



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
Information Technology Sector Council
Wednesday, February 19, 2014
8:30 a.m.**

Some members of this 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 locations:

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

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

Department of Employment, Training & Rehabilitation
500 E Third St, 1st Floor Conference Room
Carson City, NV

Council Members Present: Michael Frechette, Arnold Lopez III, Robert Nielsen, Steven Zink, Dr. Warren Hioki, Justin McVay, Felicia Nemcek, Linda Montgomery, Michael Walsh, Kimberly Moody, Christina Whatley, Jhone Ebert, Michael Bradshaw.

Council Members Absent: Nancy Smith, Lindsey Niedzielski, Missy Young (excused), Melissa Scott, Michael Thomas.

Ex-officio Members Present: Susana Powers, Peter Bacigalupi, John Thurman.

Ex-officio Members Absent: Gloria Chua (excused).

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

Others Present: Jenn McMahon (NV Workforce Development Center (DETR/CSN)), Judy Turgiss (NV Workforce Development Center (DETR/CSN)), Randy Nance (DETR, Nevada JobConnect), Dr. Robert Tarter (CCSD), Terry Lizotte (CCSD), Robert Tarter (CCSD), Stan Hall (CCSD), Dave Henderson (DETR, Nevada JobConnect).

AGENDA

- I. Welcome, Introduction and New Members Michael Frechette, Chair
GWIB Information Technology Sector Council

The Chair of this Council, Michael Frechette, called the meeting to order at 8:35 am, welcomed everyone and thanked them for attending this meeting. As there were no new members, Mr. Frechette asked that Coralie Peterson call roll.

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

Coralie Peterson called roll and the Chair was informed that a quorum was present.

- III. Verification of Posting Coralie Peterson

Mr. Frechette asked Coralie Peterson to verify that the agenda for this meeting was posted according to Nevada statute. Mrs. Peterson verified that the agenda was posted according to NRS 241.020.

- IV. **First Public Comment Session** Michael Frechette
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 Mr. Frechette announced the First Public Comment Session and invited members of the public to speak, no comments were made. Hearing no comments, he then turned to Agenda Item V.

- V. **For Possible Action** – Approval of December 16, 2013 Meeting Minutes Michael Frechette

Mr. Frechette asked the Council members if they had an opportunity to review the December 16, 2013 Meeting Minutes. A motion to approve the minutes was made by Justin McVay and seconded by Dr. Warren Hioki. All were in favor. None were opposed. The motion carried unanimously.

- VI. **For Possible Action** – Approval of January 22, 2014 Meeting Minutes Michael Frechette

Mr. Frechette asked the Council members if they had an opportunity to review the January 22, 2014 Meeting Minutes. Justin McVay stated that he was shown as present at the January 22nd meeting, but was absent, and he asked that this be corrected on the minutes. A motion to approve the minutes with the noted correction was made by Linda Montgomery and seconded by Justin McVay. All were in favor. None were opposed. The motion carried unanimously.

- VII. **For Possible Action** – Nevada Workforce Development Center WorkKeys Presentation Judy Turgiss and Jennifer McMahon, Business Services Coordinators
Nevada Workforce Development Center (DETR/CSN)

Mr. Frechette introduced and welcomed Judy Turgiss and Jennifer McMahon, and then invited them to provide an overview of the WorkKeys Program offered at the Nevada Workforce Development Center (DETR/CSN). Utilizing a PowerPoint presentation, they explained:

- The goal of the Center is to support current business to ensure their future health and to assist businesses that are considering relocating to Nevada.
- The Center staff can assist businesses with unique skill sets to develop training programs designed to help prepare a needed workforce.
- The Center is part of Governor Sandoval’s vision to bring education and workforce development together to help advance economic development for the state.

- Business owners have a one-stop shop with the Center, on a college campus, to get customized training for current employees, regional economic data, or to get help identifying potential new hires with specific skillsets.

Ms. Turgiss and Ms. McMahon also reviewed the Governor Sandoval’s vision, explained the unique qualifications of the Center’s staff, additional services offered by the Center, and that the same type of development centers will be implemented at Nevada’s other community college campuses. They then turned to the ACT Work Readiness testing services provided to assess, certify and develop workforce. Ms. McMahon explained in detail the WorkKeys testing to assess workforce readiness, the National Career Readiness Certificate the examinees could earn, and the KeyTraining & Career Ready 101 to develop the individual’s skills.

The WorkKeys assessments measure “real world” skills that employers believe are critical to job success. These skills are valuable in any occupation whether its skilled or professional, and at any level of education. Next, Ms. McMahon explained that there are three (3) WorkKeys assessment that an individual must complete in order to earn the ACT’s National Career Readiness Certificate (NCRC): applied mathematics, reading for information, and location information. The NCRC is an industry-recognized, portable, evidence-based credential that certifies essential workplace skills and is a reliable predictor of workplace success. The credential is used across all sectors of the economy and verifies the foundational skills in math, reading and location information directly related to work. The certificate scoring method was reviewed, as well as what the NCRC empowers the examinee to do, such as matching their skills to the skills employers need, show concrete evidence of skills to prospective employers, stand out from other applicants, demonstrate commitment to succeed, and identify skills that the examinees could improve upon.

KeyTrain is the complete interactive learning tool for career readiness skills. At its foundation is a curriculum designed to help people master the applied workplace skills measured by the WorkKeys assessments. Individuals are assigned an account when they do not score high enough for a certificate, or not to the standards set by the employer or institution and/or would like to improve their skills to obtain a higher certificate. Career Ready 101 is a compressive career training course that can be customized to fit any workforce needs. It is an integrated approach to exploring careers and their skill requirements, creating life-literacy covering the following topics, plus more: financial awareness, career preparation, real work experience, work habits, communication skills, business etiquette, and the job search.

Ms. McMahon concluded by inviting members to contact herself or Ms. Turgiss to take the test themselves, or to ask any additional questions they may have on the program. Mr. Frechette commended the presentation and the NCRC program as being focused on career building and then he moved on to agenda item VIII.

**VIII. For Possible Action – DETR Programs Available to Train and Transition Veterans into IT Positions.....Roy Brown, Veterans’ Program Coordinator
Employment Security Division, DETR**

Mr. Frechette introduced Roy Brown, who was present at today’s meeting to give an overview of DETR’s services for veterans. Mr. Brown greeted the Council and stressed that one of the benefits of hiring veterans is that they are trained in technical skills and those skills are routinely tested and updated. He furthered mentioned that along with their technical skills, veterans have highly desirable soft skills, such as punctuality (“military time”), being safety conscious, being able to work in high pressure assignments, having leadership qualities, being flexible, be reliable and possessing integrity. He went on to mention that many veterans have worked also in the civilian sector, in which they gained additional work skills, or may be part-time warriors, such as those serving in the National Guard. Mr. Brown then explained that military bases have transitional assistance programs, such as is at Nellis Air Force Base and Fallon Air Station, where separating service members are encouraged to enroll with DETR so that their military

skills can be matched with real world job requirements and they can have assistance in obtaining civilian employment.

Mr. Brown then provided the Council with a handout entitled, “America’s Heroes at Work Top Ten Reasons to Hire Veterans and Wounded Warriors.” (to view this document, it is available on the following website: <http://americasheroesatwork.gov/newroom/TopTen>). Mr. Brown discussed the top ten reasons and provided examples of the reasons.

When Mr. Brown concluded, Mr. Frechette thanked him for his presentation and stated veterans are a big component for this Council’s workforce development efforts and represent a great employment resource. Mr. Frechette then turned to agenda item IX.

IX. For Possible Action – Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles.....Earl McDowell, Deputy Administrator Workforce Solutions Unit, DETR

Earl McDowell thanked the Chair and mentioned that since the Second Chance Act Grant deals specifically with technology-related jobs, DETR wanted to bring the Council’s attention to the Grant. He then turned attention to Ansara Martino, Grants and Projects Analyst with DETR’s Workforce Solutions Unit, who greeted the Council. She went on to state that the Second Chance Act Technology Career Training Program for Incarcerated Adults and Juveniles Grant would provide a cohort of inmates with services to allow for a successful reentry into society after exiting the Nevada Department of Corrections facilities. Ms. Martino informed the Council that DETR would be partner agency with the Nevada Department of Corrections and Clark County School District (CCSD), and she then introduced three CCSD representatives present: Dr. Robert Henry, Mr. Terry Lizotte and Mr. Robert Tarter. She further stated that the objective of the program is to establish and provide technology career training programs to take place 6 to 18 months prior to release. DETR would provide both pre-release and post-release services; for example, workshops/resume development, working with employers and possibly providing employer financial incentives, fidelity bonding, work clothing and the Nevada Workforce Development Center WorkKeys Program for testing and career readiness certification.

She asked the Sector Council to have a role in helping *identify technology fields and training*, to be “ex-felon friendly” and to *provide an assessment of local demand for employee training*, as well as *identify employer partnerships* who may be able to provide technology industry related employers who could provide resources or expertise to this project, who are willing to work with high risk offenders and hire the participants once trained, certified and released, and lastly, *identify possible industry certifications and apprenticeships*. Ms. Martino stressed for need to consider the possible challenge of background checks or security clearances. Ms. Martino concluded by stating that the grant application deadline is March 17, 2014.

Discussion ensued amongst the Council members regarding possible occupations and whether to raise a motion to support their input in the application for the Second Chance Act Grant. When the discussion concluded, a motion to support the grant application was raised by Steven Zink and seconded by Justin McVay. All were in favor. None were opposed. The motion carried unanimously. Mr. Frechette asked that members to send Ms. Martino any additional suggestions that they might have.

X. For Possible Action – Progress Reports.....Michael Frechette

- Identify specific Microsoft Academy questions relating to the identification of schools, infrastructure, instructors, curriculum, etc. and identify sources for answers, assign responsibility and deadlines – Kim Moody
- Overview of current CISCO program in CCSD with curriculum highlights – Kim Moody
- Strategic Plan Initiatives – Missy Young
- CompTIA programs available for high school students – Linda Montgomery

Michael Frechette tabled Item X and then proceeded to Item XI.

XI. **For Possible Action** – New Business and Future Agenda Items Michael Frechette

Mr. Frechette announced that the Progress Reports tabled in this meeting will be addressed in the next meeting. Earl McDowell, Deputy Administrator for DETR’s Workforce Solutions Unit, said that he will schedule DETR Director Frank Woodbeck to address the Council at a future meeting and provide an update regarding the pilot project requests.

XII. **For Possible Action** – Future Meeting Schedule/Next Meeting.....Michael Frechette

Mr. Frechette suggested that the Council continue to meet on the third Wednesday of every month. When the Council members concurred, he announced that the next meeting will be held on Wednesday, March 19, 2014 at 8:30 a.m.

XIII. **Second Public Comment Session** Michael Frechette

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.

When Mr. Frechette 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 XIV.

XIV. **Adjournment** Michael Frechette

Mr. Frechette adjourned the meeting at 9:58 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
INFORMATION TECHNOLOGY SECTOR COUNCIL

Michael Frechette (Chair), Arnold Lopez, Jhone Ebert, Nancy Smith, Lindsey Niedzielski, Robert Nielsen, Steven Zunk, Dr. Warren Hioki, Justin McVay, Felicia Nemcek, Linda Montgomery, Missy Young, Michael Walsh, Melissa Scott, Kimberly Moody, Christina Whatley, Michael Thomas, Michael Bradshaw.

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 Tuesday, February 18, 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.