

Minutes: July 13, 2006 LED Steering Committee Conference Call

Members Present: Becky Rust, Jeremy Wu, Cynthia Swain, George Putnam, Greg Weeks, Patti Becker, Wande Reweta

Agenda items and discussion:

1. LED Training

For our next meeting on Aug 10th, Greg will get more information from the LMI Institute on when this LED class for analysts will take place.

2. Steering Committee Membership

An amendment has been proposed that changes our By-Laws to end all Steering Committee member terms on February 28th, whatever the year, instead of on October 1st. Greg will ask five more states to vote on this amendment, in order to get it passed. Regions must then be polled to get volunteers to serve on the Steering Committee.

3. Technical Subcommittee

a. Quality Assurance Report – There has long been a need for states to learn the best way to validate QWIs. Some have no quality assurance process at all. Lars Vilhuber, from the Cornell Research Data Center, sent to George quality assurance reports currently in use. George will send Lars his suggestions for improvement. Lars will then incorporate the changes and send to three analysts who have volunteered to review them. After the review, the Steering Committee will discuss how to implement.

b. Data Specification Sheet – In the past, Census Bureau personnel have had difficulties helping states with data anomalies. The Census Bureau did not understand the state's selection criteria and could not recreate the numbers the state was questioning. George and Lars developed a Data Specification Sheet for state analysts to fill out, which asks for all data extraction parameters, a description of the problem, etc. Lars is testing it with LEHD new staff now.

c. Encryption – When states submit quarterly data to the Census Bureau, they can do it via FTP (the preferred method) or on CD/DVD through the mail. If sent via FTP, it is a requirement that the data be encrypted. If sent through the mail, it is suggested that the data be encrypted, but the Census Bureau would like to make this a requirement. Encryption software is supplied by the Census Bureau to each state. One license is attached to one PC. Census Bureau personnel will help each state get the software up and running. The Census Bureau will be sure this process works for everyone before they make it a requirement that all data be encrypted before sending it through the mail.

4. Program Update

a. Development of user group - The Brookings Institute workshop, last November, recommended the development of a users group. Our group of users is large and more knowledgeable than ever before, so has evolved to the point where a users group is needed. Jeremy proposes a .org or .net website, run by a contractor. Gary Yakimov, from the

Corporation for a Skilled Workforce, could run the site. There are 3 areas to be defined, users, topics, and methods. Discussions could be held on technical questions, best practices, and other topics. There could be a speaker of the month, like a governor talking about the need for local economic data, etc. Jeremy would like beta testers. It would be great to get 10 or 12 topics flowing before making the site public. Going public could happen as soon as Oct. 1st. Jeremy will develop this idea more and share with the Steering Committee.

b. Marketing Plan - Jeremy would like to develop a 3 year marketing plan for the calendar years 2007 through 2009. There are only 8 states that have not joined LEHD yet, so we anticipate the program will soon be national. The Census Bureau would like to have the Steering Committee meet to help develop this plan. The meeting would be 1.5 days long, in Baltimore or Washington D.C, in Sep or Oct. The Census Bureau will cover airfare and hotel costs. Cynthia will collect everyone's schedules for Sep and Oct to find a time all can attend.

Jeremy's feels that LEHD should market current and future products and services. One idea is to have regularly scheduled national and state press releases. For this to work, the production schedule would have to be strictly followed. LED data could become a standard piece of economic news, reported along with other key statistics describing the job market. The Brookings Institute, a prestigious research and policy institute, considers LED an important source of data.

5. Priority of Projects

State Steering Committee members will send Greg their prioritized list of projects, from the agenda. He will compile the rankings for our next meeting on Aug 10th.

At least three items are already in process. George sent out a preliminary comparative analysis of IL employment estimates based on the On The Map, production QWI, and QCEW. This speaks to '[Comparability of QWIs and Origin Destination data](#)'. 'Production of 1990 - 2000 NAICS-based QWIs' is the process Jeremy is implementing on Oct 1st, unless someone objects (see his email on July 14th, with the subject 'Production of NAICS Back-codes to Begin October 1'). The item '[Collect reports that states are producing showing QWIs and success stories](#)' is being addressed by users on the listserv. Scott Bailey, a Regional Economist in Washington State, has volunteered to put together a library of LED reports.

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