



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)**  
**Agriculture Sector Council**  
**July 24, 2013**  
**10:00 a.m.**

*This meeting was conducted in person, via videoconference and by telephone conference call. Members of the public were invited to observe this meeting and provide comment at the physical addresses or by calling the number and access code listed below. Some members of this Council may have attended the meeting in person, via videoconference or by telephone conference call.*

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

**Elko Job Connect**  
Conference Room  
172 Sixth Street  
Elko, NV

**Department of Employment, Training & Rehabilitation**  
500 East Third Street, 1<sup>st</sup> Floor Auditorium  
Carson City, NV  
  
1-877-810-9415  
Access Code 7521358#

**Council Members Present:** Jim Barbee, Jeff Brigger, Assemblywoman Irene Bustamante Adams, Mike Catalano, and Commissioner Demar Dahl, Rob Hooper, Dr. Ron Pardini, Tracy Shane, Jim Shane, Jeff Sutich.

**Council Members Absent:** Dave Armstrong, Dave Coon, David Peri, Senator James Settlemeyer, Jim Snyder.

**Ex-officio Members Present:** John Collins, Jim KostECKI, Melinda Lyons, Tessa Rognier.

**Ex-officio Members Absent:** None.

**DETR WSU Staff Present:** Earl McDowell, Derita Hopkins, Odalys Carmona, De Salazar, Tatjana Vukovic.

**Others Present:** Vanessa Curiel (DETR), Don Noorda (Wells High School).

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

- I. Welcome, Introductions and New Members.....Earl McDowell  
Deputy Administrator, Workforce Solutions Unit  
Department of Employment, Training and Rehabilitation (DETR)

Earl McDowell, Deputy Administrator for DETR’s Workforce Solutions Unit, called the meeting to order at 10:00 a.m., welcomed everyone and thanked them for attending this meeting. He then announced that Council member Jim Barbee, Director of Nevada’s Department of Agriculture, has volunteered to serve as Chair for this Council. Mr. Barbee introduced himself and acknowledged new Council members: Jeff Brigger, Rob Hooper, Don Noorda and Jeff Sutich. He then asked Derita Hopkins, Administrative Assistant for DETR’s Workforce Solutions Unit, to call roll.

- II. Roll call and Establishment of a Quorum ..... Derita Hopkins, Administrative Assistant  
Workforce Solutions Unit, DETR

Derita Hopkins called roll and informed the Chair that a quorum was present. During roll call, Ms. Melinda Lyons with Nevadaworks informed Council Members that she is the new replacement for Lynda Crawford.

- III. Verification of Posting.....Derita Hopkins

Jim Barbee asked for Derita Hopkins to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Hopkins verified that the agenda was posted according to NRS 241.020.

- IV. **First Public Comment Session** ..... Jim Barbee  
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.

When Jim Barbee announced the First Public Comment Session and invited members of the public to speak. Mr. Earl McDowell, Deputy Administrator of DETR’s Workforce Solutions Unit, invited and introduced Mr. Dennis Perea, DETR’s Deputy Director, for public comment. Mr. Perea introduced himself and informed Council members that DETR has an allocated budget to support any recommended pilot projects that this Council may need for future training. He then offered this Council his contact information for any technical questions and/or concerns about how services are funded through the Workforce Investment Act (WIA). No additional comments were made.

- V. **Discussion** – Orientation Meeting held on June 21, 2013.....Earl McDowell

Jim Barbee asked Mr. Earl McDowell to provide a brief overview of the GWIB Agriculture Orientation meeting that was held on Friday, June 21, 2013. Mr. McDowell briefed Council members that the purpose of the orientation was to introduce everyone to the GWIB Agriculture Sector Council, review the GWIB Industry Sector By-laws and explain the WIA funding process provided by DETR to support the various industry sector council’s training initiatives and recommendations made through their 2013 Strategic Plan. He mentioned that a copy of the orientation documents will be sent out to Council members to review.

- VI. **For Possible Action** – Recommendation of a Chair/Vice-Chair .....Earl McDowell

Jim Barbee asked Council members to volunteer for the leadership position as Vice-Chair of this Council. Assemblywoman Irene Bustamante Adams asked Mr. Barbee to define the parameters of serving as this Council's Vice-Chair. Earl McDowell answered with a brief summary of the GWIB Chair and Vice-Chair roles and responsibilities as outlined in the GWIB Industry Sector Council By-laws. He mentioned that if the Chair is absent, the Vice-Chair shall act as the Chair and the Vice-Chair shall have other duties assigned by the Chair or assigned by the GWIB. Mr. Barbee recommended that an invite letter be sent out to Mr. Paul Mathews, rancher in Lincoln County, to serve as a member of this Council. Mr. Rob Hooper volunteered to serve as Vice-Chair for Northern Nevada area. It was recommended Mr. Dave Coon with Anderson Dairy to serve as the Vice-Chair for the Southern Nevada area.

**VII. For Possible Action – Review of Current Membership .....Earl McDowell**

Earl McDowell provided a brief overview of the current membership analysis report for the GWIB Agriculture Sector Council. He mentioned that Tatjana Vukovic, Management Analyst for the DETR's Workforce Solutions Unit, will provide an updated version of the membership analysis report and forward a copy to the Council members to review. Mr. McDowell then encouraged the members to submit nominations for new members.

To view a copy of the GWIB Agriculture Sector Council membership analysis click on the following link: <S:\detradmin\workforcesolutionsunit\Sector Councils\Agriculture\Agriculture Sector Membership Analysis report.pdf>

**VIII. For Possible Action – Development of 2013 Strategic Plan ..... Jim Barbee**

Jim Barbee reviewed the GWIB Agriculture Sector Council 2013 Strategic Plan template and explained its design, goals and layout. He then provided a review of Objectives 1 through 8 in the template and informed Council members that the 2013 Strategic Plan is due by September 30, 2013. He invited Earl McDowell to provide an update to this Council regarding the requirements for completing the outlined objectives and task assignments. Mr. McDowell informed Council members that the initial objectives outlined in the template were created from the GWIB Industry Sector Bylaws. He then provided Council members with guidance, ideas and some examples other GWIB Industry Sector Council's 2013 Strategic Plan layout.

A copy of the GWIB Agriculture Sector Council 2013 Strategic Plan Template can be viewed at the following link: <S:\detradmin\workforcesolutionsunit\Sector Councils\Agriculture\Agriculture Sector Council Strategic Plan Template.doc>

Jim Barbee asked Council members to review the individual objectives outlined in the 2013 Strategic Plan template and identified the specific objectives of importance to focus on and be prepared to discuss at next scheduled meeting. Rob Hooper suggested that an agriculture industry survey be sent out to Council members to provide some feedback and outline some specific skill sets requirement for the strategic plan. Mr. McDowell recommended that Tatjana Vukovic, Management Analyst for the Workforce Solutions Unit, to provide an Agriculture Industry Sector Survey Questionnaire for Council members to complete prior to the next scheduled meeting. A motion was made by Tracey Shane to send out the Agriculture Sector Survey Questionnaire to Council members for their input and be prepared to discuss survey results at the next scheduled meeting for approval. This motion was seconded by Don Noorda. The motion carried unanimously.

**IX. For Possible Action – New Business and Future Agenda Items ..... Jim Barbee**

Suggestions for future agenda items consisted of:

- Development of the 2013 GWIB Agriculture Strategic Plan.
- Jim Barbee recommended that a secondary agriculture education presentation be given.

- Jim Barbee recommended that Dr. Ron Pardini with the University of Reno, Dept. of Agriculture provide a presentation.
- Jim Barbee recommended for Tracy Shane with Great Basin College provide an agriculture presentation from her educational institution.
- Summary of the Regulatory Requirements for the Agriculture Sector Industry
- Earl McDowell recommended that Tatjana Vukovic present a review of required skill sets and certifications for the Agriculture industry sector.
- GWIB Industry Sector Council Orientation documents will be sent out to members to review.
- Earl McDowell recommended that a JobConnect Representative provide a brief overview of Nevada Job Connect programs.
- Earl McDowell encouraged the members to submit nominations for new membership to this Council.
- Jim Barbee requested for a membership invite to be sent out to Mr. Don Noorda, Agriculture Instructor at Wells High School, and Paul Mathews, rancher in Lincoln County.
- Earl McDowell recommended that Tatjana Vukovic create an Agriculture Survey Questionnaire to send out for Council members to provide their input on completing their 2013 Strategic Plan.
- Update on the Agriculture Sector Council survey questionnaire results.
- Tracey Shane requested that an agriculture industry-wide survey be sent out to gain information on employment needs.
- Dr. Ron Pardini recommended creating a survey that would address the federal agency employability needs for the agriculture natural resources industry

X. Next scheduled meeting will be held on Thursday, August 22, 2013 at 10:00 am..... Jim Barbee

XI. **Second Public Comment Session** ..... Jim Barbee  
 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.

When Jim Barbee announced the Second Public Comment Session, and invited members of the public to speak, no public comments were made. Council member Assemblywoman Irene Bustamante Adams reminded everyone about the upcoming Council of State Government Conference for the Western States is scheduled for next week and encouraged Council members to participate with the Agriculture Sector session. Assemblywoman Adams informed this Council that Nevada’s Legislators is taking an interest in developing the Federal Agriculture Administration (FAA) programs here in Southern Nevada. No additional comments were made.

XII. Adjournment ..... Jim Barbee

After the Chair closed the second public comment session, the meeting was adjourned at 11:00 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**  
**AGRICULTURE SECTOR COUNCIL**

Jim Barbee, Jeff Brigger, Assemblywoman Irene Bustamante Adams, Mike Catalano, Dave Coon, Commissioner Demar Dahl, Rob Hooper, Dr. Ron Pardini, David Peri, Senator James Settelmeyer, Tracy Shane, Jim Snyder, Jeff Sutich and Dave Armstrong.

***Notice:** Persons with disabilities who require special accommodations or assistance at the meeting should notify Derita Hopkins, 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 Tuesday, July 23, 2013.*

**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.