

AD HOC CENSUS COMPLETE COUNT COMMITTEE
September 23, 2009

Call to Order. Chair Deupree called the meeting of the Ad Hoc Census Complete Count Committee to order at 2:30 P.M., on Wednesday, September 23, 2009, in Conference Room N-1/N-2 on the fifth floor of the Rock County Courthouse-East.

Committee Members Present: Chair Neil Deupree, Supervisor Brian Knudson, Melissa Badger, Terry Nolan, Nancy Nienhuis, Sherri Waege, Marc Perry, Michelle Bestul, Inga Jacobson, Steve Kinkade, Rebecca Houseman, Steve Gregg, Kerri Parker.

Committee Members Absent: Jim Brandenburg, Supervisor Betty Jo Bussie, Linda Clark, Regina Dunkin, John Kalkirtz, Linda Ward.

Staff Members Present: Josh Smith, Assistant to the County Administrator.

Others Present: Steven Vedro, Partnership Assistant, Chicago Regional Census Center, U.S. Census Bureau.

Approval of Agenda. Mr. Kinkade moved approval of the agenda as presented, second by Ms. Nienhuis. ADOPTED.

Approval of Minutes. Chair Deupree requested the last sentence on page 1 be changed to read, "The questionnaires will involve . . ." Ms. Badger moved approval of the minutes with this change, second by Mr. Kinkade. ADOPTED as amended.

Report on Census Facility Needs.

"Be Counted" Centers. Mr. Vedro said centers can/should be open at different times of the day and different days of the week to provide a variety of places for people to get questions answered. The "Be Counted" sites must be staffed by sworn in census staff, but the "Question and Answer" sites are not. Mr. Vedro said the "Question and Answer" sites should be opened early to the middle of January. The "Be Counted" sites should be open the middle to late March through the end of April. Mr. Vedro said the sites do not need to be a private space, just a table and chair off to the side.

Ms. Parker said the YWCA would be willing to serve as a site. Ms. Bestul said the City of Milton has a number of potential sites. Mr. Kinkade offered South Central Wisconsin Chapter of the Red Cross offices (Beloit and Janesville) for "Be Counted" and testing sites. Chair Deupree said Ms. Dunkin offered the Merrill Community Center as a site.

Chair Deupree requested potential "Question and Answer" and "Be Counted" sites be forwarded to Mr. Smith as soon as possible. Mr. Vedro requested that any restrictions, i.e., when sites will be open, be forwarded as well.

Testing/Training Sites. Mr. Vedro said the Testing/Training Sites need to be handicapped-accessible, able to seat 25 people, and be available one to two times a week for the months of November and December. He anticipates needing three to four locations. The training will be in four-hour blocks and can be morning, afternoon or evening. Mr. Perry said the Salvation Army building in Beloit has a large room. He said a site in Evansville might be necessary and suggested the elementary school. Ms. Bestul said Milton has several locations for training – St. Mary’s Church, the City Council Center, the Gathering Place.

Chair Deupree asked that anyone with potential sites forward this information to Mr. Smith and he will pass it on to Mr. Vedro. An interim report will be provided after two weeks.

Census Jobs/Hiring Process. Mr. Vedro said promotion will begin in late October or early November. Work will start at the “Be Counted” Centers in March and continue into April. Also in April, people will be going out into the communities. He will mail and e-mail the posters. Chair Deupree advised the City of Milton has the Census on their website with a link to the Chicago office.

Discussion of Other Actions Taken by Members Since the Last Meeting and Action Plan for the Next Meeting. Chair Deupree went through the list of volunteers for the working groups.

Government. Ms. Waege said she talked with Mr. Brandenburg about going to neighboring municipalities and attending board meetings. She has talked with three municipalities and will be going to their meetings in October.

Education. Ms. Bestul said her office is adjacent to the school district and she will be contacting them. Mr. Vedro said there is a separate campaign for the Census in the schools. Scholastic Magazine agreed to participate by getting the schools involved and sending census materials home with the kids. A Coordinator will be appointed to get the word out to the schools. Ms. Badger said she agrees a flyer sent home with the kids is a good way to get the information into all households. Ms. Nienhuis said she talked to her Town Chair and thinks a letter or a visit by a Committee member would be beneficial – how they can help us make sure everyone is counted. She suggested an announcement be made at the next County Board meeting that the Census is beginning.

Faith-Based. Chair Deupree said Terry Nolan will write something for the city newsletter and will forward information on to local pastors and churches.

Media. Mr. Perry asked what do we want to use media for? Newspapers and radio will respond better when we get the sites set up.

Community-Based. Mr. Kinkade said he recently did a broadcast to United Way member organizations. He will also alert the Emergency Food and Shelter Program as they may know of potential employees. He also suggested contacting “First Call”.

Business. Mr. Gregg said information will be put in the Chamber newsletter and distributed to their programs. He commented we need to reach out to other areas of the county.

Recruiting. Supervisor Knudson said we need to know a little bit more about what our direction is. Ms. Parker said brochures would be very helpful. Mr. Vedro said the application form is on the website, however, you cannot apply on line. Forms must be brought to a test site.

Chair Deupree advised, with regard to a Latino representative on our Committee, Mr. Smith is inquiring into this and hopes to have someone at the next meeting.

Mr. Perry said we need to map out a timeline with action steps. Chair Deupree referenced page 17 in the “Complete Count Committee Guide” (attached), and page 20 in the “Complete Count Committee Training Manual” (attached).

Mr. Vedro said he needs to get sites by the next meeting. He also asked what public events are coming up in October or November where large numbers of people will be present. Mr. Gregg said there is a Senior Fair coming up both in Beloit and Janesville. Ms. Bestul asked about getting materials for these events. Ms. Badger will collect information on the school districts.

Chair Deupree said between now and the next meeting, he would like someone to take the suggestions in the two books and make them more applicable to our committee. Supervisor Knudson and Ms. Waege volunteered. Chair Deupree requested a draft of the timeline within 10 days so it can be sent out to the Committee with the next agenda.

Chair Deupree said he would like agenda item #6 “Discussion of Other Actions Taken by Members Since the Last Meeting and Action Plan for the Next Meeting” to be on each agenda and he will ask for a report from each working group.

Future Meeting Dates and Locations. The next meeting of this Committee will be Wednesday, October 14, 2009, 10:00 A.M., at the Vision Center, Beloit, Wisconsin.

Citizen Participation and Announcements. None.

Adjournment. Chair Deupree adjourned the meeting at 3:39 P.M.

Respectfully submitted,

Linda Milligan
Confidential Administrative Assistant

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