



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**

**Tuesday, April 22, 2014**

**2:00 p.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**  
500 East Third Street, 1<sup>st</sup> 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, Linda Johnson, Shelley Berkley, Dr. Patricia Castro

**Council Members Absent:** Ann Lynch (excused), Debra Collins, Charles Perry, Joan Hall (excused)

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

**Others Present:** Lee Quick (NSHE), Dr. Marcia Turner (NSHE and Chair, GWIB Health Care and Medical Services Sector Council), Jody Covert, (Acting Director of Nursing, TMCC), Ruth Stacey (ACTIONN), Vance Farrow (GOED and member, GWIB Health Care and Medical Services Sector Council)

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

I. Welcome and Introductions.....Randi Hunewill, Chair  
GWIB Health Care & Medical Services Sector Council Education/Training Subcommittee

The Chair of this Council, Randi Hunewill, called the meeting to order at 2:08 p.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 the Chair that a quorum was present.

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  
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. No public comments were made. Hearing none, Ms. Hunewill then proceeded to Item V.

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

Ms. Hunewill asked for approval of the July 11, 2013 Meeting Minutes. A motion was made by Shelley Berkley. It was seconded by Margaret Covelli. All were in favor. None were opposed. The motion was passed unanimously.

VI. **For Possible Action** – Approval of the March 14, 2014 Meeting Minutes .....Randi Hunewill

Ms. Hunewill asked for approval of the March 14, 2014 Meeting Minutes. A motion was made by Shelley Berkley. The motion was seconded by Patti Castro. All were in favor. None were opposed. The motion was passed unanimously.

VII. **For Possible Action** – Update on the NV Health Care Workforce Summit.....  
..... Dr. Marcia Turner, Chair  
GWIB Health Care and Medical Services Sector Council

Dr. Marcia Turner greeted the Subcommittee members and proceeded to give an overview of the Nevada Health Care Workforce Summit that was held on April 8, 2014. She expressed appreciation for the efforts of Earl McDowell and his staff at DETR in coordinating all the venue arrangements and hosting the lunch. She further complimented Bill Welch and Laurie Boyer for hosting and drawing up the agenda for the Summit and for the support of the Health Care and Medical Services Sector Council Industry Intelligence Subcommittee. Dr. Turner mentioned the presenters at the event and noted that the keynote speaker was Virginia Hamilton, Western Regional Administrator for the U.S. Department of Labor.

Dr. Turner stated that Ms. Hamilton described current federal government workforce development initiatives and how they are supportive of the work the Health Care and Medical Services Sector Council is doing. In fact, Ms. Hamilton stated that the work of the Council is one of the most progressive industry sector council in the country. Dr. Turner stated that Ms. Hamilton mentioned that she was impressed by Dr. John Packham’s data collection and analyzation, and may even ask for a member of the sector council

to participate in a panel presentation in California to speak about their Nevada activities to the other states. Dr. Turner went on to describe that in the afternoon, round table brainstorming took place in order to gather ideas and hear about opportunities, and obstacles confronting those in the health care sector. She mentioned that educators and employees were represented in the attendees, allowing for direct industry intelligence to be gathered, and Bill Welch will disseminate the brainstorming comments to the full Health Care and Medical Services Sector Council through his Industry Intelligence Subcommittee.

Turning to her presentation at the Summit, Dr. Turner commented that it was structured to explain to those who may not be familiar with the sector process what the charge, goals, and objectives are of the GIWB Health Care and Medical Services Sector Council and their layered Strategic Plan. She illustrated how the Education/Training and the Industry Intelligence Subcommittees are the core subcommittees of the full Council, with the Legislative/Regulation/Policy and Data/Research/Evaluation Subcommittees working very closely with them to give needed support and recommendations.

Dr. Turner further commented on two developments in area of education: 1) the Robert Wood Johnson Grant for Nursing and the 2) Community Health Care Worker Pilot Project. She also discussed the development of an inventory of public and private training institutions currently providing workforce development training for healthcare workers in Nevada. She presented the Subcommittee with a draft of the inventory for their review and asked for their ideas on what to do with the document once the information gathered in it has been vetted. She mentioned that lists were combined in the inventory using SOC codes (workforce/labor categorizations), CIT codes (higher education categorizations), U.S. Department of Labor growth rates, and national certification organizations. She also noted that web links are trying to be obtained to connect individuals to each program directly and not through the training provider's main web page. So far, Dr. Turner informed the Subcommittee members, the draft has been receiving positive reviews, but she would like to allow this Subcommittee's members the opportunity to provide their feedback as well.

Dr. Turner concluded by asking the Subcommittee members for any possible questions or comments, and she cautioned that any data collection should be coordinated with Dr. John Packham's Data/Evaluation/Research Subcommittee, which should eliminate the duplication of efforts and also take advantage of that Subcommittee's expertise.

Discussion ensued amongst council members about incumbent training, and Randi Hunewill explained that she would be speaking about this training in greater detail during the next agenda item. With that, Ms. Hunewill turned to agenda item VIII.

VIII. **Discussion** – Review Subcommittee Objectives in the 2013-2014 GWIB Health Care and Medical Services Sector Council Layered Strategic Plan.....Randi Hunewill

Ms. Hunewill proceeded to discuss the Strategic Plan, and asked Dr. Turner the difference between the subcommittee charge and subcommittee objectives. Dr. Turner responded by saying that the charge is the general direction to differentiate the scope of work, used to help council members decide on which effort they wanted to pursue, and the objective is more of the specific deliverables. Ms. Hunewill thanked Dr. Turner for her explanation, and then proceeded to address some changes that she would like to have reflected in the Education/Training Subcommittee portion of the Strategic Plan, which were as follows:

Subcommittee Charge:

- 1.) “Map the Talent Pipeline – no changes
- 2.) K-12 needs to be changed to **K-16**; also, “Example: STEM programs, HOSA, and Health Focus CRA’s” changed to “Example: **STEM programs and HOSA**”
- 3.) Work with DETR to support health workforce career training – no change
- 4.) Work with higher education **ADD secondary education.**
- 5.) Support the development of health workforce supply and demand – no change

6.) Maintain coordination with and provide regular updates to the full HC& MS Sector Council—no change

Subcommittee Objective:

- 1.) Conduct an inventory of education programs throughout the State of Nevada preparing a healthcare and medical services workforce. At a minimum include K-12 **CHANGE to K-16.**
- 2.) “Common Core” education to be **changed to “Academic” education.**
- 3.) Maintain connectivity – no change
- 4.) Develop orientation to health careers and education materials – no change

Ms. Hunewill discussed the development of a palm card to be distributed to schools which will contain quick facts/suggestions/contact information for use of the information in Dr. John Packham’s manual, “Health Care Careers in Nevada.”

5.) Conduct job fairs – no change

Discussion ensued amongst council members regarding various job fair activities; Dr. Patricia Castro mentioned a Healthcare Career Fair held at CSN in November 2013. Dr. Margaret Covelli commented that the directories/palm cards would have been useful at the Operation Healthcare Bound event held at Spring Valley Hospital in Las Vegas recently for high school students. Dr. Turner suggested that council members inform of any upcoming events and suggested that they could make arrangements for presentation(s) at the event.

6.) Identify stackable credentials – no change

Randi Hunewill asked for a volunteer to step forward to assemble a spreadsheet to find a correlation within the health care workforce. Dr. Patricia Castro volunteered to take on the responsibility. Dr. Marcia Turner mentioned that the stackable credentials may be identified in the inventory draft mentioned earlier. Ms. Hunewill thanked Dr. Castro for volunteering to lead this initiative and stated in future she can be scheduled to present the information to the Subcommittee.

7.) Produce marketing materials – no change

Ms. Hunewill mentioned that marketing of the available website programs may be the next step. She commended the NCIS program and thanked Darragh Huggins with DETR’s Bureau of Research and Analysis with familiarizing her with the site. Ms. Hunewill said that it has been very helpful to provide updates for the website when necessary, and they are in the process of adding the secondary school programs, but as had been mentioned in Ms. Hunewill’s earlier comments marketing is necessary. Earl McDowell, Deputy Director for DETR’s Workforce Solutions Unit, mentioned that funding for marketing has been included in the upcoming fiscal year’s budget, and further information will be shared with the sector council when finalized. Ms. Hunewill asked Mr. McDowell about the marketing strategies, and he mentioned that a variety of marketing has been used in the past and that the sector council’s suggestions will be taken consideration, such as the suggestion to use social media.

8.) Employability Skills for Healthcare Worker (NEW ITEM) –

Ms. Hunewill suggested that there are additional initiatives that would help support this objective, one of which could be to introduce the WorkKeys and the Employability Skills Readiness Assessment and get the data used for those assessments to see what are the strengths and weaknesses of the Nevada students. Ms. Hunewill said that she would work with Dr. Turner to get the verbiage for this objective. She then concluded and moved to agenda item IX.

IX. **Discussion** – National Governor’s Association (NGA) Grant Update.....

Vance Farrow explained that over a year ago Frank Woodbeck, former Director for DETR, and Mike Willden, Director of NV Health and Human Services, responded to an RFP posted by the National Governor's Association with the provision that support would be provided for a strategic plan/planning process to help determine health workforce shortages and mapping. He stated that while no funding was received, they were able to benefit from the expertise of the NGA through information exchange, allowing several of their initiatives to come to fruition. Recently, a new RFP with a focus of transforming healthcare workforce from planning to implementation (initial award was for planning alone). The GWIB Health Care and Medical Services Sector Council and its Subcommittees are listed among Nevada assets in the RFP, citing effective data gathering, the development of the Health Workforce and Supply Data Set developed by Dr. John Packham, in addition to the Governor's Graduate Medical Education Task Force, as well as the advancements in the field of nursing, as a result of the passage of AB-170, for AP RN's, minimum data set gathering for professional licensing, and a large focus for Nevada in developing federal healthcare centers, additional mental healthcare internships, as well as many other positive considerations.

Mr. Farrow mentioned that the policy and higher education goals and objectives for the following year, if Nevada is selected as a site (6 states are under consideration), would include aligning existing and future healthcare workforce initiatives around a common vision without duplicating work and resources, including developing a State plan for increasing graduate medical education and providing additional internship programs for mental health to increase retention.

Mr. Farrow went on to state that the Governor's Graduate Medical Task Force has been established and tasked with the responsibility of establishing the criteria for expanding and/or creating additional residency programs within the State of Nevada with the initial focus being on primary care and mental health, with the first public meeting being held Wednesday, April 30, 2014, which will be posted shortly. He mentioned that in the first biennium 12 million dollars funding is sought to be expended (70% in Southern Nevada and 30% in Northern Nevada) with the goal of doubling the residency programs throughout the State of Nevada.

Mr. Farrow concluded by stating this would be a great recruiting tool for the state, and he concluded his comments by inviting council members to attend the first Task Force meeting, and mentioning that updates on the NGA approval if granted, would be provided to the council in future meetings. At the request of the Subcommittee members, Mr. Farrow agreed to forward the agenda to Ansara Martino for dissemination to the council members.

Shelley Berkley complimented Governor Sandoval, stating that the Governor's Graduate Medical Task Force will be essential in helping to create and retain more physicians, as in the past the lack of sufficient residency programs has caused many doctors to leave the state. Randi Hunewill thanked Mr. Farrow for his comments and assured him that the Education/Training Subcommittee is committed to following his direction, as well as is looking forward to his further updates.

X. **Discussion** – Tech Prep Articulation Update.....Dr. Patricia Castro, Dean of Health Sciences  
College of Southern Nevada

Dr. Castro began with a brief background of the Tech Prep Articulation Program, initiated two years earlier, and she stated that the Nevada Department of Education, Career and Technical Education Office (CTE) convened a steering committee to evaluate the quality and rigor of the all the CTE programs conducted at the secondary level to provide direction to create new standards, curriculum, framework and assessments for workplace readiness, with the goal of improving articulation of similar programs at the secondary and post-secondary levels. She made a note that they want to move to a new model of CTE completion. Students should complete the whole CTE course in a secondary program of study (1-4 years) with an average of 3.0 GPA overall and students should pass an end of program assessment. Each of the

CTE programs are charged with developing an assessment to gauge the effectiveness of the instruction over that 1, 2, 3 or 4 year sequence. Business and industry representatives in the steering committee stressed high expectation that entry levels employees have the necessary employability skills (good communication, dependable, foundational math, critical thinking, among others).

Dr. Castro further commented that over 60 secondary programs are being reviewed for possible articulation with post-secondary programs and she gave the example of the College of Southern Nevada (CSN), which has 6 academic schools, with at least 3 having CTE programs, and CSN is currently looking at the 60+ varied programs at the secondary level to see what programs are similar at a post-secondary level to those programs. She mentioned that she met with Leticia Lott, Tech Prep Coordinator, to identify what skill standards of the secondary school programs to see how they could matriculate with them. She mentioned that not all programs will allow for an easy articulation, for example, in health science, in which heavy regulation by the college specialized accrediting bodies would restrict giving college credit for a course given at the high school level. She stated that her desire is to support the articulation process where possible, and as she mentioned getting into a health science program at all may be difficult, the decision was made to give a student completing a program of study a point or more selection into their program. She concluded by mentioning similar activities are going in the other schools as well.

Randi Hunewill thanked Dr. Castro for her presentation, and proceeded to agenda item XI.

**XI. For Possible Action – Truckee Meadows Community College (TMCC) Nursing Program Update.....Jody Covert, Interim Nursing Director  
Truckee Meadows Community College**

Jody Covert greeted the council members and gave a brief update of the numerous activities taking place at Truckee Meadows Community College (TMCC). She mentioned that they are still offering the Nursing Program, admitting 32 students in the fall and 32 students for spring 2014, which is full capacity due to clinical space limitations.

She stated that beginning in Fall 2015 an Associate of Science degree will be offered at TMCC rather than an Associate of Applied Science degree, changing their prerequisites slightly. She went to mention the importance of the students being able to articulate into the university program without having a delay in obtaining their bachelor’s degree, stating that a new articulation agreement has been reached with Nevada State College (NSC) allowing student to get credit for the course work they are taking at TMCC. She further commented that the online courses for RN/BSN both at the University of Nevada, Reno (UNR) and NSC work well for their students, allowing them to finish their BSN’s within 2-3 semesters.

Ms. Covert commented that as the Federal Department of Labor has advised ACEN (their national accrediting body) that all programs approved through the ACEN are mandated to deliver a nursing program in no more than 5 semesters, including all prerequisites, and TMCC has worked hard to stay within that framework, being introduced in steps.

Ms. Covert concluded by mentioning that TMCC still is conducting a CNA program (5 classes @ 150 students per semester) and the clinical laboratory scientists program (3 classes @ 15-20 students per group). She then asked the council members for questions.

Randi Hunewill asked what barriers that their students are encountering, and Ms. Covert mentioned that the market is getting smaller, but that most students getting work as soon as they graduate, although jobs are not guaranteed. She did mention that basic employability skills can be seen as a barrier.

Ms. Hunewill then thanked Ms. Covert and moved to agenda item XII.

**XII. For Possible Action – Gap Analysis.....Doug Van Aman, Program Specialist**

Ms. Hunewill mentioned that council members bear in mind that the spreadsheet being developed is in a draft format. Doug Van Aman concurred that the spreadsheet is very much a draft document, containing missing information, noting in particular some of the privately available courses of study offered by those not part of the Nevada System of Higher System (NSHE). He stated that it was unclear at present exactly how to go forward with mapping, for example, how would a certificate issued by a Milan industry college map together with a certificate from TMCC, which is important for purposes of comparison. Mr. Van Aman asked the council members review the draft carefully and make suggestions to add things which may be missing. Mr. Van Aman then moved to discuss the spreadsheet as being useful to calculate a problem from a different perspective, such as to analyze gaps in nursing or respiratory technicians.

Ms. Hunewill commented that the data gathered will be useful by the sector councils to fund training in needed areas, although still in a draft status. Dr. Marcia Turner commented that it will be important to coordinate information gathering with Dr. John Packham’s Data/Evaluation/Research Subcommittee. Ms. Hunewill thanked Doug Van Aman and then proceeded to agenda item XIII.

**XIII. For Possible Action – New Business and Future Agenda Items .....Randi Hunewill**

Ms. Hunewill announced that the following would be future agenda items:

- Changes to NVCIS – Darragh Huggins
- Nevada Health Care Businesses – Bob Potts
- WorkKey Goals – and Employability Test Results
- Approval of the Strategic Plan updates

**XIV. Future Meeting Schedule.....Randi Hunewill**

Ms. Hunewill mentioned the possibility of scheduling a meeting for this Subcommittee during May 2014 and said that the Subcommittee members would be notified if so. This Subcommittee’s the next meeting schedule will be publically posted and sent to the Subcommittee members.

**XV. Second Public Comment Session .....Randi 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 XVI.

**XVI. Adjournment .....Randi Hunewill**

Randi Hunewill adjourned the meeting at 4:01 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.

**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 Monday, April 21, 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.