



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 (GWIB)
Health Care and Medical Services Sector Council

Date and Time of Meeting: **Thursday**, November 7, 2013
9:30 a.m.

Some members of the Council may have attended the meeting and provided testimony through a simultaneous videoconference and teleconference and other persons may observe 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

Department of Employment, Training & Rehabilitation
1325 Corporate Boulevard, Large Conference Room
Reno, NV

Council Members Present: Dr. Marcia Turner, Laura Hale, Larry Matheis, Bill Welch, Dr. Renee Coffman, Steven Lebedoff, Dr. Veronica Dahir, Dr. John Packham, Vance Farrow, Linda Johnson, Randi Hunewill.

Council Members Absent: Debra Scott (excused), Mary-Ann Brown, Bobbette Bond, Ann Lynch, Charles Perry (excused), Dr. Debra Toney (excused), Dr. Margaret Covelli, Joan Hall, Dr. Jeffrey Daniels (excused), Dr. Carolyn Yucha (excused), Assemblywoman Maggie Carlton, Rob Hooper (excused), Commissioner Lawrence Weekly, Victoria Van Meetren (excused).

Ex-Officio Members Present: Mechelle Merrill, Jan Hawkins, Gwendolyn Richie.

Ex-Officio Members Absent: Tessa Rognier, Debra Collins (excused), Sherri Lindloff.

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

Others Present: Guy Amato (CSN), Janice Routsong (CCSD/CTE), Judy Turgiss (Nevada Business Development Center (DETR/CSN)), Laurie Boyer (NV Hospital Association).

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

AGENDA

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

The Chair of this Council, Dr. Marcia Turner, called the meeting to order at 9:30 a.m., welcomed everyone and thanked them for attending this meeting. She then asked Ansara Martino, who is standing in for Derita Hopkins today, 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)

Ms. Martino called roll and informed the Chair that a quorum was not present. It was deficit by two. Dr. Turner announced that discussion could take place at today's meeting, but no action could be taken.

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

Dr. Turner asked for Ansara Martino to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Martino verified that the agenda was posted according to NRS 241.020.

- IV. **First Public Comment Session** Dr. Marcia Turner
Members of the public will be invited to speak; 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 Dr. Turner announced the First Public Comment Session, Guy Amato from the College of Southern Nevada (CSN) introduced himself and announced that they will be holding a CSN Health Sciences Forum 2013 on November 15, 2013 from 10:00 a.m. to 12:00 p.m. He invited everyone interested to attend.

Hearing no other public comments, Dr. Turner closed the session and turned to agenda item V.

- V. **For Possible Action** – Approval of the August 8, 2013 Minutes Dr. Marcia Turner

Dr. Turner announced that this agenda item is being tabled due to lack of a quorum at today's meeting.

- VI. **For Possible Action** – Update Regarding Interaction with the Governor's Office of Economic Development, Governor's Workforce Investment Board and General Overview and Update of DETR Administrative and Sector Council Activities and Initiatives Frank Woodbeck, Director
Department of Employment, Training and Rehabilitation

DETR Director Frank Woodbeck addressed the Council and stated:

- Pilot Project recommendations are due to DETR by Monday, December 16, 2013. More than one proposal can be submitted and he wants them to be for entry-level positions. Once a pilot is successful, the Governor's Workforce Investment Board and local workforce investment boards can designate funding to sustain the program and the program can be expanded possibly.
- Nevada is leading the way with collaboration and this was impressed at a national meeting he attended recently in Washington, D.C. on industry leadership, inter-agency collaboration, sector perspectives, etc.
- DETR will be working with the Governor's Office of Economic Development on the initial workforce needs of a hospital that will be established in Southern Nevada.

Director Woodbeck then asked if there are any questions.

One Council member asked who could be served by the pilot project? Director Woodbeck answered that there were not necessarily any restrictions. Another member asked the Director approximately how much

funding is available? Director Woodbeck answered that he does not want to restrict Council members' thinking about specifying a particular dollar amount.

Hearing no other questions, Director Woodbeck concluded by informing the Council that he wants the Pilot Programs to be in scope that they could be implemented and completed during the 2014 calendar year. He said there are ongoing, long-term demands that need to be addressed, and which are appropriate for Workforce Investment Act funding, and there are pilot projects that can address new and emerging needs for entry-level positions, and which would be appropriate for DETR Pilot Program funding.

Director Woodbeck thanked the Council members for their time, Dr. Turner thanked Director Woodbeck for addressing the Council, and then Dr. Turner turned to agenda item VII.

VII. For Possible Action – Update on Sector Council Operational Activities Including An Overview of DETR's New Sector Council Website Earl McDowell, Deputy Administrator
Department of Employment, Training and Rehabilitation, Workforce Solutions Unit

Earl McDowell demonstrated DETR's new Workforce Solutions Unit website featuring information on the GWIB Industry Sector Councils. Mr. McDowell showed the Council their webpage, where their meeting information links could be found, and other pertinent information. Mr. McDowell also introduced DETR's Public Information Officer, Mae Worthey, and explained her role with the sector councils. Dr. Turner thanked Mr. McDowell for the information on website and commended the design and layout of the pages. Dr. Turner then turned to agenda item VIII.

VIII. Discussion – Chair's Report and Discussion Regarding Sector Council and Subcommittees Activities and InitiativesDr. Marcia Turner

Dr. Turner referred to a letter she received from Earl McDowell requesting three items from the Council by Monday, December 16, 2013. Dr. Turner stated that the three items requested were: (1) the Council's 2013-2014 Layered Strategic Plan; (2) their list of in-demand occupations as recommendations for how to spend Workforce Investment Act (WIA) funding; and (3) Pilot Program Recommendations. Dr. Turner told the Council that she asked member Dr. John Packham for his preliminary results from the survey he is conducting for the Council on the industry's top in-demand occupations. Dr. Turner said the occupations that are named will be sent out to Council members via a list, the list can be discussed in any of the Subcommittee meetings and comments, and asked that suggestions or other feedback be sent to Ansara Martino to compile. Dr. Turner also reminded the Council that Dr. Packham's, as well as Vance Farrow's, surveys are still in progress. She then invited Dr. Packham to discuss his survey.

Dr. Packham gave a brief overview of the survey he will be conducting in January 2014. He informed the Council that he will provide them with a draft of his survey and looks forward to any feedback they may have. Before concluding, Dr. Packham described the survey questions regarding workforce development and said that the results will show trend data over time. Dr. Turner thanked Dr. Packham and invited Vance Farrow to discuss his survey.

Mr. Farrow said that so far he has received 29 responses, that over 30 hospitals are represented in the survey and the survey shows how many hospitals are hiring, for which occupations, and the number of workers needed. Mr. Farrow explained that once the survey is complete, he will give Dr. Packham the results to review. Dr. Turner thanked Mr. Farrow and informed the Council that Bill Welch's Subcommittee will identify members to complete any tasks that arise from the survey.

Dr. Turner explained why WIA funding recommendations are important, as well as the Pilot Project Proposals that DETR wants from the Council. Dr. Turner provided an overview of some of the ideas that have been suggested so far and requested that any additional suggestions be sent to Ansara Martino. She noted that all Pilot Program proposals would be forwarded to DETR for their consideration.

- IX. **Discussion** – Update on the Status of the Robert Wood Johnson Foundation Nursing Grant and the Future of Nursing: Campaign for Action Dr. Marcia Turner and Dr. Debra Toney
Chair of Executive Committee, Nevada Action Coalition

Dr. Debra Toney was unable to be present at today’s meeting; therefore, this item was tabled. Dr. Turner informed the Council that no formal announcement about the grant has been made as of yet, but she should have an update at the next meeting. She thanked Dr. Carolyn Yucha, Debra Collins, Linda Yi and Dr. Toney for their work on the grant proposal.

- X. **For Possible Action** – Discussion Regarding Sector Council Strategic Plan Development, Including Tasks and TimelinesDebra Scott, Vice-Chair
GWIB Health Care and Medical Services Sector Council

Debra Scott addressed the Council and stated:

- Each Subcommittee organically discussed and decided the pieces of the strategic plan.
- Each Council member should consider their Subcommittee membership/participation and notify Ansara Martino of any desired changes.
- Any final recommendations for the strategic plan should be made so the final draft can be provided to DETR. In respect to the strategic plan, now is the time to transition from a time of planning to a time of action, and she wants each Subcommittee to create a one-page deliverable and status sheet.

Dr. Turner asked if there were any comments or discussion. Hearing none, Dr. Turner then turned to agenda item XI.

- XI. **For Possible Action** – Overview of Subcommittee Discussions and Activities, and Updates to Subcommittee Structure and LeadershipDr. Marcia Turner
Subcommittee Activity ReportsDr. Marcia Turner

Legislative/Regulation/Policy Subcommittee – Larry Matheis, Chair
Data/Evaluation/Research Subcommittee – Dr. John Packham, Chair
Economic Development Subcommittee – Bill Welch, Chair
Grants and Resources – Lynn O’Mara, Chair
Education/Training – Dr. Marcia Turner

Dr. Turner gave the Council the following update on the Subcommittees:

- She informed the Council that she recommended for the Economic Development Subcommittee to change their name to something such as “Industry Intelligence.”
- For Subcommittee meeting schedules, some will meet monthly and others quarterly, with exception of the Grants and Resources Subcommittee, which will meet on an ad hoc basis as needed. Because there is not a quorum at today’s meeting there will be a future agenda item to approve a motion to convert the Grants and Resources Subcommittee to an ad hoc committee.
- Lynn O’Mara and Ansara Martino will work together to identify potential grants and funding opportunities.
- Dr. Packham will have an item on each of their Subcommittee agendas to review their Subcommittee’s needs for data collection on a regular basis.
- Dr. Hyla Winters stepped down from the Council and as the Chair of the Education and Training Subcommittee.

Dr. Turner then invited the Subcommittee Chairs to provide additional information on the current activities of their subcommittees.

Larry Matheis informed the Council that the Legislative/Regulation/Policy Subcommittee will meet on December 13, 2013. They will be reviewing policy initiatives from the last legislative session for

possible policy recommendations. They will identify which ones will have a workforce development or impact the health care workforce. For the Subcommittee’s meeting schedule, he would like to have them meet every other month through June 2014.

Dr. John Packham stated that the next Data/Evaluation/Research Subcommittee will be in January 2014 and he will provide a link to the new health care careers manual he is publishing so that the link can be placed on DETR’s website for the sector councils. Dr. Turner sent a letter to DETR to request funding to print more of the manuals. He provided the status of current data collection initiatives and he will provide Council members with a draft of the survey he will be conducting in 2014 on health care workforce needs.

Mr. Welch, Chair of the Economic Development Subcommittee, announced that his next Subcommittee meeting will be December 3, 2013 and he will review his Pilot Program recommendations, as well as his Subcommittee name change. Vance Farrow is also conducting a survey and the Subcommittee will review the results. At the December 2, 2013 meeting they will finalize their subcommittee strategic plan.

Dr. Turner then provided Vance Farrow with an opportunity to give an update on the Governor’s Office of Economic Development. Mr. Farrow stated that he recently hosted the Ministers of Health in town to attend the Medical Tourism Association Global Meeting on November 5, 2013 and he is focusing on development issues for areas such as primary care, mental health, geriatric psychology, and production of medical students. Mr. Farrow said that another area that also needs to be addressed is health care education at the graduate level otherwise Nevada will lose those students to other states and it is an opportunity that the State does not want to miss. He concluded by saying that he is working to executive programs of the greatest need first.

XII. Discussion – New Business and Future Agenda ItemsDr. Marcia Turner

Dr. Turner asked if Council members had any new business or suggestions for future agenda items. No comments were made. Dr. Turner then stated that part of the plan for this Council’s next meeting is to discuss the surveys, and she wants 2014 meetings will be streamlined and focused on action. She then asked if Council members had any suggestions to for doing so.

Earl McDowell suggested that the local workforce investment board and Nevada JobConnect provide presentations to the Council on the services they provide. Dr. Turner said that she will work with Mr. McDowell to schedule those presentations.

XIII. Next meeting will be held on Thursday, February 6, 2014 at 9:30 a.m.....Dr. Marcia Turner

Dr. Turner announced that the next meeting date will be on Thursday, February 6, 2014 at 9:30 a.m.

XIV. Second Public Comment SessionDr. 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. Public comment may be limited to three minutes per person at the discretion of the chairperson.

When Dr. Turner announced the Second Public Comment Session, Randi Hunewill, Nevada Department of Education, stated her name and said that the Department’s data system is being changed and the number of students is growing, with current enrollment in health science programs at about 6,000. They are also working with each of the school districts.

No other comments were made. Dr. Turner then closed the session and turned to agenda item XV.

XV. AdjournmentDr. Marcia Turner

Dr. Turner adjourned the meeting at 10:45 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
HEALTH CARE AND MEDICAL SERVICES SECTOR COUNCIL

Bobbette Bond, Mary-Ann Brown, Assemblywoman Maggie Carlton, Renee Coffman, Dr. Margaret Covelli, Dr. Veronica Dahir, Dr. Jeffrey Daniels, Vance Farrow, Laura Hale, Joan Hall, Rob Hooper, Randi Hunewill, Linda Johnson, Steven Lebedoff, Ann Lynch, Larry Matheis, Lynn O'Mara, Dr. John Packham, Charles Perry, Debra Scott (Vice-Chair), Dr. Debra Toney, Dr. Marcia Turner (Chair), Victoria VanMeetren, Commissioner Lawrence Weekly, Bill Welch, and Dr. Carolyn Yucha

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, November 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.