

**Displaced Homemaker Board  
Meeting Minutes  
Monday, September 13, 2010, 1:30 p.m.  
Tele-Conference: Las Vegas, Reno, Carson City**

**Board Members Present:**

Terry Ditton, Chairperson  
Tracy Guinn  
Barbara Twichell

**Board Members Absent:**

Louise Helton

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

Karlene Johnson  
Kitty Clark  
Ron Hilke  
Donna Romo  
Jenn McEntee (Financial Management DETR)

**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  
Sidney Sullivan  
Kathy McKnight

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

**DH Center Staff Absent:**

Germaine Kinunwa

HELP of Southern Nevada

- I. **Call to Order:** Chairperson Terry Ditton called the meeting to order at 1:45 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. Ditton asked attendees to introduce themselves and welcomed all to the meeting.

**IV. Approval of June 14, 2010, Board Minutes:** Ms. Quinn moved and Ms. Ditton seconded approval of the minutes with the correction of section VII to read Job Club sponsored by Reno JOIN office instead of Reno JobConnect.

**V. Update – DH Program Revenues and Expenditures:**

Karlene Johnson reported on the DETR Financial Management figures through August 17, 2010. There were questions regarding the budget figures from Ms. Twichell that were addressed by Jenn McEntee and Karlene Johnson. Ms. Twichell requested an explanation of the available figures verses the contract figures. There was also the question about the Carryover funds. Ms. McEntee has included a new line item “Currently available to Provider”. This line item shows the current amount of fee collections to date for each provider. Discussion on the Administrative Reserve was also addressed regarding a face to face meeting of North and South.

**VI. Review of Grantee Reports:**

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

HELP of Southern Nevada reports that they have served 300 participants to date with 196 obtaining employment. A large portion of the participants are in continued education certificate programs. They have been able to dual enroll several of these clients with other programs. WIA Youth-homeless have been an area of focus recently. HELP has been doing a lot of temporary employment placement, rent assistance and utilities. Men’s Warehouse has donated several work appropriate items for the program.

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

Ms. Sullivan reported that the TMCC has 13 new students and has been able to assist with computers, books and other items under the Perkins program. During the pinning ceremony for the Registered Nurse program one of the Displaced Homemaker participants received the honor. There will be a “Welcome Fair” at TMCC on September 15, 2010.

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

Ms. McKnight reports 18 participants and all have secured employment. Eight are currently involved in training. The Churchill Community Hospital Thrift Store is partnering with the Displaced Homemaker (DH) program to provide professional

clothing to the DH participants at no cost. Ms. Twichell requested clarification of the reporting that was supplied by JOIN. Ms. McKnight indicates that there is an additional report that she supplies to the financial management department of JOIN that does not appear to be included with the packet. She will request that this information be included for the next meeting and all future meetings.

**VII. Suggested Agenda Items:** Change the date for the face to face meeting because of budget constraints. This will be addressed and voted upon in the December 06<sup>th</sup> meeting. Contact Karlene Johnson with agenda items for the next meeting to be held on Monday, December 06, at 1:30 p.m.

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

**IX. Adjournment:** The Board adjourned at 2:30 p.m.

**Respectfully Submitted By:**

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

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**Terry Ditton, Chairperson  
Board for the Education and Counseling of Displaced Homemakers**

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**Date of Board Approval**