



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)
Health Care and Medical Services Sector Council
Subcommittee Chairperson Planning Meeting
Thursday, August 8, 2013
8:30 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 Subcommittee 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
1325 Corporate Boulevard, Large Conference Room
Reno, NV

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

1-877-810-9415
Access Code 7521358#

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

Subcommittee Chairpersons Absent: Dr. John Packham, Dr. Hyla Winters.

DETR Staff Present: Earl McDowell, Derita Hopkins, Ansara Martino, Odalys Carmona, De Salazar,
Tatjana Vokovic.

Others Present: Holly Balmer (NSHE), Margaret Covelli (Spring Valley Hospital).

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

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

The Chair of this Subcommittee, Dr. Marcia Turner, called the meeting to order at 8:30 a.m., welcomed everyone and thanked them for attending this meeting. She 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 present.

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

Dr. Turner 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. 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.

Dr. Turner announced the First Public Comment Session and invited the public to speak. Hearing no comment, she then turned to Agenda Item V.

- V. **For Possible Action** – Approval of the May 2, 2013 Meeting Minutes Dr. Marcia Turner

Dr. Turner asked for approval of the May 2, 2013 Meeting Minutes. The motion was made by Larry Matheis and seconded by Debra Scott. The motion carried unanimously.

- VI. **For Possible Action** – Update on Sector Council Operational Activities Including Changes to Bylaws and DETR’s Website Development..... Earl McDowell, Deputy Administrator,
Workforce Solutions Unit, DETR

Mr. Earl McDowell, DETR’s Deputy Administrator for the Workforce Solutions Unit, commented on the change of the GWIB Industry Sector Council Bylaws due to Nevada Revised Statue, Chapter 241, section two that was based during the last legislative session regarding meetings of state and local agencies. Mr. McDowell informed Subcommittee members that in accordance with the Bylaws change, the members of the GWIB Industry Sector Councils can no longer designate another person(s) to attend an open public sector council meeting on their behalf, nor can a designee vote on their behalf. Mr. McDowell also informed the Subcommittee that while the provisions are effective July 1, 2013, the Legislative Counsel Bureau will not actually have the provisions codified until around January 2014. Dr. Turner asked each Subcommittee Chairperson to share this information with their members.

Next, Mr. McDowell provided a brief overview of the website DETR is developing for the GWIB Industry Sector Councils and explained its purpose in accordance to NRS 232.935. Mr. McDowell then invited Tatjana Vukovic, DETR’s Management Analyst for the Workforce Solutions Unit, to give an overview of what the layout will be. Ms. Vukovic noted that the website will be attached to DETR’s home page and the main page of the sector council website will focus on the general mission and duties of the GWIB Industry Sector Councils. She then pointed out that each of the sector council will be listed on the left side of the website page and each council will have membership information, a calendar of meetings for current year, documents and presentations from the meetings and any other relevant documents for public view. Ms. Vukovic stated that the last page will show the GWIB Industry Sector Council Bylaws. She then provided a brief explanation of the additional information that will also be on the website, such as the application for sector council membership and some career-related information:

- How to find a job
- Explore careers & find education
- Financial incentives for Nevada employers

Dr. Turner thanked Mr. McDowell and Ms. Vukovic for doing an excellent job with the development of the website and she asked that DETR add the Vice-Chair titles to the membership list. One Subcommittee member recommended that the recordings of the sector council meetings be posted to the website. It was also recommended that a representative from the Nevada’s Career Information System (NCIS) attend the next scheduled Health Care and Medical Services Sector Council Education/Training Subcommittee meeting to provide an on-line presentation of the career information system. Next, Ms. Vukovic informed the Subcommittee that DETR’s staff will maintain and manage the website and that a DETR webmaster will provide any technical assistance, if needed.

To view a demo copy of DETR’s GWIB Industry Sector Council Website, click on the following link:
http://www.nvdetr.org/GWIB_SectorCouncils/gwib_index.htm

VII. For Possible Action – General Discussion Regarding Subcommittee Administration, Meetings and Full Sector Council InitiativesDr. Marcia Turner

Dr. Turner invited each Subcommittee Chairperson to provide feedback regarding the Subcommittee meeting concerns that have been occurring at times when there is not a quorum and she asked that each Chair to meet with their Subcommittee to discuss the issue. Subcommittee member Bill Welch mentioned that in the past he had participated on multiple Subcommittees; however, due his obligations with his employer he can no longer participate to such a great extent unless there is a critical need for his expertise. Larry Matheis recommended that this Subcommittee generate a government and/or non-profit organizations list within the health care industry to assist with the future Health Care Reform initiatives and with the workforce shortages. He stated that working directly with the health care experts will help support identification of the Health Information Technology (HIT) training need. Lynn O’Mara agreed with Mr. Matheis’ concerns with the future insurance exchange training need. Ms. O’Mara mentioned that both Rob Hooper and a representative from GOED have been working with the health care and medical industry to streamline any HIT insurance concerns regarding the Health Care Reform Act.

VIII. For Possible Action – Discussion on the Status of Individual Subcommittee Strategic Plans Including TimelinesDr. Marcia Turner

- Education/Training Subcommittee.....Dr. Hyla Winters, Chair
- Data/Evaluation/Research Subcommittee.....Dr. John Packham, Chair
- Economic Development Subcommittee..... Mr. Bill Welch, Chair
- Legislative/Regulation/Policy Subcommittee.....Mr. Larry Matheis, Chair
- Grants and Resources Subcommittee..... Ms. Lynn O’Mara, Chair

Dr. Turner mentioned that Linda Yi, Project Director at WorkforceConnections for the GWIB Health Care and Medical Sector Council, will change task assignments when she returns from hiatus this summer and DETR’s staff will assume all of the administrative support and scheduling of future meetings. Dr. Turner then asked that each Subcommittee Chairperson schedule any future meetings at least one month prior to the Full Sector Council meeting and to provide their reports. —Dr. Turner encouraged Subcommittee Chairpersons to speak directly with Dr. John Packham with regards to any recommended studies and/or data evaluations that their Subcommittee may need to support the work of this Council. She then opened the floor for each Subcommittee Chairperson to comment. No comments were made.

Mr. McDowell, DETR’s Deputy Administrator for the Workforce Solutions Unit, informed everyone that meeting invitations are sent out via MS Outlook calendar invitations where the invitee can respond whether they will be in attendance or not. Mr. McDowell explained that this helps determine whether or not a quorum will be established at scheduled meetings. Subcommittee Chairperson Larry Matheis stated

that during the Nevada legislative sessions having multiple meetings can be extremely challenging and asked that future monthly meeting schedules be changed to quarterly meetings. Dr. Turner asked for each Subcommittee Chairperson to discuss with their Subcommittee members the future meeting schedule so any needed scheduling changes can be made.

Dr. Turner then invited the Vice-Chair of the GWIB Health Care and Medical Services Sector Council, Debra Scott, to brief the Subcommittee Chairpersons concerning the Strategic Plan update. Ms. Scott asked that each Subcommittee Chairperson provide their measurable deliverables no later than August 6, 2013. She said that she will then gather the information and compile into a one page report for Dr. Turner to present at the next scheduled Governor’s Workforce Investment Board meeting. Dr. Turner confirmed that the one-page report will be treated as an official document and asked each Subcommittee Chairperson’s information and timeline for deliverables be dated for this fiscal year, 2013-2014. Vice-Chair Debra Scott volunteered to work directly with each Subcommittee Chairperson to determine what is needed for the report.

Next, Dr. Turner asked for a short update from the Chairs on their Subcommittees. Reports were heard from Larry Matheis, Bill Welch and Lynn O’Mara.

**IX. Discussion – Update on Current and Future Studies Being ConductedDr. John Packham
GWIB Health Care and Medical Services Sector Council**

Dr. Turner informed everyone that Dr. John Packham was unavailable to attend today’s Subcommittee Chairperson’s Planning meeting, but that he will be attending the GWIB Health Care and Medical Services full council meeting at 9:30 a.m. via teleconference. Due to Dr. Packham’s absence, Dr. Turner asked to table this agenda item for today’s meeting.

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

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

- 2013-2014 GWIB Health Care and Medical Services Sector Council Strategic Plan Update.
- Each Chair to provide their deliverable report to Vice-Chair Debra Scott to compile into a single-page report for Dr. Turner to present at next scheduled Governor’s Workforce Investment Board meeting.
- Dr. Turner requested that DETR invite a NCIS representative to provide a presentation at the next scheduled Health Care and Medical Services Sector Council Education/Training Subcommittee meeting.

XI. Next meeting will be held on Thursday, November 7, 2013 at 8:30 a.m.Dr. Marcia Turner

Dr. Turner announced that the next GWIB Health Care and Medical Services Sector Council Subcommittee Chairpersons Planning meeting is scheduled for Thursday, November 7, 2013 at 8:30 a.m. A meeting reminder will be sent to Council members and the agenda will be publicly posted.

XII. 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.

Dr. Turner announced the Second Public Comment Session and invited the public to speak. Hearing no comment, she then turned to Agenda Item XIII.

XIII. AdjournmentDr. Marcia Turner

After the Chair closed the Second Public Comment Session, the meeting was adjourned at 9:29 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
SUBCOMMITTEE CHAIRPERSON PLANNING MEETING

Dr. Marcia Turner, Debra Scott, Lynn O'Mara, Larry Matheis, Dr. John Packham, Bill Welch and Dr. 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, August 7, 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.