

**Displaced Homemaker Board**  
**Meeting Minutes**  
**Monday December 10, 2012, 4:00 PM**  
Video-Conference: Las Vegas, Reno, Carson City and Winnemucca

Board Members Present:

Tracy Guinn - Chairperson  
Barbara Twitchell  
Deborah Levy  
Louise Helton

Board Members Absent: None

Workforce Investment Support Services (WISS) Present:

Karlene Johnson  
Keith Hosannah  
Teena Park  
Samantha Hill-Cruz  
Sophia LaBranch

DH Center Coordinators Present:

Sidney Sullivan  
Denise Gee

Truckee Meadows Community College  
HELP of Southern Nevada

DH Center Coordinators Absent:

Terrie de Antonio

HELP of Southern Nevada

DH Center Staff:

Cheryle DeDios

HELP of Southern Nevada

Joyce Moore

JOIN North Eastern

Linda Gotelli

JOIN Carson City

- I. Roll Call and Confirmation of a Quorum: Tracy Guinn called the meeting to order at 4:00 PM. Four Board Members were present at that time for a quorum.
- II. Verification of Posting: Samantha Hill-Cruz and providers confirmed proper posting of the meeting.
- III. Welcome and Introductions: No new introductions were made.
- IV. Public Comment: Louise Helton reported that UNLV holds an economic outlook twice a year that is run by the Center for Business and Economic Research. Their research on the upcoming months indicate that economic growth should gain traction toward middle to end of 2013, but that their research also indicates that the growth we've experienced at this tepid rate will continue. Keith Hosannah

will scan and email the charts that came with the study to Karlene Johnson to disperse to the rest of the members.

## V. Program Reports:

- **TMCC** – Sydney Sullivan reported that the biggest things that have been happening with the TMCC Reentry Center have to do with staffing changes. Since the last report they provided, Sydney has been reassigned as manager for the Reentry Center and Job Prep Center. Marcia has been given, in addition to Academic Advisement and Transfer Center, the task of growing the International Student Center. As of Friday (12-7-12) the Employment Specialist position has been offered to someone. She has accepted but she has not signed anything yet. She brings with her, two counseling degrees and experience with the underserved and populations that have a lot of challenges to overcome. She should be starting around the 1<sup>st</sup> of the year. She hopes that with the addition of this person, they can get the workshops up and running again for the Resume Building & Interview Skills; which at one point, before the recession, they were running once a month. Other than that, it is finals week and they are getting a lot of those types of calls from the DH's that are in school and taking finals. Barbara Twitchell stated that she noticed how low employment numbers are. It's roughly 2% of the population which she feels is considerably low compared to what has normally been done. Barbara Twitchell was wondering if it is because of staffing issues. Sydney Sullivan stated that a major portion of it is because of the staffing changes. In the summertime the main campus has been rather slow. They haven't been able to do the outreach they wanted to do because of the staffing levels. They are expecting all of this to come back pretty quickly.
- **HELP** –Cheryle DeDios reported on workshops. They have just finished their last workshop for this year. They've done 22 Job Readiness Workshops and 21 Green Jobs Workshops, for a total of 43 workshops this year. Of the 22 Job Readiness Workshops, they had 404 participants to test out at the end at an 85% correctness rate. They tested on everything in their workbook such as cover letters, dressing for the interview, personality profile, and networking. The test consists of 50 questions, 25 multiple choice, 25 true or false. They started testing them out because they wanted to be able to put integrity into their certificates. Next year they hope to pretest and then posttest to see how much the participants are learning in the workshops. Denise Gee reported that HELP of Southern Nevada just purchased 2 large buildings, the 1640 building and the United Way building. CDBG Capital Gain money funded those purchases. They will continue to lease the current building where they hold workshops at now instead of purchasing it because the asking price and the assessment price differ. They are in the middle of their holiday programs. As of today (12/10/12) they have signed up approximately 2500 households. They've received 3200 bikes from the community at large and around \$2000 in gift cards. All of the program participants were offered this help and many of

them took part in it. Louise Helton reports that HELP of Southern Nevada is serving over 100,000 unduplicated clients each year and that amidst economic downturn they are seeing new jobs coming out of that. There are more available jobs, and they need more people to fill them that have the qualifications to fill those positions. They were also recipients of the United Way Women's Leadership Women's Clothing Donation Drive. They received over 300 suits this year. Good things to report amidst all the challenges. 265 participants and 51 got employment at an hourly wage over 10/hr. Barbara Twitchell noted that, as Louise has pointed out, they're considered the typical job market with an employment rate at about 23% of the total number of participants.

- **JOIN** – Linda Gotelli was asked to attend for Kathy McKnight. In the packets are information for Elko, Ely, and Winnemucca. Carson City & Fallon were not in the report; however, Linda had their numbers. Carson City and Fallon had 28 applicants and 10 participants. Of those 10 participants there were 7 carryovers, and 2 that exited. One gained employment of 30 hrs or more per week working for the State of Nevada making \$13.03/hr., and the other moved from the area. They also enrolled 3 in last quarter. Linda did not have any financial information because it was not included in the report that she received from Kathy McKnight. Joyce Moore gave the quarterly status reports for Elko, Ely, and Winnemucca. She assumed these are all Winnemucca because Elko and Ely have no Displaced Homemakers. Winnemucca had a total of 14 applicants, 17 participants, and 2 that exited because they became employed at \$11.13/hr. They have a unique situation in Ely and Winnemucca as the employment rate is much lower than it is in the rest of the state. Once people get their skills they don't have a problem getting work unless there's some unknown or unforeseen circumstance that keeps them from going to work. She just looked at another client today (12/10/12) and they are eligible as a Displaced Homemaker due to her husband's death in July. Barbara Twitchell would like WISS to follow up on the Carson City and Fallon reports. There is no documentation, no demographics, etc. Linda Gotelli will get the information to Samantha Hill-Cruz. Samantha is going to follow up and make sure that the reports have all of the documentation included from now on.

## VI. Discussion/Possible Action

- Tracy Guinn suggested that since there was a quorum, that the board discuss the approval of the June 2012 Board for Education and Counseling of Displaced Homemaker meeting minutes. Barbara Twitchell had some corrections. In light of the changes, since Sydney was appointed September 1<sup>st</sup> the minutes need to reflect Sydney's name from DH Center Staff to DH Coordinator since Marcia was absent. Minutes state that four board members were present at that time for a Quorum, but there was only three not four. The Quorum was called at 4:08 which was prior to Louise coming in at 4:18pm. This needs to be corrected for accountability. On

occasion, if one of the board members is not present and something is passed, it's good to know whose votes were there, just in case it ever was anything controversial. Also, under vote to release board monies, the minutes are confusing. There were typos as the recording was muffled because everyone was talking over everyone else and not identifying themselves. Karlene Johnson suggested that everyone get back to a very formal way of doing the meetings such as "madam chairman this is so and so." Tracy verified with Karlene Johnson that she will wait to sign off on the minutes until they've been corrected. Board members voted to approve minutes with the above referenced changes. Tracy will sign when corrections are completed.. This was put up for a vote and it passed unanimously.

- Louise addressed the findings from the Attorney General's. There wasn't anything to report. She has had several conversations and the answers have not come forward. Samantha will place on agenda for next meeting.
- Board reserve funds were addressed a little bit last time. Karlene Johnson was going to get the information. Karlene stated that the Financial Management Representative is not available. This will be put back on the agenda for the next meeting.
- Louise Helton brought up that one of the things that were talked about was the brochure. Karlene sent copies out of the correct brochure. There are very little changes that need to be made. Louise feels that another printing of the brochures needs to be done. Everyone should look at those in the larger picture of branding and having everyone look the same across the state. She feels this opportunity of redoing the brochures gives another chance to look at branding, consistency, and identity. The other thing that was talked about was holding an event for the judges & some of the attorneys so that they would know that this program exists and that the things that happen in their courtrooms are making a difference – giving them the number of people that have gone back to work because of the divorce fees collected. They have the ability to waive fees or not waive fees. Those are two things Louise was hoping could move a little farther in anticipation of our trip to the legislature. She feels it would be nice to have something to report some success on. It is a great story that this program has to tell over the period of years it's been in existence and the number of people that have gotten jobs. It's an opportunity to hold something locally, at different locations, and to have an event with different judges or any other audience to present this information to and to take to the legislature. The brochures and website would need to be complete before those things were done so there would be something to reference. Barbara Twitchell then asked if everyone was happy with the brochure and what were the last printing cost. Samantha reported that the last brochure printing was \$1089.00 for 5000 brochures. We currently have approximately 2000 brochures in her office. Louise stated that currently the line item is around \$9500.00. Money would need to be set

aside for the trip to legislature, local meetings with judges etc. \$250 per program for hosting of some kind should work. Barbara pointed out that we don't use as many brochures as she thought and it didn't seem like there were that many changes on the new ones that were sent out. One change is that Sydney's phone number at TMCC has changed, but stickers could be made to fix that. Louise stated that it seemed incumbent that everyone look at it and submit changes by the middle of January and then perhaps make changes and print more. That gives more than a month to have these out and ready to go as soon as possible, especially if we're taking them to show at the legislature. It was questioned how different are the brochures going to be if we have 2000 of them sitting in Carson City. Louise feels the current supply can be pushed out the door easily especially with the workshops in Southern Las Vegas. Barbara Twitchell thinks a reprint would be ok as long as the current supply is used first.. Louise Helton requested to bring this to a motion but to also submit that sending the current brochures to Las Vegas for distribution is added to that motion. Motion approved.

- Louise Helton wanted to continue the discussion regarding using the reserve funds for the receptions with the judges and the Face to Face as far as cost. Her original concept was about how we could make an impression on more judges who make decisions on whether to waive the fees and understand that it helps people in all areas. Judges waive fees and they just don't know what the fees can do when we have an accumulation of all of those dollars. In Southern Nevada, right across the street from Family Court is a golf course with a clubhouse that is always used for luncheons, meetings, parties, and training for DCFS. It would be very easy to just hold a small luncheon /reception so we could invite the judges and attorneys to come across the street and learn about the program and the people that have successfully completed the program. We also need to make sure they know that brochures are available in the courthouse. Tracy Guinn thinks it would be valuable for Southern Nevada, Reno and the Carson City area, but she doesn't see how to get judges from the outlying areas together as that is where we have the most problems. The Judicial College in Reno may know of any state wide meetings of all Family Court judges where we could hold a reception to give them info. The resources can be used most effectively on a statewide level. Barbara Twitchell will check with the Judicial College in Reno. Sydney Sullivan has a friend at the State Bar that she will check with and Louise Helton has a friend that is a Family Court judge that she will check with. Karlene Johnson needs to know what Louise is envisioning regarding these receptions so that we can make sure all of the costs are allowable under this program. Louise stated that the cost would include food, literature, someone who is knowledgeable to speak out about the program and its success, and maybe send someone that has successfully completed the program and the program has made a difference in their life. It doesn't need to be too much more than that. Barbara Twitchell feels it would be really effective if we could get a few successful program graduates to

speak about the difference it made in their lives. The cost cannot be nailed down at this point until we have a better idea of the when, where, and who. The board was then asked to view page 23 of the packet to view the estimate that Samantha received based on the current brochure. The estimate is less this time than last time. Sophia LaBranch will clarify pricing (\$69.00). Tracy Guinn felt that it was decided that 5000 more will be purchased after feedback from the vendors are in by the 15th of January. Louise made a motion to approve that. All agreed. Motion passed. The cost will be put on hold until we have more information.

- Bylaws Review – Barbara Twitchell stated that in the last packet from the last meeting, the bylaws were included but there wasn't enough time to discuss them. She asked that they get put on this agenda and she also sent a copy of them via email earlier in the day to all of the board members. She would like to move forward on creating a board manual to use and one of the pieces that is missing is to have the new bylaws approved. She only had two corrections, one being that on the first page of revised by laws the revised date should show 9/10/12 instead of December of 1989. The other being that under the section "Duties of the Board ..." it lists 7 things. The second thing says "select a public or nonprofit organization to administer each center. Originally the board did actively do that, reviewed the grants and approved whoever was picked. We don't do that now. An entity within DETR actually does that. Should we change the wording of that to say that we ensure it is conducted instead of stating that the board selects the organization? Karlene in WISS, yes we will make that change for you. Barbara would like to get these approved this meeting to approve these bylaws so that I can get that packet together or should we move it to the next meeting to have it formally approved by the board. The Bylaws can be changed at any time majority of the board vote as long as there is more than 15 days notice. Tracy motioned to approve these changes, no one opposed. Changes will be made as discussed.
- Face to Face Meeting -This will be held during the legislative session in Carson City. It was recommended that the board meet in Carson City and hold the meeting in the WISS office, have lunch, and then visit the legislative offices. The meeting is tentatively set for March 11 at 10am. The Health and Human Services Committee is meeting Monday the 11th at 1pm.

VII. Adjournment:

- Tracy Guinn motioned for adjournment of the meeting at 5:10 with a unanimous second.

Respectfully Submitted By:

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Sophia LaBranch, Administrative Assistant I  
Workforce Investment Support Services



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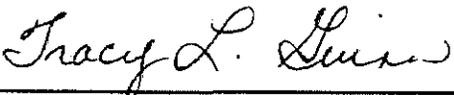
Tracy Guinn, Chairperson  
Board for the Education and Counseling of Displaced Homemakers

VII. Adjournment:

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Res fully Submitted By:

  
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**Sophia LaBranch, Administrative Assistant I**  
**Workforce Investment Support Services**

  
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Tracy Guinn, Chairperson  
Board for the Education and Counseling of Displaced Homemakers