



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

**Name of Organization:** Governor's Workforce Investment Board  
Health Care and Medical Services Sector Council  
Subcommittee Chairperson Planning Meeting

**Date and Time of Meeting:** **Thursday**, November 7, 2013  
8:30 a.m.

*Some members of the Council may be attending the meeting and provide testimony through a simultaneous videoconference and teleconference and other persons may observe 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**  
1325 Corporate Boulevard, Large Conference Room  
Reno, NV

**Subcommittee Chairpersons Present:** Dr. Marcia Turner (Chair, GWIB Health Care & Medical Services Sector Council), Lynn O'Mara, Larry Matheis, Dr. John Packham, Bill Welch.

**Subcommittee Chairpersons Absent:** Debra Scott (Vice-Chair, GWIB Health Care & Medical Services Sector Council) (excused).

**DETR WSU Staff Present:** Ansara Martino, Odalys Carmona, De Salazar, Doug van Aman, Earl McDowell.

**Others Present:** Janice Routsong, Dr. Renee Coffman (GWIB Health Care and Medical Services Sector Council), Judy Turgiss (Nevada Business Development Center (DETR/CSN)), Guy Amato (CSN).

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

**AGENDA**

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

The Chair of the GWIB Health Care and Medical Services Sector Council, Dr. Marcia Turner, called the meeting to order at 8:30 a.m., welcomed everyone and thanked them for attending this meeting. She then

asked Ansara Martino, who was standing in for 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)

Ansara Martino stated for the public record that she is standing in today for Derita Hopkins and called roll. She then informed Dr. Turner that a quorum was present.

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

Dr. Turner asked Ms. Martino to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Martino 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 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 Dr. Turner announced the First Public Comment Session, none were made. Hearing none, Dr. Turner turned to agenda item V.

V. **For Possible Action** – Approval of the August 8, 2013 Meeting Minutes ..... Dr. Marcia Turner

Dr. Turner asked the Subcommittee Chairpersons if they had an opportunity to review the August 8, 2013 meeting minutes. A motion to approve the minutes was made by Dr. John Packham. It was seconded by Bill Welch. All were in favor. None were opposed. The motion carried.

VI. **For Possible Action** – Update on Sector Council Operational Activities Including an Overview of DETR's Sector Council Website ..... Earl McDowell, Deputy Administrator Workforce Solutions Unit, DETR

Earl McDowell demonstrated DETR's new Workforce Solutions Unit website featuring information on the GWIB Industry Sector Councils. Mr. McDowell showed the Council their webpage, where their meeting information links could be found, and other pertinent information.

VII. **For Possible Action** – General Discussion Regarding Subcommittee Administration, Meetings and Full Sector Council Initiatives ..... Dr. Marcia Turner

Dr. Turner began by reviewing the history of the GWIB Health Care and Medical Services Sector Council through current and the Council's completion of their 2013-2014 Layered Strategic Plan. The next step, Dr. Turner said, would be their deliverables due to DETR by December 16, 2013. These included: (1) the 2013-2014 Layered Strategic Plan; (2) their list of in-demand occupations as recommendations for how to spend Workforce Investment Act (WIA) funding; and (3) Pilot Program Recommendations. Dr. Turner reminded the Subcommittee Chairpersons of the data from the surveys and study that are still in progress and tasked Dr. John Packham with give some preliminary finds for the in-demand occupations.

Dr. Packham agreed and said that he will review also the data from DETR to provide any additional information that may arise and he gave a brief overview of the survey he will be conducting in January 2014. Dr. Packham stated that he will send them a draft of his survey and hopes they could provide him with feedback. He would also like to refer any possible policy recommendations to the Legislative/Regulation/Policy Subcommittee for consideration and he plans to reconduct the survey annually every January. Dr. Turner then opened the floor for discussion.

Mr. Welch discussed another survey being conducted by Council member Vance Farrow, Industry Specialist with the Governor's Office of Economic Development and Mr. Welch reviewed what his

subcommittee will be undertaking. Dr. Turner stated that both Mr. Farrow and Dr. Packham’s surveys will be beneficial to the Council.

Dr. Packham informed the others that he would like an item on each of their Subcommittee agendas to review their Subcommittee’s needs for data collection on a regular basis.

Next, Dr. Turner discussed her recommendation to change the name of the Economic Development Subcommittee. Suggestions such as “Industry Intelligence” Subcommittee arose. For Subcommittee meeting schedules, Dr. Turner stated that based on initiatives some subcommittees will meet monthly and others quarterly, and the Grants and Resources Subcommittee will meet on an ad hoc basis as needed.

Dr. Turner then turned to agenda item VIII.

VIII. **For Possible Action** – Update on the Subcommittee Strategic Planning Process ..... Dr. Marcia Turner

Dr. Turner reminded the Council that although their 2013-2014 Layered Strategic Plan has been completed, they should review the Plan as needed because the Plan is a living document that can be adjusted as workforce development needs arise.

IX. **For Possible Action** – Discussion on the Status of Individual Subcommittee Activities..... Dr. Marcia Turner

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

Mr. Welch, Chair of the Economic Development Subcommittee, announced that his next Subcommittee meeting will be December 3, 2013 and he will review his Pilot Program recommendations, as well as his Subcommittee name change.

Dr. Turner asked Dr. Packham, Mr. Matheis and Ms. O’Mara if they had any additional comments. Hearing none, Dr. Turner turned to agenda item X.

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

Dr. Turner asked the Subcommittee Chairpersons to consider their recommendations for the Council’s Pilot Program recommendations and to send them to Ansara Martino with DETR’s Workforce Solutions Unit so she can compile them. Earl McDowell, Deputy Administrator for DETR’s Workforce Solutions Unit, explained DETR’s pilot project initiative and how funding has already been set aside for it. Mr. McDowell also elaborated on the Workforce Investment Act recommendations to be made by this Council and provided to the Governor’s Workforce Investment Board. A discussion ensued amongst the Subcommittee Chairpersons and Dr. Turner. Upon conclusion, Dr. Turner turned to the next agenda item.

XI. Next meeting will be held on Thursday, February 6, 2014 at 8:30 a.m.....Dr. Marcia Turner

Dr. Turner announced that the next meeting will be held on Thursday, February 6, 2014 at 8:30 a.m.

XII. **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. Guy Amato from the College of Southern Nevada (CSN) introduced himself and announced that they will be holding a CSN Health Sciences Forum 2013 on November 15, 2013 from 10:00 a.m. to 12:00 p.m. He invited everyone interested to attend.

Hearing no other public comments, Dr. Turner closed the session and turned to agenda item XIII.

XIII. Adjournment .....Dr. Marcia Turner

Dr. Turner thanked everyone for attending and adjourned the meeting at 9:26 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**  
**SUBCOMMITTEE CHAIRPERSON PLANNING MEETING**

Dr. Marcia Turner, Debra Scott, Lynn O’Mara, Larry Matheis, Dr. John Packham and Bill Welch

**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, November 6, 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.