

Displaced Homemaker Board
Meeting Minutes
Friday, June 13, 2008, 9:30 a.m.
Truckee Meadows Community College (TMCC), Reno, NV

Board Members Present:

Chairperson Mary Katherine Moen
Louise Helton
Tracy Guinn
Carmen Hirsch
Mary Hausch

Board Members Absent:

None

Workforce Investment Support Services (WISS) and Financial Management

Staff Present:

Harvey Lee
Susanne Etter
Ron Hilke

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

HELP of Southern Nevada
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JOIN Inc.,

- I. **Call to Order:** Ms. Moen called the meeting to order at 9:30 a.m. Three were present for a quorum.
- II. **Verification of Posting:** The proper posting of the meeting was confirmed.
- III. **Welcome and Introductions:** Chairperson Moen asked attendees to introduce themselves. Members at the Reno Town Mall (B. Twitchell, K. McKnight, and Board member Carmen Hirsch) were on the telephone only and were not on video.

IV. Approval of March 7, 2008, Board Minutes: The minutes were approved by unanimous vote.

V. Update – DH Program Revenues and Expenditures:

Mr. Lee explained that there were some problems ongoing with various Center budgets; some were not receiving enough fees income and others had enough income but were coming up to contract authority limitations. Asked by MK Moen if this were a systemic problem or a matter of fewer divorces, H. Lee explained that from the WISS research done two years ago, it didn't look like a systemic problem, though information was slow in being recorded on the judicial site. It looked more like there were fewer divorces, perhaps due to fewer marriages. There were questions again on understanding how the contract authority vs. cash available worked.

In two cases, JOIN Northeast and HELP of Southern Nevada, even though the fees have been coming in, they are spending up to the limit of the contract authority after the Board and Administrative Reserve funds have been deducted. One solution is for the Board to release the Reserve funds to the programs so they can use most of the original contract authority on program costs. This could also help TMCC by providing money back into their programs so they can meet their costs as well.

Mr. Lee recommended that the Board vote to return a total of \$23,000 to the Center programs from the Board and Administrative Reserve account in the proportionate amounts to each program for the rest of the year. Any amount left over would be carried over into the next year. A motion is needed to rescind the motion from last quarter's meeting and return the remaining \$23,000 to the programs. Tracy Guinn moved and Mary Hausch seconded the motion. It was carried unanimously.

M. Hausch made a motion to allow the Center directors the freedom to amend their contracts if there is more money coming in than they have contract authority to spend. Ms. Guinn seconded. Discussion on this motion followed on the possibility of this motion. It was decided that research needed to be done to establish how excess funds roll over and whether this can be used the following years over and above the contract authority. M. Hausch withdrew her motion and T. Guinn agreed.

Denise Gee asked if it were possible to spend next year's monies to meet this year's budget needs. H. Lee and S. Etter will check on this and get back to Denise Gee via email.

H. Lee mentioned that the Centers need to be cautious on their next year's budget as the trend seems to be a lesser fee amount from the counties.

VI. Review of Grantee Reports:

JOIN Inc.

Kathy McKnight, JOIN Inc. Fallon Center

Ms. McKnight reported that they were busy though they weren't doing a whole lot (in the DH program). She is working on a reentry program for people coming out of prison, out of rehab, with Lyon County Human Services and Healthy Communities Coalition in Lyon and Storey counties. These projects are just getting off the ground and plans are to include displaced homemakers.

On the good news side, she said she had two new displaced homemaker clients who are Workforce Investment Act eligible. They are enrolled in and attending Certified Nursing Assistant classes in Fallon. McKnight said that hopefully they will get their Nevada state licensure and they can get good jobs.

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 center. They have seen new activity in their more comfortable space. Lab use has increased and they are providing more supportive services. The previous quarter they saw an average class size of 16 that has increased to 25, 26 and 27 clients.

Their job developer, Joseph Serrel, resigned and they have a new one coming on staff in seven days. D. Gee has had the opportunity of seeing more about what the job developer does on a daily basis.

HELP has seen an increase of needs in this lean labor market. The casinos have let go more of their middle management so there has been less casino activity.

HELP has worked with MGM in developing a pilot program of an onsite job club. DH clients can be involved in the once a month club, be part of the screening process, and perhaps even be interviewed on the spot.

HELP is doing creative outreach work to build more working relationships with Las Vegas employers.

The Las Vegas Housing Authority has approached HELP to provide additional services to their family self-sufficiency program participants. This will increase their class sizes by 6 to 10 persons.

HELP is partnering with churches who are identifying 35 to 55-year-old women who have been displaced and are re-entering the workforce.

During the summer months, HELP is shifting work hours for energy efficiency. They will be open ten hours a day for four days a week, Monday through Thursday through the month of September.

Board member Louise Helton informed the Board that Nevada Partners Inc. and others are working to create a child care cooperative to help those persons in need of those

services and least able to afford it. They already have the space committed and the concept licensed. A provider will be identified to offer parents training. These parents then will provide child care in trade for time for their children to be cared for when they are engaged in training or employment search.

Truckee Meadows Community College
Barbara Twitchell, Director The Re-entry Center

B. Twitchell reported that she was able to find alternative funding for Ms. Sullivan's last month's salary. The additional funds released by the Board action should enable the TMCC DH program to end the year in the black.

Western Nevada College is investigating the resurrection of their Re-entry program through Perkins funding. They approached Ms. Twitchell to research how TMCC runs its Re-Entry program and how to address the displaced homemaker situation. This might be a good partner for the JOIN program; they could refer clients who want to return to school.

The TMCC DH program continues to offer job search workshops. Ms. Sullivan also provides services on scholarship applications and finding employment opportunities.

B. Twitchell attended the Women Work! Board meeting in April and was elected secretary of the Board of Directors. She thanked the DH Board for their financial assistance to attend the meeting.

Ms. Twitchell resubmitted the Perkins grant proposal for the education portion of the Re-Entry Center. It was approved with slightly more funding than last year. Ms. Twitchell reported that she submitted a separate proposal to increase the amount of Ms. Sullivan's salary funded by Perkins, but it was not approved. However, they were able to continue funding 33% of Ms. Sullivan's salary and benefits through the Perkins grant.

B. Twitchell was invited to speak to the Red Hat convention on May 31 about the Re-Entry program. The group passed the hat and provided the Re-Entry Center with \$705 dollars which can be used for incidentals like bus tickets and child care when clients go to job interviews.

One of the current DH participants was awarded a substantial scholarship as an outstanding graduate of the GED program. The participant has been invited to speak at the upcoming annual International GED Conference to be held in Reno this year.

TMCC Re-Entry students have been working diligently on applying for scholarships under the expert guidance of Sidney Sullivan. Over \$82,673 has already been awarded to them to date. The Re-Entry staff is hoping to exceed last year's grand total of \$124,361.

With financial problems throughout the state of Nevada, TMCC is faced with 25 empty positions that will not be refilled which puts stress on those providing services. The education community has been asked to suggest ideas on how to save money. The Re-

Entry Center staff looked at ways to be more useful to the entire college with the goal of keeping the staff together and still provide services to their traditional participants. One suggestion which was appreciated was to do all the counseling and testing for the satellite sites: Meadowood, Redfield, and Edison. They inherited some personnel to help at TMCC Edison to accomplish this. They are also working to identify necessary activities.

Barbara Twitchell reported that this is her last meeting as she has accepted an early retirement offer from TMCC and June 30, 2008, will be her last day.

Ms. Twitchell also announced that Board member Carmen Hirsch has also decided not to seek re-appointment to the Displaced Homemakers Board of Directors so this is her last meeting as well.

The Board expressed their appreciation for the services given to the DH Program by both Barbara Twitchell and Carmen Hirsch.

VII. Review and adopt schedule for Board meetings:

The Board adopted the following schedule for the next year's Board meeting: All meetings will be on Mondays at 1:30 p.m. on September 15, December 8, March 9, and June 8. The March 9 meeting will be held in Las Vegas. The others will be video-conference meetings held at DETR SAO auditorium, Reno Town Mall, and DETR on St. Louis St. in Las Vegas.

VIII. Suggested Agenda Items for Next Meeting: No items were suggested.

IX. Public Comment: Michelle Goodman representing the Academy of Healing Arts introduced herself and her agency. She explained that the services they provide may be of help to displaced homemakers and wanted the Board and Center staffs to be aware of their program.

X. Adjournment: The Board adjourned at 11:15 a.m.

Respectfully Submitted By:

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

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

Date of Board Approval