

COOPERATIVE FORECASTING GROUP

10:00 A.M.

Friday, December 19, 2008

**Baltimore Metropolitan Council
2700 Lighthouse Point East, Suite 310
Conference Room A**

ATTENDANCE

Sandy Baber - Carroll County Department of Planning	410-386-2145
Richard Campbell – Anne Arundel County Department of Planning	410-222-7255
Dan Decker - Anne Arundel County Department of Planning	410-222-7255
Jamie Gerhart - Baltimore City Department of Planning	410-396-8408
Scott Graf – Carroll County Department of Planning	410-386-2145
Seema Iyer – Baltimore City Department of Planning	410-396-7272
Jeff Bronow – Howard County Department of Planning	410-313-2354
Dan Rooney – Harford County Department of Planning	410-638-3103
Chris Slavin – Anne Arundel County Department of Planning	410-222-7744
Noemi Mendez – U. S. Census Bureau	215-717-1004

BMC Staff Members

Victor Bonaparte – Baltimore Metropolitan Council	410-732-0500x1036
Dunbar Brooks – Baltimore Metropolitan Council	410-732-9574
Nancy Jones – Baltimore Metropolitan Council	410-732-0500x1025

The Chairperson, Dan Rooney, called the meeting to order at 10:21 A.M.

APPROVAL OF THE SEPTEMBER 25, 2008 MINUTES: Jeff Bronow moved for the approval of the minutes of the October 15th meeting. The motion was seconded by Richard Campbell. The minutes were approved.

U.S. CENSUS BUREAU TRAINING FOR PARTICIPANT STATISTICAL AREAS: Noemi Mendez of the U. S. Census Bureau provided computer-based training for CFG members in using the PSAP MTPS to review and update boundaries for local census tracts, block groups; census designated places and census county divisions as well as the proper steps to create a final submission to the bureau. In addition, she provided critical information on the following:

- Installation of the MTPS software
- Menu and tool descriptions and usage instruction
- Successfully reviewing and updating census 2000 statistical areas to create a complete 2010 statistical area submission
- Importing external GIS files
- Verification and report changes functionalities

Following the training session, CFG members agreed to update their census boundaries using the MTPS software package and send the results to Dunbar Brooks for submission to the bureau. Dunbar Brooks and Nancy Jones will work with Carroll County as a test case. Pending the approval of the Carroll County update, the remaining county updates will be completed and submitted. The final submission is due to the bureau within 120 days.

Having no further business, the meeting adjourned at 12:30 P.M.

Next CFG Meeting – February 18, 2009