

Displaced Homemaker Board  
Meeting Minutes  
Friday, March 7, 2008, 9:30 a.m.  
Truckee Meadows Community College (TMCC), Reno, NV

**Board Members Present:**

Chairperson Louise Helton  
Tracy Guinn  
Carmen Hirsch

**Board Members Absent:**

Mary Hausch  
Mary Katherine Moen

**Workforce Investment Support Services (WISS)**

**Staff Present:**

Harvey Lee

**DH Center Coordinators Present:**

Barbara Twitchell

Truckee Meadows Community College

**DH Center Coordinators Absent:**

Carolyn Wilson  
Terrie Stanfill

JOIN Inc.  
HELP of Southern Nevada

**DH Center Staff:**

Fuילala Riley  
Denise Gee  
Germaine Kinunwa  
Kathy McKnight  
Sidney Sullivan

HELP of Southern Nevada  
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JOIN Inc.,  
TMCC

- I. **Call to Order:** Ms. Helton called the meeting to order at 9:50 a.m.
- II. **Verification of Posting:** The proper posting of the meeting was confirmed.
- III. **Welcome and Introductions:** Ms. Helton asked attendees introduce themselves. TMCC staff at the Re-Entry Center hosted the meeting.
- IV. **Approval of December 10, 2007, Board Minutes:** The minutes were approved by unanimous vote.

**V. Election of Chairperson:** Carmen Hirsch nominated and Tracy Guinn seconded Board member Mary Katherine Moen to the office of chairperson for the coming year. Passed unanimously. In Ms. Moen's absence, Ms. Helton chaired the rest of the meeting.

**VI. Update – DH Program Revenues and Expenditures:** Mr. Lee reviewed the schedule for the day, explaining that the Board meeting would follow the posted agenda. After the Board meeting is adjourned, they would have a workshop on the promotion of the Displaced Homemaker program. This would take place at the luncheon site.

Mr. Lee asked if there were any questions regarding the financial report through February 20, 2008. Ms. Helton would like to know how much money would be available for promotion activities from the reserve amounts. Mr. Lee explained that the Administrative reserve account had \$17,000.00 from which administrative expenses would be deducted. Those expenses include such items as travel for the DH representatives who attended today's meeting, WISS' administrative expenses, and other similar expenses. He said that there would probably be \$6,000 to \$8,000 available for promotional activities.

The Board's Reserve account had been established to provide additional income to those programs that run out of money due to a shortage of fees. The amount the Board could allocate to those Centers can only be a proportionate amount to the statewide budget for DH Centers; they can't spend all the money on one area. Additionally, Centers can only spend up to their contract authority for the year.

Ms. Twitchell said that her fees were not keeping pace with their budget. Mr. Lee explained that TMCC's Contract Authority was allowed to stand at \$60,000 even though fees had not matched that amount in previous years so that just in case the fees came in at a higher amount, they would have that money available. TMCC was advised to budget for \$40,000 per year since that was much closer to the historical fee amount collected. Ms. Twitchell said that they are not spending close to what they are budgeted. The reality is they were not even collecting sufficient fees to support the conservative \$40,000 budget. As a result, they have not been able to request for full reimbursement for their scaled-down expenses for the past two quarters. They aren't asking for money at this time, but just wanted to point out that the Financial Management report doesn't show the full picture. She wanted the board to be aware of this.

**VII. Reserve Account Expenditure Plans:** Mr. Lee explained that there are several options available for expending the administrative reserve account. The Board could decide to spend the excess on 1) web design for the DH program, though he said this would probably not be a large expenditure, 2) a DH brochure to be used statewide, and/or 3) development growth support for the Board and Center staffs.

Ms. Twitchell gave a presentation on using some of the funds for development growth support by sending staff to a Women Work! conference in Washington,

D.C. Discussions followed on the efficacy of sending several people to the conference and what that would cost, or providing funds for one or two key persons and have them provide a local mini-conference when they return. Ms. Twitchell said that the Center staffs have a “full plate” already and developing a mini-conference would be burdensome.

Ms. Helton moved that we provide \$900 to assist TMCC staff with the expenses of attending this conference. This was not enough to assist both Ms. Twitchell and Ms. Sullivan so Ms. Helton changed the motion to provide \$300 to offset some costs for Ms. Twitchell to attend and the remainder of the administrative reserve (not used for administrative expenses) be used to develop a brochure to promote the DH program. Tracy Guinn seconded and the motion passed.

### **VIII. Review of Grantee Reports:**

#### **JOIN Inc.**

##### **Kathy McKnight, JOIN Inc. Fallon Center**

Ms. McKnight reported that they were busy. She asked a question on how the money they have available might be used in addition to program services. She explained that some of her clients were not Workforce Initiative Act (WIA) eligible and needed support for such items as gas money to get to meetings or to job interviews. Also, Western Nevada College (WNC) has a “Workforce Academy” program that would be beneficial to her clients and the cost per student is only \$15. Mr. Lee said that he would check on the support money and didn’t see any problem with the program partnership with WNC. Ms. Twitchell said that a number of years ago Maureen Cole of DETR checked with the State’s Attorney General’s office requesting a ruling on allowable expenditures and was told that the law was written so loosely that almost anything can be provided.

Ms. McKnight said they have a success story: a woman with heavy equipment experience was eligible for the DH program and was also eligible for Workforce Investment Act funds. She was sent to truck driving school, and was hired as a driver in the Nevada Department of Transportation. She had to leave her last job due to the fact that she was the subject of much harassment due to her good looks. She is successful in her new job and really enjoys it.

#### **Truckee Meadows Community College**

##### **Barbara Twitchell, Director The Re-entry Center**

Ms. Twitchell presented the TMCC Re-Entry Center report. She reported that they held their annual Re-Entry participant Holiday party on December 14 and it was a rousing success. They had an online angel tree which TMCC faculty and staff took names and adopted Re-Entry participants’ children for toys and clothing for holiday gifts. One donor stepped up and gave \$500 for the party expenses. They were also able to give out 30 Wal-Mart gift cards for holiday meal groceries provided by the TMCC student association.

Ms. Sullivan had provided workshops for participants to help them through the process of applying for scholarships. The Re-Entry Center helped participants earn over \$130,000

in scholarship money from a variety of support groups last year and they are hoping for the same success for the upcoming school year.

She also provided their regular Job Search on a monthly basis. Recently she offered an Improve Your Image workshop for Reno's Housing Authority, on which Ms. Sullivan serves in the Family Self-Sufficiency Advisory Board.

The Computer with Wheels is going well under the tutelage of Carmen Hirsch.

They also have two excellent success stories. Windi Goodman from Fernley is a DH client who is a single mom with three kids. She is working two jobs at the same time she is a full time nursing student at TMCC. She was named the 2008 Regent's Scholar for TMCC. She will be a speaker at graduation. Criteria for selection includes academic excellence, service to school, and service to community. She is the sixth Re-Entry student since 1992 to earn the Regent's Scholar award. The 2006 award winner was a 60-year-old nursing student/Re-Entry client as well. Ms. Twitchell reported that they were very proud of the fact that a full one-third of the award recipients have been from the Re-Entry Program.

**HELP of Southern Nevada**  
**Denise Gee, Center Coordinator**

Ms. Gee presented the report for HELP of Southern Nevada. They are very pleased with their new facility, a 4,000 square foot building across the parking lot from HELP. Ms. Gee provided some snapshots of the new facility that was a former bank. They have their clothing supply in the former vault. Through modular construction, they now have a computer lab, meeting room, classrooms, and waiting areas. They are experiencing more walk-ins with their new location. They can host onsite interviews now.

Ms. Gee said they had three entities that came to the open house that want to explore future opportunities with HELP. More information will be forthcoming on those opportunities.

Nordstroms has provided HELP with \$3,000 worth of gift coupons.

Many of HELP's DH clients come to their program through welfare set-aside money so they have a much higher percentage of male clients than the more traditional north DH agencies. Some of these men are husbands and boyfriends of women who have been sent to prison due to drug offenses and the men have been taking care of children in the home.

Replying to questions about the low statistics on Hispanic population served, Ms. Gee explained that, again, due to the welfare route that many clients take to the DH program, Hispanics are less likely to be involved because they are required to have valid Social Security numbers. Ms. Sullivan added that she learned in a course she had taken that culturally the Hispanics are more likely to turn to family for support in times of crisis rather than an agency. Ms. Kinunwa added that they are required to put down whatever those clients call themselves in terms of race or ethnic groups, even though they are quite certain that "Hispanic" would be the more appropriate category. Ms. Gee said that they

had lost their Spanish-speaking employee and were looking to fill that position with another bi-lingual person.

**IX. Suggested Agenda Items for Next Meeting:** Barbara Twitchell will present a report on her trip to Washington, D.C. One other agenda item suggested is the promotional idea development. The Board agreed to hold the next meeting Friday, June 13, at 9:30 a.m. as a video conference.

**X. Public Comment:** There was no public comment.

**XI. Adjournment:** The Board adjourned at 11:50 a.m.

**Respectfully Submitted By:**

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**Harvey L. Lee, ESD Program Specialist II  
Workforce Investment Support Services**

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**Mary Katherine Moen, Chairperson  
Board for the Education and Counseling of Displaced Homemakers**

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**Date of Board Approval**