



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)  
Information Technology Sector Council  
Wednesday, May 21, 2014  
8:30 a.m.**

*Some members of this Subcommittee may have attended the meeting and other persons may have observed the meeting and provide 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 Only  
Las Vegas, NV

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

**Council Members Present:** Michael Frechette, Arnold Lopez III, Dr. Warren Hioki, Justin McVay, Felicia Gonzales, Linda Montgomery, Michael Walsh, Melissa Scott, Kimberly Moody, Christina Whatley, Michael Bradshaw, Wesley Harper

**Council Members Absent:** Jhone Ebert (excused), Lindsey Niedzielski, Robert Nielsen (excused), Steven Zink, Missy Young (excused), Michael Thomas, Dr. Dana Ryan, Mary Siero

**Ex-officio Members Present:** Derick Jones

**Ex-officio Members Absent:** Susanna Powers (excused), Peter Bacigalupi, John Thurman, Safi Haider, Gloria Chua (excused)

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

**Others Present:** Steve Gibson (WISS), Judy Turgiss (Workforce Development Center), JoJo Myers (Northern Nevada Regional Development Authority)

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

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 8:30 a.m. He welcomed everyone and thanked them for attending this meeting. He acknowledged the addition of a new member, Mary Siero, who was not present for this meeting, and then asked Coralie Peterson, Administrative Assistant for DETR’s Workforce Solutions Unit, to call roll.

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

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

III. Verification of Posting.....Coralie Peterson

Michael Frechette asked for Coralie Peterson to verify that the agenda was posted according to Nevada statute. Ms. 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.

Mr. Frechette announced the First Public Comment Session and invited members of the public to speak. Hearing none, Mr. Frechette proceeded to agenda Item V.

V. **For Possible Action** – Approval of March 19, 2014 Meeting Minutes ..... Michael Frechette.

Mr. Frechette asked for approval of the March 19, 2014 Meeting Minutes. A motion was made by Melissa Scott and was seconded by Michael Bradshaw. All were in favor, none were opposed. The motion was passed unanimously.

VI. **For Possible Action** – Approval of April 23, 2014 Meeting Minutes.....Michael Frechette

Mr. Frechette asked for approval of the April 23, 2014 Meeting Minutes. A motion was made by Michael Bradshaw and was seconded by Christina Whatley. All were in favor, none were opposed. The motion was passed unanimously.

VII. **Discussion/Possible Action** – DETR Update:.....Earl McDowell, Deputy Administrator  
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

- Microsoft IT Academy
- Healthcare IT pilot program
- Inventory of Degree/Certification

Earl McDowell, Deputy Administrator for DETR’s Workforce Solutions Unit greeted the sector council members and went on to provide updates to them on recent programs. He first discussed the Microsoft IT Academy by reminding sector council members that letters were sent to the high school superintendents throughout the State of Nevada, and that some decided not to participate for the upcoming year, but may in future. Mr. McDowell gave a breakdown (by county) of the participating schools as follows:

Clark County: Bonanza High School, Cimarron Memorial High School, Foothills High School, Las Vegas High School, and Silverado High School

Elko County: Carlin High School

Mineral County: The Adult High School Program

Washoe County: Sparks High School

Storey County: Virginia City High School

Mr. McDowell continued to say that \$75,000.00 had been committed so far, with a balance remaining of \$30,000.00 to be used for additional students for the Microsoft IT Academy. Mr. McDowell mentioned that if the participating schools decide not to utilize the remaining balance, he is going research using the excess funds for the Health Care and Medical Services IT Academy pilot program, and he will update the sector council on details as the program moves forward. Melissa Scott mentioned that the excess funds could be useful for teacher training and travel, and discussion ensued amongst council members, with Mr. McDowell stating that the funds have to be spent within the scope which was agreed to in the pilot program proposal, and stressed that even if some schools have not decided not to participate right now, all should be given this opportunity to participate in this program.

Mr. McDowell went on to mention the Inventory of Degrees/Certifications, which incorporates a list of all the degree and certification programs offered in the State of Nevada, and this inventory will be brought to the IT Sector Council for their review and feedback, ultimately to be posted on the WSU website. He went on to say that the list of “In-Demand Occupations” for the IT sector will be brought back to the sector council for their input, as well.

Lastly, Mr. McDowell mentioned that DETR’s next major effort for all of the sector councils will be to prepare a booklet (similar to the one completed for the Health Care and Medical Services Sector Council), which will provide career descriptions, salary information, and training requirements for students. Mr. Frechette asked when the inventory will be completed, and Mr. McDowell stated that he will be sending the inventory list to the sector council members electronically for their review in the near future. Mr. Frechette then thanked Mr. McDowell for his comments and proceeded to agenda Item VII.

**VIII. Discussion/Possible Action:** Proposed Microsoft IT Academy Success Metrics.....Jhone Ebert, Clark County School District

Mr. Frechette asked that Kim Moody give comments on the proposed metrics to measure success for the Microsoft IT Academy, in behalf of Jhone Ebert, who was not present for this meeting. Ms. Moody then provided a handout named “Microsoft IT Academy Pilot Program Year 1 Evaluation for Nevada School Sites 2014-2015.”



IT Academy School  
Rubric.docx

She explained that the committee preparing the evaluation looked at the guidelines to determine the scope of the pilot program proposals sent to superintendents, and decided that they would establish indicators for implementation, for the purpose of rating whether or not the program is successful. Ms. Moody suggested that the evaluation be completed at the end of the school year (spring 2015). She mentioned that the evaluation will collect information such as what population is served by the program, whether it is worthy of continuation, and also to ascertain if instructors obtained additional training (Microsoft Innovative Educator program) and if students obtained certification. Mr. Frechette asked the sector

council members to review the handout for any additions or changes, to be discussed further at the next meeting. Mr. Frechette thanked Kim Moody and others that had taken time to prepare the evaluation, and then proceeded to agenda Item IX.

**IX. Discussion/Possible Action:** Update on Aerospace & Defense Autonomous Systems Initiatives.....Mike Bradshaw, President  
Bowhead Systems

Mr. Frechette said that with respect to the UAS test sites being considered for Nevada, the IT and the Aerospace and Defense Sectors are closely linked, and as Michael Bradshaw serves as a council member for both of these sector councils, he asked for his comments. Michael Bradshaw began with explaining a new program, Jumpstart the FAA, and stated he should have announcements soon. He also said that as there is much synergy between the two sector councils, he had proposed to DETR to utilize a “Go to Training,” program which may further facilitate this synergy. He stated that this program has instructors with up to 200 participants (seats) that can be shared by amongst council sectors for meetings and training as determined by DETR, should they decide to approve the program.

He also mentioned another initiative allowing for further synergy between the IT and Aerospace and Defense Sector Councils is a web portal created (NIAS PMO website) to post all the good news stories occurring in UAS and IT (firmly based and requires IT), and as success takes place with the UAS test site, he further stated that there will be success with the number of IT positions listed in sites such as Monster, Career Builder, and Indeed. Mr. Bradshaw commented that the two councils working together will benefit both groups simultaneously. He mentioned that any further details on developments in the aerospace and defense sector are sensitive in nature, and will need to be released in upcoming public announcements. He concluded by stating the importance of involvement of children in IT and he will be speaking with Southwestern Career and Technical Academy to see if their website can be ready for the next semester. Discussion ensued amongst the sector council members regarding additional details pertaining to use of UAS technology. Mr. Frechette thanked Mr. Bradshaw for his work as a council member for two sectors and he moved to address agenda Item X.

**X. Discussion/Possible Action:** Update and Next Steps for Strategic Plan .....Missy Young, Switch

Mr. Frechette tabled this item due to the absence of Missy Young, but reminded the sector council members of the homework assigned to sector council members in the previous meeting and asked if any had suggestions for future efforts for the IT Sector Council.

Christina Whatley responded to Mr. Frechette’s request by stating that she had contacted the Nellis Air Force Base Airman and Family Readiness Center. She explained that the Center provides assistance to airmen in various aspects of their career and life, one aspect being to help transition airmen out of the service. She continued that many are being separated from Nellis Air Force Base, 5 in her organization were notified this week that their voluntary separations were approved, and within 30-60 days other separations are expected. The Center advised Ms. Whatley that they are briefing approximately 50 people per week on the pre-separation. Ms. Whatley suggested that the IT Sector Council or DETR could share information to support and give guidance to those who are separated.

Earl McDowell, Deputy Administrator for DETR’s Workforce Solutions Unit commented that the Nevada Job Connect does have representatives to work specifically with Veterans and stated he would follow up to make sure the Center is aware of the various services available through DETR. Mr. Bradshaw mentioned interest in having the Center contact him to allow for a ‘direct line’ for resumes from separated airmen to be distributed to the 29 team members working in connection with the UAS test site. Melissa Scott suggested posting the resumes on the website mentioned earlier by Mr. Bradshaw, and he stated that this warranted further discussion to determine if this action would be appropriate.

Mr. McDowell commented that now is the time for the IT Sector Council to focus on their Strategic Plan, especially if their action requires funds need to be supplied by the GWIB. Mr. Frechette directed the sector council members to come up with specific suggestions for the next meeting for future action. Mr. Frechette asked that Ms. Peterson forward the Strategic Plan to the IT Sector Council members for their preparation for the next meeting. As there no further comments, Mr. Frechette moved to agenda Item XI.

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

Listed below are the suggestions, recommendations, requests and comments made for future meeting agenda:

- Update on Strategic Plan—Michael Frechette
- Follow up on Microsoft IT Academy proposed metrics—Jhone Ebert
- Update on Aerospace and Defense activities—Michael Bradshaw
- GOED Synopsis—Wesley Harper

**XII. Next scheduled meeting is to be determined..... Michael Frechette**

The next meeting date will be determined, posted publically and sent out to members.

**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.

Mr. Frechette announced the Second Public Comment Session and invited members of the public to speak. Melissa Evans, City of Las Vegas, stated that she will be attending future IT Sector Council Meetings. Mr. Frechette welcomed her and then moved to agenda Item XIV.

**XIV. Adjournment ..... Michael Frechette**

After the Chair closed the Second Public Comment Session, he adjourned the meeting at 9:26.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, Lindsey Niedzielski, Robert Nielsen, Steven Zink, Dr. Warren Hioki, Justin McVay, Felicia Nemcek, Linda Montgomery, Missy Young, Michael Walsh, Melissa Scott, Kimberly Moody, Christina Whatley, Michael Thomas, Michael Bradshaw, Dr. Dana Ryan, Wesley Harper, Mary Siero

***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, May 20, 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

Bld., 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.