



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)
Tourism, Gaming and Entertainment Sector Council
Friday, December 20, 2013
10:00 a.m.**

Some members of the Council may have attended 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 Rooms A, B & C
Las Vegas, NV

Nevada Job Connect
Reno Town Mall
4001 South Virginia Street
Reno, NV

Department of Employment, Training & Rehabilitation
500 East Third Street, 1st Floor Auditorium
Carson City, NV

Council Members Present: Katherine Jacobi, Gary Perea, Colleen Henry, Joe Murphy, Aubrey Branch, Bobbie Barnes, Dr. Jean Hertzman, Joan Rutledge, David Philippi.

Council Members Absent: Henry Terry (excused), Larry Friedman, Maricela Aguilar-Ochoa, Lonnie Wright (excused), Jennifer Cunningham (excused), Shaundell Newsome (excused), Councilman Steve Ross (excused), Commissioner Bonnie Weber, Monica Ford, Dr. Bret Simmons (excused), Somer Hollingsworth.

Ex-Officio Members Present: Marianne Segurson, Shelly Hendren, Melinda Lyons, Heather Nazareno, Pablo Delaney.

Ex-Officio Members Absent: Ricardo Villalobos, Ellen Russell.

DETR WSU Staff Present: Odalys Carmona, Doug van Aman, De Salazar, Earl McDowell, Ansara Martino.

Others Present: Judy Turgiss (Nevada Business Development Center (DETR/CSN)).

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

AGENDA

- I. Welcome, Introductions and New Members..... Katherine Jacobi, Chair
GWIB Tourism, Gaming and Entertainment Sector Council

The Chair of this Council, Katherine Jacobi, called the meeting to order at 10:00 a.m., welcomed everyone and asked for Ansara Martino 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)

Ms. Martino called roll and informed the Chair that a quorum was not present. The quorum was deficit by two members. Ms. Jacobi announced that since there was not a quorum present, this Council could discuss and deliberate items, but not take action (NRS 5.01).

- III. Verification of Posting..... Ansara Martino

Ms. Jacobi asked Ms. Martino to verify that the agenda for today’s meeting was posted according to NRS 241.020. Ms. Martino confirmed that it was.

- IV. **First Public Comment Session** Katherine Jacobi
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.

Ms. Jacobi announced the First Public Comment Session. No comments were made. Hearing none, Ms. Jacobi moved to agenda item V.

- V. **For Possible Action** – Approval of the November 21, 2013 Minutes Katherine Jacobi

Mr. Jacobi announced that this agenda item was being tabled due to the lack of a quorum for today’s meeting.

- VI. **Presentation** – TGE Employment Outlook Survey.....
..... Leandra Copeland & Marianne Segurson, Economists
Research and Analysis Bureau, DETR

Ms. Jacobi invited Leandra Copeland and Marianne Segurson, Economists with DETR’s Bureau of Research and Analysis Bureau, to discuss and present a PowerPoint presentation on the GWIB Tourism, Gaming & Entertainment Sector Employment Outlook Survey.

Referring to her PowerPoint presentation, Ms. Copeland started by saying that at the previous Council meeting the members discussed the possibility of sending out a survey to find out industry perspective on the in-demand jobs. Ms. Copeland said that the Bureau of Research and Analysis has survey software and one of her goals today is to see what questions should be on the survey. In addition, Ms. Copeland questioned how long the Council thought it should take to fill out the survey. Ms. Copeland’s suggestion was for it not to take longer than fifteen minutes and to have 10 to 15 questions on the survey. She then asked the Council members what they thought about her suggestions.

Next, Ms. Copeland informed the Council that DETR’s Workforce Solutions Unit had already created a suitable survey and she proposed that this Council use the same one. Ms. Copeland went on to name the first three questions on the survey, which asked respondees what positions do they have a difficult time

filling; what formal education, credentials, certificates do you require for this position; and why is the position hard to fill. She stated that reasons for the last question could be, for example, because of the lack of qualified applicants, or there a specialized job requirement, or perhaps the salaries are not competitive, or in some cases the applicant not pass the drug test, etc. Ms. Copeland then asked for any suggestions or comments on what she had discussed so far. Ms. Shelley Hendren, ex-officio member of this Council, said she would like to give the Council a word of caution on making any decisions without having a quorum present. Mr. McDowell, Deputy Administrator for DETR's Workforce Solutions Unit, said that no decisions were being made and Council members were only giving their suggestions and comments, which is allowable per Nevada Open Meeting Law Section 5.01. Ms. Copeland informed the Council that the survey was only a rough draft, she was only seeking discussion during today's meeting, and any final decisions could be formalized at a future meeting. Ms. Copeland then continued to review her suggested survey questions and asking for Council members feedback. As the discussion continued, suggestions and comments on additional questions that could be included in the survey were made. It was also discussed for the survey to be forwarded potentially to Chambers of Commerce and/or other entities that could provide valuable feedback. The Chair also suggested that the survey be sent out to companies with less than 50 employees, stating that the smaller size companies probably need workforce development support the most. Heather Nazareno, ex-officio member of this Council, offered to assist with sending the survey out.

Ms. Copeland told the Council members that once the survey questions were completed by this Council at a future meeting, she would be able to send the survey out. One Council member asked if a cover note or letter would be sent with the survey. Ms. Jacobi asked if a representative from DETR's Workforce Solutions Unit could provide an answer to that question. Ansara Martino, Grants and Policy Analyst for DETR's Workforce Solutions Unit, responded that DETR Director Frank Woodbeck originally had a cover letter that was sent out in the past with the survey and perhaps that same letter could be sent or be a model for a new letter. Ms. Jacobi said that she and the Council members would like to review that letter and consider sending the same letter out with this survey. Ms. Martino agreed to provide the Council with a copy.

Another Council member asked if the participants taking the survey could possibly receive a copy of the survey results once it was completed, stating that this could be an incentive for the participants. Council members agreed that it was a good suggestion.

The Chair thanked Ms. Copeland for her presentation. The NACIS codes data portion of this agenda item was tabled for a future meeting. Ms. Jacobi then turned to agenda item VII.

VII. For Possible Action – The Talent Career Pipeline Katherine Jacobi

Ms. Jacobi introduced this agenda item and invited Mr. Earl McDowell from DETR's Workforce Solutions Unit to speak. Mr. McDowell said that the Bureau of Research and Analysis help this Council identify the top 10 in-demand occupations for their industry and this information would be presented to the Governor's Workforce Investment Board (GWIB) for 2014 Workforce Investment Act (WIA) funding recommendations. He explained that this will help the GWIB determine what critical training is needed currently and in the near future for the in-demand occupations within this industry sector. He pointed out that it is a charge of the sector councils in Governor Sandoval's Executive Order 2012-18 to direct the GWIB as to what training is needed for the in-demand occupations for their sector. Each Chair from the industry sector councils will be presenting that information at each of the quarterly GWIB meetings, for which the next scheduled meeting is booked for Thursday, January 16, 2014.

Ms. Jacobi thanked Mr. McDowell for his comments and turned to agenda item VIII.

VIII. For Possible Action – Pilot Program Katherine Jacobi

Ms. Jacobi stated that this Council has also been asked to propose a Pilot Program for an occupation that has an immediate need for workforce development training. She said that the Pilot Program needs to relate to a specific job and have a job for the trainee at the end of the training. She suggested that the Council consider 12 areas related to the foodservice industry and asked them to review a Foodservice Training Program. Next, she opened the floor for Council suggestions and/or comments.

One Council member asked how long it would take an individual to receive a certification for this training. The answer was that it may take two weeks or up to a year depending on what component(s) the trainee chose. Mr. McDowell informed the Council members that any training with their Pilot Program Proposals should be training that trainees can complete quickly. Another Council member asked if there could be employer in-house training that DETR paid for? Mr. McDowell stated that he would research the answer to that question and get back to the Council. Mr. McDowell was also asked if more than one Proposal could be submitted by this Council. Mr. McDowell answered in the affirmative.

Ms. Jacobi stated that the Pilot Program Proposal could not be voted on today since there was no quorum and then she turned to agenda item IX.

IX. For Possible Action – 2013 Strategic Plan and Subcommittee Update..... Katherine Jacobi

The Chair stated at this time there would be no changes to the Strategic Plan and that it was already ratified at a previous Council meeting. Ms. Jacobi also stated that there would not be an update on the Subcommittee, it is tabled for a future meeting.

X. For Possible Action – New Business and Future Agenda Items Katherine Jacobi

Because there was not a quorum at today’s meeting, the following will be items on the future meeting agenda:

- Approval of November 21, 2013 Meeting Minutes
- TGE Employment Outlook Survey
- 2013 Strategic Plan and Subcommittee Update
- The Talent Career Pipeline
- Pilot Program Proposal

XI. For Possible Action – Future Meeting Schedule..... Katherine Jacobi

Ms. Martino will select tentative dates for future meetings and review for Council member availability.

XII. Second Public Comment Session Katherine Jacobi

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.

Ms. Jacobi announced the Second Public Comment Session. No public comments were made. Ms. Jacobi then turned to the next agenda item.

XIII. Adjournment Katherine Jacobi

Ms. Jacobi adjourned the meeting at 11:30 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
TOURISM, GAMING AND ENTERTAINMENT SECTOR COUNCIL

Katherine Jacobi (Chair), Gary Perea (Vice-Chair), Colleen Henry, Joe Murphy, Aubrey Branch, Henry Terry, Larry Friedman, Maricela Aguilar-Ochoa, Lonnie Wright, Jennifer Cunningham, Shaundell Newsome, Bobbie Barnes, Dr. Jean Hertzman, Joan Rutledge, Councilman Steve Ross, Commissioner Bonnie Weber, Monica Ford, David Philippi, Dr. Bret Simmons, Jonas Peterson

Notice: *Persons with disabilities who require special accommodations or assistance at the meeting should notify Ansara Martino, 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 Thursday, December 19, 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. In addition, the agenda was mailed or e-mailed to groups and individuals as requested.