

Board for the Education and Counseling of  
Displaced Homemakers  
Meeting Minutes

Tuesday, June 13, 2006, 8:30 a.m.

Teleconference: Las Vegas Maryland Parkway JobConnect, Reno  
Town Mall JobConnect, and Carson City SAO Auditorium, NV

**Board Members Present:**

Louise Helton, Chairperson  
Sara Besser  
Mary Hausch

**Board Members Absent:**

Carmen Hirsch  
Mary Katherine Moen

**Workforce Investment Support Services (WISS)**

**Staff Present:**

Harvey Lee  
Emma Nichols

**DH Center Coordinators Present:**

Barbara Twitchell Truckee Meadows Community College

**DH Center Coordinators Absent:**

Terri Stanfill HELP of Southern Nevada

**DH Center Staff:**

Kathy McKnight JOIN Inc., Fallon  
Germaine Kinunwa HELP of Southern Nevada  
Denise Gee HELP of Southern Nevada

**Attorney General Staff:**

None.

**I. Call to Order:** Ms. Helton called the meeting to order at 8:40 a.m. There were problems with the teleconference link, which delayed the start of the meeting.

**II. Verification of Posting:** The proper posting of the meeting was confirmed.

**III. Introduction:** Chair welcomed persons attending the meeting; attendees introduced themselves. Ms. Twitchell and Ms. McKnight participated by teleconference

from Reno. WISS staff Harvey Lee and Emma Nichols also participated by teleconference from Carson City.

**IV. Approval of March 8, 2006, Board Minutes:** Ms. Hausch moved and Ms. Besser seconded a motion to approve the minutes. The minutes were approved by unanimous vote.

**V. Report – Discussion of Displaced Homemaker Program Fees Collected for Program Year 2005:** Harvey Lee reviewed the financial report from Renee Olson which is through May 15, 2006. Mr. Lee explained that the fees usually come in 30 to 40 days after the end of the quarter. Board members also asked Mr. Lee if he had found out more information on the background of the Board and Administrative reserves (3% and 5%). He explained that these funds are used to fund support costs for the DH program such as travel and administrative support. The Board reserve can be used for any program support the Board feels is worthy of aid. Ms. Hausch questioned whether the funds reverted to the General Fund or remained for program use. Mr. Lee said that in his research with DETR Financial Management that the money stays in the program. He was unsure how that carryover was reported in the financial report, but would research that situation for the next meeting.

**VI. Update – Status of the Board for Education and Counseling of Displaced Homemaker Overview on the DETR Web site:** Mr. Lee reported that he needed to have the biographical information and a digital photograph from the Board members for the Web site on Boards as the DETR Director and Governor wish to have Board members published on the Internet for the public to know who serves the State of Nevada. Mary Katherine Moen, who works for the Nevada Department of Education, is the newest board member.

**VII. Update – DH Program Revenues and Expenditures:** These areas were discussed by the Board. Ms. Twitchell reported on the financial status of the TMCC Reentry Centers' program. It appears that they will end the fiscal year in the black.

**VIII. Review of Grantee Reports:**

*HELP of Southern Nevada*  
*Denise Gee, DH Program Coordinator*

Ms. Gee presented the report of HELP of Southern Nevada in the absence of Terri Stanfill: The Center is doing well; it is seeing an increase in class enrollment due to an increase in partnerships with other programs. They see an increase in homeless women. Employers are reporting that there are more jobs than workers in the \$8 to \$9 wage category. There are more referrals from other programs for people who need health cards, sheriff's card. They have updated their Management Intake System. Question from Ms. Hausch: why are there so many more applicants than participants? Answer: Participants in the Centers' holiday projects increase the numbers. There is a difference between applicants and participants. The clients may come in and apply but they don't participate in the program. They just want one month's rent or utility payments. Long lines of people come for help. HELP works with them to determine their eligibility.

The question was asked: What happened with the planned workshop? Mr. Lee said he sent out a request for information on who could come and when and interest. Only Ms. Twitchell responded. It was discussed how to pay for it and whether or not it was only a program for program staff? Ms. Twitchell explained that Ms. Hirsch said that she wanted more information on how to serve as a board member. The Attorney General's representative had said that it was permissible for the Board to meet for a training session. Ms. Helton said that she felt that everyone thought it was a good idea.

Ms. Twitchell offered to host the meeting and workshop. The Board members in Las Vegas want the program to occur in Las Vegas. It was felt also that the summer was not the best time; fall would be better. A quick survey showed that Friday works best for everyone.

Mr. Lee suggested that the meeting should be 1.) Official Board meeting 2.) Split out groups for program discussion: Board meets as a group, program staff meet together. Chairperson Helton agreed with that concept.

It was decided to meet in September: Friday, September 8, an all day meeting in Las Vegas.

#### ***JOIN Inc.***

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

Ms. McKnight reviewed the report she had submitted. She has had difficulty in qualifying clients for the DH program. Her staff has started to conduct workshops at the Family Resource Center and is attempting to identify qualified persons, but is not having much luck. Referrals come from the alcohol and drug center. These people can't commit. Louise said that this program wasn't originally intended to meet the needs of those at the "bottom of the barrel." She said that there are those in the middle group that wouldn't do well if they had to go to the welfare office. She said that JOIN at Fallon needs to look at alternative methods.

Kathy: We have been giving presentations everywhere and leaving brochures everywhere.

Louise: Presentations are good but timing may not be what is good for the clients. Brochures are only so good. Look at other populations.

Kathy: That's about it. We are working on recruitment. Our applicants are looking for utility payments. We refer them to appropriate programs.

Barbara: We also send a letter and brochure to divorce lawyers and mortuaries. Get some referrals from there.

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

***Barbara Twitchell, Director, The Re-entry Center***

Ms. Twitchell presented the Center report. They have been working hard to increase their partnerships. The Center is taking the lead in starting the Women Work! Nevada State Network. Working to progress toward a Nevada organization, which in turn will be able to coordinate with the Displaced Homemaker Program. Because there was some college money left over, TMCC was able to go on a "shopping spree" to buy some new items for the program: computer software, access database, and office supplies. They had

hoped that we would hold the workshop earlier so we could get our reports coordinated with the needs.

**X. Select and Approve Meeting Dates:** The next Board meeting will be Friday, September 8, 2006, for an all day workshop. So moved by Sara and seconded by Mary. HELP offered to host and was accepted.

**XI. Suggested Agenda Items for Next Meeting:** Ms. Helton again requested that the Center Directors identify five former program participants who can serve as success stories when briefing officials on the DH program.

**XII. Public Comment:** There was no public comment addressed to the Board.

**XIII. Adjournment:** The Board adjourned the meeting at 10:00 a.m.

**Respectfully Submitted By:**

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

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**Louise Helton, Chairperson  
Board for the Education and Counseling of Displaced Homemakers**

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**Date of Board Approval**