

NATIONAL STATE DATA CENTER STEERING COMMITTEE

Todd Graham (MN), *Chair*
 Suzan Reagan (NM), *Vice Chair*
 Pam Schenker (FL), *Co-Secretary*
 Melissa Stefanini (TN), *Co-Secretary*

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

Allen Barnes (AZ)
 Gregg Bell (AL)
 Michael Moser (VT)
 Jennifer Shultz (PA)
 Dan Veroff (WI)

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

State Data Center (SDC) Steering Committee Conference Call, September 11, 2018

State Data Center Steering Committee	Customer Liaison and Marketing Services Office (CLMSO):	Census Information Centers (CIC) Steering Committee
Todd Graham Dan Veroff Suzan Reagan Allen Barnes Melissa Stefanini Jenn Shultz Pam Schenker Michael Moser Mallory Bateman	Barbara LaFleur Toni Hall	

Call began at 2:00 pm EDT

Kansas City August Meeting Recap

Meeting in Kansas City was productive. CLMSO put best foot forward about what they and we are interested in talking about. Interested in partnering with the CICs. Revisiting what's in the strategic plan and having that be the preparation for the SDC memorandum of agreement for next year.

Strategic Plan

SDC strategic plan from 6 years ago.

- Can go on October agenda if we don't get time to talk about today.
- Advantage to using the strategic plan from 6 years ago:
 - Dan V. has memory of work from last time. It led to ideas about how to transform/improve/lay out roles and responsibilities for a partnership. Would be a good reference point moving forward.
 - Todd pointed out that it still works and outlines responsibilities of SDCs and CLMSO.

Welcome Mallory Bateman, Utah SDC

Welcome Mallory Bateman from Utah who is taking Melissa's seat as she is leaving later this week. She has been in SDC role for just over a year, but is excited to be a part of it and help out.

Vacant Co-Secretary Position

Melissa is leaving the co-secretary position vacant. Todd nominated Jenn to take on the position. Jenn accepted the nomination and all steering committee members voted yes.

Tree States

Outreach

Things to communicate this quarter ...

- Up to the steering committee members on how to reach out to tree states (call individually, conference call, email, etc). The steering committee should have contact with the tree states and relay steering committee information. Calls are often more effective than mass emails.
- Suggested talking points:
 - Embargo access
 - Use the SDC Clearinghouse
 - Governor's Liaison (GL) program – half of SDCs are also GLs. Tree state calls could get us some information about GL and what they are hearing. Is the Census Bureau reaching out to the GL and what guidance are they providing?
 - Dan V. plans to put in plug for 2020 census workgroup and ask if people have materials they feel like sharing/posting to clearinghouse. They could be in touch with Dan or Jenn or google form to post themselves.

Melissa's tree states need to be reassigned. Todd suggested Melissa's list become Mallory's and for Tennessee to go to Gregg Bell. Committee members agreed with this suggestion.

Steering Committee Task List

Task list following the August Kansas City meeting:

- Todd put together for the committee to review and edit. (See Todd's email for http link.)
- Pam, Jenn, and Suzan have been putting together notes from the Kansas City steering committee meeting.

Database of Local Complete Count Committees (CCC)

Discussion around who to contact and what to ask for in terms of assembling a nationwide list of local CCCs. Steering Committee will reach out to the partnership coordinators at regional offices and ask for monthly updates.

- Pam will contact Atlanta regional office
- Michael will contact New York
- Jenn will contact Philadelphia
- Dan V. will contact Chicago
- Todd will contact Los Angeles
- Suzan will contact Denver

Todd resent list of regional office contacts after conference call. (originally sent by Lakiva) Pam says some emails have changed to the @2020census.gov domain, but the old @census.gov also still work.

Barbara will take information back to Lakiva and see if we can find out who is collecting the CCC information at headquarters.

DUB Team Updates

SDC lead updates from Barb

- Jan from Hawaii is retiring at end of September after 30 years.
- Connecticut has a new lead, Michelle Riordan. She has been around as a coordinating agency. SDC Lead role moved from UConn Library to Connecticut Data Collaborative.

- Maine has a new lead, within same agency.

Gem Style Videos

- Toni sent out email with timeline for first welcome video from SDCs and CICs – 5 minute (or less) videos we will do for YouTube.
- Will be like Data Gems but SDCs will decide topics and record them.
- Scripts need to be written up and approved by the Census Bureau, since these will be hosted on the Bureau's website.
- Suzan suggested using the concise paragraph on clearinghouse about what a SDC is as a place to start.
- DUB suggested topics:
 - Welcome to the program video
 - About the programs including coordinating agencies and affiliates
 - 9 core competencies
 - How to build a network
 - Importance of annual report
- Gems videos will be housed on Census.gov/SDC/ under guidelines section.
- These can be used in SDC outreach areas.
- Todd requested that the steering committee have until the October 9 meeting to decide on topics rather than original timeline of October 1.
 - Toni and Barb agreed that October 9 is fine.
- Deadline for first video is end of 2018 or first of next year.
- Suzan suggested 'how to put on a data users conference' as a potential topic.
- Toni suggested referring to the SDC guidelines. That language is already there. Speaking voice will help it be less technical.
- Videos can pull from network, not just steering committee.

Embargo

Todd and Barbara received a request from the Minnesota SDC lead to get a second embargo account for Megan Dayton. Todd made motion to approve as additional embargo user? Suzan seconded. Rest of committee agreed. Barbara will process for Megan.

Suzan mentioned that Missouri reached out to her and potentially Barbara. Also possibly Michigan. Barbara will research and get back with the committee.

The question was brought up if new state leads automatically get access. After the memorandum of agreement is signed by the new lead, the person automatically gets access. Embargo is removed when an SDC leaves role.

Plan to Plan (P2P)

Jenn is planning the P2P webinar

- Jenn will be sending note out to the network next week.
- October 3 is date
- 3 presenters – Bob Coats, Mary Craigle, and Suzan Reagan.

- Jenn thanked Barb for the help with the dates.
- Barbara will get webinar set up and the information to Jenn.

Gustafson Award

2019 Gustafson Awards are approaching. Pam explained the process: first, we solicit for nominations. Then a group receives the nominations, and then do a review. Results are announced after election.

Volunteers for award process:

- Pam will send out announcement for solicitation of nominations in early October.
- Jenn and Michael will receive nominations
- Pam, Jenn, and Michael will be the review committee
- They will report a recommendation at the Dec 11 steering committee meeting

CIC Update

Allen: no other updates since CICs had in-person meeting in August.

Toni indicated that the CIC conference went well. They got a lot of 2020 updates. Some are just starting 2020 planning. Session where CICs are already planning and participating and shared activities they are doing. A lot of new CICs that need to learn about things done during a typical decennial Census. They are working on getting two new members on their steering committee. In addition, the CICs are trying to get volunteers for working groups. Discussed the possibility of joint working group working with SDCs. Toni will be following with their network to see what they need.

The SDC and CIC will have a joint conference call in November. A time and date needs to be set by DUB.

New Steering Committee Conference Call Time

Todd took a poll following the August meeting for best meeting times. The most committee members can attend on Tuesdays at 3pm eastern – 1 hour later than usual. This will be the new time starting October 9.

Steering Committee Elections

Barbara reminded the committee about upcoming election cycle. The steering committee will want to announce the call for nominations around Thanksgiving.

Other

Melissa: Thank you for everything and will miss you all! TNSDC will continue to sponsor clearinghouse and I'll be back to train the new person hopefully by the beginning of October. I will share my forwarding information by Friday.

Call ended 3:07pm EDT