

## LED Steering Committee

### Minutes of December 13, 2007 Conference Call Present:

Members: Greg Week, Bob Brown, George Putnam, Patti Becker, Colleen Flannery, Tim Kestner

Guests: Len Preston, Gary Yakimov, Ed Simon, Camille Norwood, Christina Gonzalez

The meeting began at 4:00pm ET. The minutes of the November 8<sup>th</sup> Steering Committee Meeting were reviewed. The agenda for today's meeting was reviewed and it was decided to include a discussion on training.

Key agenda items discussed were as follows:

#### Action Plan

- Gary Yakimov mentioned that he had met with Andy Reamer in and Jeremy Wu for an all-day session to review details of the Action Plan. Key items of the plan were reviewed at our meeting today (see details of the Plan). We will focus our efforts on two key constituencies - LMI Community and Congress.

#### Outreach to LMI

- Greg reported that an email will be sent to all LMI Directors about the importance for LMI. An invitation to the annual state meeting will be extended. The Brookings Institution will hold a reception on the evening of March 6<sup>th</sup> for LMI individuals.
- Greg also emphasized that LED needs a major role with the Workforce Information Council (WIC). The WIC is a group that sets LMI standards and goals. The group has a strong BLS influence and Greg would like to see LED in a more prominent role. LED needs a "seat at the table". Greg plans to talk with the WIC to make it happen.
- Survey - Prior the March State Meeting, CSW will conduct a telephone survey of State LMI Offices. The live interview will consist of 4 to 6 questions. We will also do an additional survey of persons who attended last year's annual session.
- Lead Analysts - The following goal was discussed: That each state would have a lead analyst. This would assure a level of expertise everywhere.
- National Data - This would greatly enhance the stature of LED. Once Ohio is on board this will help.
- Letter to LMI Directors - Patti asked about the letter. A draft was completed and changes were made. It will be emailed out and then mailed on Census

letterhead. Both Greg and Jeremy will sign it. Greg went over the details of the LMI directors' letter.

### **Discussion on Training**

- George Putnam gave an update of the training program that will precede the annual state meeting in March. George, Christina Gonzales and Scott Bailey have been working with Colleen Flannery on the plan to conduct two-day training sessions for state analysts. Hopefully one analyst from each state would be able to attend. Census will not pay for the extra days. For some states this may be a problem. Christina noted that a certain level of expertise would be needed. They will need to be proficient in Excel.
- Feedback from our survey will be helpful in pointing out various training needs.
- Greg will also send a separate letter to LMI Directors about the special training session.

### **State Annual Workshop**

- As mentioned above, the special training program is being developed.
- Gary reported that a planning session was held and he reviewed the details. Some of the topics discussed included:
  - LED partnerships and coordination with other data sets (i.e. American Community Survey, ACS).
  - Uses of LED - BRAC; DOL Wired Projects; Impact of plant closures; Uniqueness of LED data; emphasis on LED products and services.
- Colleen mentioned the usefulness of New Hampshire's role playing technique. This is a way to demonstrate the power of LED, the benefits, and about being a partner in the system.
- Colleen mentioned that it has been difficult lining up a DC hotel for the March session. She is going to try to sign up at a hotel in Alexandria. This site is close to a Metro stop.

### **Action Planning Calls**

- There has been a change in how we will conduct action planning calls. It was decided to add one hour to both the January and February Monthly Steering Committee calls.

## Other

- New Jersey Road Show - Len discussed that he been conducting visits to NJ One-stops to show the uses of LED. He provided training on how to use OntheMap. Len also presented information about several LED studies and data products and applications.
- Audit Reports - George provided an update about the process. Considerable progress has been made. He sent information out the states to help with the download of the audit programs. An audit report page has been established. Altogether there are six different programs available for QCEW audit reports.