



- **Jen O'Bryan-Taft – TMCC**

She wanted to request a correction to the spelling of her name.

It is incorrectly spelled in the minutes. The correct spelling is O'Bryan-Taft, not O'Brien. And the correct spelling on her first name is Jen, not Jenn.

TMCC is preparing for the Job Prep Bootcamp over spring break. All the Displaced Homemakers have received an invitation. They will be having a Resource Fair in two weeks and have already run out of tables. They had 55 tables, with many new people joining the fair. They are adding new people as they go. The whole Student Center is full, and they're thrilled with the response.

They learned new things in the monitoring process. Karlene and Samantha were there for that. Sidney said to say hello. They looked at the report of the monies that they had under TMCC now, and Sidney felt the monies look good. She stated if there is any shortfall, they anticipate the school will cover as they have in past. Right now they're looking at about \$1,000.00 over what they need and are still collecting payments.

Reviewing page 22 of the packet, you will see the carryovers are \$31,611.16 and the filing fees are \$15,140.00, for a total of \$46,751.16. They have collected for about 5 months so far, leaving a total of 2 extra and the rest they are collecting are for 5. Sidney expects it will be \$1,000.00 or more under their budget. Again, if there is a shortfall, TMCC should cover it.

Chairperson Helton asked if there was any more to report. Asked if that would be resources as well as jobs, or mostly services? Per Jen O'Bryan-Taft, there are a couple of vendors that come that actually hire people. It must be a resource for the students themselves. The vendors they have either hire interns from TMCC, work around student schedules, or hire vets as in a Hero to Hire program. Those are the type of vendors that are allowed into the Fair. Other than that, the vendors are the resources in the community that are free for the students. Its resources such as welfare, housing, addiction counseling, the Indian colony, WIC, Voc Rehab, Job Connect, pretty much A-Z. They also have student services at TMCC, such as Career Connect, the internship program, and re-entry. The VA also comes. Barbara Twitchell - asked if this includes health care and things along that line, to which Ms. O'Bryan-Taft responds affirmatively. She also adds she will e-mail a flyer to the event, and apologized for not forwarding it for the meeting today.

Chairperson Helton - asked if there were any more questions for Truckee Meadows, to which Barbara Twitchell advised she did have some questions, however, can wait until the financial piece, and this is in regard to the indirect. Each report seems to have a different percentage of indirect that is being used and this is confusing. Ms. Twitchell then asked if anyone know how much of the indirect is being used.. Suggested that Joleen Murphy could possibly clarify for them.

Ms. Twitchell - asked if anyone knew what the percentage of indirect was supposed to be, according to the grant. She explained that most grants had a certain percentage that is permitted to be taken out to cover administrative costs, and the reports are very confusing to her because the percentages varied between 4.5% to almost 14%. She understands that those funds may be taken out at the end

of the year or as they go along, but needs clarification on the amount allowed. Denise Gee thought that amount could be as much as 15%. Ms. Twitchell asked if there could be a definitive answer and Samantha Hill-Cruz advised she will research and add the item to the next Board Meeting agenda. Ms. Hill-Cruz confirmed then that the percentage in question was the amount for indirect for each center. Per Barbara Twitchell, is seeing about 9.5% on the indirect. Would like to review the grant and feels it is necessary to be able to actually read it. Because there is such a divergence in the amounts provided, would like this to be reviewed and set as an item for the next agenda.

- **Denise Gee** – HELP of Southern Nevada  
One of the biggest highlights in the last month or two was that one of their DH clients was spotlighted in the United Way Women's Leadership Tea and Fashion Show. Mia was the name of the client and she was able to be the model for DKNY. The program was then showcased in a room of about 350 people. It was a nice PR opportunity and they treated her so well.

Advised that as mentioned before, the DH staff has been reduced by 50% last quarter, and this has resulted in very creative responses from Paula and the staff delivering the program. Glad to say they have not missed a beat. There are priority items they have had to focus on, including working on building up employers, expanding the employer base, and partnerships in bringing in additional workshop presenters and partners in lieu of their creative staffing. She then turned over to Paula McDonald.

- **Paula McDonald** – Help of Southern Nevada  
Wednesday HELP initiated and went to observe a class/workshop at the Aria Hotel. The Aria wants HELP to be a resource for referring people into their guest room and hospitality component through a program call Heart and Soul. This program will provide special tutoring services on Tuesday evenings in a 9-week cycle course. It will focus on the hotel/ hospitality industries and the participants will graduate and tour a hotel at the end of the 9-week cycle. The program will assist with job referrals and placement, and relationships. Noted that this is a very intense training and will be offered in the evenings so that participants that normally would be unable to come in the daytime would be able to participate. They will also have Mentoring Mondays, which will provide online training, assistance, and one-on-one services until they can get a grasp on the need. This is to help those individuals over 45 be able to complete online applications, which can be a challenging for that particular group.

**Chairperson Helton** - Any questions for Denise or Paula?

**Barbara Twitchell**- That was a great report. I love the fact that you are having an evening training for those that cannot make it during the day. Paula confirmed that it is a specialized 9- week course that is specific to the hotel and hospitality industries. The clients come once a week for 9 weeks, after each week they are given a certificate for the module completed. At the end of the 9 weeks they are given a certificate of completion. There is a graduation ceremony and before that they are given a tour of a local Station Casino. They have a real good relationship with them, or it will be one of the other major hotels.

Barbara Twitchell-That is wonderful. I do have a question on the report, though. I'm seeing a year to date total, but the quarterly expenditure information is missing. I just wondered why.

Denise Gee- On page 8 on the report? Barbara Twitchell confirmed and stated this would be items A,B,D, and E. Denise stated she did not know how that was missed, but would make sure to forward the information to Samantha Hill-Cruz so that she could forward to the Board. Will make sure that it will be done on the following day.

**Chairperson Helton-** Asked if any questions or comments. None were raised. Chair recognized Ann Silver of Join.

- **Ann Silver** - advised she had become executive director of JOIN last May and is coming up to almost a year of oversight of the organization. There are currently 6 branches in the agency, Elko, Ely, Fallon, Winnemucca, Carson City, and Fernley, in addition to their main office in Reno. The strategic plan this next fiscal year, starting July 1, 2015, is to add 22 communities to the outreach program. They will become more mobile, and plan to solicit and enroll rural clients where they live, recognizing many displaced homemakers have difficulty getting to the rural offices from their even more rural communities. They will be going to them. This will enable JOIN to enroll them on the spot and also enroll them in occupational training. She then stated she wanted to apologize as she did not finish any of my financial information. She stated she will forward to everyone tomorrow as well.

Samantha Hill-Cruz - Advised that information was sent prior to Ann's report. Ann's report is in the packet. Ann Silver thanked Samantha.

Barbara Twitchell- the year to date totals need to be reported. Per Ann Silva, will get that forwarded tomorrow.

- **Ann Silver** -Stated they have a lot of exciting news. In addition to the 22 new communities JOIN will be heading to, they have partnered with the NEON/WIN program, so that 2 weeks out of every month that program is conducted in their Reno office. They have had up to 25 participates and out of those, there are several that are potentially displaced homemakers candidates. JOIN has also partnered with the food bank and their snack program to encourage folks that can qualify for the Displaced Homemaker program from that population to enroll with JOIN. They are also working very collaboratively with Truckee Meadows Community College, Western Nevada College, and Great Basin College to refer Displaced Homemaker candidates to join prior to their enrollment of courses so that JOIN can pay for them. She feels if JOIN can get to them first, they will be able to cover those expenses. This cannot be done if the client registers with the community colleges first. She feels this is also one way to increase their opportunity to serve the clients. In terms of year to date information, and with their fiscal year beginning July 1<sup>st</sup>, Winnemucca has served 1 DH client that is actively completing courses towards her degree in elementary school education and she also filled a temporary slot with McDermott Headstart, enabling her to

make a little bit of money in that position. JOIN has served 4 clients in Ely, all of whom have gained employment. One is a home health aide, one is a front desk attendant at a local hotel, one has been hired at Bristlecone Convention Center as an event planner, and Match Box Retail hired another individual. Carson City has 2 enrolled Displaced Homemaker clients. They are excited that one is achieving her teaching credentials and the other is enrolled in real estate training and is also completing the computer application course at WNC. In Reno, JOIN has served 3 clients. One completed the office productivity training and was hired as an HR coordinator at St. Mary's in February. Another individual just has to complete her criminal background check, which is happening at this time, and she's been offered a full-time position with Silver Legacy Resorts as a customer service representative. The third individual has accepted employment with Join Together Northern Nevada as a paid intern effective 03/06/15. She will remain as a student at UNR in the CSAT program.

JOIN has also created a Certified Nursing Assistant program in Battle Mountain. It's an arena in which it is felt JOIN has what they believe are several clients that qualify as Displaced Homemaker candidates. Since there has been no active training there, it's great to have the CNA training take place. They only need a total of 7 clients to fund that course through Great Basin College. JOIN has also experienced decreased enrollment in their program due to the increase in employment opportunities with unemployment decreasing. They've seen fewer dislocated workers, but more folks that have been unemployed for a long period of time and need re-entry skills. Every client must go through a 3 ½ day employability workshop/seminar so that they have a skill survey assessment administered. The clients then work on their interview skills, which are videotaped and played back to them so they can see if they're using their hands too much, for example. The clients are given an opportunity to be counseled on their selection of career to make sure that they have the competencies and aptitude for that career, so that the program is not spending thousands of dollars on the training. It's also a way to ensure that it's not something the client isn't well suited for or may decide later that it isn't something that they're interested in. In Elko, they are seeing almost 2% unemployment. They are having tremendous success with career training and almost immediate placement, not just with mines, but also with secondary and tertiary employers who are arriving in that community to support the mining community. While Amazon may have exited Fernley, as you know based on Tesla, we have a tremendous number of jobs hitting the open market with all the secondary industries that are there to support the ultimate Tesla/ Panasonic adventure. In Carson City, JOIN has formed a collaborative partnership with Western Nevada College, so when there is a demand for 5 students or more in a particular occupation, WNC will create a course for them that are on the approved trainer/ provider list. So, they're very excited about serving Displaced Homemakers. She wishes they saw more of them. She is not sure if the information about JOIN is as robust as it could be out in the communities they serve. It would allow them to do a much better job to those folks that need JOIN's services and qualify under the Displaced Homemaker Program.

Barbara Twitchell - Is really impressed with the outreach efforts and collaboration efforts. She feels it's much more invigorated and exciting than it has been in the

rural in a while. Part of that is probably due to the job market picking up a bit. Per Ann Silver, does agree that it is picking up a bit and that they are also working with folks to understand relocation may be necessary as JOIN is focused on jobs that start at \$15.00 an hour or more and noted that the majority of people can't or don't want to relocate. JOIN understands and will provide them with the skill training they need to get local positions, but the focus is more on long-term careers than just jobs, so if they can entice the clients to get the full career training that they are able to pay for, then the goal is to see them situated in jobs that they're able to make a living wage, not just a minimum wage.

- **Tracy Guinn** - Is excited Ann Silver has joined them. States it sounds like this is a real shot in the arm for the rural and likes to see that. Ann Silva - thanked her and stated she goes to every rural community once a month and gets to meet the clients and review what they are doing. She will be going to Winnemucca and giving a presentation to the Humboldt County commissioners. JOIN has moved the office to downtown, giving them a bit more visibility. They really want to find as many eligible clients as possible. They have received significant funding from WIA and have been under-expended for several years, which mean either people don't need them or they are not finding the clients where they live. Tracy Guinn agreed, stating she feels they are unaware of the resources available and is glad that JOIN is making it known. Ann Silver also stated that they also have a website that clients can utilize that will allow them to determine their eligibility on the website, so it cuts down on their waiting time. That website is [www.join.org](http://www.join.org) and they can fill out a simple questionnaire and will know immediately if they're eligible for JOIN's program. She states JOIN is looking forward to serving hundreds more clients in the coming year.
- **Chairperson Helton** - Thank you so much. Wonderful job. Any additional comments or questions? None were raised. Will move on to the Financial Management report.

## VI. DETR Financial Management Clarification Report

- **Joleen Murphy** - Presented the financial report through February 18, 2015. Since they had gone over the format at the last meeting on how the report flows, she asked if there were any questions on it. Barbara Twitchell stated she was confused. According to the report from Denise Gee of HELP of Southern Nevada, only 64% of her funds have been expended. The report from Joleen shows that only \$20.00 in funds are available. States she is thoroughly confused by that and realizes that the report from HELP of Southern Nevada is through December and acknowledges this report is through February, but it is a huge difference between the two reports. Per Joleen, can support the \$20.00 figure on the report that they submit, however, she stated that she does not see the program financial reports, so she is unable to compare the two. Per Deborah Levy, states the report from HELP goes through the 3<sup>rd</sup> quarter, the last quarter figures are not included in the year-to-date report, so that is where the confusion is coming in. Until that quarter is entered, the figure will be off. Barbara Twitchell then asked for confirmation that the year-to-date totals are not accurate and only show the year-to-date through the 3<sup>rd</sup> quarter. Denise Gee responded that the dollar amount available showing on the Financial Management report is a good question, in regards to the \$20.00 figure, but admits

if she didn't put in that 3<sup>rd</sup> quarter expenditures in, that it could have skewed their report. Barbara Twitchell asked if what she is saying is this not accurately reflecting the true amount, isn't this concerning to Denise as it is concerning to Barbara Twitchell that they now only have \$20.00 available. Per Denise Gee, states that this would be a question for finance at the state level. Joleen Murphy stated she can explain the \$20.00 figure. Joleen stated that the filing fees collected in the Clark county southern Nevada area was \$112,000.00 for the first and second quarters. There was a request for payment in the amount of \$146,802.76, with a \$54,822.76 carry-forward from the previous year. Taking all of that into consideration, the cash balance available as of February 18, 2015 is \$20.00. This is not including the fees to be collected for the remaining years, this just reflects up until February 18, 2015. Barbara Twitchell then requested clarification on the table provided on page 23 of the report. She questioned whether the July, 2009 - February 18, 2015 reflected the contract period. This was confirmed by Joleen Murphy. Barbara Twitchell and Denise Gee both claimed relief that this did not reflect receipts and that there will be more funds becoming available through fees. Barbara Twitchell - asked if Joleen Murphy could confirm they are looking good on the fee collection at this point in time. Per Joleen advised this report basically reflects two quarters and confirmed also that they do reflect that the program is on track. Joleen then advised that she had contacted the counties, as was requested in the previous meeting, and wanted to confirm that Samantha Hill-Cruz had forwarded to the meeting members. This was confirmed and she was thanked by Denise Gee. Joleen then went on to explain that she had noticed that there was a large discrepancy noted for Clark County, however, this quarter there was a large deposit for approximately \$17,000.00 more, so that basically made up the difference. She was if they had collected late on something, but it seemed to go back on track, Chairperson Helton then commented that with Lyon County there were some blanks instead of zeros, and wanted to make sure that there was information provided, or that there was nothing collected. Joleen answered that there was no information given. She stated she had contacted Lyon County in December and again in January with no response from that county. Her final attempt was at the end of February with no response. Chairperson Helton stated was grateful for the information. It was very useful and really appreciated the effort. She then asked if there was any additional information required by the board. No comments at the time. Joleen was thanked again for her hard work so that the Board could make their decisions based on solid information.

**Chairperson Helton-** Asked if any additional comments or questions.

## **VII. Discussion/ For Possible Action**

- **Approval of December 8, 2014 meeting minutes:** Motion to approve the December 8, 2014 Minutes by Chairperson Helton. Barbara Twitchell motioned for approval pending the correct spelling of Jen O'Bryan-Taft's name. Motion seconded by Tracy Guinn. Motion carried
- **Divorce filing report by county** - Joleen Murphy was thanked again by Chairperson Helton for her efforts.
- **Open Meeting Law Training** - Tracy Guinn attended. Did not see anything different than had been seen before.

- **Discussion and approval of date and location of face-to-face meeting-** date of June 8, 2015 in Las Vegas. Barbara Twitchell questioned whether could possibly be a different date due to the training. Samantha Hill-Cruz advised felt that training would be done post award, so the training itself would be after July. Chairman Helton requested the date be changed to the following week, due to the possible absence of Denise Gee and Deborah Levy. Date was changed to the following Monday, June 15, 2015. Samantha Hill-Cruz advised this can be over the allotted one hour timeframe. Barbara Twitchell advised that is normally the case as this will provide the opportunity for the touring of a program in that area and feels it is a wonderful opportunity for the other providers to learn from each other. Chairperson Helton requested Samantha Hill-Cruz follow up with logistics.
- **Board Member Opening Update -** Chairperson Helton asked if any update at this time, as it effected the discussion on AB 132. No updates at the time.
- **Update to AB 132 –** Chairperson Helton advised that the Sunset Committee has recommended that the Displaced Homemaker member on board can be someone that is not currently a displaced homemaker. It may be a former displaced homemaker. That item is in there, they have also submitted that the inclusion of domestic partnership dissolutions, adding the divorce filing fee to that as well. They decided that the \$20.00 fee was insufficient, based on consumer index, they submitted the fee be raised by \$10.00, to a \$30.00 fee. This has gone to the floor and will keep the Board advised.
- **Request for Proposal (RFP) Update -** Samantha Hill-Cruz advised the front end has been submitted to Purchasing. This puts it on schedule for a March release. Will communicate any additional news. Chairperson Helton asked if any input by the Board. Per Barbara Twitchell, not in the grant per se. Advised the information required of the Board is basically the same as in the past. The role of the Board will be in the review of the packets.
- **Strategic Plan Assignment Updates-** Chairperson Helton stated there is fairly good progress being made. Suggested it be reviewed at the June meeting to decide what to do to take this on, as it is more involved than time allows here.
- **Ely Family Law Conference report -** Attended by Deborah Levy and Chairperson Helton. Deborah Levy advised the attendance by judges was less than the previous year as is not an election year, as well as less attorneys present than in the previous year. She did feel that they were able to have better coverage as they were able to get flyers to everyone in the room. Louise got to speak, and as she was speaking, Deborah handed out the flyers. They spent the day walking through many businesses in Ely finding out which businesses had the flyers and which didn't. Put them in the Chamber of Commerce, a store that provided information on what was going on in Ely, the courthouse, the JOIN office, the DETR (Department of Employment, Training and Rehabilitation) and made sure they all had information. As far as outreach, felt they were probably doing more efficient outreach in distribution of flyers to the various businesses, rather than at the conference itself. Nevada Legal Services was up there, and they have offices in Reno and Las Vegas. She felt that making sure they have the information to pass out to their clients also the fact that they provide pro bono services for our

clients, so that being able to work through a partnership with them would be good. There's also a group called ONE, which is One Promise Nevada, they also provide pro bono legal services. We made sure that they also had our fliers. We found that a lot of the attorneys were requesting they be sent to their offices. There is a need for us to make sure that the attorneys and judges have them, not necessarily making the drive to Ely. They felt it was very successful. Ann Silver advised she is in Ely every month and she advised she would be happy to take any information they want to dispense with her. She advised she is at the library, school district, JOIN office, Jobconnect office and would be able to distribute any information they would like to help them avoid having to make the trip. Advised she did need more information to distribute. Chairperson Helton requested if Samantha Hill-Cruz knew if there were still materials available or if new printing needed to be done. Samantha advised there was a whole box, thinks there is 2,000 - 3,000 in that box. Ann Silver advised can pick up anywhere Samantha would like her to.

- **Chairperson Helton-** Thank you to Deborah for doing all the driving to the Ely conference. Is there any additional items, or can we move to suggested agenda items for the next meeting?
- **Jen O'bryan-Taft -** Advised there has been a change in structure for TMCC. There has been a branching out at the college. Sidney Sullivan will be heading the career center at the college, and Joan Steinman will be in charge of a re-entry program. Jen O'Bryan-Taft will be counseling under Joan Steinman. They feel this is a very positive move and those are the only details available at this time. Their next meeting will be in April.

**VIII. Suggested Agenda Items for Next Meeting**

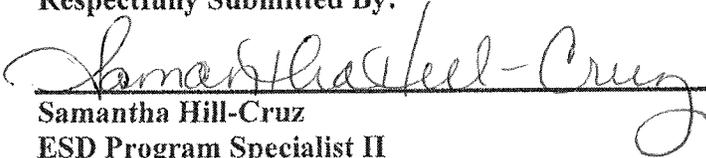
- Update on legislation - AB 132
- Strategic Plan
- Overview of marketing and outreach

**IX. Public Comment None**

**X. Adjournment:**

- Chairperson Helton motioned to adjourn meeting Tracy Guinn seconded. Adjourned 5:01 PM.

**Respectfully Submitted By:**

  
Samantha Hill-Cruz  
ESD Program Specialist II

  
Louise Helton, Chairperson  
Board for the Education and Counseling of Displaced Homemakers