

**STATE OF NEVADA**  
**NPWR ADVISORY COMMITTEE**

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**JOE LOMBARDO**  
GOVERNOR



**GLENN MEYER**  
CHAIR

<b>PUBLIC ENTITY:</b>	Governor's Office of Workforce Innovation (GOWINN) – P-20W Research Data System Advisory Committee (NPWR)
<b>DATE AND TIME:</b>	Friday, February 9, 2024, at 10:00 AM
<b>LOCATION:</b>	GOWINN Office 555 E Washington Ave, Suite 4900 Las Vegas, NV 89101
<b>TELECONFERENCE:</b>	Public access information Phone Line: 1 253 215 8782 Meeting ID: 821 4302 5481 Passcode: 926803  <a href="https://us02web.zoom.us/j/82143025481?pwd=dXQzbTdkcEpvLzlabjhPdmlDZitDdz09">https://us02web.zoom.us/j/82143025481?pwd=dXQzbTdkcEpvLzlabjhPdmlDZitDdz09</a>

## MEETING MINUTES

Members Present: Glenn Meyer, Chair  
José Martinez, Vice Chair  
Kristen Dwyer  
Krista Marshall  
Nancy Olsen  
Christopher Franklin  
Michael Yoder  
Toni Giddens  
Molly Lennon  
Brandon Torres

Members Absent: None

Also Present: Katie Gilbertson, Craig Moebus

### 1. Call to Order & Welcome

**Chair Meyer** called the meeting to order on February 7, 2024 with all members present

### 2. and 3. Roll Call, Confirmation and Verification

**Kristen Dwyer** called roll, confirmed posting and verified quorum.

### 4. Information Only – Public Comment – None.

### 5. Action Taken – NPWR Meeting Minutes

**Jose Martinez** made a motion to approve the minutes

**Christopher Franklin** seconded

**The motion carried**

### 6. Action Taken – NPWR Advisory Committee Bylaws.

NPWR Manager Kristen Dwyer presented a summary of the NPWR Committee Bylaws

**Kristen Dwyer** discussed the establishment of bylaws to ensure the committee's smooth operation. She emphasized the importance of continuity and standardization, drawing inspiration from established governance structures like the Governor's Workforce Development Board. Dwyer proposed a change in the election process for committee officers, suggesting a two-year term for the chair and a subsequent transition to the vice-chair, aiming for continuity within the small group. She highlighted the need for structure to accommodate the addition of new partners and anticipated further growth of the system. Dwyer welcomed questions and emphasized the importance of establishing official protocols for the committee's operations.

**Chair Meyer** asked that if we ratify these bylaws, when the two-year term would begin and if we were counting the time board members already were in their offices.

**Kristen Dwyer** suggested that the committee could decide on the start of the two-year term for the chair

position. She mentioned that they could choose to ratify the decision immediately or opt for an election later in the fall, allowing for flexibility in the decision-making process. Dwyer emphasized that this was just the initial setup and that the committee had the flexibility to adjust as needed.

**Jose Martinez** raised the suggestion of having a one-year term instead of a two-year term for the chair position, considering that the vice-chair essentially serves as a deputy for one year before assuming the chair role for two years. Additionally, Martinez proposed waiting until the pending members officially join the committee so they can participate in the vote to ratify the bylaws. This ensures inclusivity and allows all members to have a say in the decision-making process.

**Kristen Dwyer** expressed willingness to hold off on the decision regarding the term length and wait until all members are officially onboarded. She emphasized openness to either a one-year or two-year term for each position and highlighted the importance of initiating discussion among the group to establish the appropriate structure. Dwyer acknowledged that as a small group, they hadn't extensively considered such details before, and encouraged further consideration and discussion among the members. She suggested tabling the decision for the moment and revisiting it in the next meeting to allow everyone time to think about it.

**Jose Martinez** agreed that there might not be a need to change the two-year term structure. He emphasized the importance of allowing incoming members to have a say in the decision-making process. Martinez also expressed gratitude to Kristen Dwyer for compiling the bylaws, acknowledging that while they had operated as a small group, he personally hadn't been familiar with the concept of bylaws before.

**Nancy Olsen** suggested for continuity that the board starts off without an election and continues with Glenn for at least 1-2 more years.

**Chair Meyer** revealed that he is planning to retire this summer so no matter what his term will end at that point.

**Kristen Dwyer** proposed tabling the discussion on the bylaws until the next meeting to allow for a formal vote. She suggested that at the upcoming meeting, they could also hold a vote on selecting new officers, considering Glenn's upcoming retirement. This way, they could ensure a smooth transition and take advantage of Glenn's presence for a few more months before his retirement. Dwyer sought approval from the group for this plan.

**Jose Martinez** agreed with that suggestion.

**Chair Meyer** recommended Jose Martinez will step into the chair position and the board will elect a new vice chair next meeting.

**Chair Meyer** made a motion to table this issue until next meeting.

**Christopher Franklin** seconded.

**The motion carried.**

## 7. Information Only – NPWR Updates – A. Strategic Plan B. Research Forums C. Research Grants SFY24

**Kristen Dwyer** provided updates to the group, starting with progress on the strategic plan, which was

approved during a special meeting in November. She informed them that the plan's initiatives were moving forward, with information shared at a research forum in December and posted on various websites. Dwyer mentioned ongoing work on personnel aspects outlined in the plan, including hiring a data analyst named Sara Echo. She also discussed efforts to secure funding for additional positions and collaborations with other departments to fill roles temporarily.

Regarding the data integration specialist position, Dwyer emphasized the importance of having someone local to Nevada and discussed plans to integrate them into the existing contract structure. She also touched upon modernization efforts, including updates to the website and dashboard interfaces.

Dwyer provided updates on research forums held in December and February, highlighting the participation of funded researchers and announcing future events. She expressed excitement about the increase in funding for research projects and outlined plans for upcoming forums to showcase their work. Lastly, Dwyer addressed improvements to the data approval process within the NPWR

portal system, seeking feedback from users to ensure smooth operations. She also mentioned the onboarding of additional data sets, particularly Title I and Title III data, and thanked users for their support in streamlining the system for both researchers and data approvers.

**Chair Meyer** expressed excitement about the selection of research proposals, noting the quality and diversity of the applications received. He emphasized the committee's efforts to cover a wide range of research areas to maximize the impact of the projects. Meyer expressed confidence in the potential of the selected research projects and expressed eagerness to see the outcomes they produce.

#### 8. Information Only – GOWINN Updates – A. Data Sharing Agreements B. Recent Presentations

**Kristen Dwyer** provided updates on various fronts, beginning with gratitude for the group's patience as she worked on updates to data sharing agreements. She mentioned ongoing collaboration with the DAG (District Attorney General's office) to streamline the process and promised to distribute the agreements before the April meeting. Dwyer explained that the new agreements would be signed once and amended as needed for specific requirements.

She then discussed her presentations in December, which highlighted the NPWR system. Dwyer shared positive responses from the Governor's Workforce Development Board and announced the upcoming release of a new dashboard by the end of March. She also mentioned her presentation at the Nevada Digital Government Summit, where interest in NPWR was evident.

Dwyer thanked the group for their contributions to NPWR's growing recognition and success. She then provided an additional update on a tech hubs grant opportunity from the University of Nevada, Reno, focusing on lithium-related sectors. Dwyer expressed excitement about the potential for workforce development and mentioned plans to incorporate data aspects into the opportunity, potentially benefiting NPWR.

**Nancy Olsen** asked for clarification if the tech hubs grant was a federal or non-federal grant.

**Kristen Dwyer** explained that the tech hubs grant opportunity from the Economic Development Administration (EDA) is a federal grant requiring a 10% match from the state. The grant application is for the full \$75 million, and the state needs to provide the matching funds. Dwyer mentioned that there will likely be additional in-kind contributions, but the state has secured a \$7.5 million commitment from the IFC (Interim Finance Committee) to meet the minimum 10% match requirement for the federal application.

**Nancy Olsen** asked for more clarification of where the funds were coming from.

**Kristen Dwyer** highlighted the significance of the tech hubs grant for the state and mentioned her

involvement in incorporating aspects related to NPWR and data into the project. She noted that Fred Steinmann, the lead on the project, had been a researcher in the first round of NPWR funding and expressed excitement about his support for NPWR. Dwyer mentioned that Steinman had invited them to present to some of his classes during the spring semester, emphasizing the opportunity to increase NPWR's usage among researchers. She emphasized that the grant would include funding to modernize and update NPWR, making it more useful for everyone in the state.

**Toni Giddens** shared that they are going to have special requirements for the MOU based on their data.

**Kristen Dwyer** mentioned her ongoing collaboration with the DAG (District Attorney General's office) to refine the process of data sharing agreements and amendments. She acknowledged Tony's specific requirements regarding apprenticeship data and expressed enthusiasm about incorporating those into the agreements. Dwyer assured Tony that once the updates were finalized, they would work closely together, potentially involving the Department of Labor (DOL) if necessary. She concluded by thanking Tony for his cooperation.

#### 9. Information Only – Partner Activities Updates – A. Data Updates B. Partners' Items

**Kristen Dwyer** acknowledged the significance of the theater data that has been onboarded, specifically Title One and Title Three data. She emphasized the importance of this data for researchers and other interested parties. Dwyer mentioned that Krista Marshall has been closely involved in the process and invited her to share further updates, recognizing the monumental effort that Krista and her team have put into this task.

**Krista Marshall** acknowledged the significant efforts of Craig and his team in handling the theater data integration. She expressed gratitude for their hard work and dedication. Marshall indicated that they are nearing the completion of the task, with a focus on ensuring that the information is presented in a user-friendly manner. She mentioned her ongoing work to provide the most recent set of data to Craig, ensuring that the system will have up-to-date information when it goes live. Marshall expressed excitement about the progress and the prospect of making the data accessible to users.

**Kristen Dwyer** informed the group about an upcoming meeting with Brandon regarding updates to the NDVES (Nevada Department of Veterans Services) system. She mentioned that she and Sarah Echo would be meeting with Brandon later in the month. Dwyer acknowledged the significant task of updating the system and working with a vendor to onboard the data for sharing with the NPWR system. She invited Brandon Torres to share any specific updates or information he might have, noting that further updates would be provided in the next meeting as the team continues to work with their vendor to ensure the system is updated on their end for integration with NPWR.

**Brandon Torres** informed the group about an upcoming meeting scheduled for Tuesday afternoon with the vendor. He expressed hope that the meeting would mark the conclusion of the project and enable them to share data with the team. Torres indicated optimism that they would have the data ready to go by Tuesday, expressing a hopeful sentiment with "fingers crossed."

**Nancy Olsen** provided updates on their efforts to integrate adult education data into the NPWR site dashboard. She mentioned that they are close to completion and emphasized the importance of aligning the data with federal reporting standards to avoid discrepancies. Additionally, Olsen mentioned their progress in matching adult education data on a quarterly basis, rather than annually, which would include data from UI, NSHE, and Title I and III sources. She expressed excitement about these developments and thanked the team for their efforts.

**Chair Meyer** provided updates on a 2023 SLDS grant received by the Department of Education, which aims to collect and report district and school-level finance data. The grant includes a research component in partnership with UNLV's Educational Research office to analyze the correlation between finance data and student outcomes. Additionally, the grant will fund an additional management analyst position at the DOE, which could potentially support NPWR in onboarding fiscal data and assisting other agencies. Chair Meyer highlighted the potential of this grant to enhance NPWR's resources and facilitate data analysis across various sectors. Finally, he opened the floor for questions or discussions before moving on to program activity updates from DBDriven, presented by Craig Moebus.

#### 10. Information Only – Program Activities Updates – A. Data Dictionary B. Cloud Migration C. Data Dashboard

**Craig Moebus** provided updates on several ongoing initiatives:

1. **Data Dictionary Updates:** Recommendations have been submitted to stakeholders and partner agencies to improve data dictionaries for the research community. This process is ongoing and iterative.
2. **Cloud Migration:** Progress is being made on migrating Power BI reports to the cloud. By the end of quarter one, stakeholders can expect to receive the new cloud-based Power BI reports for validation.
3. **Data Dashboard Onboarding:** The team is currently onboarding the Perl dataset, focusing on building exposure tables. Once completed, researchers will be able to access updated tables, including Title I and Title III data.
4. **Public Dashboard Aggregation:** Discussions are underway regarding aggregating dashboards for public consumption via Azure Power BI.
5. **AE Family Literacy Dashboard:** Final stages of updates are being completed for the AE Family Literacy Dashboard, with plans to roll it out by the end of quarter one.
6. **Streamlined Research Process:** An upgrade was released at the end of January to streamline the research process within the NPWR system. While the UI remains the same, several automation features have been implemented to ease the burden on agency partners during research approvals.

Craig concluded by inviting any questions from the chair or the team.

**Kristen Dwyer** expressed gratitude for the collaboration in updating the data dictionary, emphasizing the importance of clarity for users. She acknowledged that questions arose during the fall regarding the implementation of the IMR (Identity Matching Resolution) process for the first time, leading to efforts to verify and clarify data sources. Kristen thanked everyone for their patience and contributions to streamlining the process, ensuring smoother operations moving forward. She reassured the group that efforts to update and improve data management would continue, with plans to incorporate more data in the near future.

#### 11. Information Only – Public Comment – None.

#### 12. Adjournment

**Chair Meyer** adjourned meeting.