



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
Education/Training Subcommittee
Friday, March 14, 2014
2:00 p.m.**

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

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:

Department of Employment, Training & Rehabilitation
500 East Third Street, 1st Floor Auditorium
Carson City, NV

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

Council Members Present: Randi Hunewill, Margaret Covelli, Joan Hall, Dr. Patti Castro.

Council Members Absent: Ann Lynch (excused), Debra Collins, Renee Coffman, Linda Johnson (excused), Charles Perry.

Others Present: Dr. John Packham (Chair, GWIB Health Care and Medical Services Sector Council Data/Evaluation/Research Subcommittee), Lee Quick (NSHE), Dr. Marcia Turner (Chair, GWIB Health Care and Medical Services Sector Council).

DETR/WSU Staff Present: Judith Turgiss, Ansara Martino, Odalys Carmona, Coralie Peterson, De Salazar
Earl McDowell.

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

- I. Welcome, Introductions and Announcement of the New Chairperson of the GWIB Health Care and Medical Services Sector Council Education/Training Subcommittee Dr. Marcia Turner, Chair
GWIB Health Care & 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 2:00 p.m. She welcomed everyone and thanked them for attending this meeting. Dr. Turner went on thank Dr. Hyla Winters for her prior leadership of this Subcommittee and she announced that Randi Hunewill has accepted the position as the Chair of this Subcommittee. Dr. Turner thanked Ms. Hunewill and then turned the meeting over to Ms. Hunewill.

Ms. Hunewill expressed appreciation for the work that Dr. Winters did as the prior Chair and Ms. Hunewill said she looked forward to continuing the work of the Subcommittee. When she concluded, she 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 Ms. Hunewill that a quorum was not present. At the time of roll call, a quorum was deficit by one member.

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

Randi Hunewill 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** Randi Hunewill, Chair
Education/Training Subcommittee of the GWIB Health Care & Medical Services Sector Council
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.

Ms. Hunewill announced the First Public Comment Session and invited members of the public to speak. No public comments were made. Hearing none, she moved to agenda item V.

- V. **For Possible Action** – Approval of the July 11, 2013 Meeting Minutes Randi Hunewill

Due to the lack of a quorum at today’s meeting, Ms. Hunewill tabled the approval of the July 11, 2013 Meeting Minutes.

- VI. **For Possible Action** – Review of the Education/Training Subcommittee History, and Provide an Update on the Subcommittee’s Strategic Plan and Related Health Workforce Development Initiatives.....Dr. Marcia Turner and Randi Hunewill

Ms. Hunewill turned to a review of this Subcommittee’s portion in the GWIB Health Care and Medical Services Sector Council 2013-2014 Layered Strategic Plan and the Objectives therein that are the responsibility of this Subcommittee, as well as what the Subcommittee has done or is currently undertaking to fill each of them:

- 1. Mapping the pipeline for the healthcare sector and identify where the talent will come from:
Ms. Hunewill mentioned that the spreadsheet collecting this information is an excellent tool that she is already using, but mentioned it is still a work in progress.

2. Work with K-12 to identify and promote to identify and promote healthcare readiness, mentoring and programs that nurture students potentially inclined to enter healthcare workforce (STEM programs, HOSA, health-focused CRA's, etc.):

Ms. Hunewill announced an upcoming HOSA conference, which had grown from 358 kids competing to 700 kids competing, and they have added new events. She went on to state that she will address the STEM programs as a future agenda item, as well as biomedical programs starting throughout the state, such as the one starting in Douglas County. She informed the Subcommittee members that the program for Washoe County is being developed.

3. Work with DETR to support health workforce career training:

Ms. Hunewill pointed out that the Community Healthcare Worker Pilot Program, which she said is a direct result of working actively with DETR, fulfills this Objective.

4. Working with higher education institutions to promote health work education, training and research:

Ms. Hunewill commented that the Health Care and Medical Services inventory of educational programs illustrates the Council's commitment to supporting higher education and it will assist in developing the workforce talent in Nevada.

5. Maintain coordination with and provide regular updates to the Full Health Care and Medical Services Sector Council:

Ms. Hunewill stated this is and will continue to be completed with Subcommittee updates to the full Council. Regular updates are provided at each full Council meeting.

6. Conduct an inventory of education programs throughout the State of Nevada preparing a health care and medical services workforce, at a minimum include K-12, post-secondary, private and public as well as specialized industry education:

Ms. Hunewill thanked all for their participation in developing the educational programs inventory forming the spreadsheet developed with Doug Van Aman.

7. Collaborate with K-16 in the review of common core education standards and specialized healthcare workforce education:

Ms. Hunewill said that the wording of this Objective in the Strategic Plan of "common core education standards" should be changed to "Academic standards" so that the verbiage is correct. She went on to state that common academic standards for the health science programs are already adopted. State standards are being created at the secondary level for all programs.

8. Maintain connectivity with the Industry Intelligence and Data/Evaluation/Research Subcommittees:

Ms. Hunewill thanked all the members for being so active in this area.

9. Develop orientation to health careers and education materials for elementary, middle and high school counselors:

Ms. Hunewill said that the disbursement of Dr. John Packham's Health Care Careers in NV manual would serve as an excellent resources for high school counselors, but Dr. Packham does not have enough copies at this time. Dr. Packham commented that it may not be critical that elementary schools get the manual immediately, and went on to mention that he is completing a cardboard "bookmark" that will printed in the same colors as the manual and have English on one side and Spanish other side, as well as factoids and the website link. Dr. Packham said the bookmark may be helpful for the time being until the additional manuals can be printed. Ms. Hunewill mentioned that she had spoken to an adult education counselor, who was very excited at sharing the manual with their students, and she is looking forward to another opportunity to present the manual at the State Counselors Conference.

10. Conduct job career fairs and job shadowing opportunities:

Ms. Hunewill pointed out two activities that support this Objective: a career fair at CSN and Operation Health Care Bound. She also mentioned that she would like to talk with Andrea Greg about the possibility of having a booth in upcoming events where Dr. Packham's book could be used.

11. Identify stackable credentials within the healthcare workforce:

Randi Hunewill mentioned that this area is also being addressed by the educational programs inventory. She also stated that there may be new legislation for EMT careers that may impact future Subcommittee initiatives.

12. Produce marketing materials for health care workforce opportunities:

Ms. Hunewill suggested that social media may represent new marketing opportunities, and discussion ensued amongst Subcommittee members on how marketing could be maximized. Earl McDowell, Deputy Administrator of DETR's Workforce Solutions Unit, commented on how important it was to DETR Director Frank Woodbeck that the public be made aware and take advantage of the programs that are available, and that funds are being budgeted for the sector councils to have marketing in the next fiscal year for that specific purpose.

Following Ms. Hunewill's review of the Objectives, Dr. Turner informed the Subcommittee that she would like to have Council member Vance Farrow, Industry Specialist with the Governor's Office of Economic Development, give an update and overview of the National Governor's Association Health Policy Academy Grant that Mr. Farrow is working on. Subcommittee members agreed that it was a good suggestion.

Ms. Hunewill then closed this agenda item and moved to item VIII.

VII. **For Possible Action** – Discussion Regarding Health Education/Training Pipeline Inventory Project, Including an Overview of the Status of the Inventory Development, and a Discussion Regarding Options for Compiling and Presenting the Inventory for Policy and Workforce Development Purposes.....Randi Hunewill and Doug Van Aman, Program Specialist
Workforce Solutions Unit, DETR

Mr. McDowell, Deputy Administrator for DETR's Workforce Solutions Unit, explained that one of the tasks of all the various sector councils is to align the talent pool, and Doug Van Aman, Program Specialist with DETR's Workforce Solutions Unit, was assigned the task of completing a list of all the health care educational degree and certification programs available throughout the State of Nevada. Dr. Marcia Turner mentioned an important part of the Health Care and Medical Sector Council's 2013-2014 Layered Strategic Plan was to inventory public and private training in health education, and she thanked DETR for offering the support in formulating this inventory.

To complete this task, Mr. Van Aman stated that he formulated two different documents, the first being a large spreadsheet that Dr. Turner had explained, which was meant to serve as a framework for information management by breaking down information on the various programs available in the state, and tracking three different elements of information: the SOC (Standard Occupational Classification) code, the CIP (Classification of Instructional Program) code, and the individual program providers, as well as the titles of the educational programs, the name of institutional organization that oversees the program, what type of degree or certification will be gained, and website link information. He stated that the spreadsheet is a still work in progress, but he wanted to share the information he had to that point for the Subcommittee's review and input.

The second document that Mr. Van Aman presented was a draft of what the final product would be and look like in order to make it easy for the consumer to use, such as for students, a person looking for a

job or looking to change careers. He explained that it is formulated in a standardized format to answer such questions as: What is the occupation? What does it look like? What are the programs of study? And what are the website links for me to find additional information about the programs of study? Mr. Van Aman reminded the Subcommittee that the second document is also a draft.

Dr. Turner reiterated that the first document is an internal document “or inventory” for policy makers and the second document is more of a directory, more user friendly, and could be handed out to consumers. Dr. Turner stated that she would like the website links to go directly to the program of study, not the educational institution’s main page. She then asked for feedback from council members. Council member Margaret Covelli commended the document and encouraged continuation to complete the project. Other Subcommittee members concurred. Subcommittee members also discussed the possibility of:

- Having Dr. Packham’s Health Care Careers in Nevada manual as a supplement to the inventory.
- Conducting a gap analysis once the inventory is complete.
- Have the full Health Care and Medical Services Sector Council review the work in progress.

Ms. Hunewill said that these were all good suggestions. She then thanked Mr. Van Aman for his presentation and turned to agenda item VIII.

VIII. For Possible Action – New Business and Future Agenda ItemsRandi Hunewill

The future agenda items were announced as follows:

- Vance Farrow to give an update on the grant is working on for the National Governor’s Association Health Policy Academy;
- Tech Prep Articulated Policy Update;
- Discussion of DETR Marketing;
- Update on the Community Health Worker Pilot Program;
- Consideration of STEM initiatives and activities

IX. For Possible Action – Future Meeting Schedule to be determinedRandi Hunewill

Ms. Hunewill stated that she would like this Subcommittee to continue to meet on a regular basis. The next meeting’s information will be publically posted and sent to the Subcommittee members.

X. Second Public Comment SessionRandi Hunewill

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

Ms. Hunewill announced the Second Public Comment Session and invited members of the public to speak. No comments were made. Hearing none, she then turned to Agenda Item XI.

XI. AdjournmentRandi Hunewill

Randi Hunewill adjourned the meeting at 3:22 p.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
EDUCATION/TRAINING SUBCOMMITTEE

Randi Hunewill (Chair), Ann Lynch, Margaret Covelli, Debra Collins, Renee Coffman, Linda Johnson, Joan Hall,
Charles Perry, Dr. Patricia Castro.

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 Thursday, March 13, 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. In addition, the agenda was mailed or e-mailed to groups and individuals as requested.