



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
Health Care and Medical Services Sector Council
Subcommittee Chairperson Planning Meeting

Date and Time of Meeting: **Thursday**, March 7, 2013
8:30 a.m.

Place of Meeting: Department of Employment, Training & Rehabilitation
2800 East St. Louis Avenue
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 Chairpersons Present: Larry Matheis, Lynn O'Mara, John Packham, Debra Scott, Dr. Marcia Turner, Laurie Boyer for Bill Welch.

Subcommittee Chairpersons Absent: Hyla Winters (excused).

DETR WSU Staff Present: Earl McDowell, Ansara Martino, Derita Hopkins.

Others Present: Debra Collins (WorkforceConnections, GWIB Health Care and Medical Services Sector Council Ex-Officio Member), Linda Yi (WorkforceConnections), Mike Page (GWIB Health Care and Medical Services Sector Council), Cloyd Phillips (Community Services Agency), Holly Balmer (NSHE).

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

AGENDA

- I. Welcome and Introductions Dr. Marcia Turner, Chair
GWIB Health Care and Medical Services Sector Council

Dr. Marcia Turner called the meeting to order at 8:30 a.m. and asked for roll to be called.

Please refer to p. 2 of the meeting verbatim transcript for this item.

- II. Roll call and Establishment of a Quorum Linda Yi, Project Director
Health Care and Medical Services Sector Council

Linda Yi called roll and determined that a quorum was present.

Please refer to p. 2 of the meeting verbatim transcript for this item.

- III. Verification of Posting..... Linda Yi

Dr. Turner asked to verify that the public notices for this meeting were posted according to Nevada State Law. Linda Yi confirmed that the meeting was.

Please refer to p. 2 of the meeting verbatim transcript for this item.

- IV. **First Public Comment Session** Dr. Marcia Turner
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.

Dr. Turner announced the first public comment session, but hearing none she turned to the next agenda item.

Please refer to p. 3 of the meeting verbatim transcript for this item.

- V. **For Possible Action** – Approval of the February 7, 2013 Meeting Minutes Dr. Marcia Turner

Dr. Turner asked for a motion to approve the meeting minutes for February 7, 2013. A motion was made by John Packham and seconded by Debra Scott. All were in favor, none were opposed and the motion carried.

Please refer to p. 3 of the meeting verbatim transcript for this item.

- VI. **For Possible Action** – Discussion of Meeting Management Duties..... Dr. Marcia Turner

Dr. Turner asked each of the GWIB Health Care and Medical Services Sector Council Subcommittee Chairs how their respective subcommittees were doing and if they needed any additional support in the management of their subcommittee activities. None of the Chairs reported any problems; however, there was one question from a Chair regarding a Nevada Open Meeting Law procedural matter. The question was what is the current status of Assembly Bill (A.B.) 65, which would affect the ability for Council members to have representatives/designees represent them at Council meetings in the event the member themselves could not be present? Dr. Turner and DETR WSU Deputy Administrator Earl McDowell advised the Chairs that DETR will track the bill. DETR will advise each of the GWIB Industry Sector Councils of any changes that would need to be made to meeting procedure and the GWIB Industry Sector Council Bylaws.

Please refer to pp. 3-4 of the meeting verbatim transcript for this item.

- VII. **For Possible Action** – Discussion on the Status of Individual Subcommittee Activities and Strategic Plans.....Dr. Marcia Turner
- Education/Training Subcommittee.....Dr. Hyla Winters, Chair
 - Data/Evaluation/Research Subcommittee.....Dr. John Packham, Chair
 - Economic Development Subcommittee..... Mr. Bill Welch, Chair
 - Grants and Resources Subcommittee..... Ms. Lynn O’Mara, Chair
 - Legislative/Regulation/Policy Subcommittee.....Mr. Larry Matheis, Chair

Dr. Turner asked for each Chair to report activities of their subcommittee. Each Chair took turns highlighting their recent activities. During the discussion of the Data/Evaluation/Research Subcommittee report, Dr. Turner indicated that she will work with Vice Chair Scott and Director Woodbeck on furthering the minimum data set issue.

Please refer to pp. 9-12 of the meeting verbatim transcript for this item.

- VIII. **For Possible Action** – Review of Proposed Draft of the Stackable Health Care and Medical Services Sector Council Strategic Plan.....Debra Scott, Vice-Chair
Health Care and Medical Services Sector Council

Ms. Scott explained how she structured and laid out the document, and then asked for Chair feedback and input. Dr. Turner explained that this would be presented to the full GWIB Health Care and Medical Services Sector Council for their approval, and then each Subcommittee can fill in the section itemizing their work items to be completed and their deliverables. Comments, suggestions and requested corrections consisted of:

- For the Economic Development Subcommittee page, in the last bullet item under Subcommittee Objectives, it should say “Health Care Sector Subcommittees” instead of “Councils.”
- To include a title to indicate that this is the Strategic Plan for the timeframe of 2013-2014 and a date for version control purposes.
- To include a timeframe in the document so readers understand the delivery schedule of items listed.
- If any additional corrections are found, they are to be sent to Debra Scott and Linda Yi.

A motion to approve the document with the amendments noted today was made by Larry Matheis and seconded by John Packham. All were in favor, none were opposed and the motion carried.

Please refer to pp. 4-9 of the meeting verbatim transcript for this item.

To view the draft of the “Stackable GWIB Health Care and Medical Services Sector Council Strategic Plan” as discussed in this meeting, it can be found at the following link: [GWIB Layered Strategic Plan 3.5.13.docx](#).

- IX. **For Possible Action** – Review of Possible Subcommittee Chair Reporting Templates including Timeline for CompletionDr. Marcia Turner and Bill Welch

Potential samples for Subcommittee Chair Report templates were discussed, as were templates for agenda preparation, and Dr. Turner reminded the Chairs that the meetings are currently being scheduled for a quarterly basis. In the discussion that occurred, suggestions were made for this Council to consider a form for the agenda review process and that there is a column to indicate whether an agenda item requires action. Deadline dates for turning in draft agendas were also discussed. A motion was passed to utilize the agenda preparation template in order to facilitate a smoother process for meeting planning. The motion was made by Larry Matheis and seconded by Debra Scott. All voted in favor, none were opposed and the motion carried.

At each full Council meeting, the Subcommittee Chairs will provide brief summaries of their committee's activities. If there is any action that a subcommittee wants, it will be placed before the full Council for ratification. These activities will be reported also at the Governor's Workforce Investment Board quarterly meetings.

Please refer to pp. 12-17 of the meeting verbatim transcript for this item.

X. **For Possible Action** – New Business and Future Agenda and/or Recommendations
Dr. Marcia Turner

After announcing that these Subcommittee Chairperson Planning Meetings will continued to be scheduled for the hour preceding the quarterly full Council meetings, Dr. Turner requested for Linda Yi to review the subcommittees future meeting schedule. Linda Yi advised that meetings have been scheduled through the end of June 2013 and tentatively for July 2013 through December 2013 since some meeting dates could get changed or cancelled depending on the subcommittees' and the Council's needs.

Dr. Turner then asked for Mr. McDowell to give an update on the website DETR is putting together to provide information on each of the GWIB Industry Sector Councils. Mr. McDowell advised of the website's development and potential contents, including as an information repository for sector council meetings and documents, as well as membership application, council bylaws, grant information, industry reports, and sector related job openings. A suggestion was also made to have links to the professional licensing/local boards included. Mr. McDowell indicated that much progress has been made on the website and anticipates it will be ready for viewing sometime by the end of March.

Please refer to pp. 17-25 of the meeting verbatim transcript for this item.

XI. **For Possible Action** – Future Meeting Schedule Dr. Marcia Turner

The next meeting is scheduled for May 2, 2013 at 8:30 a.m.

Please refer to p. 17 of the meeting verbatim transcript for this item.

XII. **Second Public Comment Session** Dr. Marcia Turner

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. Each comment may be limited to three (3) minutes.

Dr. Turner announced the second public comment session, but hearing none she turned to the next agenda item.

Please refer to p. 25 of the meeting verbatim transcript for this item.

XIII. **Motion for Adjournment** Dr. Marcia Turner

Dr. Turner adjourned the meeting at 9:28 a.m.

Please refer to p. 25 of the meeting verbatim transcript for this item.

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
HEALTH CARE AND MEDICAL SERVICES SECTOR COUNCIL
SUBCOMMITTEE CHAIRPERSON PLANNING MEETING

Dr. Marcia Turner, Debra Scott, Lynn O'Mara, Larry Matheis, John Packham, Bill Welch, Hyla Winters

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 Wednesday, March 6, 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.