

Minutes: September 14, 2006 LED Steering Committee Conference Call

Members Present: Cynthia Swain, George Putnam, Greg Weeks, Wande Reweta, Erika McEntarfer, Henry Jackson, Karen Leahy, John Dorrer, and Jeremy Wu

Agenda items and discussion:

1. Analytic Consortium

The Steering Committee is going to form a consortium of states, in order to pool resources, design products those states need in common, and develop templates. If the process works, it will be a model for other states to follow to develop customized products, at low cost. State Steering Committee members will meet on the evening of September 19th, at the marketing planning meeting in Washington, D.C., to write a work plan.

The “Profile of Older Workers” template was a success. Jeremy reported that it has been updated and the Census Bureau wants to produce this report for all states. Iowa will be first and Jeremy will distribute Iowa’s draft to the committee in a few weeks.

2. Marketing Plan Meeting in Washington D.C.

On September 19th and 20th, Steering Committee members will meet to develop a 3 year marketing plan for LED. At that time, Greg will give a summary of project priorities. Cynthia will show examples of reports from LED users. Rene Jefferson, the Administrator of State Data Centers, will attend. We will discuss our 3 year goals and what products are most marketable.

Patti distributed materials on Sep 7th for participants to read ahead of time.

3. LED Training – People from NCE are training economic developers on LED in Maine. John will send the PowerPoint presentation with the curriculum to the Steering Committee.

4. Steering Committee Membership – The amendment to our By-Laws has been approved. Now all Steering Committee member terms end on February 28th, whatever the year, instead of October 1st. Each region needs to elect a new representative or re-elect their current representative. Greg will draft a ballot that Cynthia will send to current Steering Committee members. Each member will, in turn, send that ballot to their region’s states.

5. Technical Subcommittee

Lars has been working on other priorities but will go back to LED work soon. By October’s conference call, George will have [Quality Assurance](#) and [Audit](#) templates for our review.

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, now it is suggested that the data be encrypted. Jeremy asked the Steering Committee to vote on requiring data sent through the mail to be encrypted. All agreed that by 1/1/07 data submitted on CD/DVD must be encrypted. Jeremy will send instructions to all states describing this change, by 10/1/07. Cynthia will send the same announcement to all LED state member LMI Directors.

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 1/1/07.

6. Priority of Projects – As mentioned in item 2 above, Greg will present this topic at the marketing plan meeting in Washington, D.C.

7. OTM Funding - The funding agreement with ETA has been signed. More information will be provided, by Jeremy, to all member states in future announcements.

8. Program Update

The progress of several projects has been mentioned above: the “Profile of Older Workers”, OTM funding, and the Marketing Plan Meeting.

ETA has a site locator program which may be imported for use in LED. Hot reports could also be merged with LED for site selection.

Federal employment will be added to LED.

Submitted by: Cynthia Swain
Idaho Department of Commerce and Labor
(208) 332-3570 x3198
Cynthia.swain@cl.idaho.gov