



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
Subcommittee Chairperson Planning Meeting

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

Place of Meeting: Department of Employment, Training & Rehabilitation
2800 East St. Louis Avenue, Conference Room C
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 locations or by calling the number and access code listed below:

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

Department of Employment, Training & Rehabilitation
500 East Third Street, SAO Auditorium
Carson City, NV

1-877-810-9415
Access Code 4697842#

Subcommittee Chairpersons Present: Larry Matheis, Lynn O'Mara, Dr. John Packham, Debra Scott, Bill Welch.

Subcommittee Chairpersons Absent: Dr. Hyla Winters (excused).

DETR WSU Staff Present: Ansara Martino, Derita Hopkins.

Others Present: Linda Yi (Workforce Connections), Horatio Lopez (GWIB), Cloyd Phillips (Community Services Agency), Holly Balmer (NSHE), Charles Perry (GWIB Health Care and Medical Services Sector Council; The Perry Foundation).

*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. Turner called the meeting to order at 8:30 a.m., welcomed attendees and asked for roll to be called.

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

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

- III. Verification of Posting Linda Yi

Linda Yi 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 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.

- V. ***Discussion/Possible Action** – Approval of the December 14, 2012 Minutes.... Dr. Marcia Turner

Dr. Turner asked for comments or corrections to the December 14, 2012 Meeting Minutes. There were none. Deb Scott made a motion to approve the minutes and this was seconded by John Packham. All were in favor, none were opposed, and the motion carried.

- VI. ***Discussion/Possible Action** – General Council Operations and Administration, Including Council Membership, Coordination with the Department of Employment, Training and Rehabilitation, Governor’s Office of Economic Development and the Governor’s Workforce Investment Board Dr. Marcia Turner

Dr. Turner informed the subcommittee Chairs that she recently had a meeting with Linda Yi and DETR Workforce Solutions Unit staff members Earl McDowell and Ansara Martino to expedite and streamline the process of preparing and concluding each of the Health Care and Medical Services Sector Council meetings and subcommittee meetings. The conclusion was for Linda Yi to work with the Chair, Vice-Chair and Subcommittee Chairs to coordinate information needed to prepare the meetings, such as meeting dates, drafts of agenda items, presentation handouts, and Ansara Martino will coordinate the preparation of meeting agendas and minutes.

Dr. Turner also informed the council that she has developed an agenda template that she would like the Subcommittee Chairs to use to prepare the agenda for their meetings. The completed template will be forwarded to DETR at least two weeks in advance of each meeting and the final agenda will be prepared with the information submitted on the template. This will help DETR maintain consistency with all of the GWIB Industry Sector Council meetings. The final version of the template will be sent to each Chair by Linda Yi and Linda Yi will be sure the draft agenda items are turned in to DETR two weeks in advance of each meeting.

One member requested that the agenda template clearly designate which items were for “Discussion” or “For Possible Action.” Dr. Turner asked Linda Yi to make that adjustment before sending the final version of the template out for use. Another member suggested they consider adding information to the agenda items to clarify what each item is intended to accomplish. The member offered to send an example for Dr. Turner to look at, which Linda Yi will forward to Dr. Turner once received. Another suggestion was to include an agenda accomplishment checklist.

DETR is in the process of developing a website for the Workforce Solutions Unit where information for the GWIB Industry Sector Council will be housed. This includes meeting agendas, handouts, minutes and sector council membership lists.

- VII. ***Discussion/Possible Action** – Discussion Regarding the Status and Subsequent Steps in the Development of the Subcommittee and Full Council Strategic Plans.....Dr. Marcia Turner
Deb Scott, Executive Director, Nevada State Board of Nursing

Dr. Turner stated that her vision is for each of the Subcommittees to develop their individual Strategic Plan and then each of these individual Subcommittee Strategic Plans will be combined together into one overarching strategic plan for the full Council. Meetings for each of the Subcommittees are planned, or in the process of being planned, to occur over the next month and it will be an agenda item for them to work on the development of their Strategic Plan. It is important that the individual plans fit together in supporting the mission and goals of the Full Council, and it is also important to try to finalize the Subcommittee Strategic Plans can be finalized before the next full Council meeting on March 7, 2013. Deb Scott will work to turn the Subcommittee Strategic Plans into a full Strategic Plan for the Council. It is hopeful that the draft of the full Strategic Plan will be completed by March 1, 2013 for member review, members can discuss and ratify an official version of it at the March 7th meeting, and then it can be turned into DETR and action items/tasks begun.

Dr. Turner announced that she and DETR Director Frank Woodbeck recently met with Assemblywoman Marilyn Dondero Loop regarding the mission and goals of the GWIB Industry Sector Councils. Dr. Turner was asked to be present because Assemblywoman Dondero Loop is the Chair of the Assembly Health and Human Services Committee and Dr. Turner could inform the Assemblywoman of GWIB Health Care and Medical Services Sector Council activities. Dr. Turner said that at some point she may be asked to give a presentation to a Legislative Committee about this Council and its activities and she invited input from this Council’s members regarding the presentation. She showed the Chairs a draft presentation via PowerPoint, explained each slide, and asked for constructive feedback from each Subcommittee Chair. She told the Chairs that she wants this to be a collaborative effort.

- VIII. ***Discussion/Possible Action** – Subcommittee Meeting Planning and Management, Including Agenda Development, Minutes Processing and Chair’s Reports.....Dr. Marcia Turner

Dr. Turner reminded the Chairs that in the past they had talked about preparing quarterly Chair reports to explain the activities of each subcommittee. These reports would be turned in to DETR and provided to the GWIB. Dr. Turner is going to work with Linda Yi to develop a template to make reporting easier. Linda Yi will track each subcommittee’s action items from their meetings and those can be listed in the reports. These reports will be prepared one week before the full Council meetings and will be given to the full Council as well as the GWIB.

- IX. ***Discussion/Possible Action** – Future Agenda and/or Recommendations.....Dr. Marcia Turner

Dr. Turner asked for future agenda items and/or recommendations. No suggestions were made at this time.

- X. ***Discussion/Possible Action** – Future Meeting Schedule.....Dr. Marcia Turner

Dr. Turner announced that the next meeting is scheduled for Thursday, March 7, 2013 at 8:30 a.m. The meeting locations will be listed on the agenda and sent out for posting according to NRS 241.020.

- XI. **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 will be limited to three (3) minutes.

When Dr. Turner announced the second public comment session, no public comments were made.

XII. Motion for AdjournmentDr. Marcia Turner

Deb Scott made a motion to adjourn the meeting and John Packham seconded the motion. All were in favor, none were opposed and the meeting adjourned at 9:23 a.m.

**Denotes items on which the Governor’s Workforce Investment Board Health Care and Medical Services Sector Council Subcommittee Chairpersons may take action. Agenda items may be taken out of order. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised under public comment until the matter has been specifically included on an agenda.*

GOVERNOR’S WORKFORCE INVESTMENT BOARD

HEALTH CARE AND MEDICAL SERVICES SECTOR COUNCIL SUBCOMMITTEE CHAIRPERSONS

Lynn O’Mara, Larry Matheis, John Packham, Marcia Turner, 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, February 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.