Displaced Homemaker Board
Meeting Minutes
Monday, September 14, 2015 1:00 p.m.
Video-Conference: St Louis Building, Reno Town Mall, Carson City SAO, Winnemucca

Board Members Present:
Deborah Levy - Chair
Louise Helton
Barbara Twitchell
Tracy Guinn

Department of Employment Training and Rehabilitation Present:
Karlene Johnson - Carson City WISS
Bella Ayala - Carson City WISS
Joleen Murphy - DETR Financial Management

DH Center Coordinators Present:

Denise Gee	HELP of Southern Nevada
Jen O'Bryan Taft	Truckee Meadows Community College

DH Center Staff Present:

Paula McDonald	HELP of Southern Nevada
Joan Steinman	Truckee Meadows Community College

Also Present:

Eric Schoen	Community Chest

I. Roll Call, and Confirmation of Quorum:

Chair Levy called the meeting in order. A quorum was established.

II. Verification of Posting:

Karlene Johnson confirmed proper posting of the meeting agenda.

All were welcomed. Erick Schoen from Community Chest was introduced to the Board as the new awardee for the Western Displaced Homemaker contract. Eric Schoen stated that they were happy to be on board and they are looking forward to the possibilities. They have an aspirational comprehensive development program

including Vocational Case Management and a Vocational Appointment Program to offer clients. Members of the Board voiced their appreciation and eagerness to have Community Chest on board.

III. Public Comment(s):

Chairperson Levy asked if there were any public comments. None were raised.

IV. Review- Displaced Homemaker Program Grantee Reports:

Barbara Twitchell requested confirmation that Jen O'Bryan -Taft was now coordinator for the Re-entry Center. Karlene Johnson confirmed and Jen O'Bryan-Taft was given the floor for report.

Jen O'Bryan-Taft advised that things were going well. Pat Hensley is the office manager and Joan Steinman is the overseer Director of Re-entry now. They are now doing updates for the Resource Fair that will be on Thursday, 09/19/15 from 10:00 AM to 1:30 PM. She requested the members join in this event and they will be forwarding emails with the flyers and invitations. They are completing and gathering their resource committee to be able to help those in need of food and other resources. The resource brochure is now up to date, reviewed, and it will be linked on their website. She stated that it could also be emailed to the Board. It is comprehensive and they are very excited and fine tuning how to provide the emergency assistance for food. There will be an update on that at their meeting on Friday, 09/18/15.

Joan Steinman also added that they are seeing more full-time jobs and a lot of happy people coming through the doors.

Barbara Twitchell then advised she had a question for Karlene Johnson on the line of the status report that indicated to number of carry-overs from the previous year or quarter. That is not on the current report and she needed to confirm that the Total Participants noted reflects this. Karlene Johnson confirmed. There was a conversation as to the fact that this was confusing and that the implication was that there was a carry-over. Karlene Johnson then suggested that this be made an agenda item for the next meeting so that it may be reviewed by the Board members. She will request a mock- up be made by Samantha Hill-Cruz and then gone over in detail. Then the decision can be made as to whether it is an integral part of the report to show the itemized carry-over or if it can stay the way it is. Barbara Twitchell then requested that Ms. Johnson review to see when it was changed.

Chairwoman Levy then asked if there was any additional discussion. Barbara Twitchell advised she was pleased to see an hourly wage of $19.44. All agreed it was a wonderful point. Chairperson Levy then gave the floor to Denise Gee. Ms. Gee stated they were fortunate to be the recipient of the Adult Dislocated Workers dollars for a One-Stop Center in the south. The staff is getting up to speed. They are remodeling their community group and in the process of a renovation phase. They are planning an open house either the end of September or the beginning of October. They are also ramping up for the Halloween programs. HELP of Southern Nevada services thousands of children and families that benefit from this program. She then asked Paula McDonald to provide a report of what else was going on with their programs.

Paula McDonald advised they were excited to reintroduced the programs now that there is funding from the Dislocated program. She advised that the participants are requesting workshops that will educate them on how to acquire support services, including additional coaching that they can provide. They plan on having games and involving the DH participants in the STEM program, where they can actually learn about the trending from this point on for both the adults and youth with

the funds they now have available. This way they can make sure they get the training they need and that additional funding goes to the university. What are the requirements to get a STEM certification. They are trying to make sure that people are getting employed and they are doing a lot of interesting coaching to get that done.

Chair Levy then asked if there were any more questions. None were raised.

V. Discussion/For Possible Action

(1) Approval of 6/16/15 Meeting Minutes

Chair Levy then put forward the request for approval of minutes for the June 16, 2015 meeting minutes. A request for the motion to approve was forwarded by Barbara Twitchell, second by Tracy Guinn. No further discussion or changes were identified; Minutes were approved with all ayes, no nays.

(2) DETR Financial Management Report

Joleen Murphy was then requested to review the Financial Management report through 06/30/15 by Chair Levy. Ms. Murphy asked if there were any questions, concerns, or if the Board required a breakdown of the report. Chair Levy asked Ms. Twitchell, Ms. Guinn if there was any preference or questions. The question was put to Joleen Murphy if she had any concerns. According to Ms. Murphy, there were no concerns, however the 2nd page after the first breakdown for June 30th, the second one is how the actual reserves were paid out and what the carry forward to Fiscal Year 16 will be. There was a total of $11,842.98 paid for administration, and the total amount carried forward to Fiscal Year 16 is $142,663.00. Chair Levy asked if there were any questions. Denise Gee asked if the carry over means that an invoice had not been invoiced yet. Joleen Murphy answered in the negative, stating this is the actual revenue received in the 4th quarter and the difference paid out in administration and what remained in reserve. The southern area has $32,000 in true carry over. Denise Gee stated she needed clarification since she thought the invoices sent in would zero out that amount. She then asked if this is the Board Reserves portion that was withheld. Ms. Murphy answered affirmatively. Karlene Johnson then asked if the Board had voted to release the reserve monies to the providers. There was a discussion among the Board members, with the outcome being that there was no recollection of having had this vote. Ms. Johnson advised without the Board voting to release their portion of those funds, that portion cannot be released to the providers. Those monies are there. That is the number for all of the providers as of June 30th, correct? That is correct per Joleen Murphy.

Chairperson Levy then asked if any more questions. Barbara Twitchell asked if the new western provider will start out with an additional $51,946.00. Karlene Johnson responded they will start out with their contracted amount for the year. If there is an amendment to their contract, which is something that would probably need to made an agenda item, then they would have the additional $51,000.00. She cautioned the Board that this can be problematic as it has been in the past, in that this is not extra monies to spend. This is a reserve in the event of problems in the first year. A discussion was then had regarding the reserves vs. available funds. The contract amount is available to cover the invoices and will have two years of money sitting in the bank. This allows the provider to work through the first year and not have to worry about running short that first year, in the event the collected divorce fees in order to cover the contract amount and sustain that provided through all four years. She added that this was the same for all of the providers. The issue with making amendments to all the contracts is that if the monies are made available up front, it will be spent by the providers. If the divorce fees do not come to the level required to sustain the providers through

all four years of the contract, they will not have any additional monies. Chair Levy thanked Ms. Johnson for the clarification.

(3) Board Member Opening Update

Chairperson Levy then asked Barbara Twitchell if she had any information on the Board Member openings. Ms. Twitchell stated the individual she had submitted initially was asking what the delay in filling the position was. The verbiage in the former statute required the position to be filled by a current Displaced Homemaker. That was brought before the Legislature and has since been changed to be open to a former or current Displaced Homemaker. The candidate could have qualified for either the Displaced Homemaker representative or a business representative. She then was contacted by the Governor's office and is still waiting to hear of the outcome. Because the experience for her was so recent and strong, she wanted to be the Displaced Homemaker representative. Louise Helton advised she has been in contact with Analynn in the Governor's office regarding her reappointment as business representative; however, there has been no confirmation as of yet. She stated that once the Displaced Homemaker position is filled, they will be able to bring up the most qualified individual to support the business activities of the Board.

The Chair then requested Louise Helton to proceed with the Marketing Plan Report.

(4) Marketing Plan Report

Louise Helton then advised there is no formal Board Marketing Report for this meeting. Chairperson Levy thanked Ms. Helton.

(5) Center Post Award Training Update

Chairperson Levy then asked for the Center Post Award Training Update. She clarified with Ms. Johnson that she will be providing this update instead of Samantha Hill-Cruz. This was confirmed by Ms. Johnson, who advised after this Meeting, hopefully before 3:00 PM, there will be training for current awardees.

(6) RFP 1006 (Northeastern Nevada) Update

Karlene Johnson advised that on Friday, 09/11/15, the REF posted for RFP 1006 for the northeastern portion of the state. This will be posted for 30 days. The Committee will then meet and make a determination if there is a successful bidder. She requested that everyone spread the word to any parties they think can do this to submit an RFP. Tracy Guinn stated that she had talked to a woman from Great Basin College at a face-to-face in Las Vegas. Joan Steinman then added that she had a name for an individual at Great Basin to contact.

(7) Strategic Plan Assignments

Chairperson Levy then requested updates from the Board on the assignments. Louise Helton advised that there are no new updates. She added that the trainings and the RFP classes were in process. Ms. Helton felt that the marketing needed to be addressed. In the last meeting the Board had discussed that Mae in the Workforce office is the official public information representative that the Board needs to interact with. There has not been the opportunity to set up a meeting to discuss the marketing. She stated she hope that will take place by the next Meeting. Since the Board is not able to have a website separately, she is hoping that the Workforce office will be able to provide some

type of website lesson. Those are the things she is hoping to iron out once they have their meeting. Karlene Johnson asked Ms. Helton if this was something she felt Samantha Hill-Cruz could assist her with. Ms. Helton advised her that she would welcome the help. Ms. Johnson added that Odalys Carmona could also possibly assist her. It was agreed that Ms. Carmona would be able to assist since she is also in Las Vegas.

Barbara Twitchell asked if there was a status on the new brochures, or if they are waiting for until the other RFP release of the new provider for the northeast. Karlene Johnson advised they were waiting until all the contracts were in place before going to print. Ms. Twitchell expressed concern over the work and time it took to design. She suggested possibly starting the design process, as there was talk of changing the pictures, format, and layout. Ms. Johnson advised that Samantha Hill-Cruz has already started the project and she will ask that an update be given at the next Board meeting. Ms. Helton stated she thought it will be something that they will need to take to Mae in the Workforce office, since they know they want to keep it branded to be the same. She advised she and Ms. Carmona will need to know what those opportunities are as well. Ms. Johnson stated she will have Ms. Hill-Cruz give an update at the next meeting.

VI. Suggested Items for Next Meeting

Chairperson Levy stated that there are a few items to suggest for the next meeting. These include the following:

Review the carryover line report - on Participants
Strategic plan in marketing

Louise Helton then added that she would also like to explore having more opportunities to reach out to judges and attorneys with a special event. Maybe some kind of formal event. Barbara Twitchell and Deborah Levy concurred. Karlene Johnson wanted more clarification on whether it was on the function or on the actual items that they would like to spend the monies on. Ms. Helton wanted to be able to do inexpensive event to reach more people. Ms. Helton was unsure if that would need to be an item that would be something under the Board's administration or if there would need to be additional legislation. . Karlene Johnson stated she would look into it. She added that no alcohol would be permitted, however water, coffee, tea would be something they could provide.

VII. Second Public Comments

Chair Levy asked if any public comments. None were raised.

VII. Adjournment

Motion to adjourn was made by Louise Helton, second by Tracy Guinn. Meeting adjourned at 1:51 PM.

Samantha Hill-Cruz
ESD Program Specialist II

Samantha Hill-Cruz for Deborah Levy - Chair

Deborah Levy – Chairperson
Board for the Education and Counseling of Displaced Homemakers