

Board for the Education and Counseling of
Displaced Homemakers
Meeting Minutes
Wednesday, March 8, 2006, 9:30 a.m.
Las Vegas, NV

Board Members Present:

Louise Helton, Chairperson
Sara Besser
Mary Hausch
Carmen Hirsh

Board Members Absent:

None

Workforce Investment Support Services (WISS)

Staff Present:

Ron Hilke
Harvey Lee

DH Center Coordinators Present:

Barbara Twitchell
Terrie Stanfill

Truckee Meadows Community College
HELP of Southern Nevada

DH Center Coordinators Absent:

None

DH Center Staff:

Kathy McKnight
Germaine Kinunwa

JOIN Inc.
HELP of Southern Nevada

Attorney General Staff:

Richard I. Dreitzer, Deputy Attorney General

I. Call to Order: Ms. Hausch called the meeting to order at 9:40 a.m. There were problems with the teleconference link, which delayed the start of the meeting until 9:50.

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. Ms Twitchell and Ms McKnight participated by teleconference.

IV. Approval of December 5, 2005, Board Minutes: The minutes were approved by unanimous vote.

V. Report – Discussion of Displaced Homemaker Program Fees Collected for Program Year 2005: Harvey Lee introduced the topic. As a follow up to the December meeting, he reviewed the Statement of Cash Receipts and Disbursements. Mr. Lee has discussed the reports with DETR Financial staff, the reports are current through February 21st and staff reviewed ways to clarify their presentation. Additionally, the narrative prepared by Ms. Twitchell on the financial status of the TMCC Reentry Centers’ program was also discussed. The main point was that fee collections outside of Clark County are essentially flat and that the historic budget allocation for TMCC of \$60,000 cannot be supported with the reasonable amount of revenue available being approximately \$45,000. Board members also discussed the background of the Board and Administrative reserves (3% and 5%). These funds are used to fund support costs for the DH program such as travel and administrative support and there is limited information on how the amounts were determined. The Board also questioned whether the funds reverted to the General Fund or remained for program use. Other areas of interest to the Board included program performance measurement and program policies developed by WISS staff. Because of the number of questions arising from the discussion, Board members felt that an in-depth review of fiscal and other procedures would help in meeting its responsibilities. The Board instructed WISS staff to coordinate a meeting in April to address these concerns.

VI. Update-DH Program Revenues and Expenditures: These areas were discussed by the Board and will be further reviewed in the April meeting. Additionally, the RFP for the next four-year period is under development and WISS staff will coordinate with providers/applicants and provide status briefings to the Board.

VII. Discussion on Current Board Vacancy/Term Expirations: Staff will check on appointment status of current members. Board members and WISS staff discussed possible appointees to the vacant position. Nominations for consideration by the Governor should be submitted to Tami Nash. Two recommendations were made at the meeting: Harvey Lee recommended Katherine Z. Sonza, Ph.D., M.F.T., who is in charge of Workforce Investment Act youth programs at Virginia City’s Community Chest, Inc. Barbara Twitchell recommended Mary Katherine Moen, who works for the Nevada Department of Education. Harvey deferred his nomination to Ms. Moen, who has previous experience with the DH program.

VIII. Review of Grantee Reports:

Truckee Meadows Community College
Barbara Twitchell, Director, The Re-entry Center

Ms. Twitchell presented the Center report including the Budget/funding narrative. In addition to State funding, the Center has been awarded three separate grants including \$500 from Zonta for the emergency loan fund, \$5,000 from the Terry Lee Well Foundation, and \$2,900 from the TMCC Foundation for the computer lending program. The Center has also received additional support from TMCC in printing program literature and DH clients have obtained honors and recognition within the college community. As part of its community outreach, all Center Staff are now serving as members or on advisory boards of various community agencies, and the center is

developing partnerships with several service providers. Center partners are assisting clients with tax filings and money management and the Center is taking the lead in starting the Women Work! Nevada State Network.

JOIN Inc.

Kathy McKnight, JOIN Inc. Fallon Center

Ms. McKnight reviewed the submitted report. She has had difficulty in qualifying clients for the DH program, but is developing new pamphlets and other outreach materials, and is instructing staff to be more proactive. Staff has started to conduct workshops at the Family Resource Center and is attempting to identify qualified persons. Additionally, she has been appointed to the Lyon County Social Services Board. She had another meeting to attend and had to leave immediately after her presentation.

HELP of Southern Nevada

Terrie Stanfill, Center Coordinator

Ms. Stanfill presented the report of HELP of Southern Nevada. The Center is reviewing its program management and has revised its reporting methodology. The current report includes the participants in the Centers' holiday programs who were referred to the program for eligibility screening by DH staff who were working on the program. During this time the Center did not conduct formal classes but continued to provide resume and job placement assistance and provide computer lab access. The Center is integrating all of its programs to provide increased client services and implement a "no wrong door" approach to its operations. All caseworkers refer to the DH program during the interview process for other programs and many employees were program participants. The Center also briefed Board members on its management reporting methodology. Ms. Stanfill also addressed the Citizen Area Transit (CAT) fare increases. CAT recently stopped issuing transfers requiring a new ticket for each boarding and has increased basic fares and the price of daily and monthly passes. Ron Hilke will discuss the issue with the WIA service providers during the SNWIB meetings.

X. Select and Approve Meeting Dates: The next Board meeting will be Monday, June 5, 2006, at 2:30 p.m.

XI. Suggested Agenda Items for Next Meeting: The Board will follow up on the discussions from its April program review. Ms. Helton also 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 10:50 a.m.

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