

**ACPG Workforce Development Workgroup Meeting**  
**MINUTES**

**DATE:** October 30, 2019  
**TIME:** 1 p.m. to Adjournment  
**LOCATION:** N/A  
**TELECONFERENCE:** 1-888-363-4735 // Access 1602938

*Meeting*

*Videoconference*  
N/A

**WORKGROUP MEMBERS PRESENT**

Denise Quirk, Chair  
Oscar Sida  
Donna Meyers  
Carol O'Hare  
Lana Robards

**WORKGROUP MEMBERS ABSENT**

Terra Hamblin  
Brenda Joy Rose

**STAFF & GUESTS PRESENT**

Kim Garcia, DPBH  
Rhonda Buckley, DPBH  
Jeff Marotta Ph.D, Problem Gambling Solutions  
Lori Chirino, Las Vegas Problem Gambling Center  
Rory Reed  
Jeanyne Ward, CASAT  
Stephanie Goodman, LVPGC

October 30, 2019

1. Introductions, Announcements and Roll Call  
Denise Quirk requested Kim Garcia to conduct roll call; quorum was met.
2. Public Comment – None.
3. Approval of Minutes of October 1, 2019 Meeting  
Carol O'Hare proposed the removal of a component from Jeff Marotta's Power Point presentation of Oct. 1, 2019, and with that, moves to approve minutes; Lana Robards seconds motion. All in favor say, 'Aye,' none opposed/abstained. Motion carries.
4. Discussion and Approve Recommendations for Developing an Action Plan for Workforce Development Workgroup  
Ms. Quirk discusses an idea of creating a template for a position – a liaison – as a developing position to work for Center for Application of Substance Abuse Technologies (CASAT), and develop a relationship with the Board of Examiners (BOE) and Advisory Committee on Problem Gambling. Ms. Quirk asked Jeanyne Ward her thoughts of CASAT's prior use of a liaison with another agency. Ms. Ward explains scope of work for a full-time employee (FTE), their capacity, job duties. Lana Robards makes observation of the FTE being a position of resource and advice, giving results and guidance to those in need. Ms. O'Hare asks how the person would be "employed." Ms. Garcia responds the ACPG would work with CASAT under what is called a "Master Service Agreement," and explains how the process would work, to make it executable and sustainable by using a vendor with the Master Service Agreement. Ms. Quirk asks Ms. Ward if she is in agreement as to the process. Ms. Ward said yes, and to consider the position's scope of work first, and in what capacity the position would be used. Ms. O'Hare stated she would like this position to be a long-term investment by the ACPG. Ms. Quirk asks Rory Reed to comment on the idea. Mr. Reed supports the idea, and to streamline the process consider the effect and impact of an existing structure. Oscar Sida discusses the title and future of the position, and recommends "coordinator," or advisor. Ms. Ward says, "certificate and licensing liaison" or "specialist." Ms. Quirk says what she is hearing, is "workforce development specialist." Ms. O'Hare asks Ms. Garcia if \$43,000 would cover the cost of an FTE, and, what would be the title of the person designated to CASAT. Ms. Garcia answers it would not fund a full-time position. Ms. O'Hare asks if the title is a contracted one. Ms. Garcia notes it is not; it is under a purchase order. Ms. Quirk asks for a motion regarding the scope of the position, services to recommend to the ACPG. Ms. O'Hare moves to recommend to the ACPG to allocate the \$43,000 through the Department of Health and Human Services, to procure a provider consistent with the priority of the (ACPG) Workforce Development Workgroup. Mr. Sida seconds the motion; Ms. O'Hare notes the title of the position should be determined. Ms. Quirk asks all in favor say, 'Aye,' none opposed/abstained; motion carries.
5. Discussion and Recommendations on Current Workforce Development Challenges, and Creating Opportunities and Improvement Strategies  
Ms. Quirk makes a comment that this item was addressed in Agenda Item No. 4.
6. Discussion to Determine Future Agenda Items  
Not addressed.
7. Discussion to Determine Future Meeting Dates  
Ms. Quirk asks if the Workgroup could meet on Dec. 12; Ms. Garcia noted that is not feasible. Ms. Quirk then asks for January 2, 2020; some not in agreement due to being too soon after holiday. Ms. Quirk asks Ms. Garcia if Jan. 8, 2020 would work, at 1 p.m., all in agreement for this date/time.

October 30, 2019

8. Additional Announcements

Ms. Quirk encourages group to attend the next meeting of the ACPG, which is at 9:30 a.m. Thursday, Nov. 14, 2019.

9. Public Comment – None.

10. Adjournment

Meeting adjourned at 2:43 p.m.

DRAFT