

**Displaced Homemaker Board  
Meeting Minutes  
Friday January 17th, 2014 4:00 p.m.  
Video-Conference: St Louis Building, Reno Town Mall, Carson City SAO  
Winnemucca Telephone Conference**

**Board Members Present:**

Barbara Twitchell - Chairperson  
Tracy Guinn  
Deborah Levy  
Louise Helton  
Jennifer Counter

**Department of Employment, Training & Rehabilitation Staff Present:**

Samantha Hill-Cruz - SAO  
Teena Park – Carson City SAO

**Department of Employment, Training & Rehabilitation Staff Absent:**

Steve Gibson – Las Vegas

**DH Center Coordinators Present:**

Denise Gee

HELP of Southern Nevada

**DH Center Coordinators Absent:**

Sidney Sullivan

Truckee Meadows Community College

**DH Center Staff Absent:**

Lynda Gotelli  
Paula McDonald  
Jenn O'Brien Taft  
Kathleen McKnight

JOIN Carson City  
HELP of Southern Nevada  
Truckee Meadows Community College  
JOIN

- I. Roll Call and Confirmation of a Quorum:** Barbara Twitchell called the meeting to order at 4:09 p.m. All Board Members were present for a quorum. Winnemucca video (out-of-order) difficulties; eventually resorted to using phones to communicate with Tracy Guinn and 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. **Approval of December 9, 2013 meeting minutes:** Tracy made a motion to approve the December 9, 2013 Minutes as presented. Louise Seconded. Unanimously approved.
- VI. **NRS Collection:** tabled to next meeting.
- VII. **Ely 25<sup>th</sup> Annual Family Law Conference:** Discussion ensued, weighing the value of Board members holding their annual Face-to-Face meeting in Ely. Samantha reported that she had checked with the appropriate authorities and it was determined that it would be permissible for the Board to select this venue for this year's in-person meeting. Louise reported that she had several successful conversations with Conference Chair Mike Kattelman's secretary, who assured her that she would make certain that we would have opportunity to share our material and information. After extensive discussion, it was determined that selecting this location would offer the Board a valuable opportunity to meet personally with Family Court judges and lawyers from across the state and familiarize them with the existence and benefits of the DH programs. Such interaction may offer these legal entities a better understanding of the purpose and value of the divorce fee earmarked for these programs and, more importantly, may result in a higher referral rate to programs that could benefit their clients. It would also offer the Board a chance to visit one of the rural sites and familiarize themselves with the staff and programs there.

Ely Allowable Expenses: Samantha said that the worst case scenario (all 5 Board members attending, each driving in their own vehicles, no shared hotel rooms, 3 meals a day for each, etc.) for Ely travel would be a total cost of \$3,500.00 for the Board to attend the Family Law Conference. This includes Travel, Per-Diem and Conference Registration (\$75.00 each.) Barbara said that some meals will be included in the conference to bring that cost down. Additionally, some Board members are carpooling and it has also been determined that Board members are allowed to car pool in a State Fleet vehicle Carson and Reno to Ely, NV. These will result in lower costs as well. Grantees were informed that administrative funds cannot be used to cover their travel costs so they must find other funding for their trip if they wish to attend or else must attend the quarterly meeting via video conferencing.

The Board has reserved three rooms as of the time of the meeting at the LaQuinta. Four Board members are planning on attending: Barbara, Tracy, Louise and Jennifer. Barbara and Jennifer are planning on traveling with Samantha in the Fleet vehicle. Tracy is driving from Winnemucca. Louise will travel with Debbie Levy if Debbie can get the time off of work.

Meeting details:

Open meetings laws will apply and a video conference will be needed for the DH Quarterly Meeting in Ely. At the time of the meeting no one had the schedule of events to agree on a specific meeting time. It was determined that there were adequate technical facilities to accomplish a video conference. Samantha suggested using the Ely Video Conferencing Room. She will make the arrangements.

The Board will use this in-person opportunity to conduct a Think Tank Meeting to assess strengths and weaknesses (SWAT analysis) and brainstorm ideas and priorities. It was agreed that this will be a no action meeting with no decision making. Louise confirmed that she had enlisted the services of a facilitator who was willing to work pro bono to

guide us through the Think Tank. However, the woman had an accident recently so her participation is contingent upon her recovery.

WISS will assemble hand out packets for conference.

Barbara reiterated her request that grantees provide success stories with photos. To date she has only received stories from Winnemucca and Fernley. She again asked that these be sent to her by January 31<sup>st</sup> so she can assemble them in a handout to be included in packets for the family law practitioners at the conference.

Conference registration: Attendees will have to registers-and pay for the \$75.00 registration to be reimbursed on travel claim after-the fact as the presenters are not a vendor for the State of Nevada in order to be paid directly for the board members.

Barbara Twitchell to send link to board members for registration.

Samantha suggested a tour of the JOIN facility since this would be the first time the DH Board will be in the area to make this possible. All agreed.

**VIII. Adjournment:**

- Debbie motioned to adjourn meeting. Louise seconded. Unanimously approved.  
Adjourned 5:00 PM

**Respectfully Submitted By:**

  
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**Samantha Hill-Cruz**  
ESD Program Specialist II

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