

**Displaced Homemaker Board  
Meeting Minutes  
Monday September 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

**DH Center Coordinators Present:**

Sidney Sullivan

Truckee Community College

**DH Center Coordinators Absent:**

Terrie de Antonio

HELP of Southern Nevada

**DH Center Staff:**

Cheryle DeDios  
Denise Gee  
Joyce Moore  
Birdella Goffinet  
Janet Locurto  
Linda Gotelli

HELP of Southern Nevada  
HELP of Southern Nevada  
JOIN North Eastern  
JOIN Carson City  
JOIN Carson City  
JOIN Carson City

**DH Center Staff Absent:**

- I. Roll Call and Confirmation of a Quorum:** Tracy Guinn called the meeting to order at 4:08 PM. Three Board Members were present at that time for a quorum. The fourth Board member arrived shortly after roll call.
  
- II. Verification of Posting:** Karlene Johnson and providers confirmed proper posting of the meeting.

**III. Welcome and Introductions:** No new introductions were made.

**IV. Public Comment:** No public comment at any locations.

**V. Discussion/Possible Action:**

- **Approval of June 4, 2012 Board for the Education & Counseling of Displaced Homemaker (DH) Meeting Minutes:** Barbara Twitchell moved to approve the minutes of June 4, 2012. Debra Levy seconded the motion to approve the June 4, 2012 minutes with no amendments.
- **Vote to release Reserve Board monies:** Karlene Johnson reported \$9510 available July 1, 2009 through August 15, 2012 in reserve. Barbara Twitchell wanted clarification as to how these monies can be spent. Karlene confirmed that all or part of these monies can be spent from now through calendar 2015. Barbara Twitchell asked if the Board reserve rolls over each year. Karlene indicated she would find out from Financial Management. Discussed items for fund use were; DH brochures, their current state and any need for updates, travel to different locals, creating a Web site, Face Book and future meet and greet of Legislature and Judges to get the word out about DH programs. Karlene clarified 5% Admin is for Board travel and includes a \$15,000 admin reserve pool of funds. Action item for Samantha Hill-Cruz to forward current brochure design to all meeting participants for review of design and content. Samantha to get quote on same artwork/design and quote for new art/work and design and report at December Board meeting. Louise Helton moved to table this item until the next meeting, December 2012, pending outcome of research on funds and brochures. Debra Levy seconded. TMCC and HELP indicated their need for more brochures
- A vote was conducted and passed on future meeting schedules and times. They are, Dec 10, 2012, March 11, 2013 and June 10, 2013 at 4:00 pm. The March meeting will be the face to face meeting located in Carson City.
- Discussion as to the open past participant board position nomination and filling criteria. Barbara Twitchell stated that her research found that due to the NRS and the criteria, a successful Displaced Homemaker would not be eligible to serve on the Board. Louise Helton volunteered to speak to a friend who works for the Attorney General's Office and get their advice as to how to move forward properly.
- Discussion of Agendas Request Form. Suggested adding FROM to the form.
- Karlene reported Current Status Carry over money on grant can be used this program year or as a carry over to other program years. However, once the carry over is used, you will go back to your original grant terms.
- Waived were the Program Reports due to time constraints and closing of the satellite locations. They were tabled to next meeting.

**VI. Adjournment:**

Tracy Guinn motioned for adjournment of the meeting at 5:03 with a unanimous second.

**Respectfully Submitted By:**

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**Samantha Hill-Cruz, ESD Program Specialist II  
Workforce Investment Support Services**



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