



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 – Information Technology Sector Council**  
**Thursday, August 9, 2012**  
**10:00 a.m.**

*This meeting was conducted in person, via videoconference and via teleconference call. Members of the public were invited to observe this meeting and provide comment at the in person location (DETR, 2800 East St. Louis Ave, Las Vegas NV), at the videoconferencing location (DETR-Vocational Rehabilitation, 1325 Corporate Blvd, Reno NV), or via teleconferencing (1-877-810-9415, access code 4697842#).*

- I. Welcome and Introductions ..... Linda Montgomery  
Chair, Information Technology Sector Council

The meeting was called to order by the Chair Linda Montgomery, who welcomed and thanked the Council members and the public for attending. Mrs. Montgomery introduced herself and spoke about her background in the field of Information Technology, training and certification programs. Mrs. Montgomery then asked for everyone to introduce themselves and provide any background information about themselves that they wished.

- II. Roll call and Establishment of a Quorum ..... Ansara Martino  
Workforce Solutions Unit, Department of Employment, Training and Rehabilitation (DETR)

Roll call was taken by Ansara Martino and it was established that a quorum was present.

**Members Present:** Missy Young, Arnold Lopez, Robert Nielsen, Nancy Smith, Warren Hioki, Linda Montgomery, Justin McVay

**Members Present via Teleconference:** Saeed Karamooz, Audrey Damonte, Steven Zink, Lindsey Niedzielski, Felicia Nemcek

**Members Present via Videoconference:** Carol Lucey

**Members Absent:** Scott Garrison, Mike Gardineer, Pam Egan, James Maida

**DETR Staff:** Earl McDowell, Ansara Martino, LeVerne Kelley, Odalys Carmona, Venus Fajota, Dennis Perea

**Public and Guests:** Commissioner Mike Page (Eureka County), Heidi and Commissioner Vida Keller (Lyon County), Andrew Martinez (JobConnect), Debra Collins (Workforce Connections), Judy Osgood

(Governor’s Office), Roni Dahir, Steven Lebedoff, Mary Ann Brown, Lynn O’Mara, Councilwoman Peggy Leavitt (Boulder City), John Thurman (Nevadaworks)

\*It should be noted that all attendees may not be listed above.

III. Verification of Posting..... Ansara Martino

Ansara Martino verified that the meeting was posted according to NRS 241.020.

IV. \*Discussion/Possible Action – Approval of the August 9, 2012 Agenda ..... Linda Montgomery

A request was made by the chair to approve the August 9, 2012 Information Technology Sector Council agenda. After receiving confirmation that the council members had reviewed the agenda, Mrs. Montgomery asked if there were any corrections or additions. Hearing none, she requested a motion for approval. It was moved by Arnold Lopez and seconded by Missy Young. The motion carried.

V. First Public Comment Session ..... Linda Montgomery

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.

Linda Montgomery stated that it was time for the First Public Comment Session. She asked if there was anyone in the audience or on the phone that is not a member of this sector council and whom wishes to come forward to give comment. She also asked anyone doing so to state their name and the name of the company or organization, if any, they are presenting for the record. Comments are limited to three minutes. Hearing none, Mrs. Montgomery moved to the next agenda item.

VI. \*Discussion/Possible Action – Update on Interaction with Governor’s Office of Economic Development, Overview of DETR Sector Council Activities ..... Dennis Perea  
Deputy Director, DETR

After Mrs. Montgomery introduced DETR Deputy Director Dennis Perea, he began by stating that Frank Woodbeck, the Director of DETR, wanted to apologize that he was unable to be present at the meeting because he was out of town. Mr. Woodbeck asked Mr. Perea to tell the council how appreciative he is for the time the members are giving. Mr. Perea also said he knows most members on the council probably do not have enough time in the day to complete all of the tasks needing their attention and he wanted to express his gratitude for their commitment to the council and its activities.

To explain what a sector council is and the mission of the sector councils, Mr. Perea referred to eight points Mr. Woodbeck made in a document entitled “*Moving Nevada Forward: A Plan for Excellence in Workforce Development*”: (1) develop a sector strategy to support businesses in meeting their human resource needs; (2) review and recommend workforce development funded appropriate training curriculum and skills credential certifications; (3) map the talent pipeline for their sector and identify where the talent needed will come from now and in the future; (4) analyze and apply workforce intelligence to develop sector-wide strategies to improve the talent pipeline; (5) identify the critical jobs, skills and competencies needed by the workforce of the industry sector; (6) generate public and private resources (including, but not limited to, grants) to support the sector’s work and projects; (7) maintain communication with the Governor’s Office of Economic Development to determine the workforce training needs of companies moving to or expanding within the state; and (8) provide guidance for future training policy formation and implementation.

Mr. Perea noted that the sector councils that have been created were identified by the Brookings Report as industries within Nevada that have the most advantageous areas of growth. Each sector council provides the information needed by the State of Nevada and the Governor’s Board to implement appropriate and effective workforce training for those industries via funding to the workforce boards in both Northern and

Southern Nevada that in turn provide and facilitate the training. Before thanking the members for their time, Mr. Perea asked the council members to give himself or Director Woodbeck a call if they have any concerns or questions.

A copy of “*Moving Nevada Forward: A Plan for Excellence in Workforce Development*” is available at: [Moving Nevada Forward - April 27 2012.pdf](#)

A copy of the Brookings Report is available at: [Brookings Report Executive Summary - State of Nevada.pdf](#)

VII. **Discussion** – Update on Approved Sector Council Bylaws .....Earl McDowell  
Deputy Administrator, Workforce Solutions Unit, DETR

Workforce Solutions Unit Deputy Administrator Earl McDowell advised the council of:

- The approved sector council bylaws
- That each of the sector councils are overseen by the Governor’s Workforce Investment Board (GWIB)
- Each sector council determines how often they want to meet
- The DETR has a Research and Analysis Bureau and economists that are able to provide employment, occupation, and training data that this council may want to consider as they make recommendations and determine what initiatives they want to press forward
- He also advised that the Workforce Solutions Unit of DETR provides the administrative support and sends out communications regarding sector meetings and any related business. Workforce Solutions Unit staff members include himself as the Deputy Administrator, LeVerne Kelley, Ansara Martino and Odalys Carmona
- That each sector council meeting has to be run according to Nevada Open Meeting Law
- The process of appointment onto one the of sector councils
- That term ending dates for members are alternated between one, two and three years so that all of a sector councils members do not end on the same date. Members can be reappointed for another term
- That the sector council bylaws allow the removal of a member who misses three consecutive council meetings
- That each council member’s personal contact information is not shared with anyone without the member’s consent
- He referred to two PowerPoint presentation slides that explain the mission of the sector councils and the required membership as defined in the sector council bylaws
- Subcommittees can be created for industry sector councils and he mentioned examples that the Health Care and Medical Services Sector Council created, such as Grants and Resources, Legislation/Regulation/Policy, Special Projects, Education and Economic Development

Arnold Lopez asked how members can know who else is on their council and how can they get to know each other. Mr. McDowell said members can communicate and share their personal information with each other if they would like, but the State will not give out personal information. Mr. McDowell also pointed out that Nevada Open Meeting Law regulates what discussions and activities council members when gathered together (Nevada Open Meeting Law Manual, Part 5, §5.01-§5.13).

Carol Lucey said she understands the necessity to guard the confidentiality of members’ information, but she finds it very difficult to determine who else is on each of the sector councils. She thinks it would be useful and helpful if the membership list of names were posted in a public place and that this is public information under Nevada Open Meeting Law. Missy Young asked where this information will be posted. Mr. Dowell said membership lists will be posted on a DETR website for the Workforce Solutions Unit as soon as the website is completed. He also said membership lists can be made available in the meantime. Linda Montgomery commented that this council has been in the formation stage and that is

one of the reasons there has been a membership list posted as of yet. She agreed that it is important for the membership to be posted for members and the public alike. Earl confirmed that member names will be made available and also are available upon request. Robert Nielsen volunteered that his bio is available on the University of Nevada, Las Vegas’ website and he welcomed council members to provide any feedback on his bio.

For a full copy of the sector council bylaws, please see: [Sector Council By-Laws - June 28 2012.pdf](#)

For a copy of the PowerPoint slides that Mr. Dowell referred to when speaking about the mission and membership of the sector councils, see: [Slides on Mission and Membership for Sector Councils.ppt](#)

VIII. **\*Discussion/Possible Action** – The Objectives and Strategic Goals for the Information Technology Sector Council..... Linda Montgomery

Mrs. Montgomery addressed the council and stated:

“Through the Governor’s Workforce Investment Board, Governor Sandoval has created eight sector councils specific to areas of economic diversification and workforce development within the state of Nevada. Each of you within your respective area of expertise within the IT field has been asked to undertake and be a part of this innovative and essential program that will guide Nevada into the next decade by ensuring we have a well-educated, highly-skilled workforce capable of meeting the demand of the IT employer community. While the IT industry has significant economic impact on other business and industry in general, it also plays a large part in helping other industries throughout the state achieve their missions. Almost every element of modern economic progress is powered, supported or driven by IT technology and its convergence with other technological advances. Thus, IT is an integral part and component of the other seven sector councils.

This will be a collaboration – the bringing together of business and industry and workforce development agencies statewide. What we do on this council will assuredly lead Nevada into the forefront of the national spotlight within the IT sector. To do this will require the dedication of each one of us working together as a team with dedication, heart and a willingness to work. This will not be a council where we have meetings to have meetings. We will work, we will plan, we will execute, we will achieve results and we will be proud of the recommendations we make to the Governor’s Board. Then we will know that each one of us has made a difference in the lives of so many Nevadans who are desperate to become employed.

Through this IT Sector Council this is the first time that state level agencies have been brought together with business and industry leaders and Economic Development agencies with the specific intent of developing job training and educational programs that meet our IT industry needs. That in and of itself is a monumental first step in the right direction. I complement everyone involved. I will be repeating what Dennis Perea presented earlier in the meeting, but they are the key points for our mission and are therefore worth repeating. Our mission will be to increase high-skill, high-wage employment opportunities for Nevadans statewide. With the expertise of the state’s most experienced data analysts we will seek to gather their input combined with this council’s and business and industry leaders’ advice and integrate national best practices into the mix. From this data we will develop a sector specific strategic plan to support business and industry to meet the demand of today’s IT intensive environment. To do so we will:

- Identify and define career ladders and competency models
- Review and recommend workforce development funded and appropriate training curriculum, certifications and activities

- Map the talent pipeline for the IT sector and identify where the talent will come from
- Analyze and apply workforce intelligence to develop sector-wide strategies to improve the talent pipeline
- Generate public and private resources including but not limited to grants to support our work and projects
- 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
- Report to the Governor’s Board the findings of the council and provide guidance for training policy formation and implementation

By doing this we will be working together to:

- Respond to the lifelong learning needs of Nevada’s workforce
- Advise the Workforce Governor’s Investment Board on workforce development policy
- Encourage public/private partnerships and facilitate innovations in workforce development policy and practices
- Ensure a qualify workforce system by evaluating results and supporting high standards and continuous improvement within the world of IT education

To summarize, we are about to undertake a project that will ensure Nevada’s economic diversification and workforce development goals for the next decade. I plan to not only meet the expectations the Governor has placed upon us – I plan to exceed them! And I know with your help we can do it! I sincerely thank each and every one of you for committing your effort, time and expertise – I promise you will be well pleased with your efforts at the end of the day.”

Mrs. Montgomery asked the council members if there were any questions at this juncture of the meeting. Arnold Lopez asked if it would be possible to broaden the name of this sector council to encompass the broader scope of other areas within the IT field because he does not want the name of the sector council to convey a limitedness of the IT industry. In the discussion that ensued, Warren Hioki pointed out that the ideas, culture and standards of IT might be different for various circles, e.g. K-12 would be different than that for higher education. Mr. Hioki suggested the nomenclature for this sector council be “ICT” (Information Communication Technology), which would reflect national, international, and science foundation standards, as well as the Brookings Report and the Governor’s Plan. With the inclusion of “Communication” in the name, it would bring in the vast field of wireless, voice, data and telecommunications, broad spectrum technologies, signaling protocols, fiber optics, and microwave technology, as opposed to purely software orientated. In the future, these areas may even extensively impact industries such as mining, in the area of data collection for example, and other industries. Carol Lucey and Saeed Karamooz agreed.

Mrs. Montgomery commented that this council needs to be sure they are engaged in the other councils, and one of the ways this council can address how IT crosses over into other industries is for members to pick another industry sector council that they are interested in and get involved in some way with them. Missy Young said she appreciates Mrs. Montgomery’s suggestion and acknowledges that IT crosses over into all of the other industry sectors, but Ms. Young cannot commit the time to attend all of the other sector council meetings and she would have to rely on the GOED Industry Specialist to provide information for what is transpiring in the other sector councils.

The Chair told the council recommendations can be made to the Governor's Office to change the name of this sector council, but before doing so the issue will be readdressed at the next meeting with a specific agenda item.

IX. **\*Discussion/Possible Action** – Information Technology Certifications, Programs, and How the Sector Council Can Enhance Development and Growth of Such Programs ..... Justin McVay  
Information Technology Industry Specialist, Governor's Office of Economic Development

After Mrs. Montgomery introduced Justin McVay, the Information Technology Industry Specialist for the State of Nevada Governor's Office of Economic Development, Mr. McVay noted that one of the primary and most important goals of this council is to understand the needs of the IT industry; consider the research and data from the industry; bridge the gap between industry and workforce development, education, and training; determine how they can be developed and enhanced for the current needs of the industry, as well as the needs the industry will have five or ten years down the line; and ensure Nevadans have jobs waiting for them because the council correctly identified the necessary skillsets. Input from people in the industry is key to achieving these goals and a comment he kept hearing in his conversations with various industry leaders, businesses, training and education providers, is that one area the council could first concentrate on is IT certifications. Many employers said they first look at a potential employee's certifications rather than their higher education degrees. While he does not want to take anything away from higher educations and the degrees that can be earned there, he noted that IT certifications are one way someone looking to enter the IT field can do so relatively quickly, be highly trained, and earn a good wage. Certifications also provide a very stackable education pipeline and can provide a gateway to higher educational institutions.

Mr. McVay next outlined data given to him by GOED Research Director Bob Potts on IT certifications offered in Nevada and how Nevada compares to the national average. For most of them Nevada was in the 30-50% range and in other cases Nevada was at 70-80%. This is an area that Nevada can capitalize on by growing those certification programs, which would help more Nevadans return to work. Turning to a study conducted by Georgetown University Center on Education and the Workforce published in June 2012 and entitled "*Certificates: Gateway to Gainful Employment and College Degrees*" found that men who work in IT fields with certificates can earn more than 72% of men in the same field with an Associate's degree and more than 54% of men with a Bachelor's degree. Women earned more than 75% of women with an Associate's degree and more than 64% of women with a Bachelor's degree. The study also said that the certification programs should be stackable and be able to lead to an Associate's, Bachelor's or higher degree. Mr. McVay said there are certainly other ways to grow a workforce, but this seems to be a quick (somewhere from 15 weeks to 6 months) that certifications can be earned and we can turn around skilled workers for the industry. The industry has told him they can absorb these workers as fast as they can be produced. If necessary, he would like to form an Education subcommittee to look at this and other ways the IT workforce can be trained.

In support of that, Missy Young said that the College of Southern Nevada and several other small technical schools have already heavily embraced certifications programs and offer quite a few certification choices. These programs have produced very talented people. The area that needs to be addressed is more the area of marketing so people know what is available and why they should be using the programs. Mr. McVay agreed more marketing is needed. Carol Lucey said four of the Western Nevada College campus sites have certificate programs in IT and related fields, and also agreed the issue is marketing. She pointed out that the Dream It Do It program allowed Western Nevada College and Truckee Meadows Community College to partner with manufacturers, the Nevada Manufacturers Association and with DETR to form a program that allowed those collecting unemployment to be tested and then placed in short-term 8 week certificate programs, which was then followed by an internship for another 8 weeks. Carol recommends speaking with Jonathan Begley regarding the Dream It Do It program to how that program might be expanded to include training for the IT industry.

Chair Montgomery asked if it was the pleasure of the council to form a Marketing subcommittee. The motion was moved by Missy Young and 2<sup>nd</sup> by Robert Nielsen. None were opposed. Mr. Nielsen, Missy Young, and Arnold Lopez clarified that the Marketing subcommittee will gather information for what educational IT certification programs are currently available in Nevada, consider how to enhance those programs, how to mobilize and market them to the labor pool quickly, and post the information on a website for people, including youth, to access. Mrs. Montgomery asked that anyone interested in participating on this subcommittee notify her of their interest.

For more details and specifics on the data provided by the GOED Research Director, please contact Justin McVay, Information Technology Industry Specialist, Governor’s Office of Economic Development, 555 E Washington Ave Ste 5400, Las Vegas NV 89101 or call him at (702) 486-2700.

For an executive summary and copy of the full length study conducted by Georgetown University Center on Education and the Workforce, see: <http://cew.georgetown.edu/certificates/>

X. **\*Discussion/Possible Action** – Focus and Structure of the Information Technology Sector Council Efforts Regarding Funding..... Justin McVay

Mr. McVay requested the council address the need to find funding opportunities for workforce development, training, and certification programs, such as grants, public and private partnerships, funding raising, and scholarships.

Mrs. Montgomery said DETR will have a grant writer at the council’s disposal in the near future. She also suggested the council consider organizations such as Scholarship America and look at opportunities that can be applied statewide. Mrs. Montgomery suggested a Grants and Funding Subcommittee not be formed until the council has had an opportunity to consider the full scope of what the subcommittee will need to do and what the DETR grants writer will do. She suggested the issue be readdressed at a future council meeting. All agreed.

XI. **Discussion** – Silver State Works Presentation..... Andrew Martinez  
Business Services Representative, Nevada Job Connect, DETR

Andrew Martinez, a Business Services Representative with JobConnect, presented an overview of the Silver State Works Program and handed out a brochure for the program. The program offers financial incentives for Nevada employers for new hire employees. Mr. Martinez said the State of Nevada offers many programs, of which the Silver State Works Program is just one of them. Linda Montgomery stated that she has had experience with the program and it was extremely user friendly for both the person she hired and the small amount of paperwork she had to turn in as an employer. She highly recommended the program.

For a copy of the presentation, see: [Andy Martinez - SSW Presentation - 08-09-12.ppt](#)  
For a brochure of the Silver State Works Program, see: [SSW Program Brochure.pdf](#)

XII. **Second Public Comment Session** ..... Linda Montgomery  
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. Each comment will be limited to three (3) minutes.

Members of the public were invited to comment on any matter or topic that is relevant to or within the authority of the jurisdiction of the Council. Hearing none the chair moved to the next agenda item.

XIII. ....**\*Discussion/Possible Action** – Future Agenda and/or Recommendations.....Linda Montgomery

As a result of today's meeting, Mrs. Montgomery suggested the council address how they want to structure themselves and look at what subcommittees can do to help address initiatives the council would like to move forward, including a Grants and Resources Subcommittee once DETR hires a grants writer. Data from DETR's Research and Analysis Bureau will be presented at the next council meeting. The council will readdress the notion of changing their sector council name from "Information Technology" to "Information Communication Technology". Once members indicate their interest in participating on the Marketing Subcommittee so information regarding IT educational certification programs can be promoted a meeting date can be set for them to meet. Discussion arose and there was consensus amongst the council to also form an Education Subcommittee, with their work to start on (1) certifications, then (2) K-12 and then (3) higher education institutions in Nevada. The motion to form the Education Subcommittee was made by Arnold Lopez and seconded by Justin McVay. The motion carried.

Turning again to future agenda items, Arnold Lopez suggested the council at large look at funding. Robert Nielsen recommended the council determine how money received as a result of funding obtained for the IT sector would be dispersed and what the council's responsibilities would be. Lindsey Niedzielski recommended having a representative from the Nevada Attorney General's office present information to the council regarding public meeting law. When Mrs. Montgomery advised the council that the youth initiative will be a future agenda item, Robert Nielsen asked to clarify the youth component. Mrs. Montgomery and DETR staff stated youth covers K-12 and 18 to 23 years of age. Information regarding the youth initiative will be presented by DETR staff member Odalys Carmona, who serves as the liaison for each of the sector councils and also conveys results of the youth initiative for the sector councils to the Governor's Youth Council.

Arnold Lopez asked what means to council members have to recommend other, new members to the council. Mrs. Montgomery reminded the council that the potential member should fit one of the membership categories specified by the sector council bylaws and advised members to make the nomination to DETR's Workforce Solutions Unit, who will then contact the nominee and obtain the information necessary needed to be submitted to the Chair of the Governor's Workforce Investment Board for their approval or denial. Warren Hioki wants to include a representative from Nevada State College on the council and agreed that he would make a recommendation of someone in the future.

XIV. **\*Discussion/Possible Action** – Future Meeting Schedule ..... Linda Montgomery

Mrs. Montgomery suggested quarterly meetings in the future and monthly meetings for the time being while this sector council is in its beginning stages. The next meeting date will be determined once council members look at their availability. Notices will be sent out once the next date is set.

Arnold Lopez asked if subcommittees are subject to Nevada Open Meeting Law. DETR staff confirmed that subcommittee meetings are subject to open meeting law, as well as recorded and have meeting minutes issued for the public record.

XV. **Motion for Adjournment** ..... Linda Montgomery

The Chair asked for a motion for adjournment. A motion was made by Missy Young and seconded by Rob Nielsen. The meeting was adjourned.

*\*Denotes items on which the Governor's Workforce Investment Board Information Technology Sector Council may take action. Agenda items may be taken out of order. The Chair may continue this meeting from day-to-day. Pursuant to NRS 241.020, no action may be taken upon a matter raised under public comment until the matter has been specifically included on an agenda.*

**GOVERNOR'S WORKFORCE INVESTMENT BOARD**  
**INFORMATION TECHNOLOGY SECTOR COUNCIL**

Audrey Damonte, Pam Egan, Mike Gardineer, Scott Garrison, Saeed Karamooz, Arnold Lopez III, Linda Montgomery, Carol Lucey, Nancy Smith, James Maida, Justin McVay, Felicia Nemcek, Missy Young, Lindsey Niedzielski, and Steven Zink.



**Notice:** *Persons with disabilities who require special accommodations or assistance at the meeting were asked to notify Ansara Martino, 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 to call (702) 486-0523; or to fax (702) 486-6426 on or before the close of business Tuesday, August 7, 2012.*

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 E. Third St., Carson City, NV; GRANT SAWYER OFFICE BUILDING, 555 E. Washington Ave., Las Vegas, NV; LEGISLATIVE BUILDING, 401 S. Carson St., Carson City, NV; BLASDEL OFFICE BUILDING, 209 East Musser 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; CHILDREN'S CABINET, 1090 S. Rock Blvd, Reno, NV. This agenda was also posted on DETR's Web site at [www.nvdetr.org](http://www.nvdetr.org). In addition, the agenda was mailed or e-mailed to groups and individuals as requested.