



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)**  
**Health Care and Medical Services Sector Council**  
**Thursday, August 8, 2013**  
**8:30 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

**Department of Employment, Training & Rehabilitation**  
1325 Corporate Boulevard, Large Conference Room  
Reno, 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:** Dr. Marcia Turner, Debra Scott, Mary-Ann Brown, Margaret Covelli, Laura Hale, Vance Farrow, Rob Hooper, Randi Hunewill, Linda Johnson, Steven Lebedoff, Lynn O'Mara, Dr. John Packham, Larry Matheis, Charles Perry, Victoria Van Meetren, Dr. Carolyn Yucha, Bill Welch.

**Council Members Absent:** Bobbette Bond, Assemblywoman Maggie Carlton, Renee Coffman, Dr. Jeffrey Daniels, Dr. Veronica Dahir (excused), Joan Hall, Ann Lynch, Al Martinez, Commissioner Lawrence Weekly, Dr. Hyla Winters, Dr. Debra Toney.

**Ex-Officio Members Present:** Sherri Lindloff, Tessa Rognier.

**Ex-Officio Members Absent:** Debra Collins (excused).

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

**Others Present:** Charlene Simpson, Tracey Torrence (SNRHA), Holly Balmer (NSHE), Linda Yi (WorkforceConnections), Doreen Guerra (SNRHA), Jamie Rautsang (CCSD/CTE), Jaime Cruz (WorkforceConnections), Neil Montgomery (The Learning Center), Linda Montgomery (The Learning Center).

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

I. Welcome, Introductions and New Members.....Dr. Marcia Turner, Chair  
GWIB Health Care and Medical Services Sector Council

The Chair of this Council, Dr. Marcia Turner, called the meeting to order at 9:35 a.m., welcomed everyone and thanked them for attending this meeting. She 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, Department of Employment, Training and Rehabilitation (DETR)

Derita Hopkins called roll and informed the Chair that a quorum was present.

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

Dr. Turner 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** .....Dr. Marcia Turner  
Members of the public will be invited to speak; 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.

Dr. Turner announced the First Public Comment Session and invited the public to speak. Hearing no comment, she then turned to Agenda Item V.

V. **For Possible Action** – Approval of the May 2, 2013 Minutes.....Dr. Marcia Turner

Dr. Turner asked for approval of the May 2, 2013 Meeting Minutes. The motion was made by Larry Matheis and seconded by Vance Farrow. The motion carried unanimously.

VI. **Discussion** – Update Regarding Interaction with the Governor’s Office of Economic Development, Governor’s Workforce Investment Board and Update of DETR Administrative and Sector Council Activities and Initiatives ..... Frank Woodbeck, Director  
Department of Employment, Training and Rehabilitation

Dr. Turner expressed her gratitude to DETR Director Frank Woodbeck and the Workforce Solutions Unit staff for their support with the most recent submission for the Robert Wood Johnson Foundation grant and providing the \$75,000 match. Dr. Turner informed the Council that the GWIB Health Care and Medical Services Sector Council is a partner to DETR in the application for the foundation’s Future of Nursing funding opportunity. She also informed the Council that she was informed this morning that they are a finalist in the funding competition. She thanked Linda Yi, Debra Collins, Vance Farrow and Dr. Debra Toney for their assistance with the grant application. After a round of applause, Dr. Turner invited DETR Director Frank Woodbeck to provide the Council with any updates he may have concerning the health care and medical services industry sector.

Director Woodbeck thanked the members for their participation on this Council and congratulated them in become a finalist of the Robert Wood Johnson Foundation grant. He also said he looked forward to collaborating with the Council in the future for similar efforts. Next, Director Woodbeck mentioned that the National Governor's Association has chosen Nevada to be a site for a healthcare workforce planning policy academy. This initiative will have the participation of the Nevada Department of Health and Human Resources (DHHS), and Director Woodbeck applauded Mike Willden from DHHS for his efforts. Director Woodbeck then announced that the first GWIB Industry Sector Council Summit was held in July 2013, where much collaboration took place and strides were taken towards each of the sector councils moving forward with their strategic planning for the next year. He also stated that workforce development pilot project proposals for training initiatives will soon be requested from each of the sector councils and he provided examples of what the proposed training might be.

Director Woodbeck then referred to two handouts as he explained the role of the GWIB Industry Sector Councils and how workforce development services are funded in the state of Nevada. He also explained the role of the state's unemployment rate, the U.S. Department of Labor, the GWIB, DETR, Nevada's two local workforce investment boards (WorkforceConnections and Nevadaworks), service providers and training providers. He explained the sectors of population that served with those funds, and the type of services the funding covers. He informed the Council that their recommendations to the GWIB for their industries are important because a recent directive from Governor Sandoval (Executive Order 2012-18) mandates that the GWIB directs the local workforce investment boards on what type of training they need to provide. The recommendations from the Council to the GWIB helps the GWIB provide this information to the local workforce investment boards more effectively.

Before opening the floor for Council member questions, Dr. Turner thanked Director Woodbeck for helping the Council to understand their role in the workforce development initiatives of Nevada. One member asked for Director Woodbeck to explain the difference between a training provider and a service provider. After explaining the role of training and service providers, Director Woodbeck answered another member's question on the role of the Nevada System of Higher Education educational institutions in providing workforce development training.

Dr. Turner pointed out that this Council is doing much toward the goal of analyzing the supply and demand of health care professionals and she said that this Council has the opportunity to provide DETR and the GWIB with the industry intelligence they need to direct funding in a very meaningful way. She thanked Director Woodbeck for his time in speaking with the Council today.

For view a copy of the two handouts that DETR Director Woodbeck referred to, they are available via the following link: [Marcia Turner slides 08-08-13.pdf](#)

**VII. For Possible Action** – Update on Sector Council Operational Activities Including Changes to Bylaws and DETR's Website Development..... Earl McDowell, Deputy Administrator  
Department of Employment, Training and Rehabilitation, Workforce Solutions Unit

Earl McDowell introduced himself and informed the members that according to a new law passed this last legislative session (AB65) that will affect the statutes of NRS 241, the members of the GWIB Industry Sector Councils can no longer designate another person(s) to attend an open public sector council meeting on their behalf, nor can a designee vote on their behalf. and no longer allow Council members to be able to appoint or request a designee to stand in and vote for them at sector council meetings. Mr. McDowell said that the GWIB Industry Sector Council Bylaws will be changed to reflect the new law and then the revised bylaws will be sent out to each of the sector council members.

Mr. McDowell then informed the Council that the DETR website for the GWIB Industry Sector Councils has almost been completed after much work by WSU staff, particularly Tatjana Vukovic, and the webmaster at DETR. He explained its layout and design, described the type of information that will be available on the website, and the approximate date that the website will go live. He then turned further

discussion of the development of the website over to Tatjana Vukovic, Management Analyst with DETR’s Workforce Solutions Unit.

Ms. Vukovic provided a demonstration of the website via computer and showed members how to navigate the web pages. She explained where individuals will be able to find current membership information for each of the councils, meeting agendas, minutes, the application for council membership and other important documents, such as presentation materials from the sector council meetings and information for DETR’s Workforce Solutions Unit.

Dr. Turner thanked Mr. McDowell and Ms. Vukovic for their overview, and stated that the website will be helpful for the sector councils. Dr. Turner then turned to agenda item VIII.

To view a demo copy of DETR’s GWIB Industry Sector Council Website, click on the following link: [http://www.nvdetr.org/GWIB\\_SectorCouncils/gwib\\_index.htm](http://www.nvdetr.org/GWIB_SectorCouncils/gwib_index.htm)

VIII. **Discussion** – Chair’s Report and Discussion Regarding Sector Council and Subcommittees Activities and Initiatives .....Dr. Marcia Turner

Dr. Turner informed the Council that she has asked for each Subcommittee Chairperson to discuss with their Subcommittee members their future Subcommittee meeting schedule so any needed scheduling changes can be made. Some Subcommittees will be holding their meetings monthly, while others will meet on a quarterly basis during the month before the quarterly full Council meetings. She informed members that meeting invitations will be sent to them by DETR WSU staff via an Outlook calendar item and that calendar item will have attachments for the meeting agendas and any other relevant materials. Dr. Turner asked that any questions, ideas or suggestions be directed to her.

Next, Dr. Turner explained that some of the Subcommittee meetings have had difficulty obtaining a quorum. She asked Council members to review their membership on the Subcommittees and consider whether or not they are still able to participate on them. If a member would like any changes, she requested that a note be directed to her. Dr. Turner then explained that each Subcommittee Chair will manage the flow of information for what is achieved in the Subcommittee meetings to the full Council.

Turning to the Robert Wood Johnson Foundation grant, she explained that Nevada applied as a state action coalition and reiterated that she was informed that this Council is a finalist in the competition. The Nevada Action Coalition services as the driving force for transforming health care through nursing in the state. Council member Dr. Debra Toney, a co-leader in the state action coalition, pointed out that the grant would provide funds for helping nurses progress seamlessly from associate to bachelor and higher degrees in nursing. She discussed some of the current activities, such as nurse leadership training, and said that people are working together to achieve common goals. Dr. Toney then thanked everyone for their hard work and efforts to increase the number of nurses in Nevada. Debra Scott, Vice-Chair of this Council, offered a hearty thank you to Linda Yi and Debra Collins for all of the extensive effort they put into the grant application.

Dr. Turner then turned to agenda item IX.

IX. **Discussion** – Update on the Health Information Technology Workforce Training Conducted Through the State Energy Sector Partnership Grant Administered by Workforce Connections and Partners .....Jaime Cruz, Director of Green Economy Workforce Development Workforce Connections

Jaime Cruz greeted the Council and thanked them for the opportunity to address them today. Mr. Cruz then shared WorkforceConnections’ SESP grant outcomes, which he stated served a total of 3,463 individuals in Southern Nevada. Mr. Cruz explained that another portion of the grant was administered in

Northern Nevada by Nevadaworks and that Nevadaworks' numbers are not part of Mr. Cruz's report today.

Mr. Cruz stated that of the 3,463 Southern Nevadans that were served by the grant, 502 were job seekers, 1,326 were incumbent workers and 1,635 were youths. Mr. Cruz explained the strategies undertaken for each group and stated that of the 3,463 individuals, 87% completed training, 76% received a certificate, and 76% of the 502 job seekers were placed into employment. He said that only three of 1,326 of the incumbent workers did not keep their job and 88% of youth that were served after the completion of the training are still on track for post-secondary education. Mr. Cruz then asked Linda Montgomery, President of The Learning Center, which is the provider that delivered the training, to provide additional information about the program provided to trainees.

Mrs. Montgomery explained that in partnership with the Southern Nevada Regional Housing Authority, The Learning Center was contracted by WorkforceConnections to deliver training funded by the SESP grant for Health Information Technology (HIT) to 22 students in the following credentials:

- National Healthcare Association CMAA (Certified Medical Administrative Assistant)
- National Healthcare Association CBCS (Certified Billing and Coding Specialists)
- National Health Association CEHRS (Certified Electronic Healthcare Records Specialists)
- HIPAA

For the 22 HIT students, they were immersed to meeting Meaningful Use Stage #2 and the students earned incentives, such as academic achievement or perfect attendance awards. They also had guest speakers, such as billing and coding business representatives and medical office professionals. Following her presentation, Mrs. Montgomery introduced Tracey Torrence from the Southern Nevada Regional Housing Authority, who in turn thanked Mrs. Montgomery and this Council for making this opportunity for the students happen. Ms. Torrance then introduced a trainee who completed the training and received an internship upon completion. The trainee explained how she became interested in the program and of the opportunities that the training is giving her. She also stated that she is learning much about the healthcare and medical industry, how she overcame some of the obstacles she faced in completing the training, and how staff supported and encouraged her to finish.

Dr. Debra Toney then addressed the Council and spoke on the importance of the training that this grant provided for. She emphasized its importance as a step in helping prepare the Nevadan workforce for a career in the healthcare industry. Dr. Turner thanked them for the update and asked if there were any questions. A representative from Jackson Physical Therapy and Sports Medicine introduced herself, and stated that her company is planning on hiring two of the trainees. The representative also stated that she is pleased with the training that the individuals received and looks forward to working with them.

Dr. Turner thanked everyone for sharing and then turned to agenda item X.

To view a copy of the PowerPoint presentation Mrs. Montgomery used during her presentation, it is available here: [Sesp Graduation final Small.pptx](#)

- X. **For Possible Action** – Discussion Regarding Sector Council Strategic Plan Development, Including Tasks and Timelines .....Debra Scott, Vice-Chair  
GWIB Health Care and Medical Services Sector Council

The Vice-Chair of this Council, Debra Scott, passed out copies of the GWIB Health Care and Medical Services Sector Council 2013-2014 Strategic Plan and explained its purpose and contents. She said that at this point the Council and each of the Subcommittee Chairs need to prepare information for Dr. Turner to report to the GWIB at their next meeting. She referred to page 2 of the plan and pointed out the statutory duties of this Council as outlined in that section. She informed the Council that each of the Subcommittees are reviewing their deliverables to support the duties of the Council and each



Subcommittee Chair will define their measurables, deliverables and provide their expected outcomes for the next fiscal year. Debra Scott asked the Chairs to provide this information by August 30, 2013.

To view a copy of this Council’s 2013-2014 Strategic Plan as discussed at today’s meeting, click on the following link: [..\2013-2014 HC&MS Layered Strategic Plan - May 2013 version.pdf](#)

**XI. For Possible Action** – Overview of Subcommittee Discussions and Activities..Dr. Marcia Turner

**Subcommittee Activity Reports** .....Dr. Marcia Turner

- Legislative/Regulation/Policy Subcommittee – Larry Matheis, Chair
- Data/Evaluation/Research Subcommittee – Dr. John Packham, Chair
- Economic Development Subcommittee – Bill Welch, Chair
- Grants and Resources – Lynn O’Mara, Chair
- Education/Training – Dr. Hyla Winters, Chair

Dr. Turner informed the Council that the Subcommittees are working on their measurable deliverables and outcomes to be put into the 2013-2014 Strategic Plan. She discussed the deliverables this Council and the Subcommittees have completed up to the current date and asked Council members to consider the direction they should go in for the future. She also asked Council members to consider any recommendations they would like to make for restructuring the Council meetings.

Larry Matheis provided an update for what his Subcommittee has accomplished this year and he recommended that his Subcommittee generate a government and/or non-profit organizations list within the health care industry to assist with the future Health Care Reform initiatives and with the workforce shortages. Mr. Matheis said that his Subcommittee has an intelligence role as they will identify policy issues for workforce development and consider recommendations that can be made for the identified issues. Mr. Matheis would also like to address concerns he has about the future insurance exchange training need.

Dr. John Packham discussed the “Health Workforce In Nevada” report and the research projects that are currently in progress that will provide this Council with information they need, such as a minimum data set. He discussed examples of information the minimum data set will provide and stated that he has received great support from meetings with the National Governor’s Association. He will be sending out a one or two page ‘demand’ survey for five groups (hospitals, community health centers, public health agencies, large physician group practices, long term care facilities) to see what positions are in the largest demand. He would like this information to be updated every year in September. The Health Care Careers Manual is being updated for educational opportunities, projected employment, and wage information. The manual will also have the addition of new health occupations that were not previously included.

Bill Welch stated that his Subcommittee has recently met to determine what specific tasks they want to complete this year to fulfill their duties and goals. At their next meeting, they will prioritize those tasks for each deliverable, determine the timeframe it needs to be completed by and assign tasks to individual subcommittee members. Mr. Welch explained that the goal of his Subcommittee is to identify workforce opportunities and needs as a result of the Affordable Healthcare Act and other changes in the health care industry, and identify strategies for how to meet that goal. Next, Mr. Welch stated that his Subcommittee has been working with Vance Farrow, Industry Specialist with the Governor’s Office of Economic Development and fellow member of this Council, to complete a GOED business sector industry survey and Mr. Welch’s organization agreed to be a pilot or test site for the launching of the survey. Responses to the pilot survey are currently being collected for Mr. Farrow and Mr. Welch will provide Mr. Farrow with the results by August 26, 2013. Mr. Welch completed his update by informing the Council that his Subcommittee is also working with Dr. Packham’s Subcommittee to analyze data and survey results so no duplication of effort between the two Subcommittees is wasted.

Lynn O'Mara stated that she was pleased to hear the results given during the presentation earlier in today's meeting on the SESP grant outcomes, particularly because of the role her Subcommittee played in helping obtain the grant. She stated that Nevada is in the lead for having the initiative for training HIT workers. Ms. O'Mara informed the Council that this has gained support from the office of the national HIT coordinator and new jobs will continue to evolve out the HIT initiative. Next, Ms. O'Mara said she is looking forward to more positive outcomes and at this time, she is considering the role of the Grants and Resources Subcommittee and whether its focus needs to change direction based on the current needs of this Council.

Dr. Turner asked Holly Balmer to provide an update for Dr. Hyla Winters because Dr. Winters was unable to be present at today's meeting. Ms. Balmer introduced herself for the public record and said that the Education/Training Subcommittee has been focusing on defining a data set they wanted to map out the health sciences training available through the Nevada System of Higher Education. This information has been compiled and the next step is to identify similar information for private educational institutions in Nevada.

Dr. Turner thanked Ms. Balmer for her update and then invited Vance Farrow to provide an update on GOED's Business Industry Survey. Mr. Farrow thanked Mr. Welch for allowing him to send the GOED industry survey to members of Mr. Welch's organization. He also thanked Tatjana Vukovic for helping him develop an online version of the survey. He explained that the initial survey results will provide a snapshot on what the hospitals are forecasting for workforce development needs. Next, Mr. Farrow informed the Council that he presented an idea of having a CISCO-like competition in the tech industry for business investment and launch ideas for the health care industry. From a health standpoint, Mr. Farrow explained that he would like to look at the health industry researchers, scientists, graduate level students, faculty, staff and utilize the NSHE website to display their talent, grant or other funding applications, illustrate their partnerships and collaboration, and somehow judge those submissions for funding consideration.

Dr. Turner thanked everyone for the updates they provided and turned to agenda item XII.

**XII. Discussion – Update on the Future of Nursing: Campaign for Action..... Dr. Debra Toney  
Chair of Executive Committee, Nevada Action Coalition**

Dr. Toney stated this Council should have an answer soon on the Future of Nursing: Campaign for Action application sent to the Robert Wood Johnson Foundation. The grant would provide resources to implement nurse residency programs and help increase the proportion of nurses with a baccalaureate degree. She stated that Nevada is leading the way in designing and developing such a project.

**XIII. Discussion – New Business and Future Agenda Items ..... Dr. Marcia Turner**

Dr. Turner asked for any comments regarding new business and/or future agenda items. No comments were made. She then turned to agenda item XIV.

**XIV. Next meeting will be held on Thursday, November 7, 2013 at 9:30 a.m. .... Dr. Marcia Turner**

Dr. Turner announced that the next GWIB Health Care and Medical Services Sector Council meeting is scheduled for Thursday, November 7, 2013 at 9:30 a.m. A meeting reminder will be sent to Council members and the agenda will be publically posted.

**XV. Second Public Comment Session ..... Dr. Marcia Turner**  
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. Turner announced the Second Public Comment Session and invited the public to speak, no comments were made. Hearing no comment, she then turned to Agenda Item XVI.

XVI. Adjournment ..... Dr. Marcia Turner

After the Chair closed the Second Public Comment Session, the meeting was adjourned at 11:30 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**  
**HEALTH CARE AND MEDICAL SERVICES SECTOR COUNCIL**

Bobbette Bond, Mary-Ann Brown, Maggie Carlton, Renee Coffman, Margaret Covelli, Dr. Veronica Dahir, Dr. Jeffrey Daniels, Vance Farrow, Laura Hale, Joan Hall, Rob Hooper, Randi Hunewill, Linda Johnson, Steven Lebedoff, Ann Lynch, Al Martinez, Larry Matheis, Lynn O’Mara, Dr. John Packham, Charles Perry, Debra Scott, Dr. Debra Toney, Dr. Marcia Turner, Victoria VanMeetren, Commissioner Lawrence Weekly, Bill Welch, Dr. Hyla Winters and Dr. Carolyn Yucha.

**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 Wednesday, August 7, 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.