



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, December 6, 2013

1:00 p.m.

Some members of the Council may be attending the meeting and other persons may observe the meeting and provide testimony through a simultaneous videoconference and teleconference conducted at the following location or by calling the number 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
500 East Third Street, 1st Floor Conference Room
Carson City, NV

Nevada JobConnect
Reno Town Mall Conference Room
4001 South Virginia Street
Reno, NV

1-877-810-9415

Council Members Present: Dr. Kenneth Witcher, James Callahan, Michael Bradshaw, Nancy Wong, Kenneth Thompson, Dr. Lila Glaser, Thomas Wilczek, Dr. Bobby McMasters, Tim McAllister, Russell Carlson, Greg Stanley, Dr. Jeff Thompson.

Council Members Absent: Shelley Hartmann, Keith Hansen, Paul Lew, Steve Brooke, Dr. Maria Sheehan (excused), Dr. James Kuzma (excused), Commissioner Clifford Cichowlaz (excused), Edvin Mirzakhonian (excused).

Ex-Officio Members Present: Leandra Copeland, Ardell Galbreth, Lisa Myers, Will Lockheart.

Ex-Officio Members Absent: Scott Palsgrove.

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

Others Present: Sarah Bannacter (GOED), Jonathan Daniels (Bowhead), Judy Turgiss (Nevada Workforce Development Center (CSN/DETR)).

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

AGENDA

- 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 1:10 p.m. He welcomed everyone, thankd them for attending this meeting and introduced Sarah Bannacter, with International Trade Specialist with the Governor’s Office of Economic Development. Dr. Witcher then asked Ansara Martino to call roll.

- II. Roll Call and Establishment of a Quorum Ansara Martino, Grants and Policy Analyst
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Ansara Martino called roll and informed Dr. Witcher that a quorum was present.

- III. Verification of Posting..... Ansara Martino

Dr. Witcher 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. 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.

When Dr. Witcher announced the First Public Comment Session, no comments were made. Hearing none, Dr. Witcher turned to agenda item V.

- V. **For Possible Action** – Approval of November 8, 2013 Meeting Minutes.....Dr. Kenneth Witcher

Dr. Witcher asked the Council members if they had an opportunity to review the November 8, 2013 Meeting Minutes. The motion was made by James Callahan and seconded by Dr. Bobby McMasters. All were in favor. None were opposed. The motion carried.

- VI. **For Possible Action** – In-Demand Occupational DataLeandra Copeland, Economist
Bureau of Research and Analysis, DETR

Referring to PowerPoint slides during her presentation, Leandra Copeland, Supervising Ecnomist with DETR’s Bureau of Research and Analysis, addressed the Council and stated:

“For the record, Leandra Copeland, Research and Analysis Bureau. Last meeting it was requested that I update the job bank search that Tatjana had

completed earlier this year. Tatjana is no longer with DETR, she moved on as an Education and Information Office with the Department of Agriculture.

My presentation should take about 10 minutes. Basically, I will touch on the strengths and weaknesses of a job bank analysis and occupational projections.

First, let me explain the data sources. It is a job bank on the Aviation Week website and lists jobs in the A&D for Nevada. It was really an exercise in compiling data based off a sample. Right now we have two observations: one for the month of April-May 2013 and the other from October-November 2013. Let us go over the results. I do have the complete list of occupations resulting from the search, and can provide those to you upon request.

The first observation in comparing the two samples is that our sample size is different. The earlier analysis investigated +50 occupations, out of the said total of +600. In my analysis, I found that website says there are so many listing, but really only lists ½ of the stated total.

The statistical idea behind this analysis is to gather enough data to make an informed decision. It is a good idea, but I do not think anyone has the time to pull, format, and classify the data on a monthly basis to build a sufficient time series. However, it does corroborate what we see with the BLS and R&A occupational projections. Also it addresses the weakness (occupational projections do not capture jobs that cannot be filled), which I will go over in a bit.

Let's go over the some issues I encountered in putting together the job bank search.

JOB BANK SEARCH

NEUTRAL

- In both the 1st and 2nd job bank analysis, detailed occupations were lumped together.
- For example, under technicians, we have an aerospace engineering technician and a tool and die makers technicians. These occupation may be similar, but have different KSA and qualifications.

STRENGTHS

- This website provides us with a unique tool. No other sector has discovered such as site that recruits for occupations of interest specifically for their sector. Using this tool, we can compare occupational statistics to what the private sector wants.
- I do appreciate the value in this website, however, considering my workload, may I request the council narrow its focus to just a couple of dozen occupations? It is time consuming to pull, format, and sort 300+ occupations per month. Not to mention overcome some collection pitfalls that could contaminate the results, such as duplicate listings, and manually classifying occupations.

OBSERVATIONS

- Analysis Bias. In the first round, the analyst had to make a decision to include some occupations and not others. This is evident by examining the sample size. It was a very thorough analysis, but time prohibited the collected of all the data. The starkest example, is that there are no IT occupations; whereas the occupation projections show that IT is an important occupation for the A&D industry.
- In the 2nd data gather round, on the other hand, all job listing were pulled, but no the KSAs and qualifications. It's a tradeoff between quantity and detail.
- Duplicates. Is the human factor engineer jobs posted by company A on Nov 8th, the same position posted on Nov 11 or 19? Are there three opening or just one? How can that even be known? (Attempt to contact Aviation Week were futile.)
- Sorting. How are they filtering which listing to display? Aviation Week has 7 opening for mechanical engineers; whereas, indeed (the google of jobs bank searches) has 37.
- Classifying. What is the proper way to classify these occupations? I realized later that a systems engineer may be the same as a software engineer. If so, there are a lot more software engineers than what is stated.
- It is a very time consuming process to pull, format and sort 300+ occupations. I spent days on pulling data from the job bank to get one observation point. Some of you familiar with statistics know that a sample size of two is not very useful. For illustration, suppose one month there a company is hiring industrial sewing machine operators for a large contract. It is a onetime deal and the work will only be there until the contract is complete. So they put a list on the website, for 30 industrial sewers. We see this and believe that Nevada needs more industrial sewers. However, if we monitor it over time, we will realize that it was an anomaly.

OES

The preferable route, considering my workload, is to consider the data that we already have and then supplement it with a job bank search and other tools as they arise. So let me explain the data I have. It is call the OES survey.

- The Occupational and Employment Statistics (OES) program conducts a semiannual survey to estimate occupational levels and wages. The OES program produces these occupational estimates for the nation as a whole, by state, by metropolitan area, and by industry.
- Every year the R&A Bureau publishes the results from over 10,000 business establishments in NV, which is about 1/6 of all establishments. We survey for the occupations they employ and the wages for each. The estimates are again based off a survey, but a lot more time, resources, and manpower went into their generation. Furthermore, these methods have been refined over decades with high level mathematicians, statisticians, and economists putting in countless

hours on the methodology. (Whereas automation and refinement are badly needed in the job bank analysis.)

- Remember I said that NV occupational survey is the result of tens of thousands of responses. Well, the national estimates is the result of over 1 million individual establishment responses. In summary, because of the large sample size and careful methodology, the OES survey provides a great resource of occupational statistics.

OCCUPATIONAL STATISTICS

- Not wanting the council to make a decision on an incomplete data set, I have provided some occupational projections for the A&D industry.
- Data was pulled for the A&D industry and at both the national data and state data. The list was filtered down to the top 20 occupation in A&D. Next, I added the projected annual openings. Then, did an job search to verify that our projections align with reality.

Strengths

- Larger sample size
- Detailed occupations
- A larger variety of occupations. I looked at drone manufactures and found an that electromechanical assemblers are important to the industry, but none are shown on the job bank. If we anticipate growth in the state due to drones, we may want to consider occupations such as this.

Weaknesses

- Will not capture the need if the job cannot be filled.
- Based off historical job growth. Was the industry growing when our projections were completed?
- NAICS and SOC codes may not capture new or rapidly changing occupations.

One last thing I would like to throw out, perhaps we should be considering a survey soon. This would tie together our job bank search and the occupations projections data. After gathering data from all three sources, we should be able to make a robust data-driven decision.”

To view a copy of Ms. Copeland’s PowerPoint Presentation, it is available on the following links:

- [**Presentation Certification new1.pptx**](#)
- [**Dec 6.ppt**](#)

Dr. Witcher thanked Ms. Copeland for her presentation and updated analysis. Then Dr. Witcher turned to agenda item VII.

VII. **For Possible Action** – Pilot Project and WIA Funding Recommendations.....Dr. Kenneth Witcher

Dr. Witcher explained that by December 16, 2013 this Council’s Pilot Project Proposal(s) will be due to DETR. He further commented that by looking at Ms. Copeland’s data first, and the data from Aviation Week and Space Technology on industry careers, this Council can start working

on the immediate needs with their Pilot Project Proposals and the long-term needs with their Workforce Investment Act funding recommendations, which he said he believes would be voting on the correct needs for the industry. Dr. Witcher then said that the Council should review the map of industry employment by state as a percentage of total national employment that Ms. Copeland presented in today's meeting. He then asked if there were any Council member questions regarding the data. The consensus was that in coming from Aviation Week, the data comes from a reliable source.

Next, Dr. Witcher turned to Pilot Project ideas that this Council wants to consider submitting to DETR and Dr. Witcher suggested that perhaps some of Bigelow Aerospace workforce development needs in Nevada could also be addressed in the process. He explained that Bigelow has an immediate need for the following: 20 Mechanical Engineers, 20 Electrical Engineers, 20 Software Engineers, plus machinist, technicians and mechanics. For long-term WIA funding recommendations, Ardell Galbreth, Executive Director of the Workforce Connections (Southern Nevada Workforce Investment Board) noted that Workforce Connections already has \$800,00 set aside to be used specifically for Veterans. It was also noted that there is no A&P license school in the North. Dr. Sheehan mentioned that there would be a possibility to work with Truckee Meadows Community College for some of that training. The Council discussed possible groups of individuals to train and what recommendations to make in Northern and Southern Nevada based on local employer needs. The Council also discussed that it is possible to train Northern Nevada Veterans in Southern Nevada, such as through the Aviation Institute of Maintenance, which currently only has a Nevada site in Las Vegas, for their A&P license provided that they have housing in Southern Nevada during the training period. Training for the needed occupation was estimated at needing four months or less to train. The Vice-Chair of this Council, James Callahan, made a motion to move forward with this Pilot Project Proposal. The motion was seconded by Michael Bradshaw. All were in favor. None were opposed. The motion carried.

Dr. Witcher then moved to agenda item VIII.

VIII. **For Possible Action** – Vote on the 2013 GWIB Aerospace and Defense Detailed Strategic Plan...
.....Dr. Kenneth Witcher

Dr. Witcher asked the Council members if they have had an opportunity to review the Strategic Plan. Dr. Witcher then opened the floor for final discussion or suggestions. Dr. Bobby McMasters motioned to approve the 2013-2014 Strategic Plan as written. Kenneth Thompson seconded the motion. All were in favor. None were opposed. The motion carried.

IX. **For Possible Action** – Bigelow Workforce Needs DiscussionDr. Kenneth Witcher

Dr. Witcher reiterated Bigelow's workforce needs in Nevada, which were: 20 Mechanical Engineers, 20 Electrical Engineers, 20 Software Engineers, plus machinist, technicians and mechanics. A discussion ensued on ways Bigelow's needs could be addressed and the Council questioned if there are any ways to fill those needs through University of Nevada, Las Vegas (UNLV) or University of Nevada, Reno (UNR) internships for students in their senior year. One Council member advised the Council that his company hires UNR graduates upon their completion of an internship with his company. One Council member suggested that the Council also look at the needs of McCarran International Airport and other aspects of the industry, such as the immediate need for machinists. Dr. Witcher proposed that the Council invite a representative from McCarran International Airport to the next Council meeting so that the Council can determine what the airports immediate and long-term needs are. Vice-Chair James

Callahan motioned for this Council to work both with Bigelow to fill their Nevada workforce needs and with McCarran International Airport by having a representative first advise the Council on what those needs are. Michael Bradshaw seconded the motion. All were in favor. No members were opposed. The motion carried.

Dr. Witcher then moved to agenda Item X.

X. **Discussion** – New Business and Future Agenda ItemsDr. Kenneth Witcher

Dr. Witcher announced that future agenda items will be:

- A middle School representative will be invited to address the Council regarding UAS to encourage STEM in K-12 education.
- A high school representative, such as Dr. James Kuzma, Principal of Rancho High School Southern Nevada, and a counterpart from Northern Nevada will be invited to address the Council regarding A&P licensing and career pathways for high school students.
- A McCarran International Airport representative will be invited to discuss their workforce needs.

XI. Next meeting will be held on Friday, January 10, 2014 at 10:00 a.m.Dr. Kenneth Witcher

Dr. Witcher announced the next Aerospace and Defense Sector Council meeting will be held on Friday, January 10, 2014 at 10:00 a.m.

Dr. Witcher then moved to agenda item XII.

XII. **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.

When Dr. Witcher announced the Second Public Comment Session, no comments were made. Hearing none, Dr. Witcher turned to agenda item XIII.

XIII. AdjournmentDr. Kenneth Witcher

After Dr. Witcher closed the Second Public Comment Session, he adjourned the meeting at 2:25 p.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

Dr. Kenneth Witcher (Chair), James Callahan (Vice Chair), Michael Bradshaw, Nancy Wong, Kenneth Thompson, Dr. Lila Glaser, Dr. Maria Sheehan, Thomas Wilczek, Dr. Bobby McMasters, Dr. James Kuzma, Tim McAllister, Commissioner Clifford Cichowlaz, Shelley Hartmann, Russell Carlson, Keith Hansen, Paul Lew, Steve Brooke, Edvin Mirzakhanian, Greg Stanley, Dr. Jeff Thompson, Dr. Kam Leang

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, December 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.