

**Displaced Homemaker Board  
Meeting Minutes  
Monday March 12, 2012, 1:30 PM  
Video-Conference: Las Vegas, Reno, Carson City**

**Board Members Present:**

Tracy Guinn - Chairperson  
Deborah Levy  
Barbara Twitchell (via teleconference)

**Board Members Absent:**

Terry Ditton  
Louise Helton

**Workforce Investment Support Services (WISS) Present:**

Karlene Johnson  
Teena Park  
Donna Romo

**DH Center Coordinators Present:**

Marcia Hoch Truckee Meadows Community College

**DH Center Coordinators Absent:**

Terrie de Antonio HELP of Southern Nevada  
Carolyn Wilson JOIN Inc.

**DH Center Staff:**

Cheryle DeDios HELP of Southern Nevada  
Denise Gee HELP of Southern Nevada  
Fuilala Riley HELP of Southern Nevada  
Sidney Sullivan Truckee Meadows Community College

**DH Center Staff Absent:**

Kathy McKnight JOIN DH Fallon

- I. Roll Call and Confirmation of a Quorum:** Chair, Tracy Guinn called the meeting to order at 1:40 p.m. Three Board Members were present for a quorum.
- II. Verification of Posting:** Karlene Johnson confirmed proper posting of the meeting.
- III. Welcome and Introductions:** Welcome to new Board member Deborah Levy.

**IV. Approval of December 12, 2011 Board for the Education & Counseling of Displaced Homemaker (DH) Meeting Minutes:** Barbara Twitchell moved to approve the minutes of 12-12-11. Tracy Guinn seconded the motion to approve the December 12, 2011 minutes with the amendment of Deborah Levy in attendance (via phone) to the minutes.

- **Vote to approve Face to Face:** Motion made by Barbara and seconded by Deborah to hold the next Face to Face to be held June 4, 2012 at the HELP of Southern Nevada office in Las Vegas at 10:00 AM for one day only due to budget constraints. Barbara Twitchell will not be unavailable June 11<sup>th</sup> and June 18<sup>th</sup> for the Face to Face Meeting and training. June 4<sup>th</sup> or June 25<sup>th</sup> are better dates for her to attend. Debra Levy prefers June 4<sup>th</sup>, 2012.
- **Training for Board Members:** Barbara made a motion to hold the training during the June Face to Face Meeting and Deborah seconded the motion while voting on the date of June 4, 2012. Everyone was in favor. Karlene needs an outline from each board member of what the training agenda should contain. Barbara requests that training include Open Meeting Laws and DH Law. The development of a manual is also suggested by Barbara.
- **Nominations:** Karlene has not received any nomination forms to turn into the Governor's Office to fill the board vacancy created by the leaving of Terry Ditton. Nominations must be a prior or present Displaced Homemaker participant. This item needs to be expedited and the new member will need to be trained.
- **Strategic Planning:** To have a complete board and board training done at the June at the Face to Face Meeting.

**ACTION ITEM, Karlene: Look into availability of funds for members and/or providers to attend FACE to FACE June 4, 2012 through the Grant. Karlene to check on plane arrangements.**

**V. DH Program Reviews and Expenditures:** Karlene referenced the Fiscal Report page 8. The carry over money from the prior contract that has been put into the Amendments that are before the Board of Examiner's on March 13, 2012, for this program year, can not exceed what was approved for the contract year; because the legislature only approved the original total budget. Legislature must approve the additional money and once the approval is given then the original annual contract amount can be exceeded until the total carry over amount is exhausted.

**Questions:** Denise; when can the next Quarterly fees be expected? Karlene noted that the carry over will be approved before the next collection of fees. Money should be available to cover that request in the next couple of weeks. To clarify carry over money is not available until July 1<sup>st</sup>, but for HELP, what has occurred is, they have not collected enough fees to cover their original contract amount so because there is carry over money there it can be drawn from that until the fees collect as long as it does not exceed this years contract amount.

## **VI. Review – DH Program Grantee Reports:**

### **Truckee Meadows Community College** **Sidney Sullivan, Re-Entry Center**

The last couple of months have been busy with the start of the new semester and enrollments for the re-entry center. TMCC is also holding the scholarship workshops. February has had 35 attending the workshop of which 34 were Displaced Homemakers. The workshop gives information on local scholarships and what committees are looking for.

One of TMCC's continuing students came through the office to let the center know that she has been awarded the Soroptimist Scholarship for Nursing School.

The employment market continues to be difficult. Unemployment in the Reno area is up. Sydney is still seeing lots of job postings come through but some standards are difficult for the Displaced Homemakers to meet.

One Displace Homemaker came into to say that she was starting a new job in a call center. Her number will be reflected in the next report.

The re-entry center is reapplying for the Perkins Grant. The process starts this month. Most of the students that are supported under the Educational Partnership Program are also Displaced Homemakers.

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

Work center has been very busy and has seen an increase in attendance and a lot of walk ins and referrals from partners.

United Way Woman's Leadership Counsel, Tea and Fashion Show. Denise was asked to speak and she highlighted three success stories. One success story, named Misty, was highlighted and honored after getting a job at the Shannon West Youth Center. The presentation went well and Denise made several good contacts as well as opportunities to speak further.

### **HELP of Southern Nevada** **Cheryl DeDois**

Additional news: The National Men's Warehouse Suit Drive has asked to be moved up to July. The suit drive is every eleven months. In addition the DH close closet has been relocated and expanded and more restricted to one entrance and exit with more of a Boutique environment for the participants. California Closets offered a 50% discount to make improvements for over 800 suits and two dressing rooms. California Closets will also post their job openings and is looking for someone to fill their Officer Manage open position. This calendar year started the Green Jobs Training and a number of DH Grants from the Basic Job Readiness to attend the Green Jobs. In February three Displaced Homemakers attended and learned Green sustainable practices in construction.

In the past Green Workshop a DH participant passed the test and is interested in becoming LEED (Leadership in Energy and Environmental Design) certified as a Green Associate.

**JOIN Inc.**

**Kathy McKnight**

Kathy provided an email for her information to the meeting. Clients are coming through the door and things are picking up. Since January the Fallon JOIN office has had 5 new DH clients. Of the existing clients, 10 are attending training to upgrade skills, 4 obtained employment, 1 is job searching, 2 relocated to other states, and 2 are unable to locate. UI for Churchill County is at 9.8% and Lyon County is at 16.1%.

**VII. No item on the agenda**

**VIII. Suggested Agenda Items for next meeting:** Face to Face meeting agenda.

**IX. Public Comment:** No public comment at either location.

**X. Adjournment:** The Board was adjourned by Tracy Guinn at 2:20 p.m.

**Respectfully Submitted By:**

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**Karlene Johnson, ESD Program Specialist III  
Workforce Investment Support Services**

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