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Chair
Annette Watters (AL)
Vice-Chair
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Secretary
Sue Copella (PA)
Assistant Secretary

NATIONAL STATE DATA CENTER STEERING COMMITTEE

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

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

Julie Hoang (CA)
Jane Traynham (MD)
Barbara Ronningen (MN)
Leonard Gaines (NY)
Will Sawyer (VT)

State Data Center Conference Call Meeting Minutes Wednesday, November 5th and Monday, November 10th, 2008

The conference call meeting commenced at 2:00 pm Eastern Standard Time on Wednesday November 5th and suspended at 3:00 pm, reconvening on Monday November 10th at 2:00 pm do to the length of the agenda. On Wednesday, all Steering Committee members were in attendance except Julie Hoang and Barbara Ronningen and CLMSO was represented by David Donovan and Frank Ambrose; while on Monday, all steering committee members were represented except Barbara Ronningen and CLMSO did not join the call.

Agenda:

1. SDC website redesign
2. MOU status and timeline
3. October annual meeting
 - Recap & Evaluations
 - ACS training day
4. Strategic planning sessions
 - Review action items from 10/7/08 session
 - Next steps and next session
5. By-laws change
6. Correspondence:
 - a. Request from Census Bureau for Steering Committee to endorse and sign 2010 Partnership Agreement
 - b. Letter to the Director
 - c. Response to letter from Barbara Harris
 - Planning database
 - Advanced Query
 - d. Response to Susan Schecter's letter on ACS review proposal
 - e. Response to questions on 2010 products (email from Samantha Proctor)
 - f. Clarify and share CLMSO response on affiliate policy
7. Planning for February 2009 steering committee meeting
8. Other items

SDC website redesign

The website should be completed by the end of November, at which time CLMSO will invite the steering committee to review, prior to it going public. The site should be up for the public by the end of the year. The SDC website will look similar to the CIC website, however the functionality will be different because the software used to develop and maintain the site is different. The SDC website uses Dreamweaver 3 software. The SDC website will support graphics, flash, etc. and CLMSO will control the look and feel of this site. The steering committee is also working on a logo / slogan that can be added to the site once it is finalized.

MOU status and timeline

The MOU is up for re-issuance and the language is currently being reviewed by the Census Bureau's attorneys. The Bureau expects to send the MOU to the leads by November 14th with a response date prior to January 1. The final deadline for returning the signed MOUs is January 16th.

October annual meeting

CLMSO is in the process of tabulating the evaluations and entering the written comments. They expect to email a summary of the evaluations to the steering committee by November 13th. Comments on the ACS training should be forwarded to Barbara Ronningen, Lenny Gaines, and Jerry Deichert (SDC ACS training advisory team). In this way the team can share comments from the network with the ACS staff.

Strategic planning sessions

Annette volunteered to review and reorganize the action items from the October 7th strategic planning session; identifying the items that were agreed to and indicating the appropriate group that needs to follow through. The group also discussed what the next steps would be and how best to convey the commitments and suggestions to the network.

CLMSO agreed that the steering committee could hold another planning session at the February steering committee meeting and it would be incorporated into the regular meeting schedule. CLMSO will forward a list of Bureau offices that we may wish to meet / work with to the steering committee for review and to prioritize.

By-law change

In order to clarify the current by-law language regarding midterm vacancies, the steering committee would like to propose the following by-law change to the network. All seven steering committee members on the call on November 10th voted in favor of presenting the proposed language to the State Data Centers. The steering committee will check with John Blodgett to see if he can host voting on this proposed by-law change. Other suggestions were that the steering committee research the possibility of using free software such as ballotbin (ballotbin.com) or surveymonkey (surveymonkey.com).

The current language is:

Vacancies occurring before the expiration of term shall be filled by the Chairperson of the Steering Committee who shall appoint an eligible member to serve until the next general election. The selection of an eligible member shall be ratified by majority vote of the members of the Steering Committee.

At the general election, the highest vote recipient not gaining a full term, or a transition term as described above, shall be selected to complete the vacated original term. The member fulfilling this term shall be eligible to compete for a full term immediately following the completion of this term.

The proposed language is:

Vacancies occurring before the expiration of the term shall be filled by the candidate in the most recent election preceding the vacancy who received the highest number of votes among those who were not elected. If this person is no longer eligible or available, the Chairperson of the Steering Committee shall appoint an eligible member to serve the remainder of the term. The Chairperson's appointment shall be ratified by a majority vote of the members of the Steering Committee.

The member fulfilling this term shall be eligible to compete for a full term immediately following the completion of the remainder of this term. Time spent completing an unexpired term on the Steering Committee shall not count towards the limit of two consecutive full terms.

Correspondence

- a. Request from Census Bureau for Steering Committee to endorse and sign 2010 Partnership Agreement
 - CLMSO shared with the steering committee the partnership commitment letter that was signed by Annette Watters (as chair of the steering committee) in 1999 for Census 2000. In addition, they shared copies of other partnership agreement templates.
 - The steering committee agreed to prepare a partnership commitment letter for the upcoming decennial census.
- b. Letter to the Director
 - The steering committee agreed to prepare a letter to the Director listing areas of opportunity that will enhance the SDC's involvement and commitment to the Bureau and suggestions for improvement.
- c. Response to letter from Barbara Harris
 - The steering committee discussed the planning database and the need for access to the data. The committee agreed to request clarification on some details of the database. Lenny will draft a letter to Arnold Jackson with a cc to Barbara Harris and Tim Olson requesting some clarification on the planning database.
 - The steering committee discussed the history and future of advanced query, since this module is not part of the DADS II contract. The group will review correspondence and review previous information regarding the use and importance of advanced query prior to determining a course of action.
- d. Response to Susan Schecter's letter on ACS review proposal
 - Dan will work with Linda Gage in preparing a joint response. At the February 2009 joint steering committee meetings, a session / time should be dedicated for ACS, SDC and FSCPE.
- e. Response to questions on 2010 products (email from Samantha Proctor)
 - The steering committee decided to send out a reminder of Samantha Proctor's email and request that the network send a copy of the suggestions to both CLMSO and the steering committee. In this way the steering committee can summarize comments from the network regarding the 2010 products.
- f. Clarify and share CLMSO response on affiliate policy
 - Dan will send out an email to all State Data Center leads informing them of CLMSO's new policy on affiliates.
 - i. The steering committee had requested that CLMSO remove the cap on the number of affiliates. CLMSO responded that they were reluctant to lift the cap on the number of affiliates altogether, they will now entertain requests from individual states to add up to five (5) new affiliates to their network.

Planning for the February 2009 steering committee meeting

Specific topics were not discussed, except for holding another strategic planning session and dedicating some time to meet with FSCPE and the ACS staff regarding training, next steps, and to discuss recent correspondence.

Other items

The Complete Count Committee letter and handbook to the Highest Elected Official have been delayed and are now expected to be mailed in mid-December.

The steering committee discussed options for communicating (the use of blogs / bulletin boards / listserves, etc.). Dan will check with Rachel Justice (Indiana – clearinghouse website) to reassess what

options this site could host, while Chip will check with Jon Stiles (Berkeley – listserve manager) to identify what other features the listserve has that we may not be using. The discussion centered around ways to keep logs of topics and responses to enable searching; and also the ability to receive emails in bulk, not every time a response is sent.

CLMSO does not have an orientation package for new leads, so the steering committee decided to make a list of items that should be imparted to new members. Currently when a new lead is appointed, CLMSO informs the chair of the steering committee, who then informs the steering committee tree-state responsible member, who should contact the new lead and welcome them to the network. Pam and Sue are working on a draft welcome packet for new members.

Adjourn

The steering committee conference call adjourned at 3:20 pm.