

Dan Veroff (WI)  
*Chair*  
Annette Watters (AL)  
*Vice-Chair*  
Pam Schenker (FL)  
*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)

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### State Data Center Steering Committee Conference Call Meeting Minutes Tuesday, March 10<sup>th</sup>, 2009

The conference call meeting commenced at 2:00 pm Eastern Daylight Saving Time on Tuesday March 10<sup>th</sup>. All Steering Committee members were in attendance, with the exception of Annette Watters. The Customer Liaison Marketing Services Office (CLMSO) was represented by David Donovan, Frank Ambrose, Nelson Colon, and Samantha Proctor.

#### Agenda:

- Feedback/Reaction on draft version of Clearinghouse site with new tools
- Prioritization of topics for webinars (in lieu of Midyear meeting)
- Follow-up on Feb meetings with BPS, FLD, GEO
- Follow-up with network on BPS, BAS, New Construction participation
- Update on status of SDC website
  - Discussion about purpose and what to include on "Helpful Web Links" section of SDC website
- Standing item on personnel changes at the Census Bureau
  - Donovan's appointment as Deputy Chief of CLMSO
  - Director hire
- Preliminary planning for Annual meeting
  - Location
- Other Items

#### *Feedback/Reaction on draft version of Clearinghouse site with new tools*

Indiana University (Rachel Justis) has been working on redoing the Clearinghouse website that would make the site easier to use and incorporate more tools. The steering committee is very excited about this project and will invite Rachel to walk them through the site and the tools either at or before their next conference call meeting.

In addition, the steering committee is working with both Rachel and Jon Stiles on the possibility of archiving the listserv messages and making them searchable. In this way, members can search for past threads on topics. Chip Sawyer will work with Jon to explore possibilities.

#### **Prioritization of topics for webinars (in lieu of Midyear meeting)**

The steering committee has developed a list of possible webinar topics, since the midyear meeting has been canceled. These topics will be fleshed out by the steering committee and sent to CLMSO by March 20. CLMSO will then work with the appropriate staff / sections to determine which of these are viable and the timeline needed for preparation. The steering committee will try to use Google docs to make edits or comments on one document (instead of passing around multiple drafts). Chip will set up the document and Len Gaines will do the initial bulleted outline.

#### *Follow-up on February meetings with Residential Construction Branch, Field Division (FLD), Geography Division*

The steering committee requested that CLMSO follow-up on some of the requests that were made by the steering committee members during the February meeting at headquarters. CLMSO is waiting on responses from these divisions and expects feedback soon.

For example, the steering committee had requested that FLD provide the network with the following:

1. List of RCC Partnership Specialists and their geographic coverage area.
2. Geographic boundaries of the LCOs.
3. List of entities who have committed to form a Complete Count Committee from the regional offices on an ongoing basis:
  - Name of entity
  - Population count
  - Contact person
  - Phone number
4. Talking points or a script for SDCs to use in making follow-up calls to local governments who are slow to form a CCC.
5. The time frame that the Census Bureau (FLD) would want SDCs to do CCC nonresponse follow-up.
6. The procedure that will be implemented for getting information to SDCs about which governments should be targeted for follow-up.

#### ***Follow-up with network on BPS, BAS, New Construction participation***

The steering committee will be following up with the network regarding assistance with the Building Permit Survey, Boundary Annexation Survey and New Construction Program. The steering committee will present feedback from these topics to the Census Bureau at or before the June steering committee meeting.

#### ***Update on status of SDC website***

The new Census Bureau SDC website is almost ready. The Bureau is still trying to resolve an issue with viewing the site with Internet Explorer 7.0. It is believed that this issue is almost resolved and the site should come up soon. In addition, the steering committee will be reviewing a possible list of hotlinks for the site and may request that some of these be incorporated into the design.

#### ***Standing item on personnel changes at the Census Bureau***

There have been no new personnel announcements except the recent promotion of Donovan to Deputy Chief of the Customer Liaison Marketing Services Office. This created an opening in Donovan's most recent position, Chief for the State and Governmental Programs Branch in CLMSO, which will be posted soon. There is no news as to the expected timeline or possible candidates for the Census Bureau Director position. Kenneth Prewitt had previously withdrawn his name for consideration for this position.

#### ***Preliminary planning for Annual meeting***

The steering committee will soon start planning the agenda for the annual meeting in October at Census Bureau headquarters. This meeting is set for the October 14<sup>th</sup> - 16<sup>th</sup>. CLMSO has confirmed that accommodations for this meeting will be at the Embassy Suites in Alexandria, Virginia.

#### ***Other items***

There were no other items discussed.

#### ***Adjourn***

The steering committee conference call adjourned at about 3:00 pm.