

**STATE OF NEVADA  
GOVERNOR'S WORKFORCE DEVELOPMENT BOARD**

**STRATEGIC PLANNING SUBCOMMITTEE**

**Wednesday, September 20, 2023 - 2:00 p.m.**

**Teleconference Only  
1-669-900-6833  
Meeting ID: 830 6175 7530  
Passcode: 326722**

**MINUTES OF MEETING**

**Present:** Nancy Olsen (Chair), Edward Estipona (Vice Chair), Drazen Elez, Arianna Florence, Brett Miller, Michael Yoder, David Schmidt, Daniel McHatton

**Absent:** Senator Lange, Councilman Black, Tommy White, Assemblywoman Monroe-Moreno, Sherri Mantanona, Gina Bongiovi, Michael Bolognini, Robert Fink, Milt Stewart

**Also present:** Katie Gilbertson, Ken Goodrich, Armando Leiva

**1. CALL TO ORDER - OPENING REMARKS**

**Chair Nancy Olsen** called the meeting to order and welcomed participants.

**2. ROLL CALL - CONFIRMATION OF A QUORUM**

Per direction from Chair Olsen, **Katie Gilbertson** took roll call and confirmed that quorum was **not met**.

**3. VERIFICATION OF PUBLIC NOTICE POSTING**

**Katie Gilbertson** affirmed that the agenda and notice of the Governor's Workforce Development Board (GWDB) meeting on September 20, 2023, was posted pursuant to Nevada's Open Meeting Law, NRS 241.020.

**4. FIRST PUBLIC COMMENT(S) NOTICE**

**Chair Olsen** read the notice into the record as follows: "Members of the public on remote technology are invited to provide comments at this time. No action may be taken on any matters during public comment until the matter itself has been included on an agenda as an item for possible action."

**Chair Olsen** invited comments.

**Ken Goodrich** asked why he was not called in roll call. **Katie Gilbertson** explained that he is not a Subcommittee member yet, but this will be discussed later in the meeting.

**5. \*FOR POSSIBLE ACTION - Approval of June 21, 2023 meeting minutes**

**This agenda item was tabled due to lack of a quorum.**

**6. DISCUSSION/INFORMATIONAL ONLY– Subcommittee membership revisions**

**Katie Gilbertson, GOWINN**, reported that at the last Governor's Workforce Development Board Full Board meeting in August, a bylaws change was approved to restructure Subcommittees. The primary motivation behind this change was the difficulty in achieving quorum due to the

Subcommittees being too large. The new bylaws limit Subcommittee membership to 11 members, with a maximum of three members from outside the Governor's Workforce Development Board. The upcoming subcommittee restructuring will result in approximately eight full board members and three non-board members on each subcommittee, though non-voting members are welcome to attend.

7. **DISCUSSION/INFORMATIONAL ONLY– Updates on State Plan draft**

**Chair Olsen** provided updates on the progress of the strategic planning work group in drafting the State Plan, covering the period from 2024 to 2028. The goal is to create a comprehensive and cohesive State Plan that goes beyond being a mere compliance document. The work group has dedicated considerable time to revising and updating the nearly 300-page Plan, addressing individual titles where necessary. Chair Olsen reviewed the timeline for presenting the State Plan to the Board, public comment, final approval of the State Plan by the Board, and submission to the U.S. Department of Labor and U.S. Department of Education in March. While the draft won't be presented to the current group, it will be available for review in the coming weeks, indicating progress toward completion.

**David Schmidt** expressed gratitude and recognition for the significant effort put in by Chair Olsen and Arianna for their extensive work conducted over the past six months, emphasizing that this commitment went beyond their regular responsibilities. Mr. Schmidt extended thanks for their dedication to coordinating and making the submissions happen, expressing hope that the collective efforts would prove worthwhile.

**Chair Olsen** thanked Mr. Schmidt and highlighted Arianna's crucial role for three months while Chair Olsen was out. She extended appreciation for the recognition and encouraged individuals in the work group, especially those not on the subcommittee, to contribute additional information or provide input if they felt it was necessary.

**Brett Miller** asked if Chair Olsen could speak to the working and living plan.

**Chair Olsen** explained that Chair Anderson and Vice Chair Evans want a more manageable and concrete working document derived from the overarching goals and strategies outlined in the State Plan. The new plan will develop specific and measurable SMART goals aligned with the strategies and corresponding measures from the State Plan to drive implementation. The goal is to create two to three-page documents for different strategies, ensuring a systematic and comprehensive approach to implementation. Past experiences revealed that although impressive initiatives were included in the State Plan, there was a lack of follow-up and a system-wide approach. The two to three-page documents are intended to serve as a dynamic and adaptable tool for ongoing updates, allowing for shifts and modifications over time. This approach contrasts with the less flexible state plan, which requires approval from the U.S. Department of Labor and U.S. Department of Education for significant changes. Chair Olsen also highlighted the importance of avoiding constraints when discussing goals in the State Plan with these federal departments. Chair Olsen continued by addressing a potential question from Brett regarding the October and February Full Board meetings. She clarified that there will be a brief explanation of changes provided with the State Plan, and that the traditional page-by-page explanation of changes is not feasible given the extensive modifications to this Plan. The strategy for the Full Board meeting is to go through the executive summary, answer any questions, and then provide board members with both the 2022 approved plan and the revised plan for 2024.

**Drazen Elez** proposed that the different titles could communicate their top three to five strategies, in addition to presenting the executive summary, during the presentation to the Board. He emphasized the abundance of technical government lingo and offered that each Title presenting their own goals might make the presentation more digestible for the Board members.

**Chair Olsen** clarified that it seemed like Mr. Elez was referring to the title-specific sections and she agreed that each title should highlight their own portion. Regarding the joint portion of the Plan, Chair Olsen shared that this is a system-wide approach instead of individual titles. Chair Olsen

offered that the presentation to the Board should start with the joint section and then the individual title sections.

**Drazen Elez** concurred.

**David Schmidt** shared it might be helpful to share the top five highlights for various sections of the State Plan in the order they appear, including economic and workforce analysis, strategic sections, and partner-specific responses. He posed that a concise overview of each section might help guide the conversation.

**Chair Olsen** said if the presentation is brief and high-level points are presented, the presentation should be sufficient. She said keeping the presentation under two hours is her concern.

**Drazen Elez** added that thirty minutes would probably be the best. He also shared that the presentation should include specific aspects of the Plan where specific Board goals are addressed, such as childcare, transportation, and demographic subgroups. Mr. Elez mentioned that people with disabilities is a subset that the Board is interested in and that is essential to VR's portion of the Plan.

**Arianna Florence** suggested focusing the presentation primarily on the goals and strategies within the State Plan, as these are the elements the Board consistently expresses interest in. The intention is to delve deep into these aspects, possibly through a concise two-page document, and highlight any supporting content included throughout the rest of the document. She emphasized that the Board tends to prioritize and engage with discussions related to goals and strategies, while the remaining content may not capture their attention or understanding. The proposed 30-minute presentation would thus center around the key areas of interest for the Board.

**Chair Olsen** acknowledged that the current Board seems more attentive compared to past years. There's a recognition that some members now engage with the Plan, however, there's also an awareness that lengthy discussions may lose the Board's interest. Despite having previously covered overarching goals and strategies, she believes it's still worth including these in the presentation. Chair Olsen expressed skepticism about making significant progress on the two to three-page documents by October 18th but emphasized the board's keen interest in hearing about the progress on that front.

**Katie Gilbertson, GOWINN**, shared that she attempted to tie in the Board's main priorities into the executive summary draft and appreciated highlighting specific page numbers in the Plan related to these priorities as it might encourage Board members to refer to the actual Plan. Ms. Gilbertson asked Chair Olsen if it would be better to separate the two agenda items for the combined section and title-specific presentations or combine them into one agenda item for the October meeting.

**Chair Olsen** replied two agenda items would probably be best.

**Katie Gilbertson, GOWINN**, also pointed out that Vice Chair Evans will be in Carson City for the October Full Board meeting and that a request was put in for the Governor to attend the October meeting.

**Nancy Olsen** shared that her and Arianna will be in Baltimore but would appreciate if Carson City people could attend.

**8. PUBLIC COMMENTS NOTICE (SECOND)**

**Chair Olsen** invited comments. There were none.

**9. ADJOURNMENT**

**Chair Nancy Olsen** adjourned the September 20, 2023 meeting of the GWDB Strategic Planning Subcommittee.

**Notice of this meeting was posted on or before 9 a.m. on the third day prior to the meeting on the Internet at:**

<https://gowinn.nv.gov/boards-commissions/gwdb/> and  
[Nevada's Public Notice website at https://notice.nv.gov/](https://notice.nv.gov/), as required by NRS 232.2175.

Supporting public material provided to Committee members for this meeting is posted on OWINN's Website at <https://gowinn.nv.gov/boards-commissions/gwdb/> may be requested from the Executive Director's Office at 555 E. Washington Ave. Ste. 4900, Las Vegas, Nevada 89101; or call (702) 486-8080.