

Displaced Homemaker Board
Meeting Minutes
Monday, December 5, 2005 9:30 a.m.
Video-conference – Carson City, Reno, and Las Vegas

Board Members Present:

Chairperson Louise Helton
Sara Besser
Mary Hausch

Board Members Absent:

Carmen Hirsh

Workforce Investment Support Services (WISS)

Staff Present:

Ron Hilke
Harvey Lee

DH Center Coordinators Present:

Barbara Twitchell

Truckee Meadows Community College

DH Center Coordinators Absent:

Terrie Stanfill

HELP of Southern Nevada

DH Center Staff:

JoAnn Lujan
Sidney Sullivan

HELP of Southern Nevada
Truckee Meadows Community College

I. Call to Order: Chair called the meeting to order at 9:45 a.m. There were video problems with the Las Vegas link which delayed the start of the meeting until they were corrected.

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

III. Introduction: Chair welcomed persons attending the meeting; attendees introduced themselves, and announced their affiliations. Connie Williams was not in attendance due to illness and JOIN Inc representatives were also unable to attend.

IV. Approval of September 12, 2005, Board Minutes: The minutes were approved with the following corrections to the minutes were noted:

1. The Perkins Grant is absorbing thirty percent (30%) of Sidney Sullivan's salary.
2. The Stern Family Foundation is assisting with the program.
3. The Center has a major initiative with Nevada State Banks' Professional Bankers Program, not the hospitality industry.

V. Report – Discussion of Displaced Homemaker Program Fees Collected for Program Year 2005: Harvey Lee introduced the topic. Ms. Helton requested a breakout of cost/expenses per client for the program for the next meeting. Mr. Lee will prepare a report. There was some discussion on isolating the multiple funding streams of the Centers. Ms. Helton felt that good stewardship required the information and thought even an analysis of last years performance would help in defining program parameters. Harvey also reviewed the revised fee collection reports. WISS also needs the vendor registration forms for reimbursement to Board members. Ms. Twitchell stated that the financial reports gave a distorted view of the current funding status. Fee receipts for FY05 did not cover the final billing and that currently there is a \$9,000 shortfall for center operations. Ms. Helton asked if the College reserve funds being made available by TMCC could help cover this shortfall and Ms. Twitchell stated that they could. Ms. Helton also asked there was any possibility of general revenue funding for the program with the consensus that it was unlikely.

VI. Gulf Coast Activities Report: The Board reviewed the service report for Katrina Evacuees. As of November 16th there were 154 initial unemployment claims (telephone), 127 persons served at the Hurricane Katrina Evacuee Center, and 209 individuals identified at the Southern Nevada JobConnect offices. The total number of affected individuals may have approached 1,100. They were principally served through the Fertitta Center.

VIII. Review of Grantee Reports:

JOIN Inc.

Kathy McKnight, JOIN Inc. Fallon Center

Representative of JOIN Inc. were unable to attend the meeting. Board member had several questions concerning client service, new enrollments, and client recruitment. The Board suggested that WISS staff review the situation with the provider, and their concerns will be forwarded to the provider by WISS.

Truckee Meadows Community College

Barbara Twitchell, Director The Re-entry Center

Ms. Twitchell presented the Provider report. The Center is pursuing additional sources of support both cash and in kind. It is participating in the Angel Tree program and hosting a Christmas party for program participants. The Reentry Center staff is also looking forward to meeting with their counterparts in Las Vegas during the next meeting.

HELP of Southern Nevada

JoAnne Lujan, Social Service Director

HELP had 156 applicants in the first quarter. Many referrals come from the State Welfare System. There are some problems with follow up on the part of the State and HELP of Southern NV is attempting to coordinate the situation with State staff. They are tailoring the program to more closely meet client needs based on individual history and background. HELP is partnering with a local financial institution to develop an “OJT”

program and is in the middle of their holiday assistance program. Ms. Helton had questions concerning job placement discrepancies on the report and requested that WISS staff review the reports.

X. Select and Approve Meeting Dates: The Board will hold the next meeting on March 8, 2006 at 10:00 in Las Vegas.

XI. Suggested Items for Next Meeting: The Board requested a tour of the HELP of Southern Nevada facility and a briefing on their programs.

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

XIII. Adjournment: The Board adjourned at 10:35 am.

Respectfully Submitted By:

**Ronald Hilke, ESD Program Specialist II
Workforce Investment Support Services**

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

Date of Board Approval