



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

Name of Organization: Governor's Workforce Investment Board (GWIB)
Health Care and Medical Services Sector Council
Data/Evaluation/Research Subcommittee

Date and Time of Meeting: **Friday**, February 15, 2013
12:30 p.m.

Place of Meeting: Department of Employment, Training & Rehabilitation
Stanley P. Jones Building
2800 East St. Louis Avenue, Conference Room C
Las Vegas, NV

Some members of the Council may have attended the meeting and other persons may have observed the meeting and provided testimony through a simultaneous videoconference and teleconference conducted at the following location or by calling the number and access code listed below:

Department of Employment, Training & Rehabilitation
Vocational Rehabilitation
1325 Corporate Boulevard
Reno, NV

1-877-810-9415
Access Code 4697842#

Subcommittee Members Present: John Packham, Carolyn Yucha, Laura Hale.

Subcommittee Members Absent: Jeff Daniels, Veronica Dahir.

DETR WSU Staff Present: Derita Hopkins, Earl McDowell.

Others Present: Debra Collins (GWIB Health Care and Medical Services Sector Council; Workforce Connections), Vance Farrow (GWIB Health Care and Medical Services Sector Council; GOED), Linda Johnson (GWIB Health Care and Medical Services Sector Council; Nevada P-16 Council), Debra Scott (GWIB Health Care and Medical Services Sector Council; NV State Board of Nursing), Dr. Marcia Turner (GWIB Health Care and Medical Services Sector Council; NSHE), Holly Balmer (NSHE), Linda Yi (Workforce Connections).

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

AGENDA

- I. Call to Order, Welcome and Introductions Dr. John Packham, Chair
Data/Evaluation/Research Subcommittee of the GWIB Health Care and Medical Services Sector
Council

Dr. John Packham called the meeting to order, introduced himself and welcomed everyone. He then asked for roll to be called.

Please refer to p.2 of the meeting verbatim transcript for this item.

- II. Roll call and Establishment of a Quorum Linda Yi, Project Director
GWIB Health Care and Medical Services Sector Council

Linda Yi called roll and verified that a quorum was established.

Please refer to pp. 2-3 of the meeting verbatim transcript for this item.

- III. Verification of Posting Linda Yi

Linda Yi verified that the meeting agenda was posted in accordance with NRS 241.020.

Please refer to p. 3 of the meeting verbatim transcript for this item.

- IV. **First Public Comment Session** John Packham
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.

Mr. Packham announced the first public comment session and invited members of the public to speak. Hearing no comment, Mr. Packham turned to the next agenda item.

Please refer to p. 3 of the meeting verbatim transcript for this item.

- V. ***Discussion/Possible Action** – Approval of the January 8, 2013 Meeting Minutes
..... Dr. John Packham

Mr. Packham asked for approval of the January 8, 2013 Meeting Minutes. Subcommittee members asked for changes to be made to:

- Page 3, 4th Paragraph – change HIPPA to HIPAA
- Page 3, Bullet Points – change “For the minimum data set, to collect data from the primary care offices” to “For the minimum data set, to collect data with the primary care office”

Carolyn Yucha moved to approve the minutes with the revisions as stated. Laura Hale seconded the motion. A vote was taken and all were in favor. The motion carried.

Please refer to pp. 3-4 of the meeting verbatim transcript for this item.

- VI. ***Discussion/Possible Action** – Validate and Finalize the Duties, Charge and 2013 Strategic Plan Deliverables of the Data/Evaluation/Research Subcommittee Dr. John Packham

To view a copy of the GWIB Health Care and Medical Services Sector Council Data/Evaluation/Research Subcommittee draft of general duties, charge, and 2013 strategic plan objectives that Dr. Packham referred to, it can be viewed at the following link: [Data Subcommittee – 2013 Charge and Strategic Plan Deliverables DRAFT 2-11-13.pdf](#).

Subcommittee members decided to make the following revisions to the document:

- Spelling out the acronyms that were referred to in the document.
- In the General Duties section change the second bullet point from “The Council should...” to a verb like all the other bullet points begin with.

A motion to approve the document with the revisions stated above was made by Carolyn Yucha and was seconded by Laura Hale. All were in favor, none were opposed and the motion carried.

Please refer to pp. 4-11 of the meeting verbatim transcript for this item.

VII. ***Discussion/Possible Action** – Determine Steps and Timeline for Execution of the Strategic Plan
 John Packham

A draft of this Subcommittee’s 2013 Strategic Plan items will be discussed at the next full GWIB Health Care and Medical Services Sector Council meeting scheduled for March 7, 2013. Once the strategic plan items have the approval of the full GWIB Health Care and Medical Services Sector Council members, steps can be taken to achieve the strategic plan objectives and deliverables.

Please refer to pp. 11-12 of the meeting verbatim transcript for this item.

VIII. ***Discussion/Possible Action** – Scheduling and Focus of Future Meetings..... John Packham

Subcommittee members decided their next meeting would be Tuesday, April 9, 2013 at 10:30 a.m.

Please refer to pp. 12-13 of the meeting verbatim transcript for this item.

IX. **Second Public Comment Session** John Packham
 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. Each comment will be limited to three (3) minutes.

Mr. Packham announced the second public comment session and invited members of the public to speak. No comments were made. Mr. Packham then turned to the next agenda item.

Please refer to p. 13 of the meeting verbatim transcript for this item.

X. **Motion for Adjournment**..... John Packham

Mr. Packham asked for a motion to adjourn this meeting. The motion was made by Carolyn Yucha and seconded by Laura Hale.

Please refer to p. 13 of the meeting verbatim transcript for this item.

**Denotes items on which the Governor’s Workforce Investment Board Health Care and Medical Services Sector Council Data/Evaluation/Research Subcommittee may take action. Agenda items may be taken out of order. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised under public comment until the matter has been specifically included on an agenda.*

GOVERNOR’S WORKFORCE INVESTMENT BOARD
Health Care and Medical Services Sector Council
Data/Evaluation/Research Subcommittee Members
 Veronica Dahir, Jeff Daniels, Laura Hale, John Packham and Carolyn Yucha

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, February 14, 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.