

Displaced Homemaker Board
Meeting Minutes
Monday December 9, 2013 4:00 p.m.

Video-Conference: St Louis Building, Reno Town Mall, Carson City SAO, Winnemucca

Board Members Present:

Barbara Twitchell - Chairperson
Tracy Guinn
Deborah Levy
Louise Helton

Board Members Absent:

Jennifer Counter – absence without cause

Department of Employment, Training & Rehabilitation Staff Present:

Steve Gibson – Las Vegas
Samantha Hill-Cruz - Las Vegas
Teena Park – Carson City SAO

DH Center Coordinators Present:

Denise Gee
Sidney Sullivan

HELP of Southern Nevada
Truckee Meadows Community College

DH Center Staff Present:

Lynda Gotelli
Paula McDonald
Jenn O'Brien Taft

JOIN Carson City
HELP of Southern Nevada
Truckee Meadows Community College

DH Center Staff Absent:

Kathleen McKnight

JOIN

- I. Roll Call and Confirmation of a Quorum:** Barbara Twitchell called the meeting to order at 4:04 p.m. Three Board Members were present at that time for a quorum. Louise Helton arrived at 4:15. Audio difficulties delayed to start of business. Las Vegas eventually resorted to using cell phones to communicate with other sites but audio quality was significantly compromised.
- II. Verification of Posting:** Samantha Hill-Cruz confirmed proper posting of the meeting agenda.
- III. Welcome and Introductions:** All were welcomed. No further introductions were necessary.
- IV. Public Comment:** None

V. DH Program Grantee Reports:

TMCC – Sidney Sullivan

- New hires: Jenn O'Brien Taft, Employment Specialist with the Re-entry Center, was introduced at the last meeting
- Perkins Grant for the Job Prep Center hired new staff as well. (Did not give name)
- Resource Fair: Invited all Displaced Homemakers and was very successful in providing community resources including 22 vendors with resources including Child Care assistance, Energy assistance and Tuition assistance
- Second Job Fair in October with 50% increase in attendance by both vendors and attendees. All displaced Homemakers were invited
- Three families adopted for Christmas. Two by departments at TMCC and one by a former DH Client.
- Job Prep Center (New Job Prep Program) to include Job Fairs and Career Panels
- Workshops – Prep for job fairs Resume Triage
- Student completing Applied Science Business Degree found a job has finished internship and is graduating

HELP – Denise Gee

- Number of Displaced Homemakers have attended Holiday Program
- Given out 1200 Thanksgiving Baskets
- Registering up to 3000 households for toys
- Adopt a Family has started
- Received 400 suits from United Way Women's Leadership Council
- City Bank Layoffs – Presenting to 450 soon to be laid off employees to partner
- Review Journal Career Fair
- DH Program Manager introduction: Paula McDonald from Clark County school district and UNLV. Worked in Health and Human services for 30 years
- New project to roll out: CEO (Chief Encouraging Officer) speakers to talk to others about what it takes to be an employee of their company in regards to applications and job descriptions

Audio difficulties continued. . .

JOIN – Lynda Gotelli nothing to report on in behalf of Kathy McKnight

- VI. Action item: Approval of minutes from 09-09-2013** – Motion to approve by Debra Levy seconded by Louise Helton. All in favor. Minutes approved.
- VII. Discussion/Action Item** – Discussion: Upcoming Family Law Conference in Ely. Louise said that they have not been able to contact Mike Kettleman who is in charge of the event. He has, to date, been unresponsive. All agreed that without further information on our ability to present at or participate in the conference, or interact with attendees, it is difficult to proceed with planning.

Barbara asked Louise if she had anything to report on a possible facilitator for the proposed training meeting the board was considering. Barbara expressed concern about

the cost and whether that was an allowable expense. Louise said she was hoping that someone would be willing to do it pro bono. She agreed to speak with Robin Powell from Las Vegas to see if she would be willing to provide that service without a fee. Barbara said she would check with two other possible facilitators but was doubtful they would be willing to travel to Ely for a pro bono job.

Louise indicated she has been told that the board members can at least pass out brochures and attend various functions at the conference, but it is unclear whether this would require a paid conference attendance fee for each board member. If so, at what cost? And is this an allowable expense?

Sidney asked if grantees were also able to attend the Ely meeting and, if so, would there be funds to help them cover the travel expenses? Barbara said that it was a question that had not been brought up before and probably needed to be addressed.

Barbara indicated that, before any concrete plans can be put in place regarding the Ely trip, further research needed to be done in order to answer important questions regarding:

- Allowable expenses the board can utilize board reserve funds to cover (i.e. travel, attendance at a conference, booth or table, materials, trainings, facilitator, etc).
- Available funding sources for grantees' travel
- Application of the open meeting law regarding the Ely conference and meetings.

Samantha agreed to research these questions for the board and report back.

Louise suggested a special meeting in January for the board to address these issues and make plans for Ely. Barbara agreed to have a special board meeting to discuss the Family Law Conference.

Samantha agreed to look at potential dates in January as the meeting will need to be posted to meet open meeting requirements.

Action Item: Barbara made a motion to table the decisions on the Ely event and to have a meeting January 2014 to address the issue, once they have additional information. Tracy seconded the motion. All in favor – no one opposed. Motion passed.

Barbara called on Samantha to report on NRS collection for DH funds in regards to domestic partnerships. Samantha suggested tabling discussion as she left her notes in Carson City. Barbara agreed to table the item. Motioned and carried.

Nevada Attorney General's Training for Board Members: Attended by Tracy, Barbara and Samantha. Barbara came away with: Always exercise caution and make sure that the Public Meeting Laws apply unless confirmed otherwise. When the board is together in a venue other than a properly posted open meeting, they are not to discuss things pertinent to the board. Tracy added that decision can not be made outside of a board meeting.

Nevada State Bar Publication:

Action Item: Barbara asked each of the providers to submit two client success stories (via email) for Barbara to create articles for publications. Lynda Gotelli to provide Cathy McKnight the same request. Deadline will be the end of January.

Future Meeting Dates: Barbara suggested March 6 or 7 (Ely Fact to Face) and June 10th 2014. June correct to 06/09/14. Barbara moved that June 9, 2014 be the date. Louise suggested that an earlier time be set since Debbie would no longer be teaching and would be available earlier.

Action item: Agreed upon date and time 06-09-13 1:00 PM Motion made by Louise. Seconded by Tracy Guinn. Everyone in favor. Motion passed.

March Meeting details tabled until a special January meeting is held to discuss Ely.

Suggested Agenda Items:

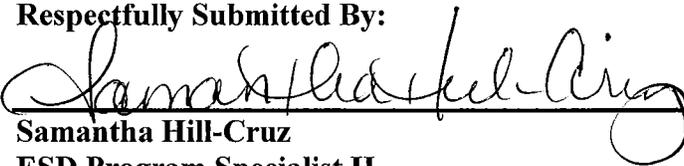
- Allowable uses for funding
- Open Meeting determination for Face to Face
- Firm suggestions for facilitators
- March meeting date
- NRS Collection of Funds
- Review board attendance requirements in By-Laws re: Jennifer Counter

VIII. Public Comment: None

IX. Adjournment:

- Louise motioned to adjourn meeting Debbie Levy seconded. Adjourned 4:53 PM

Respectfully Submitted By:


Samantha Hill-Cruz
ESD Program Specialist II


Barbara Twitchell, Chairperson
Board for the Education and Counseling of Displaced Homemakers