

Todd Graham (MN), *Chair*
Dan V. Veroff (WI), *Vice Chair*
Charles Rynerson (OR), *Co-Secretary*
Melissa Stefanini (TN), *Co-Secretary*

NATIONAL STATE DATA CENTER STEERING COMMITTEE

*Representing a Network of 1,800
State Data Centers and Affiliates Nationwide*

Allen Barnes (AZ)
Gregg Bell (AL)
Pam Schenker (FL)
Suzan Reagan (NM)
Jennifer Shultz (PA)

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

State Data Center (SDC) Steering Committee Meeting, September 12, 2017

<i>Steering Committee (SC)</i>	<i>Customer Liaison and Marketing Services Office (CLMSO):</i>	<i>Census Information Centers (CIC) Liaison:</i>
Allen Barnes Gregg Bell Todd Graham Suzan Reagan Charles Rynerson Melissa Stefanini Jenn Shultz Dan Veroff	Lakiva Pullins Barbara LaFleur Karen Haugen Toni Hall	Dan Ichinose

Call started at 2:03 pm EST

Participant Statistical Area Program

Todd:

- The Federal Register notice outlines the PSAP program, describing who Census will work with for PSAP – tribal groups, COGS, etc.
- PSAP kicks off March 2018 – Census Bureau will contact preexisting contacts for PSAP and will see if they will work again.
 - Do we know who exactly these people are? Can we contact them?
 - I propose that since they've opened this for public comment, we submit a comment that lead agencies should be able to name potential participants for the Census Bureau to consider.
 - It is a concern if there are areas where the Census Bureau doesn't have PSAP participants. We'd like to know where those areas may be.

Charles: I remember them saying that they will contact the agencies that did that last time.

Todd: Yes, that is included in the notice.

Charles: If there are gaps and 2010 participants don't respond, SDCs should be communicating with them. Where are the gaps? Also, it would be good to know where the gaps were in 2010.

Gregg: Sounds reasonable to me.

Todd: Everyone agreed? (None opposed). We have rest of the month to get in a comment and reply to the notice.

Ballot Bin for Voting

Todd: Who has an existing BallotBin account? Who has run an election?

Gregg: Bob, and before that was Amy Bittner.

Dan V: I have one.

CLMSO began to join the call at 2:12.

Todd: Dan, can you run the next elections on by-laws since you have an account?

Dan V: I can do that, just need description of the question, and what the changes are.

Todd: There are changes are throughout.

Todd: You'll also need a current list of SDC leads, Barb is on the line and she sent us a list recently. There could be other changes since then.

Barb: Let me resend that so the whole committee has it.

Todd: Don't need it today but by the end of the month would be good.

Barb: Melissa, do you need to cast your ballot early or want to have the temporary acting SDC cast for you?

Melissa: Either way is fine with me. I'm not planning on being out until Oct 1 so as long as the baby stays put, I'll be around for the meeting.

Barb: Will get the list of SDC leads out next week, a couple of other changes too.

2020 Preparation Survey

Todd: We have a 73% response from SDCs. Has everyone contacting their tree states?

All: Yes

Barb: Who has Beverly from Texas? She has retired.

Melissa: Me. I contacted Beverly and Lloyd and haven't heard back.

Barb: I'll send you the new person's information.

Lakiva: They said they eliminated her position and gave her role to someone else who is already there. She retired early as her position was to be eliminated. That's what I gathered. She has planned to retire by the end of the year.

Todd: From the question on participation plans,

- About 70% of SDCs have plans to participate in 2020;
- 50% are LUCA participants;
- 40% are helping out with LUCA in other ways;
- Only about 10% who are not involved at all in LUCA;
- Asked about Governors Liaisons and if SDCs know who they are and if it's someone they work with.

Todd: I'll ask for a volunteer to write up a report from the survey. What do we do with the report when we are done?

Lakiva: Would love to share it internally to upper management. When you get it, if you share that information with me I can make sure it get through the proper channels to get to upper management.

Todd: There is some uneven perception of what's going on with complete count committees. The survey asked are you needing advice or help from Census Bureau? Many SDCs are saying yes.

Lakiva: We are working on that – guidance isn't quite clear just yet. A lot of people have questions about it including myself. The thing we need is timelines and we just don't have those yet. Also, if you saw the email [*sent from Lakiva to SC on Sept. 5th*] about the partnership website that we invited you all to participate in, there is a section about giving information about how to form a complete count committee. The goal is to roll the site out in November. Feedback is due tomorrow. If you could please take a look and leave feedback – that would be great.

Todd: Lakiva, can you send the link out again for the partnership website?

Lakiva: I'll send a friendly reminder.

Planning the September 26th All Network Business Meeting

Todd: I sent a draft agenda last Wednesday for the all network meeting and asked everyone to schedule 2.5 hours but I don't want more than an hour of prepared presentations. Any comments on the draft agenda that came around?

Lakiva: I saw you had DUB (CLMSO Data Users Branch) updates on the agenda.

Todd: That was for this meeting, Sept 12th. Is there something you'd like to add for the network meeting?

Lakiva: We would like to provide a couple of updates about current Director and his team and also an update that Office of Congressional & Intergovernmental Affairs (OCIA) has been meeting with governors in each state. We are trying to get the list so we can share that too. Hopefully we should have a list for the 26th.

Todd: We can definitely add 15 minutes for a list of updates.

Lakiva: We don't need more than 5 minutes. Barb will be on the call.

Todd: I want to send out an email to the whole network. Do we have meeting logistics (web address, etc)?

Barb: I have scheduled the operator portion of it and as soon as we are done with the dry run we can schedule WebEx.

Todd: Also, Pam asked if I can include where the by-laws are located, on the Clearinghouse website and SDC SharePoint site, so that SDCs can see it before the meeting.

Todd: I want to encourage having some PowerPoint slides so people are engaged. Any questions on who is responsible for what pieces?

Charles: Nominating and seconding? Should I just nominate everything since I'm a lead? Can coordinating agencies not nominate something?

Todd: It is leads who can vote on the by-laws. I take that as a lead should motion.

Barb: Housekeeping – star zero (*0) is required when participants want to speak. Each person should say their name and state in the beginning and have the operator take the question (raised hand).

Todd: Outline:

- I'll welcome everyone for 10 minutes;
- Maybe Barb can come next;
- We've then got 10 minutes of highlighting Steering Committee's accomplishments;
- Then 15 minutes on communication tools by Todd and Gregg;
- Next is how we keep the network vital by Gregg, Suzan, and Dan – have you all talked about it? Is 15 minutes enough?

Gregg: We've talked but not decided anything.

Suzan: I'd be willing to do 5 minutes on data users conferences and the importance of the SDC program.

Gregg: I was going to encourage phone calls – call everyone in your network once a year so they all know who you are and you know who they are.

Dan V: Looking at the items and not quite sure what we were really aiming at.

- Resources that state leads can extend?
- Were we thinking about things states can develop? Like Missouri or Indiana site? Does anyone have a good memory of that?

Todd: I don't know what the variety of state products are other than my own state.

Charles: We have talked about having a list of SDC members by area of expertise. That hasn't happened but could fall into that category [*of keeping the network vital*].

Barb: There's one thing that needs to be added: states that have coordination with Census Information Centers. This might be a good place to bring it in to make the network more vital.

Todd discusses draft agenda items:

- Update on what steering committee is up to now and looking forward. Jenn mentioned she had no speaking roles so she agreed to put together a summary from the survey in May/June. Think that's the list of "prepared presentations". That's the first hour of the meeting
- The 2nd hour of the meeting will be an open discussion.
- What would folks like to see in next training meeting in April. Can be an open discussion.
- By-laws executive summary – Pam gives highlights of what's been changed.
 - o We will then open up questions about by-laws to the network.
 - o Go through steps of opening an electronic vote by BallotBin. Will email instructions on how to do this.
 - o Voting should be open Sept 26-29. This still work for everyone? (everyone said yes)

Todd: The dry run is today. Barb sent an email with call-in information today. Does anyone have a PowerPoint ready?

Barb: I was hoping someone has a PowerPoint ready so we can show how the flip flop back and forth works. This call will not be operator assisted.

Suzan: I can have a PowerPoint up.

Jenn: Me too.

Todd: I have Gregg's ACS PowerPoint.

Barb: I will be sending a separate email to committee for a separate login for the network meeting.

Gregg: Should we send PowerPoints to you?

Barb: No, people have to say next slide and it's easier to just pass the ball to the next person. And if you have a standard template from your organization, use that.

Complete Count Committees

Todd: Following up on a discussion from Atlanta, can we schedule a conference call about complete count committees with Sydnee Chattin from Decennial Partnerships?

Lakiva: Quick update – OCIA said they've only had one meeting with the Governor in Mississippi and we contacted that lead. I'll reach out to Sydnee to see when she has time to answer questions about complete count committees. Just the steering committee or all network?

Todd: All SDCs.

Lakiva: I'll find out and get back to you.

Charles: Maybe it's around the time the partnership website is unveiled in November?

Todd: That is a priority for the 4th quarter.

BIDC Program

Lakiva: Absorbing the BIDC (Business and Industry Data Center) program into the SDC program has been approved by upper management. We are trying to figure out the best way to announce this internally and externally.

Barb: We will be starting to work this next week on redoing and cleaning the guidelines up and taking out the BIDCs. We should have that ready for vetting in the next month.

CIC Update

Dan Ichinose: We were really excited to get together in Atlanta.

- It was really great to have that face to face. There were new folks that got a lot out of it. Hoping to get more folks involved.
- Elections are coming up – 2 nominees for 1 position available on the Steering Committee.
- A DDS (Data Dissemination Specialist) is doing a Tableau webinar for us.
- We are in the process of revising the annual report.

Other Requests - Census Planning Database

Todd: We have a few more minutes so I'll mention another request we haven't heard back about. We had asked earlier this spring and in July and in August if it was possible to arrange a webinar where Census staff would present on the Census Planning Database Used to locate hard to reach populations, etc. asked Barb and Lakiva for this

Barb: Sorry, it fell through the cracks. I'll look into getting a webinar. When would you like to get it scheduled, next month? November?

Todd: Anytime in the 4th quarter. I'm not sure if there are any other webinars you need to plan around, or who the staff is that would put this together.

Charles: I just sent you all a link to the planning database. For context, it is under the radar, and the Steering Committee heard from a lead that they didn't know it was out there and they were disappointed that they weren't aware of it. We are trying to publicize and let people know it's out there and how to use it.

Todd: Good time to adjourn – we talk again in 30 minutes on the Business Meeting dry run.

Call ended 3:01pm EST