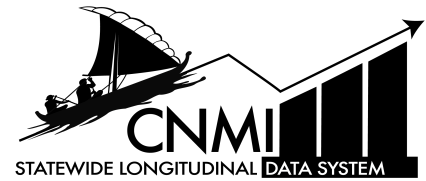


CNMI P20W EXECUTIVE LEADERSHIP

CNMI STATEWIDE LONGITUDINAL DATA SYSTEM (SLDS)



MEETING MINUTES

Date: May 19, 2025
Venue: Napu Room, PIC
Time: 12:30-4:30pm

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
- ☐ Pxy

EXECUTIVE LEADERSHIP

- ☒ Dr. Galvin Guerrero
NMC (Kevin Bautista)
- ☒ Jodina Attao
NMTech (Steve Sablan)
- ☒ Leila Staffler
DOL
- ☒ Tracy Norita
DOF
- ☒ Dr. Lawrence Camacho
PSS
- ☒ Remedio Mafnas
DOC (Justin Andrew)

*P-20W Executive Leadership Convening presentation can be viewed at [P20W Executive Leadership Convening 5.19.2025](#).

DGC POLICY PRESENTATION & DISCUSSION

1. [P20W Data Collection Policy](#)

- Presented by Mr. Leo Master Jr.
- Discussions:
 - i. [Training](#) - DGC will draft and develop SOPs and guidelines to facilitate the rollout and implementation of these policies at the agency level.
 - ii. [P20W Data warehouse & other adding other agencies](#)- The Office of Planning & Development (OPD) apparently is the keeper of all CNMI data that is intended to plan the direction of development in the CNMI. How do we connect? Are we aligned with OPD? Do we need someone from that agency at the P20W table?
 - The P20W Executive Leadership will decide what partners should be involved in the P20W framework: stakeholder or data contributor?
 - It is most feasible to initially focus on ensuring that data entering the P20W Data Warehouse aligns with the standards established in these policies. Once implemented, these standards can inform and enhance data practices across each agency's individual systems. By enforcing consistent standards at the point of entry, the data warehouse will receive high-quality inputs, leading to more accurate and reliable outputs for dashboards and reporting.

- iii. Compliance - “Adherence to this policy is mandatory” however is without any statutory requirement. We should look into ways to make adherence a statutory requirement because of the value it will have to every decision making.
 - Are there any other states that have made certain initiatives statutory for data collection? Maryland was a state that moved in this direction.
 - The CNMI made it a statute for agencies to submit their Citizen Centric Report. Prior to this statute, agencies were not submitting their reports. P20W can leverage requirements for data collection in this same manner.
- iv. Data Retention: There is no law for data retention in the CNMI.
 - DGC has been discussing data retention for P20W. This could be a next step for the DGC. How long do we keep our data? What do we do with data when it is no longer needed? How do we properly dispose and share the data?
- v. Communication: Add policies into partner agency websites.
 - PSS will add all the policies into its website and partner agencies can further add them to their respective websites.
- Motion:
 - i. Secretary Leila Staffler motioned to **approve this policy with the following revisions**:
 - Each partner agency will include links to this policy on their respective agency websites.
 - Revising the “Compliance” section to change adherence is voluntary until such time that it becomes a statutory requirement.
 - ii. Motion was seconded by Commissioner Lawrence Camacho.

Action: DGM will send an email to all Executive Leadership to begin the discussion and voting period as indicated in the voting guidelines.

2. P20W Data Privacy & Security Policy

- Presented by Mr. Clifford Aldan
- Discussions:
 - i. Business Intelligence Information (BII): Based on a legal service review previously initiated through the Department of Labor, only personal information must be redacted in fulfilling an Open Government Act request.
 - BII are important to keep in place for hackers and/or bad actors whose intent is to extrapolate information.
 - We want to protect businesses. Addresses are public information. We should keep in for cybersecurity practices.
- Motion:
 - i. Secretary Leila Staffler motioned to **approve** this policy.
 - ii. Motion was seconded by Secretary Tracy Norita.

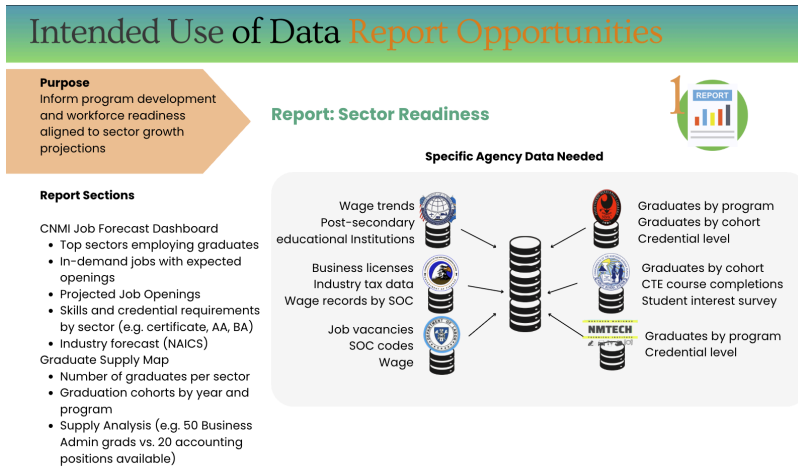
Action: DGM will send an email to all Executive Leadership to begin the discussion and voting period as indicated in the voting guidelines.

OTHER ITEMS

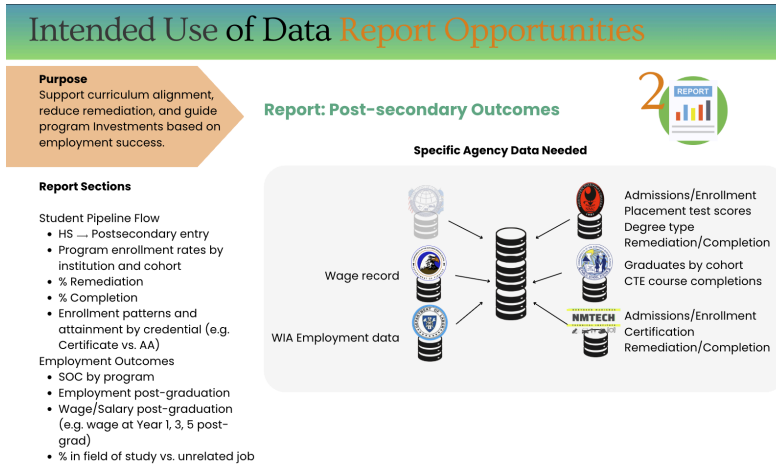
1. Intended Use of Data

- SLDS team reviewed the intended uses of data identified by Executive Leadership, identified common themes, and presented the following reporting opportunities:

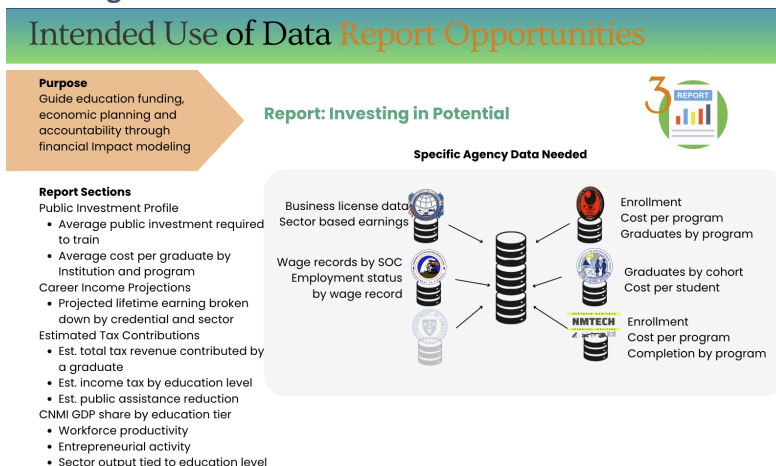
i. Sector Readiness



ii. Post-Secondary Outcomes



iii. Investing in Potential

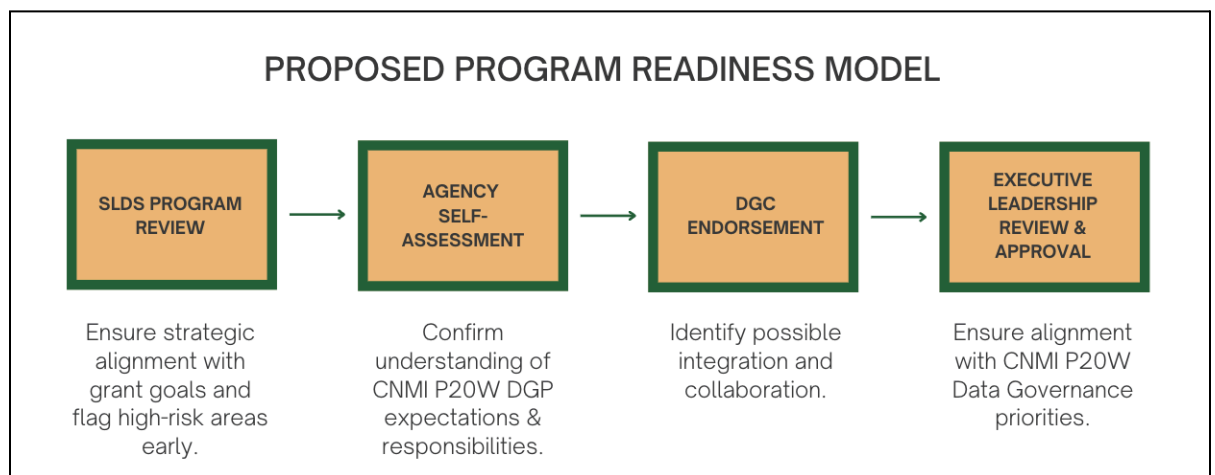


- Executive Leadership and their DGC members performed a table talk exercise where they discussed the following:
 - i. Alignment: Does the report align with their current goals or does it address any challenges?
 - ii. Data Readiness: Are the data points from their agency available, accurate and appropriate?
 - iii. Feedback: What feedback do they have that may strengthen the usefulness of the report for their agency?
 - iv. Priority: How important is this report for their agency?

Action: DGC members will dive into filters, drill downs of PowerBI report possibilities with data that is collected per agency.

2. P20W Partnerships: Adding New Agencies & Stakeholder Engagement

- SLDS presented a program readiness model to Executive Leadership to consider when reviewing other agencies' involvement in the P20W program. The proposed model is as follows:



- Executive Leadership shall determine the level of involvement and timing for agencies that are interested in being part of the P20W program: partner, potential partner or stakeholder
- When considering stakeholders, we must consider what decisions, outcomes or risks need stakeholder input and why?
- OVR has expressed interest in the P20W partnership. Secretary Staffler will advise them to make the formal request and go through the program readiness review.

Action: SLDS will conduct a program readiness review of the CNMI Scholarship Office request to be a partner and present to Executive Leadership at the next convening. This will be a standing agenda item for Executive Leadership sessions.

3. Data Sharing Agreement

- A Data Sharing Agreement was presented to Executive Leadership. Document was reviewed by the State Support Team Review and CNMI Attorney General.

- Discussions:
 - #14 - Annual Review of DSA: Consider extending the review period to 3 years (instead of annually).
 - #15 - Dispute Resolution:
 - Consider going through the Administrative Hearing process first before CNMI Superior Court to soften language.
 - Remove in its entirety since there shouldn't be any injury to dispute as agencies are contributing data to the warehouse. Agency Data Stewards should be able to identify any potential problems to data prior to data exchange.
 - #17 - Breach & Default:
 - Consider removing it in its entirety.
 - Consider "Termination of MOU/Data Sharing Agreement" section instead of Breach & Default
 - What's going to happen when we don't want to share data?
 - Notice period?
 - Meeting prior to termination?
 - Very procurement-type language

Action: SLDS make the revisions and send the Data Sharing Agreement to Executive Leadership for their signature.

