



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

Tuesday, September 24, 2013

2:30 p.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, Travis Brady, Dr. Marcus Johnson, Scott McKenzie, Dr. Alan Schlottmann, Bramby Tollen, Perry Ursem, Brad Woodring

Council Members Absent: Daniel Allen, Hannah Brown, Hollie Delaney, Dave Ipson, Dennis Obregon, Dr. Michael Spangler

Ex-officio Members Present: Marilou Parayno (Nevadaworks), Tessa Rognier (DETR, Bureau of Research and Analysis)

Ex-officio Members Absent: Jeannie Kuennen (WorkforceConnections)

DETR WSU Staff Present: Earl McDowell, Derita Hopkins, Ansara Martino, Odalys Carmona, De Salazar, De Salazar, Doug van Aman

Others Present: Terry Culp (NVIE), J. Michael Hoeck (NAI Alliance), Cloyd Phillips (CSA), Bob Potts (GOED)

**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. Mr. McDowell then announced that Council member, Brad Woodring, Manager of Economic Development with NV Energy, has volunteered to serve as Chair of this Council. He then turned the meeting over to Mr. Woodring.

Mr. Woodring introduced and welcomed newest member, Dr. Marcus Johnson with the College of Southern Nevada (CSN), and asked him to provide an overview of his work background. He then asked for everyone attending today’s meeting via teleconference to provide a brief introduction. Mr. Woodring 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 the Chair that a quorum was present.

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

Mr. Woodring 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** Brad Woodring
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.

- V. **For Possible Action** – Approval of July 24, 2013 Minutes Brad Woodring

Mr. Woodring asked for approval of the July 24, 2013 Meeting Minutes. The motion was made by Scott McKenzie and seconded by John Appert. The motion carried unanimously.

- VI. **For Possible Action** – Approval of August 28, 2013 Minutes Brad Woodring

Mr. Woodring asked for approval of the August 28, 2013 Meeting Minutes. Council member Bramby Tollen asked that her attendance record be changed to “excused” for the August 28, 2013 meeting because of the prior notification she gave for being unable to attend that meeting. Mr. Woodring agreed to and noted the change. The motion to approve the minutes with the noted change was made by John Appert and seconded by Perry Ursem. The motion carried unanimously.

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

Mr. Woodring asked John Appert, Chair of this Council’s 2013 Strategic Plan Subcommittee, to provide an update. Mr. Appert provided a brief overview of the proposed 2013-2014 GWIB Logistics and Operations Sector Council Strategic Plan. Mr. Woodring then asked for Council member’s participation

with providing feedback and recommendations for this Council's strategic action plan. Mr. Appert mentioned that the proposed strategic plan will have three main action items taken to assist with the completion of the outlined objectives. He then explained in detail the purpose, strategy and action plan for each objective.

Listed below are the current 2013-2014 GWIB Logistics and Operations Objective numbers 1-8:

- Objective 1 – Maintain communication with the Governor's Office of Economic Development to determine the workforce training needs of companies moving to or expanding in the state.
 - Objective 1, strategy will be to develop a line of communication between stakeholders with the Logistics sector industry.
 - Action Plan (1): Improve the communication between stakeholders within the Logistics sector industry and education to identify trends in the industry and best practices.
 - Action Plan (2): Identify targeted employers that would represent industry significant groups to improve data around employers, industry trends and workforce needs.
- Objective 2 – Identify the critical jobs, skills and competencies needed by the workforce for the industry sector.
 - Objective 2, strategy would be to gather information from industry to identify employment needs.
 - The Objective action plan is to develop a survey form to be completed by logistics and operations companies to gather relevant information on workforce needs and determine the occupations in demand.
- Objective 3 – Map the talent pipeline for the sector and identify where the talent needed will come from now, in the near-term and the future.
 - Objective 3, strategy will be to gather information about existing workforce talent and future needs and trends.
 - Action Plan (1): Determine source of existing talent pipeline and current hiring practices within the Logistics and Operations industry.
 - Action Plan (2): Create the inventory of existing educational and training opportunities and determine the needed in house nationally recognized certifications by industry.
- Objective 4 – Analyze and apply workforce intelligence to recommend sector-wide strategies to improve the talent pipeline.
 - Objective 4, strategy will be to develop a pipeline to match students with employers, provide opportunities for real world experience during the training process, and long-term employment post training program.
 - Action Plan (1): Determine issues and opportunities that exist in current and future workforce supply.
- Objective 5 – Review and recommend workforce development funded training curriculum, activities and credential certifications for logistics and operations industry.
- Objective 6 – Identify and apply for federal funding available for job training and education programs.
- Objective 7 – generate public and private resources (including, but not limited to, grants) to support the sector's work and projects.
- Objective 8 – Report to the Governor's Workforce Investment Board (GWIB) the findings of the Council and provide guidance for training policy formation and implementation.
 - Objective 8, strategy will be to share gathered knowledge with DETR Governor's Workforce Investment Board and all other sector councils.
 - Action Plan (1): Share the knowledge with GWIB during the quarterly meeting and compare information with other sector councils to determine existing overlaps.

Mr. Woodring then opened the floor to Council members for comments. No comments were made. Mr. Woodring thanked Mr. Appert and everyone that assisted him with the completion of the proposed strategic plan. He then asked for DETR Workforce Solutions Unit staff to assist with creating a

Subcommittee structure to complete the assigned objectives and action items outlined in the strategic plan.

Mr. Woodring asked for a motion to approve the proposed 2013-2014 GWIB Logistics and Operations Sector Council Strategic Plan as a working document for this Council. The motion was made by Bramby Tollen and seconded by Travis Brady. The motion carried unanimously. Mr. Woodring informed the Council that this strategic plan will be presented as part of his report at the next Governor's Workforce Investment Board meeting that is scheduled for September 30, 2013.

A copy of the proposed 2013-2014 GWIB Logistics and Operations Sector Council Strategic Plan template can be viewed at the following link: <S:\detradmin\workforcesolutionsunit\Sector Councils\Logistics & Operations\09-24-13 Strategic Plan for Logistics & Operations Sector Council.doc>

VIII. **For Possible Action** – New Business and Future Agenda Items Brad Woodring

Suggestions for future agenda items consisted of:

- Update on the 2013 GWIB Logistics and Operations Strategic Plan.
- Mr. Woodring requested that DETR's Workforce Solutions Unit assist with creating subcommittees to support strategic plan initiatives.

IX. **For Possible Action** – Future Meeting Schedule/Next Meeting..... Brad Woodring

The next GWIB Logistics and Operations Sector Council meeting will be held on Tuesday, November 12, 2013 at 2:30 p.m.

X. **Second Public Comment Session** Brad Woodring

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.

Mr. Woodring announced the Second Public Comment Session and invited members of the public to speak. Mr. Woodring provided a brief overview of the Logistics and Operations Industry Sector Council membership analysis report. He then provided a brief introduction of Council member Perry Ursem, who works in Business Development for the Governor's Office of Economic Development (GOED), and informed everyone that Mr. Ursem has been assigned as the industry expert for this Council. Mr. Woodring encouraged Council members to make use of Mr. Ursem's expertise as a resource regarding any support needed with identification of companies and trends to support this Council's work.. Perry Ursem commented that GOED is currently going through the process of refining the goals of each industry sector. He noted that they are looking for methods of identifying what improvements are needed to make this industry better and to support economic development within the state. He asked for Council members to provide him with any suggestions that would assist with the improvement of our state's Logistics and Operations industry sector. Hearing no additional comments, Mr. Woodring turned to Agenda Item XI.

XI. **Adjournment** Brad Woodring

After the Chair closed the Second Public Comment Session, the meeting was adjourned at 3:11 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 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, Hollie Delaney, Dave Ipson, Dr. Marcus Johnson,
Scott McKenzie, Dennis Obregon, Dr. Alan Schlottmann, Dave Simonsen, Dr. Michael Spangler, Bramby Tollen,
Perry Ursem and Brad Woodring.

***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 Monday, September 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.

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