



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, August 28, 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: John Appert, Hannah Brown, Hollie Delaney, Dave Ipson, Scott McKenzie, Dr. Michael Spangler, Perry Ursem.

Council Members Absent: Daniel Allen, Travis Brady, Dennis Obregon, Dr. Alan Schlottmann, Bramby Tollen (excused), Perry Ursem (excused), Brad Woodring (excused).

Ex-officio Members Present: Jeannie Kuennen (WorkforceConnections), Marilou Parayno (Nevadaworks), Tessa Rognier.

Ex-officio Members Absent: None.

DETR WSU Staff Present: Earl McDowell, Derita Hopkins, Odalys Carmona, De Salazar.

Others Present: Terry Culp (NVIE), Cloyd Phillips (CSA).

**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)

Earl McDowell, DETR’s Deputy Administrator for the Workforce Solutions Unit, called the meeting to order at 9:00 a.m., welcomed everyone and thanked them for attending this meeting. He then asked for everyone attending today’s meeting to provide a brief introduction. Mr. McDowell introduced and welcomed newest member, Hollie Delany with Zappos, and asked her to provide an overview of her work background. Mr. McDowell 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 not 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; 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. No public comments were made. Council member Dr. Michael Spangler recommended a new membership for this Council, Dr. Marcus Johnson, Dean of the CSN’s School of Business, Hospitality & Public Services. Hearing no additional comments, he then turned to the next Agenda Item V.

- V. **For Possible Action** – Approval of July 24, 2013 MinutesEarl McDowell
Earl McDowell asked for approval of the July 24, 2013 meeting minutes be tabled to next scheduled meeting, due to lack of quorum.

- VI. **For Possible Action** – Recommendation of a Chair/Vice-Chair/MembershipEarl McDowell
Earl McDowell announced that Brad Woodring, Manager of Economic Development with NV Energy, agreed to Chair the GWIB Logistics and Operations Sector Council. Mr. McDowell then encouraged other Council members to volunteer as the Vice-Chair of this Council.

- VII. **For Possible Action** – 2013 GWIB Logistics and Operations Sector Council Strategic Plan Update.....John Appert, Chair
GWIB Logistics & Operations Sector Council Strategic Plan Subcommittee

Earl McDowell asked John Appert, Chair of this Council’s 2013 Strategic Plan Subcommittee, to provide an update. Mr. Appert thanked everyone for their participation with the recent strategic planning working session. Listed below are some action items generated from the strategic planning working session meeting for this Council to address:

- Action Item #1 - Council member Dr. Spangler mentioned that there's a challenge with getting various employers in the Clark County to understand the skill sets of students in CSN's Department of Applied Science. This Subcommittee will meet on September 5, 2013 to discuss possible actions to help close the communication gaps between stake holders in the logistics and operations industry sector and education.
- Action Item #2 - Dan Oster from the University of Nevada, Reno stated that some challenges to this Subcommittee would be getting students to take courses that are currently available in the logistics and operations industry. Mr. Appert commented that there's a perception gap with potential employees about understanding what supply chains and logistics work opportunities are available. The Subcommittee agreed to add marketing gaps for potential employees as a goal for their strategic plan and find methods of attracting student enrollment with the available supply chain courses.
- Action Item #3 - Lack of significant benchmarking data on industry needs, employee needs and education needs. The recent logistics survey results from both Office Max and ITS Logistics provided some feedback about their workforce needs. The Subcommittee agreed to work with Tessa Rognier from DETR's Bureau of Research and Analysis to form a more in-depth survey to help target the right companies and acquire some benchmarks to track progress with completions of this Subcommittee goal.

Following this discussion, Earl McDowell opened the floor to Council members for comments. Council Member Scott McKenzie commented that recruitment with the University of Nevada, Las Vegas into the supply chain courses has also presented a challenge and the council needs to focus more on marketing logistics work opportunities in the state of Nevada. Council member Hollie Delaney asked for clarification regarding classification of what types of jobs are listed as being under supply chains. It was confirmed that supply chain jobs are identified as the following:

- Customer Service Representatives
- Materials
- Vendor
- Inventory Control
- Inventory Management
- Warehouse Workers
- Merchandise Marketing

Earl McDowell recommended that Tessa Rognier provide a logistics industry report to show a current listing of Nevada's supply chains jobs. Council member Dr. Spangler informed the Council that CSN has various disciplines that are intervals to the logistics and materials handlers; for example, Diesel Technician Program and Engineering programs. Dr. Spangler then suggested for the Council to focus on identifying what direct job classification and skill sets are included in the logistics field. Council member John Appert commented that upon completion of the strategic plan the core skillsets would be identified for this Council to review. No additional comments were made. Mr. McDowell asked for the GWIB Logistics and Operations Strategic Plan Subcommittee to come up with some recommendations for pilot programs to support economic growth.

Mr. McDowell announced that the next GWIB Logistics and Operations Sector Strategic Plan Subcommittee will be held on Thursday, September 5, 2013 at 9:00 a.m.

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](#)

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

Suggestions for future agenda items consisted of:

- Development of the 2013 GWIB Logistics and Operations Strategic Plan.
- Earl McDowell recommended that Tessa Rognier, Economist in DETR’s Bureau of Research and Analysis, to present a Logistics and Operations Sector Industry Report.
- It was recommended that this Council look into identifying how both internal and external customer service relates to the logistics and operations industry.

IX. **Discussion** – Next scheduled meeting will be held on Tuesday, September 24, 2013 at 9:00 a.m...
.....Earl McDowell

The next GWIB Logistics and Operations Sector Council meeting will be held on Tuesday, September 24, 2013 at 9:00 a.m.

X. **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 XI.

XI. **Adjournment**Earl McDowell

The meeting was adjourned at 9:37 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, Travis Brady, Hannah Brown, Commissioner Bob Kershaw, Scott McKenzie, Dennis Obregon, Dr. Alan Schlottmann, Dave Simonsen, Dr. Michael Spangler, Bramby Tollen and Perry Ursem

***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, August 27, 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.