



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
Education/Training Subcommittee
Friday, June 14, 2013
8:30 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 Council 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

Department of Employment, Training & Rehabilitation
1325 Corporate Boulevard, Large Conference Room
Reno, NV

 1-877-810-9415
 Access Code 7521358#

Council Members Present: Renee Coffman, Margaret Covelli, Joan Hall, Randi Hunewill, Linda Johnson, Ann Lynch, Lynn O'Mara, Charles Perry, Dr. Hyla Winters.

Council Members Absent: None.

Ex-officio Members Present: Debra Collins.

Ex-officio Members Absent: William Anderson, Sherri Lindloff.

DETR WSU Staff Present: Odalys Carmona, Earl McDowell, Ansara Martino.

Others Present: Holly Balmer (Nevada System of Higher Education), Vance Farrow (GOED), Keith Hosannah (DETR), Linda Yi (GWIB Health Care and Medical Services Sector Council).

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

- I. Welcome, Introductions and New Members.....Dr. Hyla Winters, Chair
Education/Training Subcommittee of the GWIB Health Care & Medical Services Sector Council

The Chair of this Council, Dr. Hyla Winters, called the meeting to order at 8:30 a.m., welcomed everyone and thanked them for attending this meeting. She then asked Linda Yi, Project Director for GWIB Health Care and Medical Services Sector Council, to call roll.

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

Linda Yi called roll and informed the Chair that a quorum was present.

- III. Verification of Posting.....Linda Yi

Dr. Winters asked for Linda Yi to verify that the agenda for this meeting was posted according to Nevada statute. Ms. Yi verified that the agenda was posted according to NRS 241.020.

- IV. **First Public Comment Session**Dr. Hyla Winters
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 (3) minutes per person at the discretion of the chairperson.

When Dr. Winters announced the First Public Comment Session and invited members of the public to speak. Hearing no comment, she then turned to Agenda Item V.

- V. **For Possible Action** – Approval of the April 12, 2013 Meeting MinutesDr. Hyla Winters

Dr. Winters asked for approval of the April 12, 2013 Meeting Minutes. It was recommended to correct the meeting minutes Agenda Item VI regarding "... the Mapping of Programs/Certificate." Holly Balmer read the recommended corrections on behalf of Dr. Marcia Turner to the Council members for the record. She then provided the Chair with a hardcopy of the recommended corrections. The motion was made to approve the amended minutes by Charles Perry and seconded by Ann Lynch. The motion carried unanimously.

- VI. **For Possible Action** – Update on the Discussion of the Nevada System of Higher Education (NSHE) Statewide Health Science Mapping of Programs/Certificates Final Template.....
.....Dr. Hyla Winters/Dr. Marcia Turner, Vice-Chancellor of Health Sciences, NSHE
Chair, GWIB Health Care & Medical Services Sector Council

Dr. Hyla Winters introduced Holly Balmer, Special Assistant to Dr. Marcia Turner, Vice-Chancellor of Health Sciences at the Nevada System of Higher Education, and asked her to provide the Council with an update for NSHE's Statewide Health Science Mapping of Programs/Certificates. Ms. Balmer reminded everyone that she was tasked by this Council to provide a programmatic inventory of the NSHE Health Sciences degrees as well as certificate programs with credit bearing and non-credit bearing over 30 credits and less. She then mentioned that the health sciences program data collected was self reported by NSHE institutions. Linda Yi provided a hardcopy of the Nevada Department of Education, Career and Technical – Health Sciences Programs final template for the Council members to review during this discussion. The Chair of this council asked for some helpful suggestions regarding the outlined health sciences courses and consideration of adopting the programs and certificates. It was recommended to only adopt programs and certification that would lead into employment. A council member suggested adding a career roadmap to the template to illustrate a sequence of required courses and work experiences for high school students to visualize. Council members Joan Hall, Charles Perry, and Ann Lynch volunteered to assist Holly

Balmer with updating the current listing of health sciences programs and certificates and to provide their feedback to the Chair by June 28, 2013.

To view the NSHE Statewide Health Science Mapping of Programs/Certificates Final Template, click on the following link: [Copy of Secondary Programs Data.xls](#)

VII. **For Possible Action** – Review of Nevada Department of Education – Office of Career Technical and Education ProgramsRandi Hunewill, Education Program Supervisor
Nevada Department of Education

Dr. Hyla Winters introduced Randi Hunewell, Education Program Supervisor for the Nevada Department of Education, and asked her to share with the council her collected data of K-12 health occupational programs. Randi Hunewill provided the Council with an update on the Nevada Department of Education – Office of Career Technical and Education Programs. She began her discussion with an overview of the 2013-2014 Nevada Career & Technical Education course catalog, which shows a total of six different industry programs. Listed below are the established industry sector programs:

- Agriculture & Natural Resources
- Business & Marketing Education
- Education, Hospitality & Human Services
- Health Science & Public Safety
- Information & Medical Technologies
- Skilled & Technical Sciences

She then stated that the CTE programs are used by the Nevada School Districts to establish new academic programs. She informed everyone, if a school wants to start a program they should review the six established programs outlined in CTE course catalog. She informed Council members that funding for the CTE programs have been received from both Nevada State Grants and the Perkins Federal Funds. She expressed the need for the qualified teachers to instruct some of the health sciences courses. She mentioned that that one of the most common ways for a teacher to acquire a business/industry license to teach the CTE health sciences programs would be for an individual to already have a Business and Administration degree and some health care work experience. She then briefly explained the purpose of Senate Bill 328 would allow the industry sector council members to participate with the State’s Grants committee and sign off on any industry sector funding need requests.

Next, she provided the council with an update of the CTE Employability Skills for Career Readiness handout. She mentioned that the Nevada established academic standards for each industry sector programs provides a sequence of courses for students to complete and upon completion, students will be given an assessment funded by the state to test their knowledge and employability skills. She noted that right now students can receive a CTE endorsement on their diploma upon completion of the established programs and receive some college credits.

Finally, she reviewed the Secondary Program Data handout which shows under the completer enrollment column the number of students who had enrolled in the health sciences CTE programs. A council member asked the question regarding the Employment Skills for Career Readiness Standards, if the course materials are provided by unqualified teachers, how we expect students to reach the required standards for the health care workforce. Ms. Hunewill answered that hopefully in the future there will be a way in which, the Nevada Department of Licensing, Nevada Department of Education and CTE could work together to acquired trained qualified instructors. She mentioned with the support of DETR the students will be examined upon completion of the established programs and will receive a certificate of completion with Director Frank Woodbeck signature. Linda Johnson asked the question whether or not the Employability Skills certifications will be something the local Employer’s will acknowledge for

employment; Ms. Hunewill mentioned that it's a NAC requirement, and Nevada Department of Education is currently communicating and marketing this concept with our local businesses.

To view the 2013-2014 Nevada Career & Technical Education Course Catalog, click on the following link: [2013_2014 Course Catalog 2 28 13 printing.pdf](#)

To view an example of the recommended program of study for : Nursing Assistant handout, click on the following link: [Nursing Assistant POS 4 4 13.doc](#)

To view the CTE Employability Skills for Career Readiness Standards handout, click on the following link: [Employability Skills for Career Readiness STDS 4 3 2013.pdf](#)

To view the Secondary Program Data, click on the following link: [Copy of Secondary Programs Data.xls](#)

VIII. **For Possible Action** – Determine Steps and Timeline for Execution of the Education/Training Subcommittee 2013 Strategic PlanDr. Hyla Winters

Dr. Hyla Winters reviewed the GWIB Health Care and Medical Services Sector Council Layered Strategic Plan Subcommittee Objectives 1 through 7. She then asked for Council members present to assist with implementing a timeline for the outlined subcommittee objectives and provide any valuable suggestions. No comments were made during her initial request for feedback; therefore, she proceeded to provide her suggested priority ranking list for the council consideration and to discuss. It was suggested for Council to adopt the priority ranking of Objectives 1 through 7 presented by the Chair. It was recommended to have an inventory of education programs made readily available for posting on the GWIB Industry Sector Councils website by the end of calendar year. A motion was made by Ann Lynch with adopting the priority ranking timeline presented by the Chair and seconded by Charles Perry. The motion carried unanimously.

Listed in order below are the suggested priority ranking timeline for the outlined GWIB Health Care and Medical Services Education Subcommittee Objectives 1 through 7.

1. "Conduct an inventory of education programs throughout the state of Nevada..."
2. "Maintain connectivity with the Economic Development and Data, Evaluation and Research..."
3. Collaborate with K-16 in the review of common core education standards..."
4. Identify stackable credentials within heal care workforce"
5. "Produce marketing materials for heal care workforce opportunities"
6. "Develop orientation to health career and education materials for elementary..."
7. "Conduct job career fairs and job shadowing opportunities"

To view the GWIB Health Care and Medical Services Sector Council Layered 2013 Strategic Plan, click on the following link: [GWIB Layered Strategic Plan Final \(3\) \(2\).docx](#)

IX. **For Possible Action** – Scheduling and Focus of Future MeetingsDr. Hyla Winters

The next GWIB Health Care and Medical Services Sector Council Education/Training Subcommittee meeting is scheduled for Friday, July 11, 2013 at 8:30 a.m. Meeting reminders will be sent to Council members and the agenda will be publically posted.

Listed below are some suggestions, recommendations, requests and comments made for the future meeting agenda items:

- It was recommended that council members assisting Holly Balmer with their recommendations, suggestions and updates to the Nevada Department of Education, Career and Technical Health Sciences Programs to provide their valuable feedback no later than June 28, 2013.

- Odalys Carmona, DETR’s Workforce Solutions Unit Youth Liaison, suggested for the Council to take a look at sponsoring some of the youth apprenticeship programs offered by the U.S. Department of Labor. She stated that the internship programs will assist CCSD high school students to acquire work experiences within the health sciences workforce.

X. **Second Public Comment Session**Dr. Hyla Winters
 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 (3) minutes per person at the discretion of the chairperson.

The Chair announced the Second Public Comment Session. Hearing no comments, she then turned to Agenda Item XI.

XI. Adjournment.....Dr. Hyla Winters

After the Chair closed the second public comment session, the meeting was adjourned.

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
HEALTH CARE AND MEDICAL SERVICES SECTOR COUNCIL
EDUCATION/TRAINING SUBCOMMITTEE

Debra Collins, Renee Coffman, Margaret Covelli, Joan Hall, Randi Hunewill, Linda Johnson, Lynn O’Mara,
 Charles Perry, Dr. Hyla Winters and Ann Lynch.

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, June 13, 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.