



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  
Subcommittee Chairpersons Planning Meeting  
Thursday, August 7, 2014  
8:30 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 E. St. Louis Avenue, Conference Rooms A-C  
Las Vegas, NV

**Department of Employment, Training & Rehabilitation**  
500 E. Third Street, 1<sup>st</sup> Floor Auditorium  
Carson City, NV

**Department of Employment, Training & Rehabilitation**  
Bureau of Vocational Rehabilitation  
1325 Corporate Boulevard, Large Conference Room  
Reno, NV

**Council Members Present:** Dr. Marcia Turner, Debra Scott, Bill Welch, Randi Hunewill, Larry Matheis, Dr. John Packham

**Council Members Absent:** None

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

**Others Present:** Laurie Boyer (NHA), Steve Gibson (DETR/WISS), Lee Quick (NSHE), Michael McMann (GWIB)

*\*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 8:30 a.m., welcomed everyone and thanked them for attending this meeting. She then asked Ansara Martino, Grants and Policy Analyst for DETR’s Workforce Solutions Unit, to call roll.

II. Roll call and Establishment of a Quorum ..... Ansara Martino, Grants and Policy Analyst  
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Ansara Martino called roll and informed Dr. Turner that a quorum was present.

III. Verification of Posting..... Ansara Martino

Dr. Turner asked for Ansara 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; 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 members of the public to speak. No comments were made. Hearing none, Dr. Turner moved to Item V.

V. **For Possible Action** – Approval of the February 24, 2014 Meeting Minutes ..... Dr. Marcia Turner

Dr. Turner asked for approval of the February 24, 2014 Meeting Minutes. A motion was made by Larry Matheis and seconded by Debra Scott. All were in favor, none were opposed. The motion was carried unanimously.

VI. **For Possible Action** – Approval of the May 8, 2014 Meeting Minutes ..... Dr. Marcia Turner

Dr. Turner asked for approval of the May 8, 2014 Meeting Minutes. A motion was made by Larry Matheis and seconded by Debra Scott. All were in favor, none were opposed. The motion was carried unanimously.

VII. **For Possible Action** – General Discussion Regarding Subcommittee Administration, Meeting Planning and Full Sector Council Mission, Scope and Initiatives, Including a Discussion Regarding the Potential for a New Mental Health Initiative..... Dr. Marcia Turner

Dr. Marcia Turner said that the GWIB Health Care and Medical Services Sector Council has many accomplishments, thanks in large part to the efforts of Dr. John Packham, Bill Welch’s NV Healthcare Workforce Summit, Randi Hunewill’s educational and training program inventory list and Larry Matheis’ legislative initiatives list, which all provide good groundwork, but now that information should be packaged (codified) to share their information, function, purpose, and objectives with others.

Bill Welch agreed that the sector council should be pro-active in developing those tools, citing that others, for example Speaker Marilyn Kirkpatrick, have already asked for the NV Healthcare Workforce Summit documents, Dr. Packham’s data, evaluation, and research work and surveys, and Vance Farrow’s survey results. He volunteered to coordinate a meeting with Speaker Kirkpatrick in which these documents, once approved, could be shared, and may result in some measure of legislative support, if the sector council is receptive to that idea. Dr. Turner said that she and Vice-Chair of the Council, Debra Scott, will see how a briefing can be arranged, and went on to mention that it is very important to take opportunities to explain what the sector council’s charge is and what it is not.

Dr. Turner stated that the default document for defining the charge and objectives of the Council is their 2013-2014 Layered Strategic Plan, and she referred the Subcommittee Chairpersons to the DETR website for viewing of the current document. She said that what the sector council has been asked for so far is to: 1) Collect industry intelligence (through the summit and surveys); 2) Provide a priority list of in-demand occupations; and 3) Provide data for public policy decisions. Discussion ensued amongst sector council members about the proposed reports and how to structure them for clarifying their charge and their accomplishments.

Dr. Turner went on to state that Dennis Perea, the current Interim Director of DETR, will be speaking at the Full Sector Council Meeting at 9:30 a.m. today, and that he may address an expanded charge for the sector councils to help with policy recommendations. Dr. Turner pointed out that Mr. Perea's request(s) may change the Council's scope of work, so she stressed the need to fully understand what is being asked of them and what is expected of the sector councils. She further mentioned that if public policy recommendations are made, it will be important to keep in mind that the sector council's diverse representation may inherently cause a conflict of interest and maintaining the council's integrity will be of primary concern. Bill Welch stated that if the sector councils are given the opportunity to make policy recommendations, advance preparation will be needed to solidify and coordinate their response, and even though there may be varying opinions, they should have a global perspective as had been done in the past with the Legislative/Regulation/Policy Subcommittees activities, where their agenda was formed to represent the council as a whole.

Dr. Turner advised the Subcommittee Chairpersons that developing an updated priority in-demand jobs list and combining any additional occupations based on community needs, such as in areas of mental health, will help make sure that the local workforce investment boards can be fully engaged. She said this will be an essential part of the white paper for the NV Healthcare Workforce Summit that Mr. Welch referred to in his earlier comments and will also be a help in any bigger public policy resource discussions going into the next legislative session.

She went on to mention that in the upcoming full sector council meeting, Laura Hale will provide an overview of the Nevada DHHS Mental Health Education Pipeline project that she, Richard Whitley, and Tracey Green conducted, addressing the questions:

- What are the different categories of professionals that help mental health patients?
- Who is doing what type of training in those areas?
- What is the educational pipeline capacity in those areas?
- Is there new/creative assistance that can be provided for those who have graduated?

Dr. Turner explained that the GWIB Health Care and Medical Services Sector Council has decided to develop this topic as a Special Project, which may overlap with the Education/Training Subcommittee.

Dr. Turner mentioned that DETR Interim Director Dennis Perea had discussed the possibility of having a competitive grants process in the future, rather than the pilot project proposals that were requested by DETR from the GWIB Industry Sector Councils this last year. The Request for Proposal (RFP) recommendations list that the GWIB Health Care and Medical Services Sector Council developed will be helpful and will ensure that the Council itself does not pick winning or losing applications or suggestions from its Council members. This past year the GWIB Health Care and Medical Services Sector Council submitted three pilot project proposals that were evaluated by DETR. She stated that she was told that one proposal was accepted and one proposal needed additional budget details to be considered. Dr. Turner said she would like to know what the other sector councils had proposed and what the procedure will be for future submissions.

Dr. Turner also advised the Subcommittee Chairs that she asked DETR to consider allocating funds for a dedicated Policy Analyst/Project Manager to help the Council develop and manage the information they are producing. She then asked the Subcommittee Chairpersons for their comments. Larry Matheis, Debra Scott, Randi Hunewill and Bill Welch agreed that this was a needed position. Dr. Packham stated he would like additional funding for a post-graduate student to work with his data collection staff, and Dr. Turner stated that would need to be an additional position beyond what she requested.

In summary, she said that she would make two recommendations to DETR: 1) To identify an extra dedicated staff person to work in a project manager capacity to help manage the flow of the sector council, and 2) To request adding a data collection assistant to work with the GWIB Health Care and Medical Services Sector Council.

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

- Industry Intelligence Subcommittee.....Mr. Bill Welch
- Education/Training Subcommittee.....Randi Hunewill
- Data/Evaluation/Research Subcommittee.....Dr. John Packham
- Legislative/Regulation/Policy Subcommittee.....Larry Matheis

Dr. Turner stated that in the interest of time, the Subcommittee Chairpersons could explain more fully the status of their individual subcommittee activities at the full council meeting; however, she asked for any short comments they would like to make in this meeting.

*Legislative/Regulation/Policy Subcommittee:*

Larry Matheis stated that he has completed a rough draft of the Legislative/Regulation/Policy Initiatives document summarizing his subcommittee’s policy work over the last year. Dr. Turner asked that this be sent to Ms. Martino to distribute to the other Subcommittee Chairpersons for their review.

*Industry Intelligence Subcommittee:*

Bill Welch made a general comment that he wanted to bring up his subcommittee’s challenge of not having a quorum for nearly a year, and stated some members may have difficulty in participating due to circumstances beyond their control. Dr. Turner said that she will mention this directly in the full sector council meeting, also noting that members can certainly drop out of a subcommittee temporarily as their need arises. She also mentioned that members can make suggestions for new members as well.

*Education/Training Subcommittee:*

Randi Hunewill asked if Dr. Turner would mention the changes made to the Education/Training Subcommittee portion of the full Council’s 2013-2014 Layered Strategic Plan, which she noted will require a motion in the full sector council meeting to ratify. Dr. Turner agreed and asked that Ms. Hunewill be prepared to briefly summarize the content of the changes.

*Data/Evaluation/Research Subcommittee:*

Dr. Packham commented that is working on several projects, but his main focus related to this Council will be a 2015 update to the Health Workforce in Nevada Report, which he hopes to have completed by Christmas and available at the first of the year. Dr. Turner thanked him for his comments and his help with the priority high-demand jobs list, and for his future work that will require coordinating with Bill Welch and Vance Farrow.

Debra Scott commented to Randi Hunewill about a specific University of Nevada, Las Vegas (UNLV) program called “Dedicated Education Unit for Nurses,” stating that the project is already publishing some outcomes for that program, and she suggested speaking to Tish Smyer, Associate Dean for Academics and Professor at UNLV. Ms. Scott explained that when nursing students complete the program, their new hire orientation time is shortened, making the program a good resource for the Education/Training Subcommittee, as they are seeking to make the transition from education to employment better. Ms. Hunewill thanked her for the suggestion and said she would reach out to Ms. Smyer.

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

The following suggestions for new business and future agenda items that were discussed during the meeting included:

- Updating the In-Demand Occupations List – Dr. Marcia Turner
- Discussion of Mental Health Education Pipeline Special Project – Laura Hale

**X. Discussion – Discussion Regarding Future Meeting Schedule.....Dr. Marcia Turner**

The next Subcommittee Chairpersons Planning meeting is scheduled to be held on Thursday, November 13, 2014 at 8:30 a.m. Dr. Turner also mentioned that she will try to arrange for a meeting with this Council’s Subcommittee Chairpersons and Dennis Perea, Interim Director of DETR, to clarify the scope and mission of the GWIB Industry Sector Councils prior to the next meeting.

**XI. 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 members of the public to speak.

Earl McDowell, Deputy Administrator for DETR’s Workforce Solutions Unit, commented that he wanted to point out two things which had been mentioned earlier in this meeting. The first was in reference to the mission and charge of the sector councils. He explained the *mission* is outlined in the bylaws for the GWIB Industry Sector Councils and this Council’s 2013-2014 Layered Strategic Plan clearly mentions the specific *charge* of the sector councils.

Mr. McDowell’s second comment was in reference to the quarterly Governor’s Workforce Investment Board (GWIB) meeting that was held last month in July. Mr. McDowell said that during his update to the Board members, he drew their attention to DETR’s Workforce Solutions Unit website and explained that the activities of this Council, including their list of in-demand occupations and Strategic Plan, are available for viewing on the website. Mr. McDowell also pointed out that the in-demand occupations identified by each of the nine sector councils are being used by the local workforce investment boards to align their training and develop RFP’s since they are required this year to use 25% of their funds for in-demand occupational training for each sector. That percentage will increase to 30% next year.

Mr. McDowell also stated that the goal is to have all activities of the sector councils on the website, so survey results, such as those conducted by Vance Farrow and Dr. John Packham, can be easily viewed. He also noted that a brief summary of the 2014 GWIB Industry Sector Council Pilot Programs and other workforce development resources were requested from him by Speaker Kirkpatrick, and those will also be posted once the information is disseminated.

Dr. Turner thanked Mr. McDowell for his comments and hearing no others, closed the comment session and moved to Agenda Item XII.

XII. Adjournment .....Dr. Marcia Turner

Dr. Turner adjourned the meeting at 9:35 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 CHAIRPERSONS**

Dr. Marcia Turner (Chair), Debra Scott (Vice-Chair), Bill Welch, Randi Hunewill, Larry Matheis,  
Dr. John Packham.

**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 Wednesday, August 6, 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.