



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) Logistics and Operations Sector Council Tuesday, April 1, 2014 2:30 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 Rooms A, B & C
Las Vegas, NV
- Nevada Job Connect**
Reno Town Mall Conference Room
4001 South Virginia Street
Reno, NV
- Department of Employment, Training & Rehabilitation**
500 East Third Street, 1st Floor Auditorium
Carson City, NV

Council Members Present: Brad Woodring, John Appert, Dr. Alan Schlottmann, Dennis Obregon, Brad Mamer, Hannah Brown, Hollie Delaney, Dr. Marcus Johnson, Eric Leufroy, Nancy McCormick, Cathy Paschane

Council Members Absent: Travis Brady, Scott McKenzie (excused), Daniel Allen, Bramby Tollen, J. Michael Hoeck (excused), James Nelson, Jonas Peterson

Ex-officio Members Present: Tessa Rognier, Jeannie Kuennen, Marilou Parayno, Steve Settembre

Ex-officio Members Absent: Janice John, Kirstie Ruvalcaba

DETR WSU Staff Present: Earl McDowell, Odalys Carmona, De Salazar, Coralie Peterson

Others Present:

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

- I. Welcome, Introductions and New Members..... Brad Woodring, Chair
GWIB Logistics and Operations Sector Council

The Chair of this Council, Brad Woodring, called the meeting to order at 2:31 p.m., welcomed everyone and thanked them for attending this meeting. He 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 & Rehabilitation (DETR)

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

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

Brad Woodring asked for Coralie Peterson to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Peterson verified that the agenda was posted according to NRS 241.020.

- IV. **First Public Comment Session** Brad Woodring
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 Brad Woodring announced the First Public Comment Session, Earl McDowell, Deputy Administration for DETR’s Workforce Solutions Unit, commented that there will be a NV Department of Education CTE Grant Review Committee meeting that will take place on April 16, 2014 from 8 a.m. – 2 p.m. at a location yet to be determined. He went on to mention that the purpose of the committee is to review public school funding proposals to be considered in connection with the K-12 CTE Grants, and he would like to have at least one volunteer from each sector council to step forward to participate on the Committee. Council member Dr. Marcus Johnson volunteered to assist. Mr. McDowell thanked him and said he would contact him with the details directly.

- V. **For Possible Action** – Approval of February 4, 2014 Minutes Brad Woodring

Mr. Woodring asked for approval of the February 4, 2014 Meeting Minutes. A motion was made by Nancy McCormick. It was seconded by John Appert. All were in favor. None were opposed. The motion was carried unanimously.

- VI. **For Possible Action** – Overview Presentation Regarding “The Nevada Career Information System (NCIS)”Darragh Huggins, Economist
Bureau of Research and Analysis, DETR

Mr. Woodring welcomed and introduced Darragh Huggins of DETR’s Bureau of Research and Analysis, who provided an overview of the NCIS (Nevada Career Information System) online system and its features. Ms. Huggins explained that NCIS is an online comprehensive career guidance system and utilizing a PowerPoint presentation, Ms. Huggins demonstrated the system, explained how to use its features, and pointed out the great wealth of career and educational information available on the system. Ms. Huggins also mentioned that the information in the system is updated every year and DETR’s Bureau of Research and Analysis are the maintainers of the database. Listed below are some of the Nevada Career Information System contents and features that Ms. Huggins demonstrated:

My NCIS Account – This feature allows individuals to create a personal account to save education and work history information.

Programs of Study -- Access information on hundreds of programs of study that lead to a certificate, associate, bachelors, masters and/or Ph.D. degree. The system also links to related financial aid, scholarships, and occupational information.

Occupations – Access information on hundreds of occupations, related wages and employment outlook.

Job Search Resources – This tool provides helpful resume writing tips and samples, job interview preparation suggestions and videos.

When Ms. Huggins concluded, Brad Woodring thanked her for her presentation and encouraged sector council members to review the NCIS online system. He then moved to Item VII.

VII. **For Possible Action** – Overview Presentation Regarding “Nevada Workforce Development Center – WorkKeys” Judith Turgiss and Jenn McMahon, Business Services Coordinators
Nevada Workforce Development Center (DETR/CSN)

Mr. Woodring 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 it’s skilled or professional, and at any level of education. Next, Ms. McMahon explained that there are three (3) WorkKeys assessments 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. Woodring 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** – Overview Presentation Regarding “Introduction to Sector Career Pathways” Odalys Carmona, Youth Liaison
Workforce Solutions Unit, DETR

Odalys Carmona, Youth Program Specialist for DETR’s Workforce Solutions Unit, thanked the Chair and proceeded to direct the council member’s attention to a two-page handout entitled “Map Your Career: Logistics and Operations.” She explained that the career pathways were developed to align what is currently available in CTE (Career Technology Education) throughout the schools districts in Nevada. She mentioned that the career pathways is a selling tool which can be used by school counselors and advisors to give middle-school students information about what the jobs are in the Logistics and Operations sector, what course of study would be needed for those jobs, as well as what training is available. Questions related to the career and technical training are asked and answered by Ms. Carmona. Brad Woodring commended Ms. Carmona’s presentation and proceeded to Item IX.

IX. **For Possible Action** – Results of the Logistics and Operations Survey Monkey
..... Tessa Rognier, Economist
Bureau of Research and Analysis, DETR

Tessa Rognier, Economist with DETR’s Bureau of Research and Analysis, gave a PowerPoint presentation that reviewed the results of the Logistics and Operations Outlook Survey. She discussed educational needs in higher education due to the growth in industry in both Northern and Southern Nevada, and mentioned, for example a bachelor’s degree in Logistics is no longer available. She went on to state that overall, the long term outlook was positive and confident. She made note that even though much industry had shifted overseas, but whether the company is ecommerce or brick and mortar, they need a supply chain and distribution in the continental U.S., regardless of where there products are manufactured. She concluded by stressing the need for educated individuals coming out of K-12, post-secondary, and proprietary schools. Brad Woodring thanked Tessa Rognier for her presentation and her hard work. Mr. Woodring asked if council members and then asked Earl McDowell to proceed with agenda item X.

X. **For Possible Action** – Update on Pilot Program Brad Woodring

Earl McDowell stated that the pilot program for CDL drivers that was proposed for the Logistics and Operations sector was approved and he went on to remind council members that this pilot would include CDL training for 10 drivers (10 @ \$3,650.00 per student = \$36,500.00). Questions about the details of the program are asked and answered by Mr. McDowell, and he stated he would give another update in the next sector council meeting. Mr. Woodring thanked Mr. McDowell and he then moved to Item XI.

XI. **For Discussion/Possible Action** – Update of 2014 Strategic Plan Brad Woodring

Mr. Woodring drew the council members attention to the draft of the Logistics Sector Council Strategic Plan, and stated that he was bringing back together the team who worked on the draft, that being: John Appert, the lead architect of the plan draft, as well as himself and Nancy McCormick, and utilizing the information provided in this meeting, will update the Strategic Plan for the next meeting. He continued to discuss each objective as follows:

Objective 1 – Maintain communication with the Governor’s Office of Economic Development to determine the workforce training needs of companies moving to or expanding in the State of Nevada -- Mr. Woodring stated that he will handle this assignment and will include a strategy and action plan.

Objective 2 – Identify the critical jobs, skills and competencies needed by the workforce for the industry sector – Mr. Woodring stated the information provided by Tessa Rognier (Survey Monkey), James McKenzie (Skill Gap Survey), and the NCIS Program, will be used in addressing this objective.

Objective 3 –Map the talent pipeline for the sector and identify where the talent needed will come from now, in the near-term and the future – Brad Mamer and Kathy Paschani were assigned to work with DETR’s (John Parel) on this objective.

Objective 4 – Analyze and apply workforce intelligence to recommend sector-wide strategies to improve the talent pipeline – Mr. Woodring stated that the Strategic Plan will pull information from the Career Pathways presentation from Odalys Carmona and also the Workkeys presentation from Judy Turgiss and Jenn McMahon. He also mentioned the need for to amend the action plan for this Objective.

Objective 5 – Review and recommend workforce development funded training *curriculum*, activities and credential certifications for Logistics and Operations -- Mr. Woodring stated that the information presented in today’s meeting would be pilot program which was approved and discussed by Earl McDowell can be used as ‘stepping stones’ in meeting this objective.

Brad Woodring challenged each of the council members to engage new industry members to the council in order to help publicize the activities of the Logistics Sector Council, provide greater insight as to how the current programs are working, supplement information gathered, identify potential future issues, and to present new ideas.

XII. For Possible Action – New Business and Future Agenda Items Brad Woodring

Mr. Woodring asked for any recommendations for the future agenda items. Hearing none, he reminded the Council members that they would be provided updates from the committee working on Objective 4 and an updated draft of the Strategic Plan with comments.

XIII. For Possible Action – Next scheduled meeting is June 3, 2014 at 2:30 p.m. Brad Woodring

Mr. Woodring announced that the next meeting is scheduled for June 3, 2014 at 2:30 p.m.

XIV. Second Public Comment Session Brad Woodring

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. Woodring announced the Second Public Comment Session, and invited members of the public to speak. De Salazar, of DETR’s Workforce Solutions Unit, commented that Perry Ursem will be rejoining

the Logistics Sector Council, she went on to mention that Mr. Ursem had transferred to the Las Vegas Global Economic Alliance, and he will be taking Jonas Peterson's place on this Council.

XV. Adjournment Brad Woodring

Mr. Woodring adjourned the meeting at 4:04 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
LOGISTICS AND OPERATIONS SECTOR COUNCIL

Brad Woodring (Chair), Travis Brady, Dave Ipson, John Appert, Scott McKenzie, Daniel Allen,
Dr. Alan Schlottmann, Dr. Michael Spangler, Dennis Obregon, Bramby Tollen, Perry Ursem, Hannah Brown,
Hollie Delaney, Dr. Marcus Johnson, J. Michael Hoeck, James Nelson, Eric Leufroy, Nancy McCormick,
Jonas Peterson

***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, March 31, 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.