



**Saint Louis, Missouri  
June 24 – 26, 2008**

**Attendance:**

David Adams (TX)  
Mike Blank (Contractor)  
Vicki Boylston (SC)  
Dan Brown (IA)  
Bob Cottrell (NC-ARC Chair)  
Steve Duthie (MT)  
Girmaye Gizaw (GA)  
Imaura Harvey (FL)  
Joanna Hendrickson-Larson (Contractor)  
Christopher Knight (FL)  
Barbara Ledvina (NCSC)  
Denise Lee (NC)  
Dana Placzek (CT)  
Steve Rosenow (NCSC)  
Marilyn Skalberg (Contractor)  
Bill Stambaugh (NC)  
Curtis Theis (MN)  
Roger Therrien (CT)  
John Torres (NV)  
Rita Watson (MT)  
Garold Wilson (IA)  
Sam Wright (ETA)

**Overview of Activities for the Week:**

Bob Cottrell gave an overview of the week's objectives and agenda, including:

- The Employer Database committee will be doing an analysis of the RFPs and will have a recommendation by the end of the week.
- Tony Dais (ETA) will be joining the ARC Workgroup meeting via teleconference to provide an ETA update. Sam Wright is attending the ARC Workgroup meeting on behalf of ETA this week.
- The Education and Communication committee is finalizing arrangements for the ARC Seminar in October 2008. The ARC has a contract established with the Hilton St Louis at the Ballpark for the event.
- Bill Niblick will be meeting with the ARC Workgroup, Thursday at 9:30am. The ARC is actively exploring partnering with other groups (specifically the LMI Institute) to discuss possibilities for the 2008 ARC Seminar.

**Policy Council and BLS Program Updates:**

Various workgroup members gave updates on BLS and Policy Council activities including OES Policy Council, BLS budget allocations, QCEW software updates, and MLS software.

### **ETA Update:**

Tony Dais joined the ARC Workgroup via conference call and gave the workgroup an update on ETA activities, including:

- Introduction of Sam Wright as the Federal program officer for the ARC.
- Information on the latest TEGL and budget.
- Update on a strategic review of all projects associated with the Workforce Information Grant including ARC, O\*NET and Projections. The strategic review will include an overview of the projects, what they do, how they do it and documentation of the projects.
- Overview of areas of focus and activity for ETA including disaster recovery website, outcomes achieved through workforce information, economic analysis reports for strategic planning, and Workforce Information Innovators Network.

### **DISCUSSION:**

Bob Cottrell invited ETA representatives to attend and present at the national ARC Seminar in October 2008, describing it as our information and training event for this year.

### **State Updates:**

A brief review around the room of issues impacting states was held including discussion of natural disasters and economic downturn, information security, and the impact of the presidential election.

### **National Crosswalk Service Center Update:**

Steve Rosenow gave an update on the latest activities from the National Crosswalk Service Center, including:

- [www.workforceinfodb.org](http://www.workforceinfodb.org) has moved to the NCSC internet server.
- Presentation of the NCSC website redesign that is using a content management system to organize the site; there is not currently a target date set for release of the newly designed site.
- A new version of the O\*NET Database is coming out soon (development version 13) that includes substantial changes.
- QCEW update is coming up soon.
- Presentation of the Workforce Information Wiki that has been created to allow for the community of database administrators to share information on data source updates.

- Currently, it only incorporates data tables, but will eventually include look up tables.
- Everything will be historically archived.
- It is requested to start editing the site prior to it going live.

#### DISCUSSION:

As a group, is this the technology that we want? If we are going to use this tool are we going to limit in some way the pages that are contributed or the contributors? There are concerns with “anonymous” users being able to contribute, so will need to be able to monitor who is able to edit pages and how to get in touch with them in case we need to get clarification on any contributions. We would be able to control web pages for editing.

Vicki Boylston added that the Education and Communication Committee has been exploring implementation of an online forum for DBAs. The DBAs have been asking for one for some time. This Wiki site helps to address that need.

**ACTION:** Steve Rosenow will be putting together a list of Wiki access issues and send to Bob Cottrell and then it will go to the ARC Workgroup for feedback on additional issues we should consider.

**TIMELINE:** Prior to the ARC Seminar.

#### **Workforce Information Council Update:**

Roger Therrien provided a thorough review of WIC activities and issues including CES centralization and methodology, QCEW system rewrite, OES and integration with the National Compensation Survey, LAUS and smoothing of seasonally adjusted numbers, MLS and the Longitudinal Tracking System, Projections, and Green Jobs classifications.

#### **ARC Policy/Employer Database Committee Report:**

ARC's current contract expires October 31, 2008. The ARC will be working with ETA on obtaining a grant extension.

After thorough analysis, a recommendation was agreed upon by the committee for an award of the Employer Database contract.

#### **Structure Committee Report:**

The Structure Committee held a discussion on procedure of removing a core table. Policy Committee reviews recommendations to any changes of the core tables before submitting to ETA for inclusion in future TEGs.

Procedure for releasing a new version (Version 3.0) of the Workforce Information Database was discussed. A version release is a more complex and lengthy process than a dot release. It would require (at a minimum) one year to release including time for drafting, state review, and revisions prior to release. A structured project planning approach is needed in order for the release to stay on track with a projected target release date.

The Structure Committee has drafted a mission statement for approval to guide them in their activities:

“To provide and continually develop a standard database structure for workforce information that optimizes maintenance, storage and delivery.”

**DISCUSSION:**

Let's not restrict the content to workforce information as that may be interpreted by some as too narrow. While the primary focus is to deliver information to the workforce system there has been a recent initiative to provide economic development information.

The final version of the mission statement should be on the ARC website.

The Structure Committee is outlining a Structure Policy Document. Several elements have already been added and Marilyn Skalberg has said she will provide us with additional elements from the ARC archives to integrate into the document.

**ACTION:** Dana Placzek will be drafting a Structure Policy Document. The document will contain policy for adding tables, naming conventions, rules about new dot versions versus major version releases, procedures for obtaining new extracts from BLS programs and policy on supporting specific platforms (e.g. remain platform independent but attempt not to violate the way SQL and Oracle operate).

**DISCUSSION:**

Should the document include broader ARC policies? That is something that should be reviewed further.

The Structure Committee recommended new naming conventions. It was decided to expand table and field names to 45 and prefix tables “tbl\_”. Words will be expanded except standard acronyms. Comment/input will be needed on those recommendations.

The Structure Committee discussed the issue of whether to include microdata. It is being suggested that the microdata would be available for internal analysts use. Concern is that if it were on a web-based server then would need to consider potential security risks. An alternative approach would be to have summary level WID on the web server and microdata WID on an internal server. The inclusion of microdata points us toward a data warehouse model and may evolve into a star schema. Further input and discussion is needed.

**ACTION:** Curt Theis (with Bill Stambaugh's assistance) will be drafting a new version of the WID including the new naming conventions.

Additional proposals include not needing the field benchmark in CES and LABFORCE tables as part of the primary key. Suggestion of dropping the following tables: OESLAYTL, BENMARK, and DOTCODE.

**DISCUSSION:** Social Security Administration is still using the DOT, the OESLAYTL table gives the opportunity for someone to explore occupational information without knowing our coding schemas. May want to consider keeping in the WID. However, it was pointed out that the WID contains a LAYTITLE table and the OESLAYTL is older and out of date. More information (including on O\*NET and Autocoder files) is needed before dropping the aforementioned tables.

Binary fields would not have look ups but would have constraints in a field. If a field had more than two values then there would be a lookup table.

A review of the DBA Survey from November 2007 found several suggested additions for the WID including: a suggestion to add more demographics to the UI claims file, occupations in demand, producer price index, and labor/surplus shortage tables.

Many of the changes that have been talked about could be accommodated with views.

DISCUSSION: Will need to be cognizant of the cost to states for implementing any changes.

### **Education and Communication Committee Report:**

The Education and Communication Committee drafted a program and agenda for the ARC Seminar and handed out to the ARC Workgroup.

There a number of duties involved with the seminar and the committee will be soliciting for volunteers among ARC Workgroup members. A volunteer sign-up sheet was handed out during meeting.

The ARC will be developing a process and criteria for the newly created WID Excellence in Information Award. The Award has four areas: Mapping, Career, Economic Development and Printed. Nominations will need to be in by the end of July and awards will be announced in August so that winners will hopefully be able to attend the Seminar and present their products and/or materials.

The Education and Communication Committee met with Bill Niblick, to discuss potential partnerships with the LMI Institute for the upcoming ARC Seminar. Bill will review the information with the LMI Institute Board by July 11, 2008. It was agreed that it would be a win-win situation and look forward to the opportunity. Logistics, including adding more to the room block and meeting room space, are being explored.

Next ARC Workgroup meeting scheduled for one-half day on Friday, October 31, 2008 in St Louis, Missouri following the ARC Seminar.