



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)
Logistics and Operations Sector Council
Wednesday, July 24, 2013
9:00 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 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

Reno Job Connect
Reno Town Mall Conference Room
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#

Council Members Present: Daniel Allen, John Appert, Travis Brady, Scott McKenzie, Dennis Obregon, Dr. Alan Schlottmann, Perry Ursem, Brad Woodring, Bramby Tollen.

Council Members Absent: Hannah Brown, Dave Ipson, Commissioner Bob Kershaw, Dr. Michael Spangler.

Ex-officio Members Present: Jeannie Kuennen.

Ex-officio Members Absent: Tessa Rognier, Marilou Parayno.

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

Others Present: Denise Kline (Nevada JobConnect), Steve Settembre (DETR).

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

I. Welcome, Introductions and New Members.....Earl McDowell
Deputy Administrator, Workforce Solutions Unit
Department of Employment, Training and Rehabilitation (DETR)

The Acting Chair of this Council, Earl McDowell, called the meeting to order at 9:00 a.m., welcomed everyone and thanked them for attending this meeting. He introduced new members: Dave Ipson, John Appert, Scott McKenzie, Daniel Alan, and Dr. Alan Schlottmann. Mr. McDowell asked them to provide a brief description of their background and then 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, DETR

Derita Hopkins called roll and informed Mr. McDowell that a quorum was present.

III. Verification of Posting.....Derita Hopkins

Earl McDowell asked 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**Earl McDowell
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.

Earl McDowell announced the First Public Comment Session and invited members of the public to speak. Bramby Tollen joined the meeting at this juncture. Hearing no other comments, he then turned to the next Agenda Item V.

V. **For Possible Action** – Approval of March 13, 2013 MinutesEarl McDowell

Earl McDowell asked for approval of the March 13, 2013 Meeting Minutes. The motion was made by Scott McKenzie and seconded by Bramby Tollen. The motion carried unanimously.

VI. **For Possible Action** – Approval of April 19, 2013 MinutesEarl McDowell

Earl McDowell asked for approval of the April 19, 2013 Meeting Minutes. The motion was made by Perry Ursem and seconded by Scott McKenzie. The motion carried unanimously.

VII. **For Possible Action** – Approval of May 17, 2013 MinutesEarl McDowell

Earl McDowell asked for approval of the May 17, 2013 Meeting Minutes. The motion was made by Dennis Obregon and seconded by Scott McKenzie. The motion carried unanimously.

VIII. **For Possible Action** – Review of the GWIB Logistics and Operations Industry Report
.....Earl McDowell

Earl McDowell, Deputy Administrator for DETR's Workforce Solutions Unit, introduced himself to the Council and provided a brief analysis of the GWIB Logistics and Operations Industry Survey Report. He explained that the questions asked in the survey were sent out to members to answer for DETR Director Frank Woodbeck to gain industry intelligence and the report being reviewed today is a summary of the members' responses. The report was included in the members packet handed out at the meeting today. Mr. McDowell told Council members in attendance via teleconference call that a copy of the report will be forwarded to them to review and provide their feedback prior to the next meeting. After Mr. McDowell reviewed the questions asked in the survey, a Council member recommended for this Council to consider providing a workforce solution to acquire license competent, drug tested, commercial truck drivers for this state. A discussion ensued and many members agreed that the lack of truck drivers, for various reasons, is a large problem, as well as a shortage in bus drivers. Council members would like to address this workforce shortage. Mr. McDowell encouraged the members to develop a list of required skillsets and a description of the required training. He explained that initiatives can be taken by DETR to address this shortage with the Council's recommendations. Another member suggested that DETR also consider how to partner with the truck driving schools to provide the recommended training. An additional member suggested that payment for the school training be negotiated for the students, as well as any repayment plans owed by the trainee. Another discussion ensued. Based on that discussion, a member suggested this Council consider forming Subcommittees to identify the skill sets and job categories needed for this sector. The members of the Council were in agreement with establishing subcommittees.

Mr. McDowell went on to encourage members to volunteer for the Chair or Vice Chair position for the Council and Mr. McDowell explained the role for each position. Mr. McDowell also explained the importance of this Council writing their 2013 Strategic Plan. Mr. McDowell stated the three areas of importance for the Sector Councils were education, training and ultimately a job at the end of the training. Mr. McDowell gave an example of a Pilot Program that was successful with the GWIB Manufacturing Sector Council, and how DETR is working with the GWIB Mining and Materials Sector Council for a Pilot Program for Diesel Mechanics. Mr. McDowell also advised the Council that there is important data that can be produced for them by DETR's Bureau of Research and Analysis, as well as by DETR's Workforce Solutions Unit Staff.

Perry Ursem stated it was important to gain information on both the short and long term within the workforce for the Logistics and Operations industry. He went on to say that the Governor's Office is proactive in attending conferences in different countries and selling Nevada as a leading State for businesses.

Mr. McDowell reviewed what the items will be on the next agenda for this sector and they were as follows: the 2013 Strategic Plan, and Tatjana Vukovic, Management Analyst for DETR's Workforce Solutions Unit, will provide a report identifying Certification Programs and current and demand jobs for Logistics. In addition, Mr. McDowell stated he will have a representative from Nevada JobConnect and Workforce Connections give a brief presentation on the overall services offered by their agencies. Mr. McDowell added that DETR's Workforce Solutions Unit website should be available online soon.

Mr. McDowell ended this portion of the meeting by providing the next available dates for the next GWIB Logistics Sector meeting would be either August 21, 2013 or August 28, 2013. He said that once the meeting date was finalized, a notification will be sent out all Council members. The agenda for the meeting will also be posted with the meeting date noted on it.

A copy of the GWIB Logistics and Operations Sector Council 2013 Industry Report can be viewed at the following link: <S:\detradmin\workforcesolutionsunit\Sector Councils\Logistics & Operations\Questions due to Frank\Input from the Sector Council - Logistics & Operations.docx>

IX. **For Possible Action** – 2013 GWIB Logistics Sector Council Strategic Plan Update
.....Earl McDowell

Earl McDowell provided a brief summary of the GWIB Logistics Sector Council Strategic Plan template layout and informed everyone that former Council member Ms. Patricia Falvey is no longer available to Chair this Council's 2013 Strategic Plan Subcommittee. He then asked if another member would volunteer to Chair the Subcommittee, to which John Appert responded that he would assume the responsibility. Council members thanked Mr. Appert for stepping forward. Mr. McDowell then informed Mr. Appert that he would forward Mr. Appert available dates for him to choose from in order to schedule a meeting for the Strategic Planning Subcommittee. Next, Mr. McDowell reviewed the Objectives as outlined in this Council's 2013 Strategic Plan.

A copy of the GWIB Logistics and Operations Sector Council 2013 Strategic Plan template can be viewed at the following link: [..\\..\\Sector Council Strategic Plan Form Template for Logistics and Operations 3-15-13.doc](#)

X. **For Possible Action** – Recommendation of a Chair/Vice-Chair/MembershipEarl McDowell

Earl McDowell also provided a brief summary of the Chair and Vice-Chair roles and responsibilities and suggested that the council members volunteer for leadership positions. He also encouraged members to submit nominations for this Council's membership.

XI. **For Possible Action** – New Business and Future Agenda ItemsEarl McDowell

Suggestions for future agenda items consisted of:

- Mr. Brad Woodring, NV Energy Manager of Economic Development, requested to serve on the Logistics and Operations Sector Council.
- Development of the 2013 GWIB Logistics and Operations Strategic Plan.
- Earl McDowell recommended that Tatjana Vukovic present a review of required skill sets and certifications for the Logistics and Operations industry sector.

XII. **Discussion** – Future Meeting Schedule.....Earl McDowell

The next GWIB Logistics and Operations Sector Council meeting will be held on Wednesday, August 28, 2013 at 9:00 a.m.

XIII. **Second Public Comment Session**Earl McDowell

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.

Earl McDowell announced the Second Public Comment Session and invited members of the public to speak. Hearing no public comments, he turned to Agenda Item XIV.

XIV. **Adjournment**Earl McDowell

The meeting was adjourned at 10:05 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
LOGISTICS AND OPERATIONS SECTOR COUNCIL

Daniel Allen, John Appert, Krys Bart, Travis Brady, Hannah Brown, Patricia Falvey, Andrew Katz, Commissioner
Bob Kershaw, Scott Machabee, Scott McKenzie, Dennis Obregon, Dr. Alan Schlottmann, Brad Woodring, Dr.
Michael Spangler and Bramby Tollen.

***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 Tuesday, July 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.

DRAFT