



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 9, 2014

10:00 a.m.

Some members of the Council may have attended the meeting and provided testimony through a simultaneous videoconference and teleconference and other persons may have observed the meeting conducted at the following locations 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 89502

Council Members Present: Dr. Kenneth Witcher, Michael Bradshaw, Nancy Wong, Kenneth Thompson, Dr. Lila Glaser, Dr. Maria Sheehan, Thomas Wilczek, Tim McAllister, Commissioner Clifford Cichowlaz, Russell Carlson, Keith Hansen, Edwin Mirzakhanian, Greg Stanley, Morgan Bunker, Reza Karamooz

Council Members Absent: James Callahan (excused), Dr. Bobby McMasters (excused), Dr. James Kuzma (excused), Shelley Hartmann, Paul Lew, Steve Brooke, Dr. Jeff Thompson, Dr. Kam Leang

Ex-officio Members Present: Leandra Copeland, Lisa Myers, Will Lockheart

Ex-officio Members Absent: Ardell Galbreath, Scott Palsgrove

DETR WSU Staff Present: Odalys Carmona, Ansara Martino

**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

Due to technological issues with the videoconferencing equipment, the Chair of this Council, Dr. Kenneth Witcher, called the meeting to order at 10:10 a.m. He then welcomed everyone and thanked them for attending this meeting. He then asked Odalys Carmona, Youth Programs Specialist for DETR’s Workforce Solutions Unit, who is sitting in for Coralie Peterson, to take roll.

- II. Roll Call and Establishment of a Quorum Coralie Peterson, Administrative Assistant
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Ms. Carmona called roll and advised the Chair that a quorum was present.

- III. Verification of Posting..... Odalys Carmona

Dr. Witcher asked Odalys Carmona to verify that the agenda was posted according to Nevada statute. Ms. Carmona announced 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. Witcher announced the First Public Comment Session and invited members of the public to speak. Leandra Copeland commented that this would be her last meeting, as she has taken a new position with the State Legislature. She then introduced her replacement, Don Torres, and gave a brief overview of his work history. Dr. Witcher congratulated Ms. Copeland on her new position and welcomed Mr. Torres. Hearing no further comments, he moved to agenda Item V.

- V. **For Possible Action** – Approval of the January 10, 2014 Meeting Minutes ...Dr. Kenneth Witcher

Dr. Witcher asked for approval of the January 10, 2014 Meeting Minutes. A motion was made by Tim McAllister and was seconded by Michael Bradshaw. All were in favor, none were opposed. The motion was passed unanimously.

- VI. **For Possible Action** –Approval of the March 14, 2014 Meeting Minutes.....Dr. Kenneth Witcher

Dr. Witcher asked for approval of the March 14, 2014 Meeting Minutes. A motion was made by Michael Bradshaw and was seconded by Tim McAllister. All were in favor, none were opposed. The motion was passed unanimously.

- VII. **For Possible Action**– Transitional Training for Unemployed/Underemployed Individuals to Move into New Career AreasDr. Kenneth Witcher

Dr. Witcher reminded council members of the charge of the sector council, which is to develop the workforce to support the aerospace and defense industry sector in Nevada, to identify workforce challenges, and create clear pathways to encourage individuals to pursue careers within the sector. With this goal in mind, Dr. Witcher reminded council members of the pilot program to train machinists and asked them for their suggestions on what other opportunities they see for training or retraining to fill needed positions within the sector. Discussion ensued amongst council members about the pilot program proposals and what community colleges were included. Ansara Martino, Grants and Projects Analyst for DETR’s Workforce Solutions Unit, stated she was standing in for Earl McDowell, Deputy Administration for DETR’s Workforce Solutions Unit, and on his behalf, she would obtain information on the status of implementing the pilot program proposals to the sector council members. Dr. Witcher expressed interest in particular about information on the machinist pilot program proposal, which was to provide specific

training to machinists in working with more advanced composites and designs needed in small UAS and more advanced aircraft pieces. Dr. Witcher asked Ms. Martino to send out the details of the proposal and the current status to all the sector council members following this meeting for further review at the next meeting.

Ken Thompson commented that he had spoken with some of the leadership at Nellis Air Force Base, stating that information on these opportunities are not getting to the airmen. He then suggested that events such as an upcoming Job Fair at the Officers Club would be an ideal opportunity to set up a booth and advertise the program for AIM. Mike Bradshaw stated that he could help by contacting their CMO liason officer and he agreed to work with him to disburse the pilot program information. He further mentioned the possiblility for synergy in working with the IT Sector Council on alternate training/certification.

Dr. Witcher questioned how DETR could assist in marketing, and Ms. Martino responded that Dennis Perea, Interim Director for DETR, is working on setting aside funds for marketing and the internal plan is will be determined, and once decided, the sector councils will be advised in order to get their feedback on what that marketing will look like. Dr. Witcher then asked council members to think of ways in which marketing can have the greatest impact to the underemployed/unemployed, as well as K through 12, and forward their ideas to himself or Ms. Martino.

Ansara Martino shared a video display of the Council’s Machinist Pilot Program Proposal, which was approved by previous DETR Director Frank Woodbeck on March 11, 2014 and included training for 10 students at Truckee Meadows Community College and 10 at Western Nevada Community College. Ms. Martino went on to explain that DETR has different divisions, one, for example, for tracking for performance measures (how many students enrolled, how many students graduate) and DETR is currently in internal discussions on the scope of work or the contract elements for those schools, and she stated that Deputy Administrator Earl McDowell will provide an update at the following meeting. Council member Dr. Maria Sheehan, President of Truckee Meadows Community College, asked that her educational institution be notified as soon as possible. Ms. Martino agreed that she would pass the request on to Deputy Administrator Earl McDowell and Interim Director Dennis Perea. As no other suggestions were made, Dr. Witcher proceeded to agenda Item VIII.

VIII. **Discussion**—Further Discussion of the Nevada Institute for Autonomous Systems Project Management Office Organization and Operation Briefing.....Dr. Kenneth Witcher

Dr. Witcher mentioned that in the Council’s previous meeting good information had been shared about how the PMO (the office that runs the Nevada UAS test site) functions by D.C. Cunningham. He then asked Council members think about ways to support train and educate to ensure a workforce being in place to support the expected growth in the sector.

Michael Bradshaw commented that currently that the Nevada FAA “test site” is just in the process of being set up, and he anticipated that media coverage would take place within 30 days and an announcement will take place within the 60 days (he is unable to disclose any further information). Until the FAA provides an on-boarding process for other vendors to join, all of the workforce required will come through the 29 vendors selected as team mates for the State of Nevada (Bowhead has been excluded), and at present there are only 2 team mates who are actively pursuing providing assistance to the State. He went to mention that more of the team mates are going to be encouraged to get involved, and vendors who cannot be team mates will have to serve as tier 2 subs to the 29 team mates for the FAA test site. A few months afterward, more commercial activity, such as insurance coverages, should be seen.

Discussion ensued amongst council members regarding the business development for the Nevada test site with many companies expressing interest in establishing a presence being advised to connect with GOED and also keep the sector council aware of any firm commitments that are made, and Dr. Witcher concurred and mentioned that those expressing interest should be advised of the benefits of participating in the Aerospace and Defense Sector Council as a workforce tool and to support economic development in the industry sector as well. Mr. Bradshaw agreed and further commented that the sector council is

ready to serve as a support mechanism and encouraging new companies to move to Nevada, for example, making connections in Nevada to accommodate direct recruiting.

Dr. Witcher went on to mention that another way that the Aerospace and Defense Sector Council can assist is in suggestions for developing programs to educate students in the aerospace technology. Another council members suggested workforce support for the various (UAS) ranges that will be opening in the near future in northern and southern Nevada. Dr. Witcher mentioned that development of a security workforce is another avenue in which the sector council can be of assistance to the industry.

Mention was made of the closure of the Silver Flags facility (all funding shuts down on September 30, 2014) which has the benefits of ample area for training UAV's as well as being a restricted airspace. Dr. Witcher asked Tom Wilczek to comment on how the council can promote the use of the Silver Flag facility prior to it's closure. Mr. Wilczek mentioned that the facility is referred to as "63 Bravo", and he stated he deferred to wholeheartedly support the efforts of GOED (Jennifer Cooper) to outreach on this project.

IX. **For Possible Action** – Update on the Jumpstart Nevada After-School STEM Pilot Program
..... Michael Bradshaw, President, Bowhead Systems & Technology Group and
Earl McDowell, Deputy Administrator, Workforce Solutions Unit, DETR

Dr. Witcher mentioned that Earl McDowell was unable to attend this meeting due to business travel arrangements, but Ansara Martino reiterated that she will request that he provide the sector councils with an update as soon as possible on the pilot projects, what marketing will occur, the current status on the Jumpstart Nevada program, why the southern Nevada pilot program was not approved and also Dr. Sheehan would like to be advised about the Machinist Training Program (10 @ TMCC and 10 @ WNC) and when the other training provider(s) will be notified.

Michael Bradshaw commented that synergy could be formed between all the sector councils and he cited the example of the "Go to Training" program and how it could benefit the sector councils. As they are allowed 2 instructors with a maximum of 200 participants, Mr. Bradshaw continued, if scheduling for this program was done through DETR, many could multi-task using that feature.

Dr. Witcher then went on to mention that Sunrise Mountain High School won the Build a Plane 2014 National STEM Competition and encouraged the members to take the time to watch the video distributed to them prior to the meeting. He then asked Reza Karamooz, Nevada Business Aviation Association, to give a brief overview of winning this competition.

Mr. Karamooz explained briefly that posters inviting students to join a new aviation/aerospace club were placed throughout the school, and several students responded to that invitation. The students selected were then enrolled into the nationwide GAMA Aviation Design Challenge, ultimately including 79 high schools. The students worked after school and weekends for several weeks and when the club's proposal was submitted they won the competition, with a prize of an all-expenses paid 2 week visit to Washington state to build their plane design in the Boeing factory. Mr. Karamooz stated that winning came as a surprise, since they were competing against schools with long-standing programs. When he concluded his comments, Odalys Carmona commended Sunrise Mountain High School for this accomplishment, and for being a very diverse school. Dr. Witcher further commended this school for winning this national competition and commented on other schools, such as Rancho High School, with their Aviation Program, who can create the future leaders in this industry from Nevada, and encouraged the sector council members to think of ways in which to support the workforce from these "pockets of brilliance" found both in northern and southern Nevada. Dr. Witcher went on to mention two other notable programs, the Pathways to Aviation and Challenger Learning Center, which all need the support of the Aerospace and Defense Sector Council to champion their activities.

Here is a link to the video from the GAMA Board making the announcement:
<https://www.youtube.com/watch?v=zWriJN2Kz6Q&feature=youtu.be>

X. **For Possible Action** – Overview Presentation Regarding “Introduction to Sector Pathways”...
.....Odalys Carmona, Program Specialist/Youth Liason
Workforce Solutions Unit, DETR

Odalys Carmona greeted council members and then proceeded to explain her Career Pathways handout, which was created in alignment with the CTE available throughout the 17 Nevada school districts. She stated that she worked closely with Michael Raponi and his educational specialists to make sure that every class within these areas was included to guide 8th grade students to stay within a career pathway(whether they go to magnet schools, full comprehensive campus that offers a CTE track, or a CTA school (Career Technical Academy).

Ms. Carmona continued to explain that the first page of the Career Pathways brochure is meant to be a selling tool and generate their interest in the industry, as well as encouraging them to go to NCIS and the Governor’s Youth website for more information. She went on to describe the color-coded information which includes entry-level, mid-level and high-level salary potentials and also has certification information. If a student stays on the track suggested in the Career Pathways brochure and successfully passes a workforce readiness certification, an endorsement to the high school diploma is received. Ms. Carmona stressed that as classes are added to deleted, the Career Pathways brochure will be updated.

She concluded by stating that Mr. Raponi will be placing the brochure information on the Nevada Department of Education website, as well as being placed in the GWIB Youth website and Workforce Solutions website, and in future will be printed to be disbursed statewide to school counselors and advisors and any others working with K-12.

Ms. Carmona is asked if the career pathways contains the program that allows students to graduate from high school with an associate’s degree and she asked David McElwain, CCSD, Coordinator for Career and Technical Education to respond. Mr. McElwain commented that the MOU that will revamp the college credit programs for CTE has been approved recently by the State Board and will go to the Board of Regents for approval next month, but currently everything is in a state of change, with an answer to take place in future. Ms. Carmona stressed the importance of selling these programs to principals. Dr. Witcher thanked Ms. Carmona.

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

- Possible Industry Summit for Aerospace and Defense Sector Council
- Updates on Jumpstart Nevada After School Program, Pilot Program Proposals and Marketing Strategies and Training Providers—Earl McDowell
- Update on State Aerospace Chapter—Thomas Wilczek
- Update Consultant Training Program for UAV Maintenance Technicians—Dr.Maria Sheehan

XII. Next meeting will be held on Friday, July 11, 2014 at 10:00 a.m.....Dr. Kenneth Witcher

Dr. Witcher announced the upcoming meeting date, and Ansara Martino stated that she would contact sector council members to determine possible meeting attendance. Dr. Witcher asked council members to respond as soon as possible so that the date could be rescheduled, if necessary.

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.

When Dr. Witcher announced the Second Public Comment Session, Jonathan Daniels commented that the

UNLV UAS Minor was recently approved, and he stated that classes are ready for enrollment now, and that in August he will be teaching the Engineering 370 class. He offered to make arrangements to have a representative from the UNLV College of Engineering give a presentation to the council on the UAS and CTE Industrial Automation Programs in a future meeting. Dr. Witcher thanked him for his comments and also mentioned that it would be helpful to have someone from UNLV serve as a member on the Aerospace and Defense Sector Council.

Dr. Witcher then asked for any further comments and Mike Myer, Resource Readiness Group, TEBA, brought up the subject of roadmap projections for the workforce, he asked where are the preliminary numbers? He stated that the numbers are needed to make recommendations for program offerings and the costs associated with standardized training to supply the workforce needed in UAS. Tom Wilczek responded that Bob Potts, Research Director for GOED, is currently quantifying job growth utilizing the NAICS code (Department of Labor) and this information does not necessarily supply the specific UAS information, he has formed an international coalition to gather additional information. In addition, Mr. Potts was contacted by the Nevada Industry Excellence stating that they have grant funds available to develop an industry roadmap to determine the unmanned systems industry from a manufacturing point of view in terms of supply chain. Mr. Wilczek stated he understood the concerns about metrics raised by Mr. Myer, and with end results of a final report (official) to be presented to the Manufacturing Conference in Fall, 2014. Dr. Witcher thanked Mr. Wilczek for his comments, stating that this information as well as discussion of MRO's will be added as a future agenda item and then he proceeded to agenda Item XIV.

XIV. AdjournmentDr. Kenneth Witcher

Dr. Witcher adjourned the meeting at 11:34 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

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, Edwin Mirzakhian, Greg Stanley, Dr. Jeff Thompson, Dr. Kam Leang, Morgan Bunker, Reza Karamooz

Notice: *Persons with disabilities who require special accommodations or assistance at the meeting should notify Coralie Peterson, 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 8, 2014.*

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.