



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 & Defense Sector Council  
Friday, August 15, 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, 1<sup>st</sup> 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, James Callahan, Nancy Wong, Kenneth Thompson, Jim New, Thomas Wilczek, Dr. James Kuzma, Tim McAllister, Commissioner Clifford Cichowlaz, Edwin Marzakhonian, Greg Stanley, Reza Karamooz.

**Council Members Absent:** Michael Bradshaw (excused), Dr. Lila Glaser (excused), Dr. Bobby McMasters, Shelley Hartmann, Russell Carlson (excused), Keith Hansen, Paul Lew, Steve Brooke, Dr. Jeff Thompson, Dr. Kam Leang, Morgan Bunker.

**Ex-officio Members Present:** None.

**Ex-officio Members Absent:** John Torres (excused), Ardell Galbreth (excused), Lisa Myers, Will Lockheart, Scott Palsgrove.

**DETR WSU Staff Present:** Earl McDowell, Coralie Peterson, Ansara Martino, De Salazar, Odalys Carmona.

**Others Present:** Judy Turgiss (Nevada Workforce Development Center), Bob Potts (GOED), Jana Leonard (Allegiant Airlines).

*\*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. Witcher, called the meeting to order at 10:00 a.m., welcomed everyone and thanked them for attending this meeting. He then asked Coralie Peterson, Administrative Assistant for DETR’s Workforce Solutions Unit, to call roll.

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

Coralie Peterson called roll and informed the Chair that a quorum was present.

III. Verification of Posting .....Coralie Peterson

Dr. Witcher asked Ms. Peterson to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Peterson 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. Witcher announced the First Public Comment Session and invited members of the public to speak. Earl McDowell, Deputy Administrator for DETR’s Workforce Solutions Unit, asked to provide the highlights of the DETR WSU website and explained that the website shares information about the Council on their own webpage, such as:

- Membership Listing: including current and ex-officio members; Mr. McDowell also informed the Council that their contact information is not available on the list.
- In-Demand Occupations: as identified by the Council for their industry sector.
- Calendar of Meetings: agendas and ratified minutes for the sector council meetings.
- Strategic Plan and By-laws for the Council
- Application Form for New Members

Mr. McDowell also informed the Council that they can use the website to post important presentations that they would like to share. He encouraged them to familiarize themselves and others with the site.

To view this web page go to: [http://nvdetr.org/GWIB\\_SectorCouncils/gwib\\_AeroDefense.htm](http://nvdetr.org/GWIB_SectorCouncils/gwib_AeroDefense.htm)

Dr. Witcher thanked Mr. McDowell for his comments, and asked for any further public comments. Alex Kyser, from the Nevada Department of Education, commented that this was his first meeting and announced three new programs in Nevada high schools: Aerospace Engineering, Aviation Mechanics Technician, and Aviation Technology (flight school). He further stated that the Nevada Department of Education is in the process of re-developing state standards for each one of these program areas, along with end-of-program technical assessments. He explained that the standards for the Aerospace Engineering program have been completed and now needs industry input on each performance indicator, which he asked

Council members if they would be willing to review and provide him with any feedback. He also asked for industry representation in the creation of state standards for the Aviation Mechanics Technician and Aviation Technology (flight school) programs. Mr. Kyser also asked the Council members to share the information with any Aerospace engineers so that he may gain their input as well. He said that the Nevada Department of Education wants to ensure that the state is producing quality programs to prepare high school students for a career in the Aerospace industry. He offered to give an overview presentation of these programs to business and industry representatives in hopes, he said, of building partnerships to ensure strong programs in the high schools.

Dr. Witcher thanked Mr. Kyser for his attendance at this meeting and his comments, and then said that since Mr. Kyser's requests are in alignment with the Council's charter, Mr. Kyser could forward the information he wants reviewed for disbursement to the members. Dr. Witcher encouraged Council members to be of help and support for Mr. Kyser's request. Before closing the session, Dr. Witcher if there were any more public comments. Hearing none, Dr. Witcher turned to agenda item V.

**V. For Possible Action – Approval of the May 9, 2014 Meeting Minutes.....Dr. Kenneth Witcher**

Dr. Witcher asked for approval of the May 9, 2014 Meeting Minutes. A motion was raised by Dr. James Kuzma and seconded by James Callahan. All were in favor. None were opposed. The motion carried unanimously.

**VI. For Possible Action– Possible Industry Summit for Aerospace and Defense Sector Council.....Dr. Kenneth Witcher**

Dr. Witcher opened this agenda item by stating that industry summits can be challenging, but also valuable. He asked Council members for input on holding a possible industry summit in some form, including the possibility of holding a virtual event.

Council member Reza Karamooz mentioned an aviation trade show, "Aviation Pros Live" (scheduled for March 2015), which he said is an international show with a good visibility and reputation, and they are now considering widening the event. Mr. Karamooz said this event may be a good jump-off for the sector council. Dr. Witcher mentioned many projects are taking place independently, and they could benefit from sharing in a statewide perspective if they can link into workforce development. Dr. Witcher asked Earl McDowell, Deputy Administrator of DETR's Workforce Solutions Unit, if DETR has had experience with industry specific summits.

Mr. McDowell confirmed that DETR has hosted those types of events, such as the GWIB Industry Sector Council Summit that was held in July 2013 and the NV Health Care Workforce Summit held in April 2014. Mr. McDowell explained that such events have been beneficial for industry stakeholders and each event was well attended. Industry speakers were engaged and the events helped bring industry together.

Discussion about various Aerospace and Defense industry events ensued amongst sector council members. The Vice-Chair of this Council, James Callahan, stated that holding an industry summit raises the question, "What is the compelling reason for those in Aerospace and Defense sector to come to Nevada?" He mentioned the need for change in the state's regulatory or legislative systems to provide a compelling reason. Mr. Thomas Wilczek, the Governor's Office of Economic Development (GOED) Industry Specialist for this sector, commented that he has long advocated a workshop or summit to highlight Nevada's presence and expertise, especially with respect to unmanned systems. Since this discussion has become broader, he said that there is value in taking time to plan correctly for a summit or workshop event; however, said that this may be untenable right now as there are many other aviation-specific events taking place between now and the end of the year. He suggests the timing be after the legislative session, which will enable the summit to highlight the manifestation of Senate Bill 385, which addresses both manned and unmanned systems.

D. Witcher reiterated the Council’s charge to make sure that we have an educated, trained workforce to support the industry, and in that context, since many projects are still in the “silo” stage, the wisest choice is to have everyone working on the initiatives, gaining synergy and avoiding duplication of efforts. He asked that the council members be prepared to bring back specific ideas on the message and location for such an event and keep the focus on workforce development to support the aerospace and defense industry.

Reza Karamooz commented that the reason he had mentioned the event “Aviation Pros Live” that is scheduled to be held in March 2015 was that the timing would work well with the ending of the legislative session, as he is confident that SB 385 will pass, and the summit would provide an excellent opportunity to further support the industry. Mr. Karamooz stressed that planning strategies are critical and with the legislative session timing, an industry forum would give an opportunity to have education, government and industry meet together.

Dr. Witcher thanked everyone for their input and moved to address agenda item VII.

**VII. For Possible Action** – Updates on the Jumpstart Nevada After-School STEM Pilot Program, Pilot Program Proposals and Marketing Strategies and Training Providers.....Earl McDowell, Deputy Administrator  
Workforce Solutions Unit, DETR

Earl McDowell commented that the Jumpstart Nevada After-School STEM Pilot Program is in its final stages of development. DETR and Michael Bradshaw are reviewing the budget and making the preparatory plans. Mr. McDowell also mentioned that DETR’s Interim Director, Dennis Perea, would be traveling to Carson City shortly to meet with Truckee Meadows Community College (TMCC) and Western Nevada College (WNC) to discuss the pilot project pricing for the Mechanist Training is viable for training twenty (20) participants.

Dr. Witcher asked about the status of the Council’s suggestion for an A & P Pilot Program. Mr. McDowell said that this is on hold for the time being to focus on the other two pilot programs, but he stated that Mr. Perea would consider if the A&P Pilot Program could be moved forward. Dr. Witcher offered the sector council’s assistance with details or options for training, if this is needed, and further stressed that these are directly linked to current opportunities in the industry. Council member Jim New said that the meeting with Mr. Perea will be to address the ability to do the training on composites as laid out in the contracts, and what they can realistically do within the academic year. Dr. Witcher asked that Mr. New keep the council advised as this unfolds. James Callahan commented that a connection was missed, as there are companies in both northern and southern Nevada that could provide the composite training as is needed. Dr. Witcher suggested that the sector council members discuss ways that they can assist in this offline, and then moved to Agenda Item VIII.

**VIII. For Possible Action** - Update on GOED.....Thomas Wilczek  
Aerospace & Defense Industry Specialist  
Nevada Governor’s Office of Economic Development

Thomas Wilczek thanked the Chair and stated that before he provided two updates regarding the Governor’s Office of Economic Development (GOED) to the sector council, he wanted first to comment on the earlier discussion of composite training in northern Nevada. Mr. Wilczek said that Mike Hoke of Abaris Training in Reno, Nevada has been invited in the past to participate on the GWIB Aerospace and Defense Sector Council. Mr. Wilczek emphasized that Abaris Training is a world leader that offers training in composites and he volunteered to reach out to Mr. Hoke to help in coordinating the training for the Mechanist Pilot Program.

Mr. Wilczek then turned to the two GOED updates:

- 1) Center of Excellence – The FAA has entered into a ‘competition’ for one center of excellence focused on university institutions. Mr. Wilczek said that UNR and UNLV are in the process of

signing “teaming agreements.” The Governor’s Office and GOED made the decision to develop a consortium, consisting of: the University of Maryland; University of California, Berkeley; Stanford; and the Massachusetts Institute of Technology (MIT) as the *four primary (lead) institutions*. The two institutions doing the heaviest ‘lifting’ are the University of Maryland (in the east) and UC Berkeley (in the west).

He explained that the *secondary (sub-tier) institutions* in the consortium are: Ohio State, Illinois, Oklahoma State, Penn State, and Virginia Tech.

Mr. Wilczek said that UC Berkeley reached out to Nevada to ask if they would join their sub-tier, along with UC San Diego and UC Merced. Mr. Wilczek said that that Nevada agreed to do this, and now UNR and UNLV are in the process of completing these teaming agreements, and this will allow Nevada to have a presence in the Center of Excellence construct. He also mentioned that Nevada and California are unique in having more than one university identified as part of the team. The decision to ‘sign up’ with this construct was to select a winning group, allowing Nevada to choose the primary group as well as have alignment with Ohio State.

- 2) Senate Bill 385 – Mr. Wilczek continued by stating that from GOED’s perspective, Senate Bill 385 needs to pass in order to promote the growth of Nevada’s business aviation industry. He asked that everyone support the Bill by making public comment of such during the legislative meetings. Mr. Wilczek stated that the Director of GOED, Steve Hill, feels that public comments and support of the benefits were the bill to pass, such as job creation, would be a motivating factor for the Bill to pass.

Dr. Witcher thanked Mr. Wilczek for his comments and encouraged Council members to ask questions if they need more information on the Bill. Dr. Witcher then turned to agenda item IX.

- IX. **For Possible Action** - Update Consultant Training Program for UAV Maintenance Technicians.....Dr. Maria Sheehan, President, Truckee Meadows Community College

Dr. Witcher stated that this agenda item would not be discussed for the time being until further development. Dr. Witcher then moved to agenda item X.

- X. **For Possible Action** – Focus on Implementing a Structure to Support Delivering on the Objectives Laid Out in the Approved GWIB A & D Sector Council Strategic Plan 2013-2014.....Dr. Kenneth Witcher

- Form subcommittees to focus and cover each of the objectives laid out in the Plan
- Elect/assign chairpersons to each of the subcommittees
- Incorporate regular reports from each of these subcommittees to the agenda of the public meetings to solicit committee and public comments and feedback

Dr. Witcher stated that in order to be more efficient and get more accomplished in the sector council meetings to support industry’s growth, he would like to implement a structure to support the delivery of the Council’s 2013-2014 Strategic Plan. He reminded the members that in the past, subcommittees were created, but little happened, making it necessary to revisit the past structure and make changes. He asked that the sector council members think about areas to focus future efforts on that would be in alignment with the 2013-2014 Strategic Plan.

Earl McDowell commented that the Council has the option to have working groups instead of formal subcommittees. He explained that the working groups can meet for their discussions and then bring back the information to the sector council for any action that may be needed.

Dr. Witcher asked that an email be sent to Council members by DETR's Workforce Solutions Unit staff requesting volunteers to work on innovative, interesting ideas for future sector council activity. DETR's WSU staff agreed that they would. Dr. Witcher proceeded to agenda item XI.

**XI. For Possible Action** – Develop and Support a Statewide, Web-Accessible Report.....Dr. Kenneth Witcher

Assign appropriate new subcommittee to work directly with all of the regional work force to develop:

- Aggregated counts of newly available, in-demand candidates, based upon in-demand degrees and/or skills for A & D focused employers
- Lists of educational and skills development programs that are educating/training in-demand degrees/skills, including a general number of expected graduates per degree/skill with expected growth/ramp up as programs launch and mature
- Aggregated lists of job postings from all the A & D focused employers in the State of Nevada

Dr. Witcher asked Earl McDowell how the GWIB Health Care and Medical Services Sector Council developed their subcommittees or working groups. Mr. McDowell explained that the Health Care and Medical Services Sector Council uses subcommittees and other sector councils use the working group arrangement, depending on their needs. He explained that if the Council is trying to develop a summit, a working group could be used to conduct these discussions, and come back to the sector council with their information. Dr. Witcher stated that he would like to have initial reports from the new working groups at the next meeting.

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

Dr. Witcher stated that informational presentations are viable for the Council meetings, and asked for suggestions from the members. Dr. Witcher also stated that future agenda items would include:

- Approval of the Aerospace and Defense Sector Council Summit
- Working Group Reports
- Creating a Strategic Message – Plan Language Statement about Senate Bill 385

Mr. Wilczek suggested that Dr. Kam Leang be removed from the membership, as he had moved to the Utah State University. Mr. McDowell stated that the membership list would be updated. Dr. Witcher then stated that post-secondary state representation will be needed as a replacement for Dr. Leang and asked sector council members contact him with possible replacement nominations.

**XIII. Future Meeting Schedule/Next Meeting**.....Dr. Kenneth Witcher

Dr. Witcher announced that the future meeting schedule for the Council is currently as follows:

- Friday, September 19, 2014 at 10:00 a.m.
- Friday, November 14, 2014 at 10:00 a.m.

**XIV. 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.

Dr. Witcher announced the Second Public Comment Session and invited members of the public to speak. Comments from sector council members included the international activities of Drummond America and about Sierra Nevada hiring a mechanical engineer directly from UNR, and Dr. Witcher replied that it was good to hear about the the sector’s activities and opportunities available to young people in the state. Greg Stanley, Corporate Director of Engineering Services, elaborated on capturing local university talent. He said that Sierra Nevada typically hires interns in their junior year, who are groomed by them for a couple of years, and by the time they graduate, they have produced a well-qualified, experienced engineer. He highly recommends this internship program, in which about 40 full time software, electrical, rf and mechanical engineers on their staff. Dr. Witcher thanked him for his comments and Mr. Callahan said that this type of information should be included in the sector council’s strategic message.

Mr. McDowell stated that the chairs of the sector councils will have an opportunity to make a presentation to the Governor’s Workforce Investment Board (GWIB) at their quarterly meeting if they are on the meeting’s agenda. Mr. McDowell explained that it is also an opportunity to share their concerns or state their position on issues affecting the their sector, such as was mentioned about Senate Bill 385 earlier in the meeting, and stated he will relay more information about the next GWIB meeting to the sector council.

Hearing no other comments, Dr. Witcher closed the second public comment session.

XV. Adjournment.....Dr. Kenneth Witcher

After Dr. Witcher concluded the Second Public Comment Session, he adjourned the meeting at 11:16 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, Jim New, 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, 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, August 14, 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.