always reflect the entire workforce data. Note however that gathering tax information (e.g., visa type, citizenship code) has limitations since it was based off of the NMI US Workforce Act of 2018 which sunsets in 2029. The ratio report is a federal reporting requirement regarding the ratio of US workers and all others in the CNMI."*
    2. **Recommendation:** *"We suggest that even if the Workforce Act sunsets in 2029, specifically the federal reporting aspect of the bill, we continue to utilize tax data to report on workforce trends since that method of collection is more effective. Consider entering into an MOU with Rev & Tax or passing local legislation to continue having this access to crucial data."*

### 4. DGC Sub-committees

- Creation of (2) sub-committees were formed based on the DGC policy prioritization done at a previous work session.
  - i. **Data Collection:**
    1. **Scope:** Oversee the creation and implementation (by all agencies involved) of the process to prepare and submit data to the system, and the notification process for changes to data collected.
    2. **Members:**
      - a. Frank Celis - DOF (Lead)
      - b. Candy Feliciano - DOL
      - c. Jesse Tenorio - PSS
      - d. Vilma Reyes - NMC
      - e. Leo Master - NMTech
      - f. Justin Andrew - Dept of Commerce

ii. **Data Privacy & Security:**

1. **Privacy Scope:** Documenting and implementing a data privacy and confidentiality policy as well as associated processes and training to ensure that all relevant federal and state privacy and confidentiality laws are followed by participating entities and external data requesters.
2. **Security Scope:** Developing and implementing a data security policy and associated protections to ensure that data are securely transmitted and stored, including responding to data breaches.
3. **Members:**
  - a. Clif Aldan - NMC (Lead)
  - b. Steve Sablan - NMTech
  - c. Ryan Camacho - DOF
  - d. Eugene Tebuteb - DOL
  - e. Louie Dean Bautista - PSS

## NEXT STEPS

1. **Next Meeting:**

- a. DGC - Wed, November 6, 2024
  - i. 9am-3:30pm (FULL DAY)
  - ii. Taga Room, Aqua Resort
- b. ACTE CareerTech Vision Convention
  - i. San Antonio, TX
  - ii. Dec 4-7, 2024

