



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  
Economic Development Subcommittee  
Tuesday, February 4, 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 East St. Louis Avenue, Conference Room A, B & C  
Las Vegas, NV

**Department of Employment, Training & Rehabilitation**  
Office of Vocational Rehabilitation  
1325 Corporate Blvd  
Reno, NV

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

**Council Members Present:** Dr. John Packham, Vance Farrow, Steve Lebedoff, Larry Matheis, Bill Welch, Charles Perry, Vicky Van Meetren.

**Council Members Absent:** Ann Lynch, Rob Hooper.

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

**Others Present:** Chris Bosse (Renown Health), Norman Kunselman (UNLV Continuing Education), Janis Routsong (CCSD CTE), Katie (St. Rose Hospital), Steve Gibson (DETR, WISS), Laurie Boyer (Nevada Hospital Association), Janis McCurry (Washoe County School District Signature Academies), Chuck Sheeley (ACTIONN), Sara Silva (Community Services Agency), Shawn Merrill (DETR, Bureau of Vocational Rehabilitation), Dr. Marcia Turner (GWIB Health Care and Medical Services Sector Council).

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

I. Welcome, Introductions and New Members..... Bill Welch, Chair  
Economic Development Subcommittee, GWIB Health Care and Medical Services Sector Council

The Chair of this Council, Bill Welch, called the meeting to order at 8:31 a.m. He then welcomed everyone and thanked them for attending the meeting. He stated that there are no new members to announce and asked for Ansara Martino, Grants and Policy Analyst for DETR’s Workforce Solutions Unit, to introduce the Unit’s new administrative assistant, Coralie Peterson. When the introduction was completed, Mr. Welch asked Ms. Martino 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)

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

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

Bill Welch 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** ..... Bill Welch

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 (3) minutes per person at the discretion of the chairperson.

Mr. Welch reminded Subcommittee members as allowed by Nevada Open Meeting Law Section 5.05 only Subcommittee members are provided a teleconferencing number in the event they cannot attend a meeting in person. Any members of the public wishing to make public comment will need to be present at a physical meeting location. Mr. Welch then announced the First Public Comment Session. No public comments were made. Hearing none, Mr. Welch closed the session and turned to agenda item V.

V. **For Possible Action** – Approval of the December 3, 2013 Meeting Minutes ..... Bill Welch

Mr. Welch asked for approval of the December 3, 2013 Meeting Minutes. A motion was made by Victoria VanMeeten. The motion was seconded by Larry Matheis. All were in favor. None were opposed. The motion carried unanimously.

VI. **For Possible Action** – Subcommittee Name Change Announcement ..... Bill Welch

Bill Welch thanked Ansara Martino for assisting in gathering the various Subcommittee name change suggestions, distributing ballots to the members, and tallying the results. Mr. Welch announced that based on member votes the name of this Subcommittee is being changed to the “Industry Intelligence Subcommittee.” Members agreed that the new name will better serve to communicate the goals and purpose of the Subcommittee.

VII. **For Possible Action** – Strategic Plan Deliverables Update ..... Bill Welch

Mr. Welch reminded everyone of the Subcommittee’s 2013-2014 Strategic Plan and of the handout he provided at the last meeting for members to develop the deliverables in support of each of the strategic plan objectives. He had asked each of the members serving as leads for the objectives to have their work plan prepared for presentation and discussion at today’s meeting. Mr. Welch also commented that at some point in the future additional objectives may be added. Mr. Welch then asked members if there were any questions. Hearing none, Mr. Welch then turned to Objective 1 and noted that Dr. John Packham was unable to be present at today’s meeting.

*Objective 1* – Determine current and future health workforce industry demand

*Lead—Vance Farrow and Dr. John Packham*

Mr. Welch explained that the deliverable for this objective is to work with Vance Farrow and Dr. John Packham to determine a timeline for their process to maintain and regularly update their existing surveys to ensure the data remains a useful tool for DETR, local WIA boards, business and industry and those pursuing health care careers. Vance Farrow then distributed a handout on his objective, which explained that the plan for this deliverable would be to develop and distribute a statewide survey of employment vacancies, as well as anticipated needs of healthcare employers (to include hospitals, physicians' offices, clinics, and others). The survey will also probe potential business expansion and global export capacity among participants, to provide industrial intelligence to our global team, as well as to any regional development authority that participants represent, which Mr. Farrow said should allow for a cohesive connection. Mr. Farrow then broke down a quarterly timeline projection for completing the deliverable and thanked DETR for assisting in programming the initial survey, which he explained has been pilot tested on hospitals and was limited to 50 participants. Mr. Farrow asked Subcommittee members for any suggestions for potential survey respondents and offered to address any concerns members may have regarding the confidentiality of information gathered.

Mr. Welch thanked Mr. Farrow and turned to Objective 2.

*Objective 2 – Conduct analysis of survey data and make recommendations to DETR as appropriate*

*Lead—Steve Lebedoff*

Steve Lebedoff stated that he will be working with GWIB Health Care and Medical Services Council member Veronica Dahir on the analysis needed for this objective. Mr. Welch asked Ansara Martino to see that Mr. Lebedoff is provided with a copy of the handout Mr. Welch gave out at the last Subcommittee meeting that provided a model for members to develop the deliverables in support of each of the strategic plan objectives. One Subcommittee member suggested that Mr. Lebedoff could reach out to high school and college career counselors as part of his survey process so that he could gauge current student interest in the healthcare industry. Dr. Marcia Turner, Chair of the GWIB Health Care and Medical Services Sector Council, stated that the Council's Education/Training Subcommittee will also be addressing this question and she suggested that both Subcommittees could share in the process. Mr. Welch agreed and stated that her suggestion aligns with Objective 5, which encourages collaboration between the GWIB Health Care and Medical Services Sector Council subcommittees.

Mr. Welch thanked Mr. Lebedoff and then turned to Objective 3.

*Objective 3 – Prioritize target job opportunity and training areas, lead to be determined, and invited Dr. Turner to speak on the item.* Mr. Welch explained that the deliverable for this objective is to research existing training programs for current job openings and identify new training and education programs as needed. Dr. Turner explained that she has been working with Doug van Aman, Program Specialist with DETR's Workforce Solutions Unit, and Randi Hunewill, who has recently been appointed the Chair of the GWIB Health Care and Medical Services Sector Council Education/Training Subcommittee, to complete an inventory of all Nevada System of Higher Education and other post-secondary education programs for health care and medical service fields. Dr. Turner said that she will ask Ms. Hunewill to appoint a lead from the Education/Training Subcommittee to work with the Industry Intelligence Subcommittee on this objective. A discussion ensued amongst Dr. Turner and the Subcommittee members on the benefit of having a webpage to serve as a user friendly portal for the information of the post-secondary inventory listing and for job postings. As this discussion progressed, Mr. Welch invited Odalys Carmona, Youth Liaison for DETR's Workforce Solutions Unit, to speak. Ms. Carmona made the following points:

- A single portal that could be utilized already exists in the form of the Nevada Career Information System (NCIS), which is available to all Nevada residents free of charge.
- Training on how to use NCIS is available free of charge.
- NCIS will allow applicants to create their own portfolio, resume and career path information, as well as find out specific school information.

- Several years ago with the participation of about 500 Clark County School District students, a youth website was created called the Governor’s Youth website ([www.nevadayouth.org](http://www.nevadayouth.org)). The site has features such as a reality check game.
- Nevada JobConnect has a database for all employers to submit their job openings and these job listings are also viewable through the Governor’s Youth website.
- Ms. Carmona concluded by saying the tools are available and each of Nevada’s nine industry sector Councils can assist in enhancing the youth experience through animation or technology.

Bill Welch requested a presentation on NCIS, to which Ms. Carmona replied that she will make the arrangements. Mr. Welch asked members for any additional feedback, and when no further comments were made, he moved on to Objective 4.

*Objective 4 – Develop a plan to identify the impact of ACA and HIT (Health Information Technology) on healthcare workforce in collaboration with other health care professional associations.*

*Lead—Bill Welch*

Mr. Welch explained that the deliverable for this objective is to conduct a workshop and invite representatives from other healthcare sector professional associations to provide an impact review from their specific health care field. Mr. Welch provided members with a handout and stated that he will be seeking funding resources from DETR Director Frank Woodbeck and WSU Deputy Administrator Earl McDowell for a healthcare workforce leader conference. He said that his staff will assist him in which organizations should be invited to the conference and that the event should occur during the 2<sup>nd</sup> Qtr 2014. Mr. Welch also mentioned that Dr. Marcia Turner is coordinating a meeting today between himself and Senator Jones, Chair of the Interim Committee on Healthcare. Mr. Welch said that Senator Jones recently attended a similar conference in Arizona, and since he is considering a workshop for his interim committee, he wanted to discuss the possibility of merging efforts in the conference so as to avoid duplication of resources. He informed the Subcommittee that he plans to be able to update on the budget for the conference at the next meeting, as well as on the progress of the work with the Interim Committee on Healthcare.

One member commented that the initial reports of the effect of the Affordable Care Act (ACA) on the healthcare system indicates that it may be more complex in identifying potential demand, and may not be an actual opening of available services. However, with HIT, within the demand it creates, it also creates availability and access of services, and ongoing training for everyone in the healthcare profession with respect to HIT is warranted. Mr. Welch commented that the ACA may not create a lot of new jobs, but rather may create new opportunities for the education system in retraining the existing workforce. HIT does potentially create new jobs and new opportunities. Members discussed the need to narrow the focus and subject matter of the planned healthcare workforce leader conference to the immediate, mid-term, and long-term job challenges employers may have, and choosing Chief Nurses or HR persons will help facilitate the narrower focus to jobs and training that are needed, rather than entering into a philosophical discussion. Mr. Welch concluding by saying that additional staff resources may be needed to provide analysis and reports. He asked for any further comment and when no further comments were made, he then proceeded to Objective 5.

*Objective 5 – Share information with other GWIB Health Care and Medical Services Sector Council Subcommittees to support a cohesive strategic plan.*

*Lead—Bill Welch*

Mr. Welch informed the Subcommittee that the action required for this objective is to invite Subcommittee Chairs to meetings and provide updates on a quarterly basis. The delivery timeline for this objective is to be determined. Mr. Welch then suggested Dr. Marcia Turner and GWIB Health Care and Medical Services Sector Council Vice-Chair, Debra Scott, pull together each of the Council’s Subcommittee objectives, deliverables and timeline for completion so that a full, cohesive picture is presented at a future Council meeting. Subcommittees can then provide an update and other information about their strategic plans.

VIII. **Discussion** – Review of the Survey Results Conducted by Vance Farrow.....

Mr. Welch invited Vance Farrow to give a brief review of the results and current status of the survey Mr. Farrow is conducting. Mr. Farrow stated that the information is not yet populated into the system, as the platform is being expanded through an unlimited license, and he plans to update everyone on his progress with preliminary responses in the next meeting.

Mr. Welch stated that Senator Jones is going to have an interim Committee meeting specific to workforce and suggested Vance Farrow have an opportunity to present the findings of the initial survey of the hospitals to give Senator Jones an idea of Mr. Farrow's efforts on behalf of the healthcare sector. Mr. Welch announced that this agenda item will continue as a standing agenda item so that regular updates are provided to the Subcommittee and Mr. Welch asked Mr. Farrow to let Subcommittee members know if they can provide Mr. Farrow any assistance.

IX. **Discussion** – Review of the Survey Results Conducted by Dr. John Packham's Health Workforce Study Report.....Dr. John Packham, Director of Health Policy Research  
University of Reno, Nevada

Mr. Welch informed the Subcommittee that this item is being tabled for the next meeting and Dr. John Packham had nothing new to report; however, Dr. Packham will be meeting with several members on Friday, February 14, 2014 to release his survey. Dissemination of this survey will begin on Monday, February 17, 2014. Mr. Welch said that the Subcommittee should have more information on Dr. Packham's survey at the next meeting.

X. **For Possible Action** – New Business and Future Agenda Items .....Bill Welch

Mr. Welch listed the following as items to be included on the next meeting's agenda:

- Strategic plan deliverables update
- Review of the survey results conducted by Vance Farrow
- Review of the survey results conducted by Dr. John Packham's Health Workforce Study Report

Mr. Welch asked if members had any additional suggestions. None were made. Mr. Welch stated that members could also send their suggestions to Ansara Martino.

XI. **Discussion** – Next scheduled meeting will be held April 1, 2014 at 8:30 a.m.....Bill Welch

Mr. Welch announced that the future meeting schedule is as follows:

- Tuesday, June 3, 2014 at 8:30 a.m.
- Tuesday, August 5, 2014 at 8:30 a.m.
- Tuesday, October 7, 2014 at 8:30 a.m.
- Tuesday, December 2, 2014 at 8:30 a.m.

XII. **Second Public Comment Session** .....Bill Welch  
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 (3) minutes per person at the discretion of the chairperson.

Mr. Welch announced the Second Public Comment Session and invited members of the public to speak. No comments were made. Hearing no comments, he then turned to Agenda Item XIII.

XIII. **Adjournment** .....Bill Welch

Mr. Welch adjourned the meeting at 10:35 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 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**  
**ECONOMIC DEVELOPMENT SUBCOMMITTEE**

Vance Farrow, Rob Hooper, Steve Lebedoff, Ann Lynch, Lynn O'Mara, Larry Matheis, Charles Perry, Bill Welch,  
Victoria VanMeeten

**Notice:** *Persons with disabilities who require special accommodations or assistance at the meeting should notify Ansara Martino, 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 Monday, February 3, 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.