

**Displaced Homemaker Board**  
**Meeting Minutes**  
**Monday December 12, 2011, 1:30 PM**  
**Video-Conference: Las Vegas, Reno, Carson City**

**Board Members Present:**

Terry Ditton, Chairperson  
Tracy Guinn  
Barbara Twitchell  
Louise Helton

**Board Members Absent:**

None

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

Karlene Johnson Donna Romo  
Teena Park

**DH Center Coordinators Present:**

Marcia Hoch Truckee Meadows Community College

**DH Center Coordinators Absent:**

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

**DH Center Staff:**

Denise Gee HELP of Southern Nevada  
Sidney Sullivan Truckee Meadows Community College  
Kathy McKnight JOIN DH Fallon  
Cheryle DeDios HELP of Southern Nevada

**DH Center Staff Absent:**

Fuilala Riley HELP of Southern Nevada

**I. Roll Call and Confirmation of a Quorum:** Chairperson Terry Ditton called the meeting to order at 1:45 p.m. All Board members were present for a quorum.

**II. Verification of Posting:** Karlene Johnson confirmed proper posting of the meeting.

**III. Welcome and Introductions:** New Board member Deborah Levy. **Deborah brings an extensive background in education to the board.**

**IV. Approval of June 13, 2011, Board Minutes:** Terri Ditton moved to approve the minutes. Louise seconded the motion to approve the June 13, 2011 minutes.

**Nominations for the new chairperson:** Barbara Twitchell moved to nominate Tracy Guinn as new chair. Tracy is currently in her second term on the board. For four years she has been a very conscientious board member. She has only missed one meeting with good reason and notice. Nomination seconded by Terry Ditton. Majority has it.

**Review of excess monies from old contracts:** Karlene Johnson stated that when she received a request from TMCC for monies there were some fees placed into Displaced Homemaker that were not included in the new contract that was just executing for HELP, JOIN and TMCC. Page 9 figures show carry forward of : TMCC has \$42,000, Join Northeast has \$11,000, Join West \$27,000 and HELP \$308,000. State Purchasing is going to do an amendment to your current four year contract and put the above monies in. The board needs to present an amended budget stating what the additional monies will be expended for. As soon as Karlene get the go ahead from State Purchasing she will be sending out an email. This occurs as NRS does not state when the counties have to submit their collected fees and since it was at the end of a contract it did not just roll over like it typically would. Sidney had asked what the three year contract covers, Karlene stated that the contract would include this physical year and include 2012/2013/2014 the money will be applied to each year. In the training of the board members a Financial Management person will be brought in to train members on reading the financial report.

**Plans for Training Board Members:** Karlene asked if the board wanted to start formulating a training plan now or wait until there is a full board. Terry needs to be replaced with another Displaced Homemaker for the board. **Page 67** is the nomination form to present nominations for Terry's replacement. Complete the packet and turn it into Karlene. It is mandated that the board include a Displaced Homemaker so the open position should be filled quickly. It was agreed that the board wait until the next meeting to discuss training after the new board member is appointed. Karlene verified with Terry that training for the Board Members will be an agenda item for the next meeting.

**ACTION ITEM for March Meeting Agenda: Vote to select date for Face to Face in Las Vegas in June 2012.**

**Communication:** Terry suggested making improvements in communication between DETR and the board members. Karlene discussed the fact that it would be helpful if it was known before a meeting if there was going to be a Quorum present. In the past it has been a given that a members is attending if they have not said otherwise. It was agreed that a reminder could be included in the email with the packet to contact Karlene if you are unable to attend. It was also suggested that a

contact number be given out in case of last minute cancellations or if a board member is running late due to traffic etc.

**Reviewing Open Meeting Laws:** Page 30 of the hand out Table of Index for the Nevada Board and Commission Manual. Page 18 reviews exactly what can be done at a board meeting with and without a Quorum present. Barbara suggested that everything in a meeting that does not need to be voted on by the board can be discussed without a quorum. This manual does state that the board can do the reports from JOIN, TMCC, and HELP and other non-action items in a meeting without a quorum. The September meeting had been cut short due to the lack of a quorum since Open Meeting laws have become popular for attorney action.

#### **V. Discussed in item IV.**

#### **VI. Review of Grantee Reports:**

##### **HELP of Southern Nevada**

##### **Denise Gee, Center Coordinator**

Pleased with all overall hourly wage running between \$8 and \$16 per hour. Unemployment rate is high and there are many minimum wage jobs.

HELP was one of the recipients of the Woman's suit drive from the Social Concerns Committee of United Way held an amazing suit drive collecting over 4,000 suits to be distributed to several organizations with HELP receiving 400 suits. HELP has 200 employers that they work with and are hoping to build more of a base after the Women's Leadership Council luncheon in February where they will have a Displace Homemaker speak.

Toy Drive was successful with 12 semi's full of toys including 1200 bikes and \$200,000 in gift cards.

##### **HELP of Southern Nevada**

##### **Cheryl DeDois**

This year's workshops are completed and will resume in January. Expecting to include Youth and Displaced Homemakers in Green Job Readiness Training. A week will be added to the training to add the new component of a Green Job Readiness certificate. Attendance is expected to double with this offering.

Environmentally sustainable jobs including recycling and reducing the carbon footprint including modified jobs.

##### **Truckee Meadows Community College**

##### **Sidney Sullivan, Re-Entry Center**

Sidney wanted to clarify that One person is full time yet there are two part time jobs listed they are both the same person.

Seeing more employers coming forward but with high standards as far as background checks and credit checks. New call centers are coming in with new jobs but the openings are outside of daycare hours which make it difficult for single mothers.

Most people looking for training are looking at computer training. TMCC advisement season and they are suggesting the program.

Monitoring with Karlene and Chuck, TMCC is looking for time to implement their suggestions.

TMCC is talking about reorganizing.

Entrepreneur Program has for the second year identified the Reentry Program as the recipients of a Wal-mart Grant which allowed 20 women attend a fashion show and to shop at JC Penny's for cloths for them selves as babysitting was offered to make it possible.

**JOIN Inc.**

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

Currently working with eleven Displaced Homemakers. Ten are carry over from the last program year. It has been slow in the JOIN office. Nine are attending training and two are job searching. Three are attending CNA training, one is in Real Estate school, one is attending secretarial training, one business office training and three in the in house computer lab. All are doing very well.

**VII. Suggested Agenda Items:** Contact Karlene Johnson with agenda items for the next meeting on Monday, March 12, 2012.

- Barbara Twitchell requests that a reminder be added to the emails of the packets reminding members to advise Karlene if they are not going to be able to attend the board meeting.
- Nominations to be sent to Karlene for new board member to replace Terry.
- Face to Face
- Training of board members
- Strategic Planning

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

**IX. Adjournment:** The Board adjourned at 2:20 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**