



Department of Commerce

Fiscal Year 2021 Citizen-Centric Report

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Edward M. Deleon Guerrero
Secretary of Commerce

Mission Statement

The mission of the Department of Commerce is to ensure that the policies and procedures governing the conduct of business in the Commonwealth promote sustainable economic growth, stimulate economic development and diversification, and provide a fair and equitable business environment in which both private and foreign businesses, and ultimately the people of the Commonwealth, may prosper. Also, provides technical assistance, administrative guidance and support to the Tinian and Rota Department of Commerce.

The Department of Commerce was originally created under PL I-8 (codified as I CMC § 2451) and later modified or reorganized through Executive Order 94-2 and 94-3, Section 302, with the separation of Labor and Immigration from the former Department of Commerce and Labor.

Office of the Secretary

The Office of the Secretary of Commerce is responsible for the stimulation, encouragement and regulation of private investment, planning, coordinating, and promoting economic policy decisions of the executive branch to enhance commerce within the CNMI through partnership with other government agencies, non-profit organizations, private sector associations, and other key partners including outside the CNMI.

Office of the Secretary

Banking

Insurance

Registrar of Corporation

Divisions

Alcoholic Beverages & Tobacco Control

Central Statistics

Economic Development

Division/CNMI SBDC Enforcement & Compliance Division
Workers Compensation Commission

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Contacts

Office of the Secretary
Phone: (670) 664-3077

Administrative Services
Phone: (670) 664-3000

Banking Section	Insurance Section	Registrar of Corporation
General inquiries and services relating to banking examinations, certificates of clearances and escheatment escrows.	General inquiries and services relating to insurance clearance and certificates of authority.	General inquiries and services relating to non-profit, limited liability, domestic and foreign corporations.
Phone: (670) 664-8020 Email: cnmi.banking@commerce.gov.mp	Phone: (670) 664-8020 Email: cnmi.insurance@commerce.gov.mp	Phone: (670) 664-8020 Email: registrar.corp@commerce.gov.mp

Divisions

ABTC Division	Central Statistics Division	Economic Development Division
General inquiries and services relating to Alcoholic Beverages Tobacco and Betel Nut Control industry licensing and enforcement.	General inquiries and services relating to official statistics for use by local, federal stakeholders and clients for sustainable social and economic development	General inquiries and services relating to economic development programs, projects, and activities.
Phone: (670) 488-2282/1006 Email: cnmi.abtc@commerce.gov.mp	Phone: (670) 664-3023/3045 Email: director.csd@commerce.gov.mp	Phone: (670) 664-8024 Email: kcody@commerce.gov.mp

Enforcement & Compliance Division	Workers' Compensation	CNMI SBDC
General inquiries and services relating to weights and measures, taxicabs, tour company vehicle permit and recycling center monthly reportings.	General inquiries and services relating to workers' compensation such as workers injured on the job and rehabilitation.	General inquiries and services relating to small business development center, client consultation and Small Business Administration.
Phone: (670) 488-1005 Email: director.enforcement@commerce.gov.mp	Phone: (670) 664-8020 Email: director.wcc@commerce.gov.mp	Phone: (670) 664-3000 Email: cnmisbdc@commerce.gov.mp

"COMMITTED TO THE SUCCESS OF BUSINESSES IN THE CNMI"

Accomplishments

- Economic Development: Sponsored two (2) local businesses to attend and exhibit at ASD Market Week in Las Vegas on August 22-25, 2021. The gift-themed trade show presence was aimed at boosting foreign exporting opportunities.
- CNMI Step Grant: Registered and sponsored six (6) local businesses to attend Taiwan Virtual Trade Show on April 21, 2021 to May 21, 2021. The goal is to open foreign buyer networks and encourage foreign exporting under the STEP19 Grant. Recruited small businesses to extend export training, products packaging/labeling and website development services. Five (5) qualified businesses will attend a foreign trade show before March 2022.
- Promulgation of P.L. No. 19-28 to require vehicles belonging to tour companies to be registered with the Department of Commerce and be issued a permit number for each vehicle; and for other purposes.
- Collaboration with Guam Webz in the design of the CSD data collection portal and successfully launched the data collection for the 2021 Prevailing Wage Study (PWS).
- Conducted and published the CNMI 2021 Prevailing Wage Study Survey.
- Conducted the Quarterly Consumer Price Index (CPI) for Saipan, Tinian, and Rota.
- Conducted the CNMI Quarterly Economic Indicators (EI) report.
- Collaboration with the US Bureau of Economic Analysis (BEA) on the annual production & the publication of the CNMI's Gross Domestic Product (GDP) report.
- Officially conducted CNMI Census 2020 Survey.
- MOA with the Saipan Mayor's Office in providing technical assistance on the Saipan Addressing Project and the Saipan official Village Boundary delineation work.
- MOA with the Commonwealth Health Care Corporation (CHCC), Non-communicable Disease Bureau (NCDB), Community Guidance Center (CGC), and Alcohol Beverage and Tobacco Control Division (ABTC), to increase awareness and compliance rates of Public Law 11-75 (Tobacco Control Act, as amended by Public Law 21-40 – Tobacco 21 Initiative) and Public Law 16-46, Smoke Free Air Act.
- The implementation of Public Law 21-37 amending the Fee Structure approved on 01/07/2021 and took effect on 05/01/2021.
- Pursuant to P.L. 21-37 special account set up by SOF and 75% of fees collected will be for the enhancement for the ROC; to allow the Department of Commerce ROC offices (Saipan/Tinian/Rota) to enhance record keeping capabilities and to provide more effective and efficient services to businesses to procure state of the art equipments and software to implement online portal with documents submissions/filings, processing and access with all permit documents for both the Department and business clients. To conclude trainings for all One-Stop Processing Staffs and for Tinian and Rota.
- Assisted the Bureau of Environmental Health (BEH) in successfully cracking down illicit over the counter (OTC) prescriptions drugs – (Public Health Safety Effort).
- Enforcement and Compliance Operations - (Testing Weights and Measures Devices).
- Successfully Conducted COVID-19 Protocol Compliance Inspections at approximately 1,256 licensed business establishments – (Operation Safety and Security).
- Successfully certified 168 employees of ABTC licensed establishments in responsibly selling and serving alcoholic beverages, tobacco and betel nut products – (Consumer Health and Safety Program).
- Successfully issued citations as a result to confiscations of AAFES beers at 5 different licensed establishments – (Enforcement and Protection of CNMI Economic Resources).
- Successfully secured \$1.05M contract with the U.S. Food and Drug Administration (FDA), to assist in carrying-out the FDA State Tobacco Compliance Inspection Program.

Highlight of 2021



**CNMI STEP CLIENTS' PRODUCT SHOWCASE
2021 AFFORDABLE SHOPPING DESTINATION
(ASD) SEMI-ANNUAL TRADE-SHOW Las Vegas
CONVENTION CENTER**



Revenue & Expenditures

PUBLIC LAW 21-35 vs. ACTUAL EXPENDITURES

2021 Budget & Expenditures

ALL-OTHERS TOTAL EXPENDITURES	FY2021 Public Law 22-08 All Others				ARPA Funds Personnel
	Budgeted	Expenditures	Expenditures	Expenditures	Expenditures
Operation Expenditures					
Public Auditor Fee 1%	\$ 9,579.00	\$ -	\$ -	\$ -	\$ 4,560.00
Professional Services	\$ -	\$ 2,412.00	\$ -	\$ -	\$ -
Communications	\$ 1,462.00	\$ 15,584.64	\$ -	\$ -	\$ -
Dues/Subscription	\$ 70.00	\$ 300.00	\$ -	\$ -	\$ -
Licenses/Fees	\$ 25.00	\$ -	\$ -	\$ -	\$ -
Printing/Photocopying	\$ 240.00	\$ 16,412.00	\$ -	\$ -	\$ -
Travel	\$ 5,344.00	\$ 6,724.00	\$ -	\$ -	\$ -
Repair/Maintenance	\$ 1,540.00	\$ 22,764.15	\$ -	\$ -	\$ -
Utilities - Power	\$ 18,295.00	\$ 23,118.10	\$ -	\$ -	\$ -
Cleaning Services	\$ -	\$ 2,250.00	\$ -	\$ -	\$ -
Fuel / Lubrication	\$ -	\$ 7,659.07	\$ -	\$ -	\$ -
Freight/Handling	\$ 60.00	\$ -	\$ -	\$ -	\$ -
Supplies - Office	\$ -	\$ 3,525.13	\$ -	\$ -	\$ 165.00
Supplies - Operations	\$ 64.00	\$ 63,549.27	\$ -	\$ -	\$ -
Supplies - Furnitures & Fixtures	\$ -	\$ 14,965.95	\$ -	\$ -	\$ -
Vehicle-Pub Serv & Admin	\$ 84,000.00	\$ -	\$ -	\$ -	\$ -
Equipment under \$5k	\$ -	\$ 2,287.95	\$ -	\$ -	\$ -
Machinery Tools / Equipment	\$ -	\$ 6,526.63	\$ -	\$ -	\$ -
Total Operations	\$ 73,461.00	\$ 120,679.00	\$ 188,078.89	\$ 165.00	\$ 4,560.00
	Annual Lump Sum				

PERSONNEL TOTAL EXPENDITURES	FY2021 Public Law 22-08 Personnel Budget			ARPA Funds Personnel
	Budgeted	Expenditures	Expenditures	Expenditures
Personnel Expenditures				
Wages/Salaries-Civil		\$ 719,090.00	\$ -	\$ 119,364.00
Wages/Salaries-Ung		\$ 94,217.00	\$ -	\$ 3,978.00
Overtime Comp		\$ -	\$ -	\$ 1,965.00
Personnel Insurance		\$ 7,342.00	\$ -	\$ 961.00
401k DC Ret. Emplr.		\$ 9,620.00	\$ -	\$ 805.00
FICA Contribution		\$ 50,896.00	\$ -	\$ 7,677.00
Health Ins. Premium		\$ 125,240.00	\$ -	\$ 9,103.00
Medicare Contr.		\$ 11,989.00	\$ -	\$ 1,816.00
Lump Sum Pmt A/L		\$ 13,494.00	\$ -	\$ -
Total Personnel	\$ 1,004,142.00	\$ 1,031,888.00	\$ -	\$ 145,669.00
	Annual Lump Sum			

Divisions' Expenditures	NOP	PL 22-08 Budget			Actual Expenditure due to budget cuts & furlough			ARPA FUNDING as of 09/30/2021				
		Budgeted	Personnel	Operations	NOP	Total Expenditures	Personnel	Operations	Budgeted	Total Exp	Personnel	Operations
Secretary of Commerce	14	\$329,958.00	\$291,111.00	\$38,847.00	6	\$385,568.00	\$279,407.00	\$106,161.00	\$229,082.00	\$ 45,697.00	\$ 43,429.00	\$ 2,268.00
Economic Development	4	\$150,911.00	\$147,637.00	\$3,274.00	3	\$160,311.00	\$158,992.00	\$1,319.00	\$27,152.00	\$ 12,088.00	\$ 11,819.00	\$ 269.00
Statistical Research	7	\$170,639.00	\$157,662.00	\$12,977.00	4	\$165,106.00	\$155,925.00	\$9,181.00	\$41,646.00	\$ 11,906.00	\$ 11,494.00	\$ 412.00
A B C	16	\$253,561.00	\$239,089.00	\$14,472.00	9	\$255,108.00	\$252,636.00	\$2,472.00	\$101,953.00	\$ 44,195.00	\$ 43,186.00	\$ 1,009.00
Enforce & Compliance	6	\$79,390.00	\$76,915.00	\$2,475.00	4	\$88,368.00	\$87,593.00	\$775.00	\$29,548.00	\$ 29,176.00	\$ 28,883.00	\$ 293.00
Worker's Comp. Comm.	4	\$93,144.00	\$91,728.00	\$1,416.00	2	\$98,106.00	\$97,335.00	\$771.00	\$31,161.00	\$ 7,167.00	\$ 6,858.00	\$ 309.00
Total	51	\$1,077,603.00	\$1,004,142.00	\$73,461.00	28	\$1,152,567.00	\$1,031,888.00	\$120,679.00	\$ 460,542.00	\$ 150,225.00	\$ 145,669.00	\$ 4,560.00

Performance Indicators

Performance Indicators

Services	FY 2019 Activities	FY 2019 Revenue	FY 2020 Activities	FY 2020 Revenue	FY 2021 Activities	FY 2021 Revenue
Alcohol Beverage Tobacco Division	1,827	\$293,009.00	1,185	\$190,397.00	2,356	\$176,250.00
Banking	169	\$53,442.00	129	\$46,509.00	347	\$25,217.00
Enforcement and Compliance Division	479	\$28,645.00	335	\$21,507.00	440	\$25,905.00
Office of the Insurance Commissioner	673	\$33,675.00	531	\$26,900.00	576	\$29,318.00
Registrar of Corporations	3,103	\$260,858.00	2,950	\$223,512.00	2,838	\$443,153.00
Workers' Compensation Commission	5,629	\$70,422.00	4,476	\$58,255.00	5,240	\$59,815.00
Rota - Commerce	0	\$0.00	0	0	355	\$16,735.00
Tinian - Commerce	0	\$0.00	0	0	50	\$10,245.00
Total	11,880	\$740,051.00	9,606	\$567,080.00	12,202	\$786,638.00

Services	FY 2019 Activities	FY 2020 Activities	FY 2021 Activities
Central Statistics Division	91	106	111
Economic Development Division	277	-	20
Total	368	106	131

Challenges

- Realignment of staffing and prioritization of resources to implement emerging technologies and latest techniques in data collection, data processing and reporting.
- To remain steadfast and persistence in collaborations with key local, federal, and regional partners and stakeholders in identifying additional resources to consistently produce timely statistical reports.
- Enhance the Banking Code, Regulations for Credit Union and other current regulations.
- Unfunded Workers' Compensation coverage for Government Employees for workplace injury or death in the event catastrophic injuries, illnesses or death.

- Transitioning from existing network to a fully integrated/enterprise server based network.
- Auditing of the books and records at ABTC licensed business establishments.
- Subdue direct source(s) of AAFES products being resold at licensed establishments.
- Officers' inability to attend Tactical Officer Survival Training due to pandemic.
- Enforcement of Underage Drinking Laws – Minors Consuming Liquor (MCL)
 - Jurisdictional matters
 - Processing of arrestees for underage drinking
 - Lack of data analysis and communication on MCL cases between law enforcement agencies (DPS, DYS, DOC, ABTC)
- Streamline the Registrars' Office via online portal and digital archiving.