

**Displaced Homemaker (DH) Board
Meeting Minutes
Monday, March 8, 2010, 1:30 p.m.
Video-Conference: Las Vegas, Reno, Carson City**

Board Members Present:

Mary Katherine Moen, Chairperson
Tracy Guinn
Terry Ditton

Board Members Absent:

Louise Helton

Workforce Investment Support Services (WISS) Present:

Harvey Lee
Karlene Johnson

DH Center Coordinators Present:

DH Center Coordinators Absent:

Carolyn Wilson
Terrie de Antonio
Estela LeVario-Gutierrez

JOIN Inc.
HELP of Southern Nevada
Truckee Meadows Community College

DH Center Staff:

Denise Gee
Fuilala Riley
Germaine Kinunwa
Sidney Sullivan
Kathy McKnight

HELP of Southern Nevada
HELP of Southern Nevada
HELP of Southern Nevada
Truckee Meadows Community College
JOIN DH Fallon

- I. Call to Order:** Chairperson Mary Katherine Moen, called the meeting to order at 1:30 p.m. Three Board members were present for a quorum.
- II. Verification of Posting:** The proper posting of the meeting was confirmed.
- III. Welcome and Introductions:** Ms. Moen asked attendees to introduce themselves and welcomed all to the meeting. WISS staff member Karlene Johnson was introduced as the replacement staff for Harvey Lee (see item IX.)
- IV. Approval of December 14, 2009, Board Minutes:** Ms. Guinn moved and Ms. Ditton seconded approval of the minutes. A change in the minutes added Ms. Estela LeVario-Gutierrez as a non-present DH Center Coordinator. The minutes were approved by unanimous vote.

V. Update – DH Program Revenues and Expenditures:

Harvey Lee reported on the DETR Financial Management figures through February 12, 2010. There were no questions regarding the budget figures.

Mr. Lee remarked on the amount left in JOIN, Northeast and said that the coordinators in the region were starting to use the budget amount they had left, but asked that they look to other ways to bill, such as time spent in searching out interested agencies and persons who might know of eligible clients.

VI. Review of Grantee Reports:

HELP of Southern Nevada
Denise Gee, Center Coordinator

HELP of Southern Nevada reports that they are referring more people into certifications programs, UNLV, and classroom training. This is the best fit since jobs are down drastically in the Clark County area. The human resources director of the water district came to HELP and did a class for their clients on job search and resume review. This class is happening every two weeks. The director is able to take time to do this since they are not hiring at the water district. HELP has eight new computers in the lab. They were funded with youth and other grant monies. Employers in Las Vegas area are still downsizing, Ms. Gee reported, but there are jobs and it is our mission to find them.

Truckee Meadows Community College
Sidney Sullivan, The Re-Entry Center

Ms. Sullivan reported that the TMCC's education budget has not caused the school to close down any programs yet. Student services office staffing is down by 52%. Administration and staff are looking at the four day/ten hour scheduling and furlough possibilities. TMCC is expecting 3,900 new students on top of the 15,000 already enrolled.

There are six displaced homemaker participants that are graduating this spring. Included in the class is a nurse, dental assistant and paralegal students among the six graduates.

There are jobs out there but are hard to find. Seekers are learning to put volunteerism on their resumes. Some unemployed persons who have associates and bachelor's degrees and experience are competing with the DH clients for receptionists' jobs at \$9.00 per hour.

JOIN Inc.
Kathy McKnight, JOIN Inc. Fallon Center

Kathy McKnight reported that JOIN in Winnemucca now has two clients who are enrolled. Kathy just placed an ex-felon that she worked with at the Reno Tribe.

She is working very closely with the Northeast JOIN to assist them in getting their budgets expended. She mentioned that in this economy it is difficult to advise clients which occupations are the best fit right now. They use Career Coach to assist them with that task.

- VII. Public Comment:** There was no public comment.
- VIII. Suggested Agenda Items:** Harvey Lee suggested that the Board include an item that would cover discussion and action on releasing the Board Reserve and as much Administrative Reserve as is available to the programs so they would have the extra dollars for their programs. It was agreed to add this agenda item to the meeting in June. Contact Harvey Lee with agenda items for the next meeting to be held on Monday, June 14, at 1:30 p.m.
- IX. Comments:** Harvey announced that this would probably be his last meeting with the Board as he would be on vacation in early June and is retiring at the end of June. Mary Katherine Moen announced that she too would be retiring in August and moving to Portland so she was not renewing her membership on the Board. Tracy Guinn announced that her membership was up for renewal at the end of June as well and that she was not planning to request a renewal. With one vacancy waiting to be filled, that means there will be three new board memberships to be filled after June 30, 2010.
- X. Adjournment:** The Board adjourned at 2:30 p.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