

Displaced Homemaker Board
Meeting Minutes
Monday October 13th, 2014 4:00 p.m.
Video-Conference: St Louis Building, Reno Town Mall, Carson City SAO, Ely

Board Members Present:

Louise Helton - Chairperson
Tracy Guinn
Deborah Levy
Barbara Twitchell

Department of Employment, Training & Rehabilitation Staff Present:

Samantha Hill-Cruz – Carson City SAO
Gina Macabales – Carson City SAO
Mark Costa – Carson City SAO

Department of Employment, Training & Rehabilitation Staff Absent:

Steve Gibson – Las Vegas

DH Center Coordinators Present:

Denise Gee
Sidney Sullivan

HELP of Southern Nevada
Truckee Meadows Community College

DH Center Coordinators Absent:

Kathleen McKnight

JOIN

DH Center Staff Present:

Paula McDonald
Jenn O'Brien Taft

HELP of Southern Nevada
Truckee Meadows Community College

Public Attendees Present:

Lisa Robinson

Guest

- I. Roll Call and Confirmation of a Quorum:** Barbara Twitchell called the meeting to order at 4:06 p.m. in the absence of Chairperson Louise Helton. Three Board Members were present for a quorum. Chairperson Helton not present at the time of meeting being called to order and joined the meeting at 4:08 p.m. to complete introductions and call the meeting to order.
- II. Verification of Posting:** Samantha Hill-Cruz confirmed proper posting of the meeting agenda.
- III. Welcome and Introductions:** All were welcomed. Mark Costa and Gina Macabales were introduced to the Board.

IV. Public Comment: None

V. Review – DH Program Grantee Reports:

- **Sidney Sullivan** – We continue the Displaced Homemakers monthly information meetings about all the services with re-entry. If we have potential participants who can not attend, we do have additional individual meetings that will sit down with someone specifically and tell them about what we have to offer and discuss with them how it may fit in with their lives. Additionally coming up in cooperation with the Counseling Department and the Northern Nevada Food Bank and the Bridges Out of Poverty Initiative that's going on in this area, TMCC is going to be putting forward it's first "Getting Ahead In A Just Getting By" class which has a lot of great information for those who are in poverty about the causes of poverty and how to get out of poverty by learning the rules of the different classes. It is something that we are specifically targeting special populations including our students who are also Displaced Homemakers. That will happen in the Spring and we just got some funding from some various departments in order to put that together as well as the Food Bank of Northern Nevada who is also helping us to fund that.

A Resource Fair coming up on October 22nd, and we are sending an e-mail this Wednesday to all of our DH's. The Resource Fair invites Community Services from all over Washoe County to the campus to set up tables and talk about all their resource such as housing and child care, the on campus resources such as the Dell Labs and Counselling which will see perspective students. Last year we had a group from a company called "Undo Tattoo" who had received a grant to help people remove tattoo's .

We are also concentrating on holiday help so any of our services in the area are being encouraged to bring anything that they have for holiday help. It will be open to not just students and alumni but what we call perspective students which we absolutely consider all of our DH's to be.

In the last month, because the Re-Entry Center is co-located with the Job Preparation Center , our student DH's have the opportunity to take advantage of TMCC's new Internship Coordinator, and her rolodex with all her employment contacts. She came from 19 years in the banking industry and many business contacts and we are tapping in on those for Job Fairs and Resource Fairs which will be advantageous to our DH's as well.

Chairperson Helton mentions the YTD applicant numbers have increased, Sidney Sullivan says that the increase in staff has made a difference. When TMCC split the Re-Entry from the Academic Advisement Department it changed the funding streams which allowed to hire Jen who is dedicated to the Displaced Homemaker population which in turn has allowed for the increase in the Displaced Homemakers numbers over the last year.

Chairperson Helton asks about the 79 exited number versus the 15 that obtained employment. Sidney Sullivan says that a lot of them went to school, some drop

off communication for reasons such as moving out of state or going back to families and without being able to access the NJCOS program it makes it difficult to track them.

- **Denise Gee** – HELP of Southern Nevada continues to offer workshops and additionally is offering 22 STEM workshops focusing on transferrable skills. Their DH Job Developer has been sending out regular correspondence to increase the employers who will hire their DH clients and has been getting good response. They are gearing up for the Holiday Assistance Program and they are this year recipient of the United Way Women’s Leadership Council Food Drive and will be receiving that on November 1st and additionally have received some PR spots to be able to talk about the success’s of our DH Clients.

Agency wide they hope to begin the building of the Homeless Youth Center which will double their occupancy, get the facility from Homeless Corridor over to the Flamingo area behind our building. They are hoping to have a Ribbon Cutting late this year to early next year to begin the process.

- **Paula McDonald** – Announces the quarterly CEO meeting which is “Meet the Chief Encouraging Officer” that is October 27th at which they will be meeting either the employee representing the company or the CEO who will share information about the organization and present employment opportunities, qualification, and placement opportunities.

The following Monday after each workshop we do “Mentoring Monday” which is one-on-one assistance with online application, coaching, and encouraging.

- **Samantha Hill-Cruz** – Read the DH JOIN Report: JOIN has 7 active DH Clients, one attending CNA training, two attending in-house computer classes, three enrolled in AVE Classroom/Computers and one attending Quick Books class. There will be 7 carry-overs as the new year begins.

Update on communities: Amazon.com in Fernley will be closing around January of 2015. Employee’s will be given the opportunity to transfer to the new location instead. Some will not want to transfer and will remain in the Fernley area to seek other employment. BIG R in Fernley is getting closer to opening as construction is going on inside the building and delivery trucks have begun to arrive. Flex Fit Fitness has opened in Winnemucca. Candlewood Suites and Extended Stay Motel has also opened in Winnemucca.

In all the JOIN service areas, outreach efforts through community involvement with local chambers, economic development agencies, social service agencies and partner programs.

Some of the new businesses in Elko include Great Clips, Marshall’s and Petco. Ely reports that a new Family Dollar store is under construction. The Pan Mine is also under construction which will bring about 150 new jobs to the area. The Robinson Mine laid off middle management but is still hiring for labor type jobs. The Ely State Prison continues to be understaffed and are always hiring. Training

in the medical field seems to be very popular with DH plans across the board. Such training includes CNA and Medical Assistants.

Chair Helton adds that the encouraging news is when you add up the YTD totals of the programs, were looking at 645 people that the program has reached.

VI. DETR Financial Management Clarification Report

- **Mark Costa** – These are standard reports, reporting on each of the four contracts and letting you know what the outstanding balance is and what you have left to spend. These contracts all expire June 30th, 2015 at the end of the Fiscal Year so there needs to be analysis done as to what you want to accomplish and there's some other things to consider with the contract balances that need to be kept in mind.

Beginning with HELP of Southern Nevada, currently the contract balance is \$352,759.00 but something to keep in mind is the amount of revenue they're receiving, for example in 2014 it was only a little less than \$236,000. While they did have a balance forward amount of \$54,000, what we have to do is compare expenditures with what the revenue is coming in at and the revenue that we started the beginning of the year at. We roll forward the unused revenue. When the contracts were written back in 2011 they were designed to use a large reserve and at that time the reserve was large and it wasn't helping any clients by sitting there. So we wrote contracts that were larger than what the anticipated revenue is per year. Now we have a situation where different regions with the DH program, some have received more revenue than they've used and other ones like in Southern Nevada have used more funds than they've received in additional revenue. Staff in FM are preparing a new ledger report which is easier to use and we'll coordinate with Samantha Hill-Cruz and Karlene Johnson in order to track that. But as you can see you have \$352K in HELP available contract revenue, if the revenue received is like last years \$235K and you only have about \$50K in the year, you're not going to have enough cash even though contract-wise you're okay, there's not going to be enough cash to carry through the year assuming that operations remain constant.

In contrast to that, I'm going to compare one contract with JOIN which serves two regions, the Western region and the North Eastern region. Their contract balance for 2015 remaining is at \$30K for the North Eastern region yet looking back they have not had any amounts expended since FY2013 for the North Eastern region yet they're still gaining revenue but that revenue is not being used. It's an opposite situations than what we find in the South.

Looking at JOIN West, (same contract, two different entities) we have a contract balance of \$50,829.00 and in order to go ahead and spend all that funding we'll have to track the revenue with the contract authority and amend the contract as necessary to make sure that's all expended. I like my staff to work with Samantha Hill-Cruz and Karlene Johnson and figure out how much of a reserve do we want to keep for the various regions and then turn the rest loose with what our anticipated revenue is for each contract that we'll be putting in place for the next

federal fiscal year which will be July 1st, 2015. So make sure you have maximum amount of funding available to serve clients.

Last contract with TMCC currently has a contract balance with \$75,600.00, last year they received revenue of \$33,000 for that, so again they are expending money as we anticipated in order to use those reserves that were excessive at the start of the contract but we need to make sure this year that we track the expenditures with the cash that comes in and the cash available at the start and the contract authority and make sure we don't have more expenditures than we have cash for or contract authority for.

Barbara Twitchell & Chairperson Helton both ask Mark Costa where these numbers are on the report in the agenda and state it is difficult to follow, Mark Costa then confirms they are looking at a report from August 21st and he is reading a current balance report. Chairperson Helton confirms that what Mark Costa is leading to is that we have had more positive anticipated dollars to work with than have shown up for TMCC and HELP of Southern Nevada. Mark Costa confirms that is correct and directs them to the HELP contract report, at the top of the report there is "Cash Analysis" line that is looking at the number of receipts we have compared with the carry-forward amount. Again, Mark Costa reminds, HELP started out the year with \$175,265.00 a balance forward they received from State Fiscal Year 2013, (the year before in 2013) so they had \$175K already in the bank. During the course of the year they collected another \$235,761.00. Over the course of the year they had contract payments of \$352,759.00 that they used. In addition (right above that you see the \$20K?) those are funds reserved for Amin expenses and use by the Board. At the end of the year, 2014, after you take out the amount of cash we had at the beginning of the year, they only had \$38,268.25 at the end of the year in the bank. The new type of reports that we have is showing that we have to be very careful in the case of HELP if you look at their contract authority "contract status" (on the report) and "contract authority available" you have \$425,000 but we don't have near the amount of anticipated cash for that. If we collect the same amount as we did last year, (\$235K), you're not going to have enough for the yearly amount of contract authority of \$250K plus the additional amount accrued from the balance forward on the contracts because we were writing the contracts with a certain balance forward amount through each of the four regions of what we anticipated their reserve to be.

Chairperson Helton asks Mark Costa if there is data available to shed light on the number of divorces filed compared to the number of filing fees to see if the number of divorces are decreasing or are the filing fees not being enforced. Mark Costa informs that the filing fees come from each of the counties and we don't receive those until the end of the quarter. We have not received filing fees for the first quarter of this State Fiscal Year but should be coming in shortly. He suggests when those fees come in, we will take a look at the documentation data that comes with the payment and if it breaks down the payment with supporting data to give the amount of filing fees the payment includes. He will ask FM staff to look up previous payments in the meantime to see what type of data they have and will start from there. Mark Costa says that Joleen Murphy who works on this particular program daily in FM pointed out there are a lot of discrepancies finding

that this program (revenue received from filing fees) varies up and down significantly in certain areas (i.e. HELP of Southern Nevada) in FY11 it went down 11%, in FY12 it went up by 9%, FY13 it went down 7%, and then FY14 went up 3% again which averaged out a 7% decline overall. Looking at the 4 years for Washoe County, the average decline was 8%, but looking at JOIN North Eastern it went up by 32% and JOIN in the West went up by 15%. Overall the program went down 4% but it's all over the place for the various regions.

Chairperson Helton requests those numbers from FM or to be included in the minutes so they can create spreadsheets to capture the data and create charts for a visual picture.

Denise Gee asks Mark Costa if he responded to the question about what HELP of Southern Nevada had in carry-over. Mark indicates those numbers are on the report included in the agenda. Mark reads some of the numbers on the report and indicates that he will pull the HOSN contract and see how it started out in FY12 and track the difference as to what happened after the State FY12. Chairperson Helton requests that the report be distributed to the Board Members as well.

Chairperson Helton asks how TMCC is fairing. Sidney Sullivan answers: If going by the numbers shown on the report (included in agenda) that as of July 1st TMCC had \$29,000 carry-over plus whatever fees come in over the course of this year and asks Mark Costa for verification. Mark Costa checks TMCC numbers and reports that contract payments were \$49,500 and they collected fees of \$33,000 in that year which is fine now however if that trend continues eventually TMCC will be running short of funds also. Chairperson Helton addresses that assuming the \$29,000 in the bank plus the \$33,000 in fee's collected is what we have to spend before this contract year. Mark Costa reminds that a 4 month worth of anticipated expenditures of reserve needs to be kept for this program in order to be sure operations can continue from start of contract, day one of the new Fiscal Year. Mark Costa also indicates to keep in mind that we don't receive any filing fees until almost the end of the fourth month thus confirming why the 4 month cash reserve is there to ensure operation can continue during the first four months of the beginning of the new Fiscal Year without interruptions. Mark Costa will do additional analysis and get that information to the Board. Barbara Twitchell requests that Mark Costa include with his analysis the divorce filing fees and numbers filed be included.

Chairperson Helton asks Mark Costa to verify the Board Funds are at \$9,510 and if that is a current number. Mark indicates that it is the current number but will have to be updated.

VII. Discussion/ For Possible Action

- **Approval of June 9th, 2014 meeting minutes:** Tracy Guinn made a motion to approve the June 9th, 2014 Minutes, Deborah Levy seconded.
- **Board Member Opening Update** – There is still a Board Member opening which is still the same situation where we need a current DH to fill that position. Barbara Twitchell reminded the need for Legislators to change that.

- **Request for Proposal Update:** Barbara Twitchell volunteered to be the Board Member who will be part of the RFP Committee.
- Lisa Robinson –Guest: I put together an outline for the Public Relations Plan to create an awareness campaign to build awareness for the DH Program among key stake holder groups. She requests fact sheets trends and statistics from each of the centers and a fact sheet about the overall program. In addition also Bio's for the Board Members and profiles of graduates and success stories, recent graduates, milestones and jobs held etc. Lisa Robinson stated by building that information over the next couple months she will put it all together. They are thinking of launching the big kick off for a Statewide Awareness Campaign potentially next Spring around the Judicial Conference.

Chairperson Helton adds the best people to contact for the information would be Denise Gee & Sidney Sullivan.

VIII. Suggested Agenda Items for Next Meeting

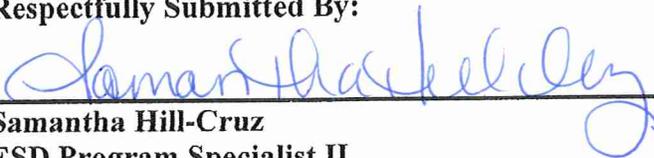
- Presentations could be prepared for the next meeting.
- Decisions for the March meeting will be made

IX. Public Comment None

X. Adjournment:

- Chairperson Helton motioned to adjourn meeting Tracy Guinn seconded. Adjourned 5:05 PM.

Respectfully Submitted By:



Samantha Hill-Cruz
ESD Program Specialist II



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