



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, May 17, 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

Nevada Job Connect
Reno Town Mall
4001 South Virginia Street
Reno, NV

1-877-810-9415
Access Code 7521358#

Council Members Present: Dr. Bobby McMasters, Dr. James Kuzma, Dr. Lila Glaser, Edwin Mirzakhanian, James Callahan, Keith Hansen, Kenneth Thompson, Lynn Clayton, Michael Bradshaw, Russell Carlson, Shelley Hartmann, Dr. Kenneth Witcher, Tim McAllister.

Council Members Absent: Steve Brooke, Commissioner Clifford Cichowlaz, Mark Francetic, Paul Lew (excused), Dr. Maria Sheehan, Thomas Wilczek.

Ex-officio Members Present: Leandra Copeland (DETR Bureau of Research and Analysis), Janice Greer (Workforce Connections).

Ex-officio Members Absent: Lisa Myers (Nevadaworks).

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

Others Present: Will Lockheart (Nevada JobConnect), Evelyn McMasters, Frederick Peters (NASA/Refined).

**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

The Chair of this Council, Dr. Kenneth Witcher, called the meeting to order at 10:00 a.m., welcomed everyone and thanked them for attending this meeting. New members to this Council were welcomed by the Chair and introduced to the Council: Shelley Hartmann and Russell Carlson. He 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 the Chair that a quorum was not present during the initial roll call; however, member Russell Carlson joined the meeting via teleconference and a quorum was then established.

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

Dr. Kenneth Witcher asked for Derita Hopkins to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Hopkins verified that the agenda was posted according to NRS 241.020.

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. Kenneth Witcher announced the First Public Comment Session and invited members of the public to speak. Hearing no comment, he then turned to Agenda Item V.

V. **For Possible Action** – Approval of March 22, 2013 MinutesDr. Kenneth Witcher

Dr. Kenneth Witcher asked for approval of the March 22, 2013 Meeting Minutes. The motion was made by James Callahan and seconded by Kenneth Thompson. The motion carried unanimously.

VI. **Discussion** – Review of Required Skill Sets and CertificationTatjana Vukovic
Management Analyst, Workforce Solutions Unit, DETR

Tatjana Vukovic, Management Analyst for DETR’s Workforce Solutions Unit, presented to the Council a brief report of the Aerospace and Defense industry sector required skill sets and certifications. She informed the council that this report was generated from the Aviation Week Career Center for the timeframe of April and May 2013. She stated the information in the report shows all aviation open positions within the state of Nevada. The majority of the job openings required some working experience, aviation technical skills and FAA certification. She noted that the largest job category outlined were the engineering occupations, which require some sort of work experience. She informed the council that ANSYS, Inc. can provide training for the students and suggested the Council research other alternatives on how students can acquire the required aviation skill sets and certifications. The Chair then opened the floor for discussion. It was recommended adding salary ranges to the information for open aviation positions so high school students can view the earnings potential. Another suggestion was to add an additional category in the report given today that would list other types of aviation jobs and the required certification. A Council member noted that their organization has an open aviation instructor position and that it has been hard to find qualified applicants to fill it. Ms. Vukovic volunteered to

research and find out whether or not this open position could be advertised on the Aviation Week Career Center website.

The Chair asked each council member to review the information provided in Ms. Vukovic's presentation today as a roadmap and look for some possible resources to provide funding and training for the open job positions outlined in her report.

To view the Aerospace and Defense Industry Sector required skill sets and certification report, click on the following link: S:\detradmin\workforcesolutionsunit\Sector Councils\A&D\Aerospace & Defense Sector Council Meeting 05-17-13\Presentation Certification new_Tatjana 5-17-13.pptx

VII. For Possible Action – Development of 2013 Strategic PlanDr. Kenneth Witcher

Dr. Kenneth Witcher reviewed the draft of the GWIB Aerospace and Defense Sector Council 2013 Strategic Plan version that was generated by the strategic planning subcommittee members. He then requested Council members to look over the draft document and present any changes, feedback or suggestions that would add value. Council member James Callahan volunteered to Chair this Council's 2013 Strategic Plan Subcommittee and then the following assignments were made for Objectives 1 through 8 of the Strategic Plan:

- Objective 1, "Maintain communication with the Governor's Office of Economic Development (GOED) to determine the workforce training needs..." was assigned to Thomas Wilczek and James Callahan.
- Objective 2, "Identify the critical jobs, skills and competencies..." It was noted that Tatjana Vukovic provided a large amount of information for this objective during her presentation on the required occupational skill sets and certification data presented in today's meeting and will assist with completion of this task. Dr. Kenneth Witcher also volunteered to assist with this one.
- Objective 3 "Map the talent pipeline for the sector..." was assigned to Dr. Lila Glaser.
- Objective 4, "Analyze and apply workforce intelligence..." was assigned to both Tim McAllister and Kenneth Witcher.
- Objective 5, "Review and recommend workforce development funded training..." was assigned to Dr. Bobby McMasters and Kenneth Thompson.
- Objective 6, "Identify and apply for federal funding available for job training..." was assigned to Shelley Hartmann and Dr. Bobby McMasters. Ansara Martino, DETR's Workforce Solutions Unit Grants and Policy Analyst, will also assist in this endeavor.
- Objective 7, "Generate public and private resources..." was assigned to both Dr. Witcher and Dr. Bobby McMasters to complete.
- Objective 8, "Report to the Governor's Workforce Investment Board the finding of the council..." will be completed by Dr. Witcher.

Next, Dr. Witcher requested Council members to complete their review of the draft strategic plan within the next two weeks and provide him with any additional changes to be made. He also asked for Council members to be prepared to vote on adopting the final version at next scheduled meeting.

VIII. For Possible Action – Charter/Goals Review for Aerospace and Defense Sector Council.....
.....Dr. Kenneth Witcher

Dr. Witcher noted that Objectives 1 through 8 previously identified in the Council's 2013 Strategic Plan during Agenda Item VII are aligned with the this Council's Bylaws and goals. He recommended not spending additional time on this agenda item and then turned to Agenda Item IX.

IX. Discussion – Commercial Space/UAS Update.....Dr. Kenneth Witcher

Dr. Witcher reminded the Council that both Commercial Space and UAS were identified as primary growth areas of consideration within Nevada's Aerospace and Defense industry. He then requested for Council member Dr. Lila Glaser to provide a brief overview of the Commercial Space sector and for Kenneth Thompson to provide the UAS update to the Council.

Dr. Glaser informed the Council that Bigelow Aerospace is a major company in Nevada that has received a total of \$17.8 million dollars to test their inflatable habitat on the International Space Station by 2015. She stated that the Space Act Agreement was signed with NASA in March 2013. She noted that some of Bigelow Aerospace's current job openings for technicians require degreed Engineers, or Bachelors and/or Masters degrees in Chemical, Electrical, Mechanical or Software Engineering with particular expertise in Space Technology. She stated that some of their job openings correlate with the aviation job openings data presented by Tatjana Vukovic earlier in today's meeting. She then introduced Russell Carlson and asked for him to provide a brief overview of his background in the missile defense area. After Mr. Carlson did so, the Council recommended that Bigelow Aerospace's Human Resources Manager be invited to join as a member of this Council.

Next, Kenneth Thompson began his portion of the discussion by mentioning to the Council that his major goal is to create jobs with UAS technology and focus on how to maintain the estimated 2,000-3,000 trained aviation mechanics at Nevada's Nellis Air Force Base. He emphasized that those individuals currently hold their security clearance and have the required aviation knowledge to fulfill employers' needs. It was recommended to reach out to the Federal Aviation Administration (FAA) and have them to update their criteria for the AP licensure that would assist with getting those individuals trained for Nevada's aviation workforce.

X. **For Possible Action** – GWIB Aerospace and Defense Sector Council Leadership Positions.....
..... Dr. Kenneth Witcher/Earl McDowell

Dr. Witcher requested for a Council member to volunteer as Vice-Chair of this Council. James Callahan replied and offered to serve.

XI. **Discussion** – New Business and Future Agenda Items.Dr. Kenneth Witcher

Listed below are the suggestions, recommendations, requests and comments made for new business and future agenda items:

- Add the development of this Council's 2013 Strategic Plan to the agenda for the next meeting and for Council members to vote on the adoption of the final version.
- Kenneth Thompson will provide Council members a copy of his presentation on the UAS Update.
- It was suggested to add the Commercial Space/UAS Update to the next scheduled meeting agenda.
- One member suggested adding to the next meeting agenda an item for discussion on the requirements for training individuals to receive their AP license, how to bridge the current training gaps, and how to retain these individuals in Nevada.
- It was also suggested the State of Nevada reach out to the FAA and make a recommendation for them to update their current certification criteria.
- Shelley Hartmann will send the Employability Skills for Career Readiness Standards information and the "Resolution to Improve Quality of Nevada Workforce" document dated 01-01-2013 to Derita Hopkins for distribution to this Council's members.
- Earl McDowell volunteered to provide the Council with an updated Governor's Workforce Investment Board meeting schedule for this year.
- Earl McDowell provided a brief summary of the upcoming GWIB Industry Sector Council Summit that is scheduled for July 17, 2013.

- It was recommended that Odalys Carmona, DETR’s Workforce Solutions Unit Youth Liaison, and Council member Dr. Bobby McMasters present an update regarding the vignette strategy efforts at this Council’s next meeting.

To view Shelley Hartmann’s Aerospace and Defense Industry Sector Employability Skills for Career Readiness handout, click on the following link: [..\Aerospace & Defense Sector Council Meeting 07-19-13\Employability Skills for Career Readiness 1 10 2012 Hartmann.doc](#)

To view the “Resolution to Improve the Quality of Nevada Workforce” handout provided by Shelley Hartmann for distribution, click on the following link: [..\Aerospace & Defense Sector Council Meeting 07-19-13\RESOLUTION TO IMPROVE QUALITY OF NEVADA WORKFORCE Hartmann.docx](#)

XII. Next meeting will be held on Tuesday, July 19, 2013 at 10:00 a.m.Dr. Kenneth Witcher

The next GWIB Aerospace and Defense Sector Council Meeting is tentatively scheduled for Tuesday, July 19, 2013 at 10:00 a.m. Meeting reminders will be sent to Council members and the agenda will be publically posted.

XIII. **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.

The Chair announced the Second Public Comment Session. Frederick Peters, a retired NASA engineer, introduced himself to the Council and offered to assist Tatjana Vukovic with identifying some aviation jobs, education training programs and certifications. No additional comments were made.

XIV. AdjournmentDr. Kenneth Witcher

After the Chair closed the Second Public Comment Session, the meeting was adjourned at 11:37 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, Steve Brooke, James Callahan, Russell Carlson, Commissioner Clifford Cichowlaz, Lynn Clayton, Mark Francetic, Dr. Lila Glaser, Keith Hansen, Shelley Hartmann, Paul Lew, Tim McAllister, Dr. Bobby McMasters, Dr. Maria Sheehan, Kenneth Thompson, Thomas Wilczek, 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, May 16, 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.