

# Displaced Homemaker Board Meeting Minutes

**Monday December 8th, 2014 4:00 p.m.**

**Video-Conference: St Louis Building, Reno Town Mall, Carson City SAO, Winnemucca**

**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  
Angelina Lynch – Carson City SAO  
Joleen Murphy – Carson City SAO

**Department of Employment, Training & Rehabilitation Staff Absent:**

Steve Gibson – Las Vegas

**DH Center Coordinators Present:**

Denise Gee

HELP of Southern Nevada

**DH Center Coordinators Absent:**

Kathleen McKnight  
Sidney Sullivan

JOIN

Truckee Meadows Community College

**DH Center Staff Present:**

Paula McDonald  
Jen O'Bryan Taft

HELP of Southern Nevada

Truckee Meadows Community College

- I. Roll Call and Confirmation of a Quorum:** Louise Helton called the meeting to order. Four Board Members were present for a quorum.
- II. Verification of Posting:** Gina Macabales confirmed proper posting of the meeting agenda.
- III. Welcome and Introductions:** All were welcomed. Angelina Lynch and Joleen Murphy were introduced to the Board.
- IV. Public Comment:** None
- V. Review – DH Program Grantee Reports:**

- **Jen O'Bryan Taft** – TMCC We are excited to report our Nursing and Radiology Tech students have obtained jobs and their info is on the report that we've sent. Five (5) went to Renown, one (1) went to St. Mary's. The fifth one at Renown is our Radiology Tech student, so we're very excited about that.

Four (4) of our families were adopted this year for Christmas. One (1) was adopted by a department, two (2) families were adopted by a former DH, and one (1) was adopted by a community member. It was exciting for us to be able to offer those families help during Christmas.

Have also been doing outreach with Step 2. Step 2 is a recovery center for women and their children and we have been doing some outreach with them. They are not allowed to go off campus for a certain number of weeks when they get in the program, so we're doing outreach there and taking the program to them so they can be signed up to be ready by the time they can go out. And they will then be ready for the things they need to do, including job searches and signing up for school.

Sidney had run a series of scholarship information meetings with the Health Services department in dental assisting, nursing, and radiology tech, and we picked up several DH and EP (Educational Partnership Program) clients from that. Quite a few dozen, so that was a really good outreach on her effort.

The Resource Fair was a great success. We had fifty three (53) vendors this time, and the next one will be in March, so we are getting prepared for that.

Chairperson Helton adds, the last time we had concerns about everyone's money. Do you have any comments about that at the moment? Jenn O'Brien Taft -stated that as far as the financial goes, Sidney said she will contact you or if you have any questions, to please contact her.

Chairperson Helton asked if there were any questions. None were raised.

- **Denise Gee** – HELP of Southern Nevada  
We have been very busy with our HELP of Southern Nevada holiday program. We are pleased to be able to provide 1,600 families with turkey and all the trimmings. Approximately 1600 families, due to the generosity of the community and many of our Displaced Homemakers families were able to receive that. We are in full swing of our toy drive, scheduled to serve about 3,000 households with children and then other outside agencies with toys.

We will also be meeting on January 5<sup>th</sup> with Workforce Connections to try to begin discussions on getting adult WIA grant dollars to provide supportive services and training. I know it is something Samantha Hill-Cruz had recommended to us and so we have our first meeting scheduled the first week in January. We are going to target spouses or widows who are Displaced Homemakers of veterans. So that may be an area that we can tap into with those dollars.

We are part of the One-Stop Consortium. HELP has a vote there, even though we don't have the adult WIA dollars. We are a member of the One –Stop center consortium and we are going to try to increase our exposure, our outreach, and our service to the Displaced Homemakers through that center as well. That was all our good news.

Some of our not so good news, due to the funding downfall for the reduction of fees, we had to lay off three (3) staff. Two (2) part-time and one (1) full-time and that was done as the timing was the best for us to do right before Thanksgiving. We were then able to transfer one of our full-time job developers into the WIA program that had an opening and they were also trained in that. They are on a lay-off status, and if for some reason we get the additional dollars through WIA or whatever, we'd be able to look at them for a recall. It's been a difficult last two (2) or three (3) weeks for us at HELP and Paula might want to elaborate on that now that we have a very limited staff trying to do the same level, same amount of work with a very limited staff.

Paula McDonald – Not too much to add. Just to piggyback on what Denise said. We're doing what we have to do to still provide the quality of service. We do need the funding, obviously we all do, but we're doing the best that we can and keeping it all going.

Chairperson Helton - Good enough. I noticed there was a letter that had come to you in our report from Terrie (D'Antonio/CEO). Did you want to say anything about that?

Denise Gee - That is the report we did submit a cover letter report at the end of September 30<sup>th</sup> where we show we only had a remaining balance of \$211,00.00 overall from last year. That is a \$120,000 reduction. That is what the balance showed as of September 30<sup>th</sup>.

Chairperson Helton - Thank you. Any questions or comments? I do want to thank you for taking this so gracefully, as we know this is not what the company had planned for.

Denise Gee- I do want to thank all the support and the State staff. Samantha and the other staff got to us right away and Karlene did as well, so that we knew what we were working with. We really appreciate that. Thank you so much.

- **Samantha Hill-Cruz** – No reports available at this time from JOIN. Will forward once she is able to access email or once she has it, but does not have any at this point in time.

Chairperson Helton - Requested review of quarterly report and realizing quarter ending for Carson/Fallon, the quarter ending that is showing is 9/30/14 and report ending for Ely/ Elko/ Winnemucca is 06/30/14. Do you think that is a typo? Samantha Hill-Cruz – I do. I think she probably forgot to change it. If you look at the bottom, Kathy Evans signed it on 10/14/14. I will remind them. We have difficulty getting the full report from them every time.

Barbara Twitchell – I was told that because Kathy has to cover the office and has no one to cover the office, she is unable to leave. Samantha, you might want to discuss this with her and find out for sure.

Samantha Hill-Cruz- the person in Carson at JOIN that used to cover for her is no longer with the agency.

Chairperson Helton – Perhaps we need to see if we can her to call in to provide her report and have her on speakerphone so everyone can hear. Would that be sufficient? Samantha states she will check with her and see.

Barbara Twitchell – The only problem I can see is if she's alone in the office and someone comes in needing help. We may want to see if she can provide a written report, if nothing else.

Chairperson Helton- That sounds good. Any other problems or questions? None

## **VI. DETR Financial Management Clarification Report**

**Joleen Murphy** - Reports she did change the format of the Quarterly report from previous reports to make it more clear. Joleen asks if anyone has anything they want to see added to the report, questions or comments. Samantha Hill-Cruz suggests starting with page 19. Chairperson Helton asks if we're clear on the carry forward and the way everything has worked in order for everybody to understand what happened last month unexpectedly, is that something that can be cleared up here to make sure that doesn't happen again? Joleen asks Samantha Hill-Cruz to explain since Joleen doesn't know what was discussed in previous meetings on how that carry forward was working. Samantha states she has talked to Sidney about this report and we briefly discussed that it was easy to read, Sidney understands the flow of incoming and outgoing funds. She is not happy about the incoming funds being low but for myself this is much easier to read. Chairperson Helton adds she wants to make sure that as we have these conversations quarterly it gives us an opportunity to see something like that before it became a problem and I was hoping that whatever we weren't seeing before in the reports is definitely evident here. Samantha Hill-Cruz reports that what HELP had been doing was spending more money than what was coming in with the divorce fees and the excess was coming out of what we call their rollover funds. They didn't realize those were being garnished so to speak.

Chairperson Helton asks if there are any other questions about this and asks Joleen if there is anything she would like to go over or if there is anything that stands out that she should point out.

Joleen says that as she and Samantha have discussed, what is submitted from the county may not be the \$20 for each divorce. There are submissions showing a dollar amount and change, which doesn't coincide with the fee. Chairperson Helton asks if that is one county or more that submit this way and Joleen answers there are 2 or 3 counties but they have been doing it for several years. Chairperson Helton asks everyone for ideas on what can be done about this. Two people suggested the County Clerk. Chairperson Helton asks who would be the person to check this and asks if that would be Samantha or Joleen. Joleen verifies to inquire how many divorces they have had let's say in FY 2014? Samantha adds, we should ask their opinion as to why we're not getting even amounts. Samantha states that she and Joleen will work together on getting the information.

Barbara Twitchell asks if it is possible to ask each county for the number of divorces as Joleen mentioned to try and reconcile with the funds collected.

Samantha Hill-Cruz suggests auditing the whole system by asking those same questions to each of the counties. Chairperson Helton adds that would be great data to have and says it would be appreciated if they can take on the task.

Chairperson Helton asks Joleen if there is anything else to bring to attention. Joleen wants to clarify that the report is something the Board can use. She explains the report is separated into sections with the cash on top, the contract in the middle and reserve analysis of just the board reserves. Chairperson Helton asks Joleen to lead the board through the report.

Joleen reports the top part of the cash analysis we start with the cash carry forward from the previous year and what we've collect for first quarter for fiscal year 2015 is \$56,618.65. The dispersement section is reserve for the board and the admin funds and the contract payments that were actually made to each of the regions. That is the total cash available.

The next section is the contract status of the actual contract itself. We have the carryover from FY 2014, which is what was left on the contract as of June 30<sup>th</sup> 2014. The Yearly Cash Base Contract Award is what is available for FY 2015 less the payments that we actually made, so that is the contract authority available. Of the two, they can only make payments up to what's available in cash, so that's what the Currently Available to Provider portion is.

The next section is Reserve Analysis which is saying how much was spent on board reserves, which is basically nothing spent this fiscal year. On administration, there is \$457.09 spent for FY 2015.

Chairperson Helton thanks Joleen and asks her if there is any clarification on what can and cannot be used under board reserves. Per Jolene, last she understood the board reserve could be used to disperse to the regions any available board reserve funds. Chairperson Helton asks for clarification on the administrative portion and what it's limited to. Per Joleen, the administrative portion if for the board expenditures. Chairperson asks Joleen if there is a rule book somewhere, as the board struggles with knowing what they can and cannot spend that money on. Joleen does not have an answer. Chairperson Helton asks what governs that and where can the board find the answer. Per Samantha Hill-Cruz, she is meeting with Purchasing on Monday December 29<sup>th</sup> and believes it falls under State Purchasing. That is where the whole RFP process begins is with State Purchasing. Samantha will note to discuss at the meeting with Purchasing. Chairperson Helton asks Samantha to see if through that RFP Process some of the funds can be designated to be allowed to be spent more the way the board would like to. Samantha states, she will ask.

Chairperson Helton Thanks Joleen again for the report.

## **VII. Discussion/ For Possible Action**

- **Approval of October 13th, 2014 meeting minutes:** Motion to approve the October 13, 2014 Minutes by Chairperson Helton, Tracy Guinn seconded. Request by Barbara Twitchell to remove her as chair on the signature page. Approval with corrections as noted.
- **Approval of 2015 meeting dates of March 9, June 8 (Face to Face/Where TBD), September 14, December 14**
- **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 positon. **Request for Proposal Update:** Samantha Hill-Cruz advised has meeting with State Purchasing on December 29<sup>th</sup>, 2014 to get the RFP process started. The next

step is to form a committee in which the Board has voted that Barbara Twitchell will attend.

- **Web page update-** Samantha Hill-Cruz stated now have website on ESD page with meetings info, agenda, minutes there. Still a work in progress. Any suggestions would be welcome. Biographies and photographs of Board members had been requested, have not received any to date.
- **Strategic Plan Update** – Chairperson Helton, states the first part was our marketing objective and thanks to Lisa Robinson we have a lot of that well under way with great ideas she presented from our last meeting and supportive of our efforts. We will keep things moving forward as soon as we find out if some of these things like the mailings that we want to send to family law and judges including our brochure if we can cover that; we wanted to participate in a face to face meeting with everybody. That’s what I have to report on the Marketing side of things. Barbara Twitchell addresses the article for submitting to law journals etc..., there has been no material or information received from the centers except for a few from the rurals so there’s been a lack of material to write about. Chairperson Helton requests support from TMCC and HELP to get the information of which Denise Gee states that she thought she sent the information to Barbara, both Denise & Barbara will check E-mails.
- **Training** – Barbara Twitchell and Samantha Hill-Cruz to put together training for board members and grantees to clarify limitations, requirements, and reporting through a power point presentation. Chairperson Helton suggested that it may be beneficial to include this in the updated and revised Board manual. Per Barbara Twitchell, feels should not be forwarded to the providers, should be strictly for the Board Members.
- **Improvement of Eligibility Documentation form** – Chairperson Helton stated needs to also create clearer relevant grantee reports that are reflecting after the services are provided. These are not due until March, 2015. This to be worked on by Samantha Hill-Cruz and Debra Levy.
- **Ely Family Law Conference** - Chairperson Helton advised they have been given the opportunity to give a brief presentation, circulate brochures. Question was raised as to whether all were to attend meeting in Ely, then proceed to attend the law conference. Per Barbara Twitchell, felt Deborah Levy was their point person, and as she is uncertain if she (Deborah) will be able to attend, the cost for all to attend would be too high. Also felt the ability to make contacts and articulate program would be better served if went as attendees, rather than presenters. Felt face to face meeting in Ely may be cost prohibitive for providers to attend. Per Tracy Guinn, feels face to face in Las Vegas or Reno as opposed to Ely will have better attendance and give better opportunity for training versus everyone going to Ely. Does suggest one or two Board members should attend conference. Deborah agrees and will check her schedule.
- **Face to Face meeting** – Chairperson Helton queried as to new meeting date. Is June the next available opportunity? Motion to schedule next face to face meeting in June, and identify date for that June meeting in the March meeting identified as March 9<sup>th</sup>, 2015, and the rest of the schedule to remain the same. Motion to approve made by Chairperson Helton, seconded by Barbara Twitchell.

#### VIII. Suggested Agenda Items for Next Meeting

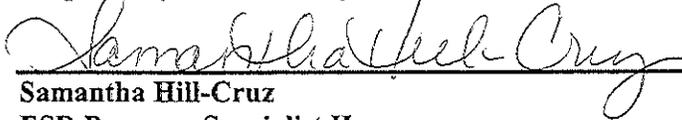
- Decision for next face to face meeting
- Updates for the market plan

IX. Public Comment None

X. Adjournment:

- Chairperson Helton motioned to adjourn meeting Tracy Guinn seconded.  
Adjourned 5:02 PM.

Respectfully Submitted By:



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Samantha Hill-Cruz  
ESD Program Specialist II



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