



GOVERNOR'S WORKFORCE INVESTMENT BOARD

500 E. Third Street, Room 200  
Carson City, Nevada 89713  
Telephone (775) 684-3911 \* Fax (775) 684-3908

MEETING MINUTES

**Governor's Workforce Investment Board (GWIB)  
Aerospace and Defense Sector Council  
Friday, March 14, 2014  
10:00 a.m.**

*Some members of the Council may have attended the meeting and provided testimony through a simultaneous videoconference and teleconference and other persons may have observed the meeting conducted at the following locations listed below:*

**Place of Meeting:**                    **Department of Employment, Training & Rehabilitation**  
2800 East St. Louis Avenue, Conference Rooms A, B & C  
Las Vegas, NV

**Department of Employment, Training & Rehabilitation**  
500 East Third Street, 1<sup>st</sup> Floor Conference Room  
Carson City, NV

**Nevada JobConnect**  
Reno Town Mall Conference Room  
4001 South Virginia Street  
Reno, NV 89502

**Council Members Present:** Dr. Kenneth Witcher, James Callahan, Nancy Wong, Kenneth Thompson, Thomas Wilczek, Dr. Bobby McMasters, Dr. James Kuzma, Commissioner Clifford Chichowlaz, Shelley Hartmann, Edwin Mirzakhanian, Greg Stanley, Dr. Kam Leang, Morgan Bunker, Reza Karamooz, Dr. Maria Sheehan, Dr. Lila Glaser

**Council Members Absent:** Michael Bradshaw (excused), TimMcAllister (excused), Russell Carlson, Keith Hansen, Paul Lew, Steve Brooke, Dr. Jeff Thompson

**Ex-officio Members Present:** Ardell Galbreth, Lisa Myers, Will Lockheart, Leandra Copeland

**Ex-officio Members Absent:** Scott Palsgrove

**DETR WSU Staff Present:** Earl McDowell, Ansara Martino, Odalys Carmona, De Salazar, Coralie Peterson

**Others Present:** Don “DC” Cunningham (NIAS UAS PMO), Frank Tussing (Aeroquest USA, LLC), Ivan Rosenberg (Aerospace & Defense Forum), Judith Turgiss (NV Workforce Development Center), Jenn McMahan (NV Workforce Development Center)

*\*Please note that all attendees may not be listed above.*

- I. Welcome, Introductions and New Members.....Dr. Kenneth Witcher, Chair  
Governor’s Workforce Investment Board, Aerospace and Defense Sector Council

The Chair of this Council, Kenneth Witcher, called the meeting to order at 9:04 a.m., welcomed everyone and thanked them for attending this meeting. Dr. Witcher mentioned that students from the Aviation Magnet Program at Rancho High School were present, and council members were encouraged to speak with the students directly following the meeting. Dr. Witcher then asked that Coralie Peterson, Administrative Assistant for DETR’s Workforce Solutions Unit, to call roll.

- II. Roll Call and Establishment of a Quorum ..... Coralie Peterson, Administrative Assistant  
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Ms. Peterson called roll and informed the Chair that a quorum was present.

- III. Verification of Posting.....Coralie Peterson

Dr. Witcher asked Coralie Peterson to verify that the agenda was posted according to Nevada statute. Ms. Peterson verified that the agenda was posted according to NRS 241.020.

- IV. **First Public Comment Session** .....Dr. Kenneth Witcher  
Members of the public will be invited to speak before; however, no action may be taken on a matter during public comment until the matter itself has been included on an agenda as an item for possible action. Public comment may be limited to three minutes per person at the discretion of the chairperson.

Earl McDowell, Deputy Administrator for DETR’s Workforce Solutions Unit, introduced Coralie Peterson as the new administrative assistant for the Workforce Solutions Unit, and she was welcomed by Dr. Witcher. James Callahan, Vice-Chair of the Sector Council, asked if funded initiatives for TMCC and Nevada State College for mechanists and for AIM would be discussed in this meeting. Dr. Witcher responded that this was going to be addressed by DETR Director Frank Woodbeck, and hearing no further comments, proceeded to Item V.

- V. **For Possible Action** – DETR Director Update..... Frank Woodbeck, Director  
DETR

Director Frank Woodbeck greeted the council and proceeded to address the question raised by Mr. Callahan. He commented that the pilot program for mechanists at TMCC and WNC has been approved for 10 students each, and stated that an additional pilot program with Jumpstart Nevada is under consideration. He went on to mention that next step for the Aerospace and Defense Sector Council will be to focus on curriculum development recommendations to create student interest as well as transition those who may be unemployed or underemployed to move into new career areas, such as in the Unmanned Aviation Systems (UAS). He mentioned wanting to foster the same dedication and focus that he observed in the students participating in the aviation program at Rancho High School throughout the State of Nevada. Discussion ensued on the Jumpstart Program between council members, and Mr. Woodbeck stated he would update members on any new developments on the proposal. Tom Wilczek stated that he attended a recent LVGEA Breakfast, in which the featured guest speaker Colonel Barry Cornish, mentioned to him that a large number of veterans would soon be available for employment and that these may need some transitional training. Mr. Woodbeck agreed and thanked Mr. Wilczek for his comment, and Dr. Witcher mentioned that further discussion regarding the transitional training would take place in the next meeting.

- VI. **For Possible Action** – The Advanced Autonomous Systems Innovation Center (NAASIC)

Dr. Kenneth Witcher reminded the council members of the charter of the council to look at ways to grow and develop the workforce of the aerospace and defense industry and that the agenda items for the meeting address Item 3 of the Aerospace and Defense Sector Council's Strategic Plan. He then introduced Dr. Kam Leang, who was going to provide an overview of activities at University of Nevada, Reno.

Dr. Kam Leang announced the launch of a new website: [www.unr.edu/autonomous-systems](http://www.unr.edu/autonomous-systems). This website gives an overview of the research expertise the school has in autonomous systems, which does involve UAS, as well as advanced manufacturing and robotic systems. He went on to mention that the website gives details on a new (18 credit) UAS Minor in the College of Engineering, designed to prepare students with skills to tackle emerging challenges with design, control and software development associated with the UAS industry. He mentioned the industry support of Capstone Design Projects, cited in the website, especially in the last year with projects related to UAS. He encouraged council members to reach out to others they know in the industry who may have similar interest to contact the UNR Engineering Department.

Dr. Leang further mentioned the great interest in the program, even being highlighted by CBS News. To view their news story, click on: <http://cbsnews.com/drone-degrees-universities-train-students-for-high-tech-future-of-flight/>

He went on provide details of the NAASIC (Nevada Advanced Autonomous Systems Innovation Center), which has been approved for funding by GOED. The center will be focused on connecting the private sector (business that have technologies involving UAS) with the expertise on campus. The center will provide a one-stop shop for companies to work with faculty experts on campus, giving the community resources and facilities on a fee-for-service basis. He stated that other important considerations are funding opportunities, such as the SDR and STTR Grants, and training opportunities such as certificate programs, as well as the benefits from networking and idea-gathering, and of job opportunities. Dr. Witcher thanked Dr. Leang for his presentation and commended his efforts.

VII. **For Possible Action**—Nevada Institute for Autonomous Systems Project Management Office Organization and Operation Briefing..... Michael Bradshaw, President  
Bowhead Systems and Technology Group

Dr. Witcher stated that Michael Bradshaw was unable to attend this meeting, but introduced D.C. Cunningham, Business Director and Project Services Specialist, for Nevada Institute of Autonomous Systems, to talk about growing the UAS industry. Utilizing a Power Point presentation, Mr. Cunningham outlined the framework for the business model of the UAS Test Site Business Operations, of which Bowhead operates as the PMO as a Trusted Agent of the NIAS and State of Nevada. He stated that the PMO is responsible for the test site and their responsibilities included: 1) Range(s) requirements, 2) Airspace, 3) FAA Certification of Waiver or Authorization (COA), 4) Airworthiness certification, 5) Timing/scheduling of project, 6) Risk analysis/liability management, 7) system maturity determination, and 8) security requirements. Discussion continued among council members and questions raised by the council members were answered by Mr. Cunningham. Due to time constraints, Dr. Witcher tabled further discussion and moved to introduce Item VIII.

VIII. **For Possible Action** – Nevada Workforce Development Center—WorkKeys Presentation .....  
..... Judith Turgiss and Jenn McMahon, Business Service Coordinators  
Nevada Workforce Development Center (DETR/CSN)

Dr. Witcher introduced and welcomed Judy Turgiss and Jennifer McMahon, and then invited them to provide an overview of the WorkKeys Program offered at the Nevada Workforce Development Center (DETR/CSN). Utilizing a PowerPoint presentation, they explained:

- The goal of the Center is to support current business to ensure their future health and to assist businesses that are considering relocating to Nevada.
- The Center staff can assist businesses with unique skill sets to develop training programs designed to help prepare a needed workforce.
- The Center is part of Governor Sandoval’s vision to bring education and workforce development together to help advance economic development for the state.
- Business owners have a one-stop shop with the Center, on a college campus, to get customized training for current employees, regional economic data, or to get help identifying potential new hires with specific skillsets.

Ms. Turgiss and Ms. McMahan also reviewed the Governor Sandoval’s vision, explained the unique qualifications of the Center’s staff, additional services offered by the Center, and that the same type of development centers will be implemented at Nevada’s other community college campuses. They then turned to the ACT Work Readiness testing services provided to assess, certify and develop workforce. Ms. McMahan explained in detail the WorkKeys testing to assess workforce readiness, the National Career Readiness Certificate the examinees could earn, and the KeyTraining & Career Ready 101 to develop the individual’s skills.

The WorkKeys assessments measure “real world” skills that employers believe are critical to job success. These skills are valuable in any occupation whether its skilled or professional, and at any level of education. Next, Ms. McMahan explained that there are three (3) WorkKeys assessment that an individual must complete in order to earn the ACT’s National Career Readiness Certificate (NCRC): applied mathematics, reading for information, and location information. The NCRC is an industry-recognized, portable, evidence-based credential that certifies essential workplace skills and is a reliable predictor of workplace success. The credential is used across all sectors of the economy and verifies the foundational skills in math, reading and location information directly related to work. The certificate scoring method was reviewed, as well as what the NCRC empowers the examinee to do, such as matching their skills to the skills employers need, show concrete evidence of skills to prospective employers, stand out from other applicants, demonstrate commitment to succeed, and identify skills that the examinees could improve upon.

KeyTrain is the complete interactive learning tool for career readiness skills. At its foundation is a curriculum designed to help people master the applied workplace skills measured by the WorkKeys assessments. Individuals are assigned an account when they do not score high enough for a certificate, or not to the standards set by the employer or institution and/or would like to improve their skills to obtain a higher certificate. Career Ready 101 is a compressive career training course that can be customized to fit any workforce needs. It is an integrated approach to exploring careers and their skill requirements, creating life-literacy covering the following topics, plus more: financial awareness, career preparation, real work experience, work habits, communication skills, business etiquette, and the job search.

Ms. McMahan concluded by inviting members to contact herself or Ms. Turgiss to take the test themselves, or to ask any additional questions they may have on the program. Dr. Witcher commended the presentation and the NCRC program as being focused on career building and then he moved on to agenda item VIII.

- IX. **For Possible Action** – Overview Presentation Regarding “Introduction to Sector Pathways”.....Odalys Carmona, Program Specialist/Youth Liason  
Workforce Solutions Unit, DETR

Due to time constraints, Dr. Witcher tabled the Sector Pathways presentation to be addressed in the following meeting agenda.

- IX. **Discussion** – New Business and Future Agenda Items.....Dr. Kenneth Witcher

1. Update on the Jumpstart Program
2. Transitional Training for UAS
3. Overview Presentation Regarding “Introduction to Sector Pathways” by Odalys Carmona
4. Approval of the January 10, 2014 Meeting Minutes

X. Next meeting will be held on Friday, May 9, 2014 at 10:00 a.m. ....Dr. Kenneth Witcher

Dr. Witcher announced that the next meeting will be held on Friday, May 9<sup>th</sup>, 2014 at 10:00 a.m.

XI. **Second Public Comment Session**.....Dr. Kenneth Witcher  
 Members of the public may now comment on any matter or topic, which is relevant to or within the authority or jurisdiction of the Board. You may comment now even if you commented earlier; however, please do not simply repeat the same comment you previously made. Please clearly state and spell your name. Public Comment may be limited to three minutes per person at the discretion of the chairperson.

Dr. Witcher then announced the Second Public Comment Session and asked members of the public to speak. Greg Stanley, Sierra Nevada Corporation asked for contact information from D.C. Cunningham, who stated he would provide this information. Shelly Hartmann asked for further information on the Work Keys presentation, and Jen McMahon stated she would email the information to Ms. Hartmann directly.

XII. Adjournment.....Dr. Kenneth Witcher

Dr. Kenneth Witcher adjourned the meeting at 10:44 a.m.

*Agenda items may be taken out of order, combined for consideration by the public body, and/or pulled or removed from the agenda at any time. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised during a period devoted to comments by the general public until the matter itself has been specifically included on an agenda as an item upon which action may be taken.*

**GOVERNOR’S WORKFORCE INVESTMENT BOARD**  
**AEROSPACE AND DEFENSE SECTOR COUNCIL**

Dr. Kenneth Witcher (Chair), James Callahan (Vice Chair), Michael Bradshaw, Nancy Wong, Kenneth Thompson, Dr. Lila Glaser, Dr. Maria Sheehan, Thomas Wilczek, Dr. Bobby McMasters, Dr. James Kuzma, Tim McAllister, Commissioner Clifford Cichowlaz, Shelley Hartmann, Russell Carlson, Keith Hansen, Paul Lew, Steve Brooke, Edwin Mirzakhian, Greg Stanley, Dr. Jeff Thompson, Dr. Kam Leang, Morgan Bunker

**Notice:** *Persons with disabilities who require special accommodations or assistance at the meeting should notify Coralie Peterson, DETR, Workforce Solutions Unit, between the hours of 8:00 a.m. through 5:00 p.m., in writing at 2800 E. St. Louis., Las Vegas, Nevada 89104; or call (702) 486-0523; or fax (702) 486-6426 on or before the close of business Thursday, March 13, 2014.*

**Notice of this meeting was posted at the following locations on or before 9:00 a.m. on the third working day before the meeting:** DETR, 2800 E. St. Louis, Las Vegas, NV; DETR, 500 East Third St., Carson City, NV; DETR, 1325 Corporate Blvd., Reno NV; NEVADA JOBCONNECT, 3405 S. Maryland Parkway, Las Vegas, NV; NEVADA JOBCONNECT, 119 Water St., Henderson, NV; NEVADA JOBCONNECT, 2827 N. Las Vegas Blvd., North Las Vegas, NV; NEVADA JOBCONNECT, 1929 N. Carson St., Carson City, NV; NEVADA JOBCONNECT, 172 Sixth St., Elko, NV; NEVADA JOBCONNECT, 480 Campton St., Ely, NV; NEVADA JOBCONNECT, 121 Industrial Way, Fallon, NV; NEVADA JOBCONNECT, 475 W. Haskell, #1, Winnemucca, NV; NEVADA JOBCONNECT, 4001 S. Virginia St., Suite G, Reno, NV; NEVADA JOBCONNECT, 1675 E. Prater Way, Suite 103, Sparks, NV; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; NEVADAWORKS 6490 S. McCarran Blvd., Building A, Unit 1., Reno, NV; WORKFORCE CONNECTIONS, 7251 W. Lake Mead Blvd., Las Vegas, NV. This agenda was also posted on DETR’s Web site at [www.nvdetr.org](http://www.nvdetr.org). In addition, the agenda was mailed or e-mailed to groups and individuals as requested.