



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
Aerospace and Defense Sector Council

Date and Time of Meeting: **Friday**, March 22, 2013
10:00 am

Place of Meeting: Department of Employment, Training & Rehabilitation (DETR)
2800 East St. Louis Avenue
Las Vegas, NV

Job Connect
Reno Town Mall
4001 South Virginia Street
Reno, 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:

1-877-810-9415
Access Code 4697842#

Council Members Present: Dr. Kenneth Witcher (Chair), James Callahan, Commissioner Clifford Cichowlaz, Lynn Clayton, Dr. Bobby McMasters, Dr. Lila Glaser, Dr. Maria Sheehan (Jim New attended as designee), Dr. James Kuzma, Thomas Wilczek, Mr. Kenneth Thompson, Tim McAllister.

Council Members Absent: Steve Brooke, Mark Francetic.

Ex-officio Members Present: Leandra Copeland, Janice Greer, Lisa Myers.

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

Others Present: Will Lockheart (DETR- Business Services Representative).

AGENDA

I. Welcome and IntroductionsDr. Kenneth Witcher, Chair
Aerospace and Defense Sector Council

Dr. Kenneth Witcher, Chair of the Aerospace and Defense Sector Council, called the meeting to order at 10:00 a.m., introduced himself, welcomed the Council and thanked everyone for their attendance. Dr. Kenneth Witcher then asked for roll to be called.

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

II. Roll call and Establishment of a Quorum Derita Hopkins, Administrative Assistant
Workforce Solutions Unit, DETR

Derita Hopkins called roll and it was established that a quorum was present.

Please refer to pages 2-3 of the meeting verbatim transcript for this item.

III. Verification of Posting Derita Hopkins

Ms. Hopkins verified the meeting agenda was posted in accordance with the Nevada Revised Statute 241.020 at locations throughout the State of Nevada.

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

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.

For the first public comment session, Dr. Witcher invited members of the public to speak, stating any member of the public may now comment on any matter posted on this meeting agenda. He advised that the comments may be limited to three minutes at his discretion as the Council Chair and reminded everyone that no action can be taken during the public comment session. Dr. Witcher requested for anyone to speak from Las Vegas and anyone from Reno, Nevada. He then requested for anyone who has joined the meeting via, telephone to speak. Hearing none, Dr. Witcher turned to the next agenda item #V.

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

V. **For Possible Action** - Approval of the January 11, 2013 Meeting Minutes

.....Dr. Kenneth Witcher

Dr. Witcher (Chair) asked for approval of the January 11, 2013 Meeting Minutes. A motion was made by Dr. Bobby McMasters for approval of meeting minutes. This motion was seconded by Mr. James Callahan, all were in favor and none were opposed. The motion was carried.

Please refer to page 4 of the meeting verbatim transcript for this item.

VI. **For Possible Action** - Review of Charter/PurposeDr. Kenneth Witcher

Dr. Witcher provided a brief overview of the GWIB Aerospace and Defense Sector Council purpose and duties as outlined in the GWIB Industry Sector Council Bylaws on page 2, section 3. Dr. Witcher updated the Council regarding the most recent Governor’s Workforce Investment Board (GWIB) meeting that was held on March 21, 2013. He mentioned that he received some great feedback from the GWIB regarding his recommendations made for the funding requests presented through UNR for approximately three individuals to acquire training that would be sponsored by Drone America. Dr. Witcher requested for the Council to begin analyzing and applying workforce intelligence to development sector-wide strategies to help improve the talent pipeline. Dr. Witcher stated to the Council that he would like for them to begin identifying available federal funding in regards to job training programs within the Aerospace and Defense sector industry.

Please refer to pages 4-7 of the meeting verbatim transcript for this item.

VII. **Presentation** – Silver State Works Program Will Lockheart
Business Representative, Rapid Response Coordinator for Southern Nevada, DETR

Mr. Will Lockhart introduced himself as the Business Representative for the Department of Employment, Training and Rehabilitation. He then provided a brief discussion of the Nevada Silver State Works incentives to hire targeted groups of individuals.

Please refer to pages 7-12 of the meeting verbatim transcript for this item.

In addition, a copy of the “Silver State Works” presentation as discussed by Mr. Lockhart can be found at the following link:

[Aerospace and Defense Sector Presentation 2.ppt](#)

VIII. **Discussion** – Aerospace and Defense Sector Council Goals.....Dr. Kenneth Witcher

Dr. Witcher reviewed the GWIB Aerospace and Defense Sector Council goals that are listed below. He noted to the Council that the below outlined goals were developed based off those duties mentioned in the GWIB Bylaws. He asked the Council members to review the goals and provide some recommendations for improving the current workforce development processes within the Aerospace and Defense industry sector.

Please refer to pages 12-13 of the meeting verbatim transcript for this item.

Goal #1 – Make Recommendations to improve current workforce development processes

- Identify current skills required by Aerospace and Defense within Nevada
- Evaluate formal education “tracks” from K-12 through University graduation
- Evaluate opportunities for K-12 graduates direct entry into workforce
- Evaluate opportunities within our industry for re-training of current unemployed/under employed
- Identify processes that will support a more rapid workforce training response to industry needs

Goal #2 – Identify and recommend processes to develop a workforce supporting future industry growth within Nevada.

- Explore the needs of UAS Manufacturing
- Explore the needs of Commercial Space Industry
- Identify transitional training requirements for current workforce to meet future demands
- Evaluate how current processes can and/or will provide the skilled workforce needed to support future growth opportunities

IX. **Discussion** – Subcommittee Chairs and Structure.....Dr. Kenneth Witcher

Dr. Witcher reached out to the Council for recommendations and feedback with respect to implemented Aerospace and Defense sector council subcommittees. He invited the current fourteen Council members to divide into separate subcommittees and begin focusing on education requirements within the Aerospace and Defense industry, required certifications and the 2013 Strategic Planning. It was decided by the Aerospace and Defense Sector Council Chair that Dr. Lila Glaser will become the council point-of-contact for commercial space opportunities, Dr. Bobby McMaster and Dr. James Kuzma both volunteered to work the education aspects, The Education Subcommittee council members will focus on the K-12 students acquiring the UAS skillsets and any required certifications. Mr. Kenneth Thompson volunteered to be the point-of-contact for UAS opportunities. Also, it was recommended by Dr. Bobby McMaster to

set up a meeting with McCarran Airport point-of-contacts and DETR's Workforce Solutions Unit Deputy Administrator, Mr. Earl McDowell in order to possibly provide a presentation from a DETR perspective and offer some potential opportunities (e.g., Nevada Job Connect and Workforce Connections programs) for high school students in the aviation field.

Please refer to pages 13-26 of the meeting verbatim transcript for this item.

X. **Discussion** – GWIB Aerospace and Defense Certification Programs.....Dr. Kenneth Witcher

It was suggested by the Chair, Dr. Kenneth Witcher for this agenda item #X to be moved to the future meeting agenda. In addition, Earl McDowell recommended for Tatjana Vukovic, DETR Workforce Solutions Unit, Management Analyst to provide the Council with a current certification programs listing within the Aerospace and Defense sector industry.

Please refer to pages 26-28 of the meeting verbatim transcript for this item.

XI. **For Possible Action** – Community Outreach Opportunities.....Dr. Kenneth Witcher

Dr. Witcher informed the Council about his recent opportunity to imitate a tour to the ninth grade students at Rancho High School Aviation Magnet program. There were a total of 80 students who attended the most recent Helicopter Expo and were given the opportunity to view over 700 exhibits displayed at the convention center. Mr. Witcher encouraged the council members to present any future community outreach opportunities as a talking point at next scheduled meeting.

Please refer to page 28 of the meeting verbatim transcript for this item.

XII. **Discussion** – DETR WebsiteEarl McDowell
Deputy Administrator, Workforce Solutions Unit – DETR

Mr. Earl McDowell, Deputy Administrator of the DETR, Workforce Solutions Unit provided a brief overview of the future DETR GWIB Industry Sector Councils website that will be implemented within the next three weeks. Mr. McDowell informed the Council that DETR website will list all sector council's members, meeting agendas and minutes. He stated that any pertinent information pertaining to each sector councils will be displayed on the website along with their 2013 Strategic Plan information. The website is expected to be completed the latter part of April.

Please refer to pages 28-30 of the meeting verbatim transcript for this item.

XIII. **Presentation** – Employment Data.....Leandra Copeland, Economist
Research & Analysis Bureau – DETR

Dr. Witcher introduced Leandra Copeland, DETR, Research & Analysis Bureau, Economist to provide some occupational data collection results within the Aerospace and Defense Sector Council Industry.

Please refer to pages 30-38 of the meeting verbatim transcript for this item.

In addition, copies of the "Employment Data" handouts as discussed by Ms. Copeland can be found at the following links:

[S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 03-22-13\Occupations by Industry \(Staffing Patterns\) National \(2\).pptx](S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 03-22-13\Occupations by Industry (Staffing Patterns) National (2).pptx)

<S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 03-22-13\Copy of Final Demand AD Occs.xlsx>

XIV. **Presentation** – UAS Test Site Proposal UpdateTom Wilczek, Industry Specialist
Governor’s Office of Economic Development

Dr. Witcher introduced Mr. Tom Wilczek the Industry Specialist for the Governor’s Office of Economic Development. Mr. Wilczek briefed the council regarding the UAS Test Site proposal update. He stated that they are in the midst of preparing responses to the FAA Screening Information Requests, which is also known as a SIR. He noted that Nevada has identified itself and their team members officially to the FAA As an applicant. He then informed the council that they have over 27 teaming members which are made up of both industry and NSHE and other entities across the State. He mentioned that they are approximately 1/3 complete with the 7 volumes application package that has already submitted to the FAA.

Please refer to pages 38-40 of the meeting verbatim transcript for this item.

XV. **For Possible Action** – Future Agenda and/or RecommendationsDr. Kenneth Witcher

Member suggestions for action consisted of:

- Dr. Bobby McMaster will schedule a meeting with McCarran Airport point-of-contacts to meet with DETR Director Frank Woodbeck for possible discussion on current programs that are available through Nevada Job Connect and Workforce Connections to support Rancho High School aviation magnet program.
- Earl McDowell recommended that Tatjana Vukovic provide the council with a list of updated certifications within the Aerospace and Defense sector industry.
- Renee Sheperd with Made in America volunteered to assist with the Aerospace and Defense Sector Council Education Subcommittee.
- Dr. Witcher suggested for council members to forward any additional future agenda and/or recommendations directly to him via email message.

Please refer to page 40 of the meeting verbatim transcript for this item.

XVI. **Discussion** – Next Scheduled Meeting will be held on **Friday, May 17, 2013 at 10:00 a.m.**, located at the DETR – 2800 St. Louis Avenue, LV and videoconferencing at the Reno Job Connect/Reno Town Mall, 4001 S. Virginia Street, Reno, NVKenneth Witcher

Please refer to page 40 of the meeting verbatim transcript for this item.

XVII. **Second Public Comment Session**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.

For the second public comment session, Mr. Witcher invited members of the public to speak, stating any member of the public may now comment on any matter posted on this meeting agenda. Janice Greer, Workforce Connections, Business Services Representative commended Dr. James Kuzma, Principal of Rancho High School for his efforts with obtaining qualified instructors to support their aviation magnet program. She then informed the council that Nevada Workforce Connections has available resources to help subsidize the certification and license requirements for instructors who may need additional support in this area.

Please refer to pages 40-41 of the meeting verbatim transcript for this item.

XVIII. Adjournment Kenneth Witcher

The meeting was adjourned at 11:44 a.m.

Please refer to page 41 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
AEROSPACE AND DEFENSE SECTOR COUNCIL

Dr. Kenneth Witcher, Mark Francetic, Lynn Clayton, Steve Brooke, Colonel Barry Cornish, Colonel Kenneth Thompson, Dr. Lila Glaser, Dr. Maria Sheehan, Thomas Wilczek, James Kuzma, Dr. Bobby McMasters, Tim McAllister and Commissioner Clifford Cichowlaz

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, March 21, 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.