



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)
Aerospace and Defense Sector Council
Friday, September 20, 2013
10:00 a.m.**

This meeting was conducted in person, via videoconference and by telephone conference call. Members of the public were invited to observe this meeting and provide comment at the physical addresses or by calling the number and access code listed below. Some members of this Council may have attended the meeting in person, via videoconference or by telephone conference call.

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

Department of Employment, Training & Rehabilitation
Reno Town Mall Conference Room
4001 South Virginia Street
Reno, NV 89502

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

1-877-810-9415
Access Code 7521358#

Council Members Present: Dr. Kenneth Witcher (Chair), James Callahan (Vice-Chair), Russell Carlson, Lynn Clayton, Dr. Lila Glaser, Keith Hansen, Shelley Hartmann, Dr. James Kuzma, Paul Lew, Dr. Bobby McMasters, Edvin Mirzakhanian, Greg Stanley, Kenneth Thompson, Tim McAllister, Dr. Maria Sheehan

Council Members Absent: Michael Bradshaw (excused), Commissioner Clifford Cichowlaz, Dr. Kam Leang, Dr. Jeff Thompson, Thomas Wilczek

Ex-officio Members Present: Leandra Copeland, Ardell Galbreth, Lisa Myers

Ex-officio Members Absent: None

DETR WSU Staff Present: Doug van Aman, Derita Hopkins, Ansara Martino, Odalys Carmona, Tatjana Vukovic

Others Present: None

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

- I. Welcome, Introductions and New Members.....Dr. Kenneth Witcher, Chair
Governor’s Workforce Investment Board, Aerospace and Defense Sector Council

Dr. Kenneth Witcher, Chair of the GWIB Aerospace and Defense Sector Council, called the meeting to order at 10:00 a.m., welcomed everyone and thanked them for attending this meeting. Dr. Witcher then asked Derita Hopkins, Administrative Assistant for DETR’s Workforce Solutions Unit, to call roll.

- II. Roll Call and Establishment of a Quorum Derita Hopkins, Administrative Assistant
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Derita Hopkins called roll and informed Dr. Witcher that a quorum was present.

- III. Verification of Posting.....Derita Hopkins

Dr. Witcher asked Derita Hopkins to verify that the agenda for today’s meeting was posted in accordance NRS 241.020. Ms. Hopkins confirmed that the agenda was.

- IV. **First Public Comment Session**Dr. Kenneth Witcher
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. Witcher announced the First Public Comment Session; however, no public comments were made. Hearing none, Dr. Witcher turned to Agenda Item V.

- V. **For Possible Action** – Approval of July 26, 2013 Meeting Minutes.....Dr. Kenneth Witcher

Dr. Witcher asked if the Council members had the opportunity to review the July 26, 2013 Meeting Minutes and then asked for a motion to approve the Minutes. A motion was made by James Callahan and seconded by Dr. Bobby McMasters. None were opposed. The motion passed.

- VI. **For Possible Action** – Adoption of the 2013 GWIB Aerospace and Defense Detailed Strategic PlanDr. Kenneth Witcher

Dr. Witcher stated that the 2013-2014 GWIB Aerospace and Defense Detailed Strategic Plan has been an item on this Council’s meeting agendas and much good discussion and recommendations have been made by members. Dr. Witcher informed the Council that their feedback has been incorporated into the latest draft and he opened the floor for discussion. One Council member suggested that the defense contractor sector be represented as an industry in the Plan and they also recommended that an item be added to page 11 in the section entitled “Identifying Critical Job Skills and Competencies” to encourage the Nevada System of Higher Education (NSHE) institutions to train in industry specialty areas, such as in advanced design, analysis and software tools; to utilize state of the art tool sets for both design and analysis when training workforce candidates; and to provide curriculum more closely coupled with defense industry staffing requirements. Also, develop an educational institution vehicle to provide ISO 9001 and AS9100 Quality Management System Training, which the member said is essential for competitive federal contracts and is sometimes a minimal federal requirement for procurement. Dr. Witcher commented on the suggested wording and asked whether it should be very granular or more generic. Support of the specific language of the wording as stated was expressed by Vice-Chair Callahan. Council members continued to discuss ideas for specific wording and discussed other issues, such as the cost of ISO 9001 and AS9100 training, the difficulty of obtaining these certifications, and other training required for aerospace and defense industry workforce, such as Carnegie Mellon SEI (Software Engineering Institute)

and CMMI (Capacity Maturity Model Integration) training and certifications, which one member stated was difficult to obtain an assessment for.

Dr. Witcher agreed, thanked the members for their suggestions and stated that the detail and comments discussed at today's meeting will be used to support the overarching goals of this Council's 2013-2014 Strategic Plan. Dr. Witcher reminded the Council that they have already approved the Plan, but stated that he would like to disseminate the final draft to them again so Council members can write in their suggestions for how to support and fulfill each of the goals in the Plan, such as with the comments Council members made during today's meeting. Dr. Witcher requested that any member that did not verbally comment today consider suggestions that they would like to make. Dr. Witcher stated that he will incorporate everyone's ideas, the Council can vote on the revised draft, and then the newly ratified Plan can be used to guide this Council's activities for the year. Dr. Witcher said this will help the Council focus on the important goals and activities they laid out in the Plan. Hearing no other comments or suggestions, Dr. Witcher closed this agenda item and turned to item VII.

VII. Discussion – Federal Aviation Administration Certification Criteria Update..Dr. Kenneth Witcher

Dr. Witcher asked if Council members wanted to make recommendations to the FAA (Federal Aviation Administration) on the A&P (Airframe and Powerplant) licensure criteria because the training for the certificate includes outdated training activities. One Council member commented that after completing some research on this issue, they are hesitate for this Council to make recommendations because while the certificate includes some outdated training activities, older planes continue to exist and based on other additional factors, the member suggested more research be done before this Council makes a decision. Vice-Chair Callahan suggested this Council invite FAA officials to speak with the Council to see why things are the way they are, then this Council could possibility take a position. A suggestion was also made to ask the FAA what the UAS requirements will be. A discussion ensued and Dr. Witcher concluded that this item should be tabled for today and possibly be taken up again at a future date after additional research is completed and the Council determines that it is advisable to consider possible recommendations or there is a need to address workforce development needs.

VIII. For Possible Action – Consideration of Sending a Draft Letter to the Governor's Workforce Investment Board Requesting Tuition Assistance For the Aviation Institute of Maintenance

.....Dr. Kenneth Witcher

Dr. Witcher explained that Council member Kenneth "Chip" Thompson found that Southern Nevada has a great resource with the Aviation Institute of Maintenance (AIM) facility recently opened in Las Vegas during March 2013. Dr. Witcher stated that while the Las Vegas campus of AIM is new, AIM actually has been in business since 1969 and have campuses in other states; however, under VA (Veterans Administration) guidelines, they cannot receive VA tuition assistance until they have been in Nevada for at least two years. AIM is important for military members separating from service because they provide non-degree A&P (Aircraft and Powerplant) certification. Dr. Witcher said this Council recognizes that the VA guidelines are in place for consumer protection reasons, but this Council also recognizes the reputation and long standing history this school has and hope to have the guideline lifted for this situation, most importantly to keep the talent of separating military members in the state of Nevada. Enthusiastic support for keeping military talent in Nevada was expressed by all Council members and Dr. Witcher next explained that Mr. Thompson drafted a letter to the Department of Veterans Affairs for this Council to consider.

In the discussion that ensued, Council members suggested finding other funding streams that possibly could cover the cost of the A&P licensure for veterans, which will help address an aspect of important industry workforce development needs. Ardell Galbreth, Director of the Southern Nevada local workforce investment board, Workforce Connections, informed this Council that the board will be issuing a RFP (Request for Proposal) in relation to aerospace and defense workforce development training and stated that AIM could also apply as long as they have the proper credentials and curriculum. Dr. Witcher informed Mr. Galbreth that the information would be passed along to AIM for AIM to consider applying.

Council members also agreed to consider the draft of the letter to the VA administration and have another item for this initiative on the next meeting's agenda. Council member Keith Hansen confirmed that A&P licensed workers are in demand in Nevada. Another member discussed the current enrollment of youths in Rancho High School's aviation program and the need many of these youths will have to help pay for the A&P licensure. He also stated that McCarran Airport has graciously agreed to host and provide the youths with a paid internship next summer, which is currently being coordinated with Rancho High School principal James Kuzma.

Dr. Witcher asked if there were any additional comments or suggestions. Hearing none, Dr. Witcher stated that AIM and A&P licensure will provide a great resource for this state and that this will be revisited at the next meeting. Dr. Witcher then turned to agenda item IX.

IX. For Possible Action – Possible Recommendations for an Evaluation of Nevada's State Taxes On Aviation.....Dr. Kenneth Witcher

Dr. Witcher stated that there are certain tax laws in Nevada that drive business to other states. He said there have been industry concerns about this and some proposals have been made, but solutions to rectify the situation are needed. Dr. Witcher also stated that an evaluation of Nevada's states taxes on aviation is related to workforce development because if, for example, there is a need currently for 60 A&P licensed mechanics, then that need increases as Nevada's aviation industry gets larger. He said this Council wants current business to remain in the state and not look to move elsewhere. Dr. Witcher also said that he thinks it is wise and prudent of this Council to make a recommendation for an evaluation of Nevada's state taxes on aviation, and he asked for member feedback. One member suggested Nevada's tax on airplane parts should be eliminated; however, they recommended that additional research and an analysis on the state taxes and why they exist should be completed before this Council makes any recommendations. The member also suggested that if desired the completion of analysis of the taxes could be a part of this Council's Strategic Plan. A discussion amongst members ensued and they concluded they would like to complete the research and analysis for possible further action in the future, which may include making recommendations and speaking with the Governor's Office of Economic Development. Dr. Witcher asked for DETR's assistance in the research of current Nevada aviation tax laws and codes. DETR Workforce Solutions Unit staff confirmed they could assist with the research. One Council member also informed Dr. Witcher that they could provide him with a list of interim studies committees for aviation taxes. Dr. Witcher thanked them for their assistance and asked for any additional comments or suggestions. No other comments there made. Dr. Witcher then turned to the next agenda item.

**X. Presentation – Nevada Career Information SystemDarragh Huggins, Economist
DETR, Bureau of Research and Analysis**

Dr. Witcher welcomed and introduced Darragh Huggins of DETR's Bureau of Research and Analysis, who was present at today's meeting to provide an overview of the NCIS (Nevada Career Information System) on-line 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 a 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.

Ms. Huggins also informed the Council that some of the educational and occupational information for the aviation industry needs to be populated. She explained that her office is currently waiting for responses to questionnaires they sent out to obtain the information. A Council member suggested that information about the Aviation Institute of Maintenance be added to NCIS. Ms. Huggins agreed and offered flyers and/or brochures about NCIS to anyone interested. Ms. Huggins also asked for Council members to send or call her with any information they feel should be included in the system about the aviation industry. Dr. Witcher thanked Ms. Huggins for her presentation.

XI. **Discussion** – Employability Skills for Career Readiness Shelley Hartmann, Executive Director
 Mineral County Economic Development Authority/Highway 95
 Regional Development Authority

Ms. Hartmann explained that she took recommendations for employability skills for career readiness to the Nevada Department of Education and employability skills were incorporated into the state’s CTE (Career and Technical Education) program, but not for the general education programs. Ms. Hartmann stated that employability skills for career readiness are very important as an industry requirement and for the economic development of this state. Some expressed support for having the career readiness curriculum as part of the general education programs and discussed the possibility of making the recommendation at the next legislative session. Dr. Witcher agreed that the Council could consider the idea in the future.

XII. **Discussion** – New Business and Future Agenda ItemsDr. Kenneth Witcher

Dr. Witcher heartedly thanked Council member Greg Stanley for inviting everyone to the Reno Air Racing Fundraising Dinner that was held in Reno, NV on September 14, 2013 and stated that the event was a success.

Dr. Witcher announced that he believes this Council should revisit their discussion of the Challenger project, which the Council originally discussed at their July 26, 2013 Council meeting, that has resources for youth STEM activities. He also wants to coordinate all of the other youth activity resources that can be of educational instruction and fun for the skills needed in occupations within the aviation industry. Dr. Witcher said that there are aviation internships available and he has invited someone to come speak to the Council about some of them.

Additional future agenda items will consist of:

- Considering sending a letter to the VA regarding the Aviation Institute of Maintenance educational program and it’s A&P licensure certification.
- Further discussion on possible recommendations to make for an evaluation of Nevada’s state taxes on aviation.
- Further discussion of Employability Skills for Career Readiness.

Vice-Chair Callahan announced that the University of Nevada, Reno is applying for a grant that would establish an innovation center that would focus partly on UAS. Mr. Callahan stated that this Council might want to invite a representative of the grant initiative to speak to them about the center and offer their input on the aviation aspects of the center. Next, Mr. Callahan stated that the Silver State Symposium that is being sponsored this year by the Thunderbird chapter of the Air Force Association is having their meeting today, which unfortunately conflicted with the time of this Council’s meeting.

Dr. Maria Sheehan asked if the future Employability Skills for Career Readiness agenda item also have as part of its discussion the Work Keys national career readiness standards, which she said has found some Northern Nevada employers desiring and evaluating their applicants against. Dr. Sheehan recommended the Council to consider also what can be done to provide youths whom are not part of the CTE programs

and are entering the workforce with the career readiness skills that employers desire until such time that legislation is passed mandating it for youths other than those in the CTE programs.

XIII. Next meeting will be held on Friday, November 8, 2013 at 10:00 a.m.Dr. Kenneth Witcher

Dr. Witcher announced that this Council’s next meeting will be on Friday, November 8, 2013 at 10:00 a.m. Council members will be sent a reminder for the date and the agenda will be posted publically according to NRS 241.020.

XIV. **Second Public Comment Session**Dr. Kenneth Witcher
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 Dr. Witcher announced the Second Public Comment Session, no comments were made. Hearing none, Dr. Witcher closed the Session and turned to agenda item XV.

XV. AdjournmentDr. Kenneth Witcher

Dr. Witcher adjourned the meeting at 11:38 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
AEROSPACE AND DEFENSE SECTOR COUNCIL

Michael Bradshaw, James Callahan, Russell Carlson, Commissioner Clifford Cichowlaz, Lynn Clayton, Dr. Lila Glaser, Keith Hansen, Shelley Hartmann, Dr. James Kuzma, Paul Lew, Tim McAllister, Dr. Bobby McMasters, Edvin Mirzakhani, Dr. Maria Sheehan, Greg Stanley, Kenneth Thompson, Thomas Wilczek and Dr. Kenneth Witcher.

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 Thursday, September 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.