



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  
Information Technology Sector Council  
Education and Marketing (Joint) Subcommittee

**Date and Time of Meeting:** **Tuesday**, February 26, 2013  
8:30 a.m.

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

*Some members of the Council may have attended the meeting and other persons may have observed the meeting and provided testimony through a simultaneous videoconference and teleconference conducted at the following location or by calling the number and access code listed below:*

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

1-877-810-9415  
Access Code 4697842#

**Subcommittee Members Present:** Arnold Lopez, Carol Lucey, Justin McVay, Linda Montgomery, Mike Frechette, Missy Young, Nancy Smith.

**Subcommittee Members Absent:** Warren Hioki (excused), Robert Nielsen, Felicia Nemcek.

**DETR WSU Staff Present:** Earl McDowell, Ansara Martino, LeVerne Kelley, Derita Hopkins, Odalys Carmona.

**Others Present:** Jane Miller, Andrea (last name?) (Community Services Agency), Mary Siero (Innovative IT).

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

## AGENDA

- I. Welcome and Introductions ..... Linda Montgomery, Chair  
Information Technology Sector Council

Mrs. Montgomery called the meeting to order at 8:30 a.m., welcomed everyone and asked for roll to be called.

- II. Roll call and Establishment of a Quorum ..... Derita Hopkins, Administrative Assistant  
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Derita Hopkins called roll and verified that a quorum was present.

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

Derita Hopkins confirmed that the agenda for this meeting was posted according to NRS 241.020.

- IV. **First Public Comment Session** ..... Linda Montgomery  
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 Mrs. Montgomery announced the first public comment session and invited members of the public to speak, no comments were made. Hearing none, Mrs. Montgomery turned to Agenda Items V, VI and VII.

- V. **For Possible Action** – Approval of the October 16, 2012, Minutes ..... Linda Montgomery

The subcommittee members confirmed that they had an opportunity to review the October 16, 2012 Meeting Minutes. A motion to approve the minutes was made by Missy Young and seconded by Mike Frechette. All were in favor, none were opposed and the motion carried.

- VI. **For Possible Action** – Approval of the October 18, 2012, Minutes ..... Linda Montgomery

A motion to approve the October 18, 2012 Meeting Minutes was made by Missy Young and seconded by Arnold Lopez. All were in favor, none were opposed and the motion carried.

- VII. **For Possible Action** – Approval of the November 29, 2012, Joint Education and Marketing Subcommittee Meeting Minutes ..... Linda Montgomery

A motion to approve the November 29, 2012 Meeting Minutes was made by Missy Young and seconded by Arnold Lopez. All were in favor, none were opposed and the motion carried.

Mrs. Montgomery then turned to Agenda Item IX.

- VIII. **For Possible Action** – Development of 2013 Strategic Plan ..... Linda Montgomery

Mrs. Montgomery explained that the purpose of the 2013 Strategic Plan is to determine what tasks are to be accomplished, deadlines to accomplish those tasks and who or what group/subcommittee is assigned to accomplish them. As a result of the discussion that ensued amongst the subcommittee, they decided to focus on scheduling a half-day strategic planning session that all the members of the Council could participate in. This meeting will be scheduled as soon as possible, preferably before the next full Council meeting that is scheduled for Monday, March 18, 2013. After the Strategic Plan is developed, the Education/Training and Marketing Subcommittee can then identify potential Pilot Projects to provide workforce training. One member emphasized the importance they want to place on representing K-12 youth in the work of the Council and the Council's subcommittees.

IX. **For Possible Action** – Consolidation of the Education and Marketing Subcommittees into one Subcommittee ..... Linda Montgomery

Mrs. Montgomery stated that it was discussed at a previous meeting to consolidate the Education and Training and the Marketing Subcommittees, but there had not been a quorum present and the matter had not been voted upon. One member asked why the two subcommittees should be consolidated. Mrs. Montgomery stated one reason was that it would be more beneficial as Education and Training Subcommittee plans the Pilot Programs to also have the Marketing Subcommittee present to discuss and help with branding. Arnold Lopez stated that other reasons are that there would be more input from the combined subcommittees than there would be individually, it would minimize the number of meetings necessary to accomplish the work they have ahead of them and require less coordination of attendance in order to have a quorum present, and also would ensure that the two separate subcommittees do not go down two separate parallel paths and that they have one consolidated path.

A motion was made by Arnold Lopez to consolidate the two subcommittees with the provision that the two subcommittees could be separated again if necessary in the future. This motion was seconded by Mike Frechette. All were in favor, none were opposed and the motion carried.

Mrs. Montgomery next turned to Agenda Item VIII.

X. **For Possible Action** – Joint Committee Assignment – Marketing/Education Subcommittee to develop a conceptual work for a Pilot Project to Enhance Employability of Job Candidates to meet the needs of the current Information Technology workforce. Elements of the project must include the following:

- **Employer**
- **Candidate**
- **Specific Job**
- **Specific Training Requirements**
- **Possible sources of Funding for Pilot Project**

..... Linda Montgomery

This item was discussed; however, tabled for action until a future meeting. The subcommittee decided they wanted to first accomplish the action they determined was required for Agenda Item VIII and then place this item on the next meeting's agenda. The discussion that occurred focused on:

- For the Council to utilize the information and data that has been supplied by William Anderson (Chief Economist, Research and Analysis Bureau, DETR) and Bob Potts (Research Director, Governor's Office of Economic Development). It was pointed out that this Council has an assigned economist from DETR's Research and Analysis Bureau named Susanna Powers, who is available to assist them, as well as a Management Analyst from DETR's Workforce Solutions Unit, Tatjana Vukovic.
- When planning the Project determine the skillsets needed to train the individuals for the jobs to be filled.
- Make sure the training will help Nevadan employers have a skilled pool of labor that is hire-able within Nevada so they employers do not have to hire individuals outside the state.
- Consider incentives that could be offered encourage employers to hire the newly trained individuals.
- To request data from DETR regarding individuals filing unemployment that work in the IT industry for their occupations and what certifications they have? The subcommittee wants to consider whether additional certifications will help these individuals find new employment more quickly.

At the conclusion of the discussion, Mrs. Montgomery turned to Agenda Items XI and XII.

XI. **For Possible Action** – Future Agenda and/or Recommendations ..... Linda Montgomery

XII. **For Possible Action** – Future Meeting Schedule..... Linda Montgomery

Agenda Items XI and XII were discussed together:

Nancy Smith recommended the council develop a marketing piece for the upcoming IT symposium.

Earl McDowell, Deputy Administrator of DETR’s Workforce Solutions Unit, reminded members that they should announce themselves when dialing into the meeting, otherwise the Chair does not know you are present.

Missy Young and Linda Montgomery stated that they have recommendations for potential membership to this Council. It was agreed that they will forward the contact information for the recommendations to DETR, who will perform the administrative functions of the nomination. It was requested for any member wishing to make recommendations, especially for the Business Category of membership, to submit their nominations.

Linda Montgomery announced that she will move forward with scheduling a half-day strategic planning session as discussed during Agenda Item VIII. Once the date for the Strategic Planning session is set, members will be notified.

The next Council meeting is scheduled for Monday, March 18, 2013 at 8:30 p.m. The locations will be posted on the agenda for the meeting.

XIII. **Second Public Comment Session** ..... Linda Montgomery

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.

After concluding discussion of Agenda Items XI and XII, Mrs. Montgomery announced the second public comment session. No comments were made. Mrs. Montgomery then moved for a motion to adjourn.

XIV. **Motion for Adjournment**..... Linda Montgomery

The motion to adjourn the meeting was made by Missy Young and seconded by Mike Frechette. The meeting concluded at 9:46 a.m.

*Denotes items on which the Governor’s Workforce Investment Board Information Technology Sector Council may take action. 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**  
**INFORMATION TECHNOLOGY SECTOR COUNCIL**  
**EDUCATION AND MARKETING SUBCOMMITTEES**

Arnold Lopez, Carol Lucey, Felicia Nemcek, Justin McVay, Linda Montgomery, Mike Frechette, Missy Young, Nancy Smith, Robert Nielsen and Warren Hioki.

**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 Monday, February 25, 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.