



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
Economic Development Subcommittee
Monday, August 26, 2013
11:00 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

Nevada Job Connect
Reno Town Mall
4001 South Virginia Street
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 Members Present: Vance Farrow, Rob Hooper, Steve Lebedoff, Lynn O'Mara, Bill Welch, and Victoria VanMeeten.

Subcommittee Members Absent: Ann Lynch, Larry Matheis, Charles Perry (excused).

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

Others Present: Holly Balmer (NSHE), Cloyd Phillips (CSA), Dr. Marcia Turner (Chair of GWIB Health Care and Medical Services Sector Council, NSHE).

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

- I. Welcome, Introductions and New Members..... Bill Welch, Chair
Economic Development Subcommittee, GWIB Health Care and Medical Services Sector Council

The Chair of this Subcommittee, Bill Welch, called the meeting to order at 11:28 a.m. The Chair apologized for the delay in starting the meeting. He welcomed everyone, thanked them for attending this meeting, and 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

Bill Welch 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** Bill Welch
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 (3) minutes per person at the discretion of the chairperson.

Bill Welch announced the First Public Comment Session and invited members of the public to speak. Hearing no comments, he then turned to Agenda Item V.

- V. **For Possible Action** – Approval of the July 23, 2013 Meeting Minutes Bill Welch

Bill Welch asked for approval of the July 23, 2013 Meeting Minutes. A motion to approve the minutes was made by Victoria VanMeetren and seconded by Lynn O’Mara. The motion carried unanimously.

- VI. **For Possible Action** – Review of the Subcommittee Members Task Survey for the 2013 Strategic Plan Bill Welch

Subcommittee member Lynn O’Mara, Executive Director for the Nevada Medical Association, explained to everyone that the purpose of this Subcommittee’s task survey is to support the 2013 GWIB Health Care and Medical Services Strategic Plan initiatives. She stated that the point is to reach out into the health care and medical services industry and identify the workforce needs to stimulate the job market work opportunities. The data collected will assist with healthcare training recommendations and grant opportunities.

Dr. Marcia Turner, Chair of the GWIB Health Care and Medical Sector Council, recommended that everyone decide what study should be conducted to identify the workforce training needs in the healthcare industry. She then advised the members that this Subcommittee will work with the Economic Development Subcommittee to determine where the training is needed. In addition, Dr. Turner suggested that this Subcommittee work with the Education Subcommittee to determine the required skill sets.

Based on member responses to the survey and his own analysis, Bill Welch, the Chair of this Subcommittee, recommended the adoption of the following list of objectives:

- Objective #1 – Develop and conduct a statewide survey of employment vacancies and anticipated needs among Nevada health care employers, hospitals, physician offices, clinics and others. It was recommended that this Subcommittee include an out-of-state survey to collect research

information for future workers. It was agreed by Subcommittee members to send out a total of three surveys and include a timeline from the collected data. Dr. Marcia Turner suggested that this Subcommittee solicit the support of William (Bill) Anderson, DETR’s Chief Economist, with the industry survey data collection. Listed below are the recommended surveys for Objective #1.

- (1) Vance Farrow’s Market Research Survey
 - (2) Dr. John Packham’s Health Workforce Survey
 - (3) Out of State Survey – conducted by Dr. Packham
- Objective #2 – Prioritize target job opportunity and training areas. Subcommittee member Rob Hooper volunteered to lead this objective. It was agreed by this Council to analyze the survey data received from Objective #1 before completing the deliverables and tasks.
 - Objective #3 – Conduct analysis of survey data and make recommendations to DETR as appropriate. It was decided by this Subcommittee to make recommendations for health care training based on the analysis of data collected from Vance Farrow’s survey and information obtained from the Education Subcommittee.
 - Objective #4 – Identify impact of health care reform and HIT on workforce in collaboration with other health care professional associations. It was agreed upon by this Subcommittee to develop a plan and invite a representative from the various health care components, such as, nursing homes, hospitals, physicians, etc. and industry to specifically identify their industry’s impact by the health care reform act. It was recommended to create a health care workshop to support and identify the various health care components’ training needs. The Chair of this Subcommittee, Bill Welch, volunteered for this objective.
 - Objective #5 - Share information with other GWIB Health Care and Medical Services Subcommittees and GWIB Industry Sector Councils to support a cohesive strategic plan. This Council has decided that the outcome of this objective will be forwarded on to Dr. Marcia Turner to include with her quarterly report to the Governor’s Workforce Investment Board.

VII. **For Possible Action** – Prioritization of the Accepted Task for the 2013 Strategic Plan
Bill Welch

Bill Welch requested that this agenda item be tabled for discussion at the next scheduled meeting due to time constraints.

VIII. **Discussion** – Review of the Survey Results Conducted by Vance Farrow and Dr. John Packham’s Health Workforce Study Report.....
Vance Farrow, Industry Specialist, Governor’s Office of Economic Development and
 Dr. John Packham, Director of Health Policy Research with University of Reno, Nevada

Bill Welch welcomed and thanked Mr. Vance Farrow, Industry Specialist for the Governor’s Office of Economic Development (GOED), and then asked him to provide an update to Subcommittee members regarding the GOED’s Business Sector Survey. Mr. Farrow informed everyone that his survey results were better than neutral. He mentioned that the survey was sent out to the recommended Human Resources and Chief Executive Officers within the health care and medical industry sector and only 18 out of 56 surveyors responded by the requested deadline.

Dr. Marcia Turner, Chair of the GWIB Health Care and Medical Services Sector Council, asked this Subcommittee to focus on health care services entry level job opportunities to provide training within the health care industry workforce. Bill Welch volunteered to send out an email message to the selected survey respondees and thank them for their participation and encourage other potential respondees who did not respond to submit their survey. Mr. Welch asked for this Subcommittee to review the results of the pilot survey to determine whether or not the outlined questions are appropriate.

To view a copy of Vance Farrow’s health care services pilot survey, click on the following link: S:\detradmin\workforcesolutionsunit\Sector_Councils\HC&MS\HC&MS_Meetings_for_2013\HC&MS_Economic_Development_Subcommittee_Meeting_08-26-13\Market_Research_Survey.pdf

IX. For Possible Action – Assignment of Subcommittee Members as Leads for the 2013 Strategic Plan Tasks.....Bill Welch

The assignments for members to lead this Subcommittee’s objectives were determined as follows:

- Objective #1 – Develop and conduct a statewide survey of employment vacancies and anticipated needs among Nevada health care employers, hospitals, physician offices, clinics and others...
Vance Farrow, Dr. John Packham, and ask for the assistance of Bill Anderson, Chief Economist for DETR’s Bureau of Research and Analysis.
- Objective #2 – Prioritize target job opportunity and training areas...
Rob Hooper
- Objective #3 – Conduct analysis of survey data and make recommendations to DETR as appropriate...
All Subcommittee members
- Objective #4 – Identify impact of health care reform and HIT on workforce in collaboration with other health care professional associations...
Bill Welch
- Objective #5 - Share information with other GWIB Health Care and Medical Services Subcommittees and GWIB Industry Sector Councils to support a cohesive strategic plan...
All Subcommittee members. Information will be given to Dr. Marcia Turner to include with her quarterly report to the Governor’s Workforce Investment Board.

X. For Possible Action – New Business and Future Agenda ItemsBill Welch

Member suggestions for future agenda items and/or action as discussed during this agenda item consisted of:

- It was recommended to collect the survey data and begin prioritizing assigned tasks and identify the deliverables for each assigned objectives 1 through 5.
- Survey results update from both Vance Farrow and Dr. John Packham.
- All Subcommittee members to review Vance Farrow’s pilot survey questions handout and determine whether or not the questions are appropriate for the health care services industry.
- Bill Welch will send out a “thank you” email message to survey responders’ and encourage others to submit their survey to acquire better results.

XI. Discussion – Next Scheduled meeting will be held on Tuesday, November 5, 2013 at 8:30 a.m. ...
.....Bill Welch

Bill Welch announced that the next meeting for this Subcommittee is scheduled for Tuesday, November 5, 2013 at 8:30 a.m. Notice for the meeting will be sent to Subcommittee members and posted to notify the public as per Nevada Open Meeting Law.

XII. Second Public Comment SessionBill Welch
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 (3) minutes per person at the discretion of the chairperson.

Mr. Welch announced the Second Public Comment Session and invited members of the public to speak; however, no comments were made. Hearing no comment, he then turned to Agenda Item XIII.

XIII. AdjournmentBill Welch

Mr. Welch adjourned the meeting at 1:40 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 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
ECONOMIC DEVELOPMENT SUBCOMMITTEE

Vance Farrow, Rob Hooper, Steve Lebedoff, Ann Lynch, Lynn O’Mara, Larry Matheis, Charles Perry, Bill Welch and Victoria VanMeetren.

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 Friday, August 23, 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.