

NATIONAL STATE DATA CENTER STEERING COMMITTEE

Xan Wedel (KS)
Chair
Annette Waters (AL)
Vice-Chair
Pam Harris (MT) and
Pam Schenker (FL)
Secretary

Julie Hoang (CA)
Richard Rathge (ND)
Carol Rogers (IN)
Robert Scardamalia (NY)
Jane Traynham (MD)

*Representing a Network of 1,800
SDC/BIDC Data Centers and Affiliates Nationwide*

We Bring Value-Added Census Data and Education to the User

State Data Center Conference Call Meeting Minutes December 5, 2006

The conference call meeting commenced at 2:00 pm EST with all steering committee members participating, except Carol Rogers. Jeri A. Green and Frank Ambrose joined the conference call for the Customer Liaison Office (CLO), as did staff from the Geography Division: Linda Franz, Al Pfeiffer and John McKay.

The agenda items for this conference call were:

- Response to Director Kincannon's LUCA Involvement Letter
- Julie's Letter Regarding ACS PUMS
- Annual Report
- LUCA
- Press Contacts
- Evaluations from 2006 Annual Meeting
- Mid-Year Meeting
- 2007 Annual Meeting
- Other Business

Response to Director Kincannon's LUCA Involvement Letter

The steering committee will prepare a response to the Director's letter thanking him for his offer for the SDCs to participate in LUCA (Local Update of Census Addresses).

Julie's Letter Regarding ACS PUMS

The steering committee decided to delay this letter until after LUCA involvement has been determined and will address it at their February meeting.

Annual Report

Suggested changes to survey questions that are used to develop the annual report will be exchanged among the steering committee members via email.

LUCA

The Geography Division joined the call to detail the involvement of the SDCs. Linda thanked the SDC network for volunteering to assist with the review of the materials.

There are two phases of LUCA letters and training that will be going on. The first phase is promotional and will commence in January 2007. The Bureau will be sending out informational letters to the highest elected official, GIS coordinators, LUCA contacts, and BAS (Boundary Annexation Survey) contacts to let them know that LUCA is coming later in the year. Promotional workshops will also be conducted. Refinements to the mailing addresses for the second phase will be done from returns of the promotional mailings. (The return address on these letters will be for the Regional Offices so they can update their mailing lists). The SDCs will have a chance to review the mailing list for phase two probably in late April 2007.

The second phase is designed to obtain commitments from local governments to one of three levels of involvement in LUCA. In July 2007 the LUCA Invitation Letters and registration materials will be mailed. At that time tribal, state and local governments must return completed registration materials; including title 13 confidentiality agreement and security checklists if they wish to

participate in either Option 1 or Option 2. Both Option 1 and Option 2 are Title 13. Option 3 does not require a confidentiality agreement or security checklist because the Census Bureau does not share the Census address list. The Bureau will only send LUCA review materials after these steps are completed and the materials are sent to the LUCA liaison designated by the chief executive/highest elected official. The Bureau will share with the SDCs information on local governments that have committed and status updates once LUCA is underway.

The SDCs will have an opportunity to review the LUCA technical training: technical training instructors guide and the technical training participants guide. These draft instruments will be posted with CLO's help and the Bureau is requesting that the SDC steering committee / network designate a point person to consolidate all SDC comments. Rebecca Swartz will be the Geography Division's point person for questions from the network. Currently the training is 4.5 - 5 hours, so the Bureau would like some assistance on identifying areas where there may be duplication, so the training could be condensed. Also, the Bureau would like SDCs to review the training document terminology to ensure that it is consistent with what local governments are familiar with. The technical training will be standardized nationwide training, but it is not verbatim training. The technical training will not consist of "hands-on" computer training on MAF/TIGER partnership software, but there will be a PowerPoint overview of this system.

The promotional workshops will be a subset of the technical training and will be targeted to high level decision makers. These workshops are anticipated to last about 2 hours and the Bureau should have materials available within a month or so.

All Regional Offices will have received training by January 9th. The Regional Offices will be responsible for training the SDCs that indicate willingness in assisting with training/instruction. SDCs can assist with both the promotional workshops and technical training. The number of technical training workshops by region has not yet been determined and will be based on budget and need.

Frank will be preparing a check list to send to the SDC network to determine the level of involvement by each state. This information will be shared with the Regional Offices so they know the commitments and resources available from each state within their region.

Press Contacts

Frank Ambrose is still working with the PIO (Public Information Office) to provide SDCs with a list of media contacts by state. The latest idea is to send out a current list of the media by state to the leads each time embargoed data is released. Frank will let committee members know when there is a final resolution.

Evaluations from the 2006 Annual Meeting

Frank Ambrose indicated that the evaluations are ready for review by Jeri Green and then will be forwarded to the steering committee. The steering committee intends to use the results in developing the agenda for the March 2007 mid-year meeting.

Mid-Year Meeting

Frank Ambrose mentioned that meeting space has been reserved for Wednesday morning, March 28th, so the meeting will extend from Monday March 26 through 12:30 pm on Wednesday 28, 2007, preceding the Population Association of America (PAA) meeting in New York at the Marriott Marquis. Information on the PAA meeting and the hotel can be found at <http://www.popassoc.org/meetings.html>. Again, any agenda items for the meeting and thoughts on structure should be forwarded to the steering committee for consideration and discussion on the next conference call. Frank will prepare a draft agenda for review by the steering committee.

2007 Annual Meeting

Frank Ambrose mentioned that the SDC annual meeting dates of October 10-12, 2007 are still tentative, but should be firm soon.

Other Business

There was no other business brought before the steering committee.

The conference call meeting adjourned at 3:10 pm EST.