Brian Sandoval
Governor

Don Soderberg
DETR Director

Deborah Levy, Chair

Barbara Twitchell
Tracy Guinn
Louise Helton

STATE OF NEVADA

Department of Employment, Training, and Rehabilitation
BOARD FOR THE EDUCATION AND COUNSELING OF DISPLACED HOMEMAKERS
NOTICE OF PUBLIC MEETING

Name of Organization: Board for the Education and Counseling of Displaced Homemakers

Date and Time of Meeting: March 14, 2016
3:00 - 5:00 p.m.

Video Conference Locations: Department of Employment, Training, and Rehabilitation
500 E. Third Street, lst Floor Auditorium
Carson City, NV 89713

Nevada JobConnect
Reno Town Mall, Conference Room
4001 S. Virginia Street, Suite G
Reno, NV 89501

DETR/Stanley P. Jones Building
2800 E. St. Louis Avenue, Conference Room C
Las Vegas, NV 89104

Nevada JobConnect
Winnemucca Conference Room
475 W. Haskell Street, #l
Winnemucca, NV 89445

This meeting will be conducted by videoconference. The public may observe this meeting and provide public comment at any of the above-cited locations.

AGENDA

I. Roll Call, and Confirmation of Quorum: Debbie Levy called the meeting in order. Three Board Members were present for quorum. (Tracy Guinn, Barbara Twitchell, and Denise Abbey Board Members present for the quorum)

II. Verification of Posting: Samantha Hill-Cruz confirmed proper posting of the meeting agenda pursuant to *NSR 241.020.*

Welcome and Introductions:

Deborah Levy – Welcomed everyone.

Introduction: Deborah Levy (Chair), Tracy Guinn (Board Member). Barbara Twitchell (Board Member), Louise Helton (Board Member), Denise Abbey (Board Member), Denise Gee (HELP of Southern NV), Jen O'Bryan-Taft (TMCC), Kelly Ibarra (Community Chest), Mae Worthey (DETR - Public Information Officer), Samantha Hill-Cruz (DETR– WISS), Joleen Murphy (DETR), Odalys Carmona (DETR–WISS), Bella Maldonado (DETR–WISS).

Public Comment(s):

Deborah Levy – Is there any public comments? No comments were given. Chair Levy requested the agenda be taken out of order to accommodate Ms. Worthey's schedule. She asked Ms. Hill-Cruz if this was appropriate.
Samantha Hill-Cruz confirmed that was within the power of the Chair.
Deborah Levy - Chair Levy then requested a review of the media plan and progress.

V. (5) Brochure Design update, Short Videos, New Provider Press release:

Mae Worthey – Opened by stating that based on the feedback received from Ms. Hill-Cruz and Ms. Carmona, it is indicated that the Board is asking to see a refresh of the brochures since the other one had not been revised in a number of years. She advised she had updated it, and provided multicolor scheme samples. She is unsure what colors the Board would be most interested in. She also requested some direction, adding the Board has indicated they had wanted to see more diversity on the cover and in the brochure. She feels she has done so by adding pictures of people working different trades and by including people of diverse races. One paragraph had been updated, but certainly, if the Board has additional rewrites, she can include these. Ms. Worthy also indicated that some photos used on the sample are from a library and need to be purchased for a small fee once the re-design is approved. She then asked if there were any comments or questions she could answer.

Louise Helton– Stated that in 2014, the Board had developed a strategic plan and decided to use the tagline "From Homemaker to Provider." The only other comment was that the overall look is nice and clean, although there are too many pictures. It is very confusing on the cover with all those people. She then suggested changes from a script font to something cleaner. She felt five graphics in just that one cover is too much. She suggested maybe they concentrate on one picture.

Deborah Levy – The Chair then asked if there were any more questions.

Barbara Twitchell – Ms. Twitchell commented that Jen O'Bryan Taft did notice there were a couple of problems with spacing, formatting, and phrases. She asked Ms. Worthey if she wanted feedback on those.

Mae Worthey - Ms. Worthey advised she did want the input, but wanted to certainly figure out the issues with the photos before moving on to any other issues the Board felt there was.

Louise Helton - Ms. Helton asked if there is a photo with quite a bit of diversity that may replace the long horizontal photo at the top. Is there something similar that will fit in that space with a bit more diversity than the one on the mock-up?

Mae Worthey – Advised that she does not have any photos that are horizontal with her. That would end up being individual photos, not a group photo.

Deborah Levy - Chair Levy then asked if the brochure was to portray people who might be Displaced Homemakers or just people working. It is not clear as to what the Board is aiming for. She suggested a mother with children or someone who is disabled or a veteran. I just do not know. She advised she does not see how someone might be an example of a Displace Homemaker depicted, just people working.

Samantha Hill-Cruz -Ms. Hill- Cruz requested of the Board to identify themselves for the record before they speak. This was noted by the Chair and agreed.

A discussion then ensued between the Board and Ms. Worthey as to the intent of the brochure, whether it was to show the end goal of people in the workplace or if a portrayal of a family to a career image would be appropriate. Ms. Helton stated she felt this needed to be something that was inclusive of both men and women, as she felt the men had not been represented as much as was necessary in the past. She wanted this to have a much broader appeal than the brochure of the past. She reiterated that she felt the fonts and pictures needed to be reviewed and refined. Ms. Helton stated she also felt that there needed to be more diversity portrayed as far race and gender. It was agreed upon to remove the horizontal photo on the brochure cover and add the tagline "Displaced Homemaker Program - Helping Men and Woman Go To Work" Ms. Carmona then asked if they wanted to add the tagline "Homemaker to Provider regardless of your sex" and Ms. Helton agreed. Ms. Twitchell agreed, stating she felt it should be qualified in some way. She feels that most men don't identify themselves as a Homemaker, even if they stay home taking care of family. She feels that will be something they will find exclusionary. She feels it should say "From Homemaker to Provider regardless of gender." It seems if they just put "Homemaker to Provider" that basically, once again, is exclusionary of men. Ms. Abbey added she preferred "Helping Men and Women Go to Work" but perhaps choose a simpler font.
Ms. Helton stated it does not have to be used at all. The tagline was something that the Board came up with after the retreat and everyone liked it. That is why it was brought up.

Deborah Levy - Chair Levy reminded the Board that this is still Displaced

Homemakers and they are not getting away from the word Homemaker. It might as well be embraced. Ms. Twitchell stated that she doesn't have a problem with it as long as "regardless of gender" is added. She then asked if the Board was in agreement and if there needed to be a vote. Ms. Worthey then commented that if they are keeping the "Helping Men and Women Go to Work", the phrase "regardless of gender" is redundant. Ms. Twitchell then questioned if they are going to keep that as well because she feels this is very wordy for the front cover. Chair Levy felt this is where the description of the program is that makes people pick up the brochure. They won't pick it up if it does not meet who they think they are. This says "Men and Women Go to Work", which is inclusive of men. Ms. Worthey added that most people won't know what Displaced Homemaker is referring to. It needs a qualifier and it is easy to put in a tagline.

Louise Helton – Added she felt it will fit very well where the person is writing about self-sufficiency on the inside of the brochure and have that section changed to read "From Homemaker to Provider" because that service says it all if the Board wants to focus on that tag line. She then suggested the font be changed to a less busy cursive script to the script currently being used.

There is general agreement by among the Board and Ms. Worthey.

Louise Helton – Ms. Helton then added that there is one thing that hasn't been discussed. She stated she feels the picture of the doors at the bottom needs to be deleted. She then added that at the top there is the "Displaced Homemaker Program" and then the tag line "Helping Men and Women Go to Work" below the pictures, and felt it would be best to make the writing a little larger. Ms. Helton recapped the discussion, stating this is what seems to be the consensus; keep on the front cover "Displaced Homemaker Program" and make it a little larger. Take the "Helping Men and Women Go to Work", eliminate the doors picture and have that be where they will explain that they are helping men and women go to work. Separate that only by the three pictures, showing the paralegal, call center and the lab tech and eliminate the long picture. So that on the interior they would just be changing the line that says "*Self-Sufficiency*" to the tag line "From Homemaker to Provider" with simpler script. Did that capture it?
Agreement was voiced by Barbara Twitchell, Denise Abbey, and Tracy Guinn.

Deborah Levy - Chair Levy then stated that since all seem to be in agreement, no vote is necessary.

Mae Worthey - Ms. Worthey then asked for clarification, stating she felt having a cover with three small pictures on the front will make for a fairly generic brochure. The old brochure is eye catching with a really large photo on it.

Louise Helton – Ms. Helton suggested using the one in the center of the group of three, which has more diversity. That is the largest that could fill that whole box.

Barbara Twitchell – Ms. Twitchell expressed concern that the male in the photo appears to be in a position of authority and feels that needs to be changed. Otherwise, the picture would work.

Mae Worthey – Ms. Worthey stated she would look for a photo that has a group of

people that is diverse with everything from suit and tie to construction. She will see what she can find in the library. She stated she will do what the Board requests, however, she isn't sure they will like the end result.

Louise Helton – The best thing is if they can find a diverse photo that could fit in here, then we can adopt everything else and search for the right picture.

Mae Worthey – Ms. Worthey then asked about the color choice, stating that the DETR website is going to be redesigned and it is going to be a blue. One of the choices is to go more to the State's logo which is a royal blue.

Tracy Guinn - I think we should go ahead and adopt the blue to go with DETR. It goes together.

Louise Helton – The message this should be sending out to the Grantees is that in the name of branding, if we are going to try to continue to maintain some kind of branding, is to see if there is any way of adopting this in their website material. Blue works well. Blue is on our logo. How about Community Chest and TMCC?

Jen O'Bryan-Taft – Ms. O'Bryan-Taft stated that the blue looks great and goes with the DETR stuff. Of course TMCC is green.

Kelly Ibarra – Community Chest likes the blue as well.

Jen O'Bryan-Taft – Ms. O'Bryan-Taft then added that there are a couple of typos in the brochure. Also, their address has changed and has been changed for a while. She had sent the information to Samantha. That is not their current address or phone number. She asked if Ms. Worthey needed the new information.

Mae Worthey – I didn't see the e-mail in time about the address. Is there anything else that needs to be changed?

Barbara Twitchell – In the Denise Abbey statement on the back: "I was school dropout' on the fourth line 'I was **a high** school dropout'. And at the bottom there should be space between DH and Board. She also added that the spacing needed to be done better so the whole thing out could be written out. She stated it would be better to put "Denise Abbey, Former Client", next line, "Current Displaced Homemaker Board Member" or something to that effect.

Louise Helton – Added it could even be centered a little better on the page.

Mae Worthey - Ms. Worthey then added that other than the brochure, she believes that there is some other marketing the Board would need help on. She knows they had spoken of having her help out on some marketing needs they have. If the Board is working on something, she asked that they send them through to her. Anything that goes out to the public that has DETR on it needs to go through her office. This includes the website and social media.

Louise Helton – Ms. Helton stated they would need Ms. Worthey to work on this with them. She added Ms. Worthey will need to do that because they cannot do the website. The Board has done press releases and that has not worked well. She feels

that planning them in advance so they might work out more easily.

Mae Worthey – Ms. Worthey then asked if there was anything in particular coming up.

Louise Helton - Ms. Helton stated that they don't have anything yet, however, they need to get a plan together on how they would work together and how much time Ms. Worthey would need. She added this is in the marketing plan, which Chair Levy can show her. She has given Mae a copy of the strategic plan for the marketing plan. There are the things they've wanted to do, such as to update the website, the collateral material, and the videos of the success stories that they want to do. The Board would like to include them in the website. So then everything would be blended and well branded, including the brochure, the website and everything else. There is money in the budget to do those things. Ms. Worthey asked if this video has been developed yet. Ms. Helton stated it hadn't.

Mae Worthey – Ms. Worthey then asked if they are talking about producing a video. Is there someone in mind that will be a voice or a client?

Louise Helton – Ms. Helton stated they do not have any parameters in place at this point. The Board felt there would be parameters that they would need to meet. If they can work collaboratively to develop the ideas, it would probably be best. The Board meets quarterly. If they have a chance, one of the things they had asked everybody to do was to bring in some success stories. These success stories we would like to take and we would like to do it so it is representational around the State. We would like to have everybody represented in some little vignette, so that people can see themselves in and see what the program does.

Further conversation ensued between Ms. Worthey and Ms. Helton:
Ms. Worthey asked about the marketing budget. Ms. Helton asked Ms. Hill-Cruz how much was available for further marketing endeavors and was advised there was $8497.68 available in the Board budget, some of which will go to the brochures purchase. At this point there is discussion on whether there were services that could be donated, with Ms. Worthey stating a professional videographer could not be donated. Ms. Helton then stated it would not have DETR name on it. It would not identify DETR anywhere.

Odalys Carmona - Interjected, stating they can get clarification from the Attorney General's Office. Basically, any State committee or any State agencies are not allowed to do fundraising or get any gifts in kind. This would be classified as a gift in kind. They do not have a foundation that those gifts can go through and for the Board to be able to use it, it is gift in kind. The one thing that might be about is maybe the Board can get students that are in the media. The videography or photography department can do it as a project of some kind. That will be their project and thank you to so and so. Even if it doesn't have DETR's name, it's part of DETR's program and they're selling DETR's program with this video...

Samantha Hill-Cruz – Ms. Hill-Cruz reminded the Board that TMCC has already volunteered to do part of the video using students and teachers.

Louise Helton – Ms. Helton then added that perhaps Channel 10 could help. She

stated she was just trying to think how to get video from other areas that are not in Reno.

Odalys Carmona - Ms. Carmona proposed they talk to CSN and maybe they can help the Board. They have a photography department and perhaps they can discuss this with TMCC and collaborate, so that TMCC does the north and CSN does the south. Ms. Worthey then expressed concern that asking for services that are not paid for puts the group at the mercy of the parties doing it as far as a timeline for completion, especially if you are talking about videotaping people who are in variety of different places. She feels it would be difficult to get a local school to be willing to travel or to collaborate with another school on trying to do a free project. Ms. Helton suggested they ask and see what happens. Ms. Helton also pointed out that Great Basin College does the Elko area.

Jen O'Bryan-Taft – Ms. O'Bryan-Taft advised she was just talking about collaborating with CSN on anything like that. They are not really in the position to collaborate with any other schools, but offered to talk to the videographer, Tim, and see what his thoughts are on it. She would then get back to the Board.

Samantha Hill-Cruz - Stated that Joan had been working on that previously and offered to forward her email.

Jen O'Bryan-Taft – Ms. O'Bryan-Taft stated that was not necessary, that she needs to discuss this with Joan. She was not able to be here to add any information on that. She then asked if she could email a response to the Board.

Samantha Hill-Cruz – Ms. Hill-Cruz then asked Ms. Worthey if she had finished telling the group the cost it would be if someone would do it professionally.

Mae Worthey – Ms. Worthey advised she would have to get an estimate to have it done professionally. Since they were talking about one video, it would probably be a few thousand. She wanted to clarify that the Board is talking about one video and the challenge will be getting the feed from different locations throughout the state. They will spend quite a bit but they are only talking about a five minute video.

Louise Helton – Ms. Helton stated 3-5 minutes is probably the most people want to sit through. The goal was to have it be on the website and then have it shown on a loop whenever the Board is recruiting at any kind of event. And they plan to take it to show if the Board ever went out on a speaking tour. The group was talking about putting together a speaker's bureau and having that as part of the collateral. There are multiple uses for it, to recruit as well as to tell people what they are doing, especially as they are trying to teach the judges, the clerks and everybody about what the program is and why they should keep the fees coming towards the program.

Deborah Levy – Chair Levy then asked if the Board had completed that portion of the agenda.

Louise Helton – Ms. Helton asked Ms. Hill-Cruz if she would check with the person from TMCC who said they would do that and advised any support that they may need from the south was to contact Ms. Helton. She is happy to help and knows that Denise is too.

Ms. Worthey then opened a discussion on social media set up: She asked if they had an idea on where they wanted to go with it and if the Board needed her to set it up. Ms. Helton stated the Board would love to get it set up. They do not know what the parameters were, so again, what does the group needed to do with that? They know it is important to do. Ms. Worthy then asked if they have someone that will be maintaining the account and that would be making regular posts to keep it up. Odalys Carmona advised that is something as a committee that they will have to figure out. Who will be keeping up and or checking the post? Louise Helton then added it could be that one person from each of the programs take a week, someone that goes around the state and stays up to date. Nobody has stepped up to doing that at all.

Mae Worthey – Are there any members that have social media in order for them to access as your administrator. They would need their own account.

Louise Helton –We didn't do any of that because we do not know the rules. Ms. Worthey needs to tell them what they can and can't do and how they should do it.

Mae Worthey – It would be better to have someone who would serve as the administrator that will be able to go in, make adjustments, to maintain their presence? This means Facebook, Twitter, the video log (which would need no maintenance), and the website. Facebook and Twitter are the two main platforms that they'd want to utilize. She will, of course, help with trying to push to get followers and help with that process, but it is mainly the consistent posting of information that will be most vital in order to get people to watch. Then there were the business cards and websites.

Louise Helton - The Board is required by the State to have the website. It was one of those things that they needed to have up to speed or they were going to close out the Board. The website is a critical part that has to be part of yours, so we cannot do it. The Board wants to have something like that on the website possible. Again, try to get it as branded as possible. The business cards would be for when they go to the Family Court retreat, convention, or conference, that it would be helpful to have business cards. She did not know if everybody felt that way at this point since they are not going out on a regular basis. Does everyone still want business cards?

Tracy Guinn – Ms. Guinn stated it would not hurt to have business cards because the Board may go to Rotary or some other events: the local judges chambers, lawyers offices etc... So, yes it would not hurt to have business cards for that reason.

Louise Helton – Ms. Helton asked if this is that what she is thinking is more for the program, not for their names. Just to have the program information on.

Tracy Guinn – Ms. Guinn stated that is correct, just a generic one for the Displaced Homemaker.

Deborah Levy – Chair Levy then thanked them and asked if there were any more comments.

Tracy Guinn – Ms. Guinn stated she does have a question in terms of spacing the brochure better. For example, on the right hand side: 'A' "list' 'of' 'Displaced' there are too many hyphens in this thing. Yet, there is room to have it moved down. Then

they have "pro" with a dash, then "vided" then a really big space. She thinks that there could be better spacing, so at least some of the hyphens can be avoided that are in the brochure.

Mae Worthey – Ms. Worthey stated absolutely that is not a problem.

Tracy Guinn – Ms. Guinn thanked her and added that there is another thing that Denise Abbey wanted to bring up.

Denise Abbey – Ms. Abbey stated she is concerned about the gentleman with the package. It looks so much like a UPS worker. She would be concerned about UPS coming back to them. The brown outfit is kind of their trademark.

Mae Worthey –Ms. Worthey confirmed she can certainly remove the photo but that is not something they have to worry about. The photo is part of a stock bank that is purchased and once purchased, they own it. If this is a matter of personal preference, she has no problem changing it.

III. Review – Displaced Homemaker Program Grantee Reports:

Deborah Levy – Chair Levy then directed the Board back to item three on the agenda and asked to review the Displaced Homemaker program grant reports. She asked Jen O'Bryan-Taft if she would like to report.

Jen O'Bryan-Taft – The spring 2016 resource fair will be on March 28, 2016. They have a lot of new of organizations coming and a lot of addiction and recovery groups are stepping forward wanting to be a part of the event. They are encouraged that these groups want to be highlighted, because they usually back down from the spotlight. They have an emergency food pantry in their office now and they will, within a month or so, be having an official food pantry location at Meadowood campus in partnership with Food Bank of Northern Nevada. They also had a campaign for the month of February that was called "Fill a Bag, Fill Your Heart." They asked for small donations; shampoo, razors, etc. These are things that when someone is coming in, it will help them stay at school and will make them a student today. There were thousands of donations. There will be a picture that she can send to Samantha. She asked that they do not share this information, as they do not want it to be open to the public that they have all of these supplies. It is a lot of moving forward as well as helping in resources, which are so very important.

Deborah Levy – Chair Levy commended her and asked if there was anything more. She then asked Denise Gee for her report.

Denise Gee – Ms. Gee stated they have their DH Program cased in their One Stop South, serving both adults and youth. She believes many are DH clients and are also eligible for the Dislocated Worker program. They have been rapidly enrolling one hundred seventy-five adults and dislocated workers for Workforce Connection funding to the Department of Labor. They are anticipating that they are going to see an increase in the school number of people that will be enrolled in the education programs. They are trusting that our wage will increase as well. These are adults that will be getting a certificate based on training and they will be more specialized. Paula has been working really hard to increase their community partners, in which they

have both donations and volunteers coming in. She then asked Ms. McDonald to share the rest of the report.

Paula McDonald – Ms. McDonald opened by saying that this is the second month they had a really great resource in the collaboration with Workforce Connection. They brought their mobile One Stop unit, where the applications and computers were made available to their clients. There were over 10 employers there and participants' attendance of two hundred. Several people were hired onsite. They are also planning another one for the spring that will be a larger one with more partners. Currently they have Epic, Southern Global, and some other major players. Southern Global is looking to place eight hundred people in various fields for their call center and in their Tech Call program as they have just landed a very large contract with AT&T. Some of the things they are doing creatively are to collaborate, along with our youth, to get them involved in working with older people in the STEM program and introducing the program's adults to the STEM program. The beauty of what Ms. Gee was referring to is that dual enrollment. Thankfully, they had been encouraged to go to that grant, and now they can provide to those that are lacking the skills to get into the work field and make a livable wage. This can now be effectively done by dual enrollment into the Adult/Dislocated Program. They are moving along with collaborations with local community partners, both educationally and vocationally. They are utilizing the work keys project which is to really work more on narrowing the scope and facilitating individual employment in training and placement.

Deborah Levy – Chair Levy thanked them both for their report.

Barbara Twitchell – Ms. Twitchell advised that she had a question and a note on the reports. She had noticed with the "Enrolled Education Program" and "Other", those should be plan numbers. For some reason, they became dollars signs and she does not know whether there is a formula inadvertently in there that shouldn't be there. She suggested the report be reviewed. It should be one and three, not one dollar or three dollars. She had noticed that the three of them are using slightly different ones. She advised she is presuming that Community Chest and HELP are the newer ones, but under C: A, B, C in Part Two, you see "Total Number of Participants - New and Carryover" is what it says on TMCC. She believes it should read that, but on the newer ones, it says "Total Number of New Participants" (New and Carryover) which kind of does not make sense. She thinks that "New" should not be in there before "Participants". Shouldn't it just be the "Number of Participants", not "New?"

Denise Gee – Ms. Gee advised they tried to change that formula to get those dollar signs out, but could not successfully do so. She also noticed that Community Chest is using the same form that they are, but they didn't have any idea what was wrong. She had asked their finance person but wasn't able to change that formula.

Barbara Twitchell – Ms. Twitchell commented that she had suspected that probably was the case. That is why she is trying to bring Ms. Hill-Cruz into this. The two things that she did notice on the new form are that there seems to be a problem with that formula on line D23. She requested from Ms. Hill-Cruz that whoever designs the form can fix that and remove the dollar designation from that particular formula. Additionally, if they could remove "NEW" before "Participant" in Part Two C, as it should say "Total Numbers of Participants (New and Carryover)." She then asked

Ms. Hill-Cruz if she had gotten all that?

Samantha Hill-Cruz – Thanked her and confirmed she had.

Deborah Levy - Chair Levy then asked if there was a report from Community Chest.

Kelly Ibarra – Ms. Ibarra stated she had just enrolled a new person that will be going to school. This client is a Displaced Homemaker and is very excited and has already taken one class. She will be working towards her goal, which is to work in a non-profit. Ms. Ibarra just put her through a non-profit grant writing class and in September she will be taking a class for paralegal because it is an attorney's office that works with domestic violence, but she is interested in the Carson City area. She wanted to touch bases on her prior success story. This lady had been involved in domestic violence situation. She was a single mother and ended up getting a really good job. They were so happy for her and she was doing great. Unfortunately, that job is no longer there for her. Her abuser came back after getting out of jail and is now back in the area. He worked his magic yet again, and as much as she wants to get back on track, she is really struggling. She is making contact with Ms. Ibarra periodically but has not come to the office. Ms. Ibarra states she knows the client is feeling ashamed. She had discussed with her supervisor about not bringing it up in the meeting; however, he wanted her to go ahead so that the Board can realize the struggle is real out there for these people. The client had been so excited to start work as she was about to lose her home. They got her into counseling with Community Chest, she was working, and they had gotten her car fixed so that her tires weren't wearing out anymore. So many great things were going on for her, and it just took that one person to destroy her vision of hope and her vision of a direction. They are working very hard to try and get her back on track and in the program, to start anew with her. She needs to know that she and her children can live free of that. That is a challenge she has and hopefully again she will be a success story down the road. The reality, in the grand scheme of things right now, she is focusing on her safety and the well-being of her children, than she needs to get a job. Ms. Ibarra was then asked by Ms. Twitchell if her TPO was still in effect. Ms. Ibarra stated that there was no longer a TPO, as that expired while he was in jail. They were able to get her an attorney, and she was filing for divorce and custody of her kids. The problem is he is a drug user, he introduced her to drugs, and that is what they think is going on right now. She had gotten some street messages but hasn't been able to speak to the client directly as of yet. They know he has a warrant out for his arrest, and they are working on talking with the DA's office about that as well. Sometimes you have to do that just to be able to be her advocate as well as her Displaced Homemaker advocate. She is working with her through Nevadaworks and other programs. There are many components to her and they have worked very hard together to get her to the strength that she was at when she became successful. Both Barbara Twitchell and Tracy Guinn encouraged Ms. Ibarra to not give up, stating there are success stories out there, and adding that this has happened before and will happen again. Ms. Ibarra responded that she has been a domestic violence advocate for over 15 years and she knows the path. She just needs the client to know that she has not lost hope for her and that she still sees her vision. Ms. Twitchell then asked what position she held for $43.00 an hour and Ms. Ibarra responded that she was an auditor.

V. (1) Discussion/For Possible Action – *Approval of the March 14, 2016, meeting*

minutes of the Board for the Education & Counseling of Displaced Homemaker meeting minutes.

Deborah Levy – Chair Levy noted there was only twenty minutes left in the meeting. She then asked for a motion to approve the minutes.

Barbara Twitchell – Ms. Twitchell then stated she had a question regarding the minutes. Everything is verbatim and she has never had minutes on the many boards and organizations she has been involved in with such word for word documentation. She added she was wondering why the change and if it is necessary. Chair Levy stated this was a question for Ms. Hill-Cruz. Ms. Twitchell then asked if there was a particular reason for it and if it is necessary for it to be that detailed, to which Ms. Hill-Cruz stated she would take the matter to management and advise them of the Board's concerns.

Denise Abbey – Ms. Abbey agreed, adding that she wanted noted that her last name is spelled "A-b-b-e-y." Could that please be corrected? And on page 29 it is "Board of Regent scholar" instead of "Board of Region" and "valedictorian" is usually capitalized. If there is a way to condense it, it would be nice to have not quite so much wording.

Deborah Levy – Chair Levy agreed. She added they do not need every single sentence in the minutes. She requested that Ms. Hill-Cruz investigate if this would be possible. Ms. Hill-Cruz agreed, requesting the Chair direct the staff prior to the next meeting.

Deborah Levy – Chair Levy agreed, then requested a motion to approve with changes as discussed.

Tracy Guinn – Ms. Guinn motioned to approve the minutes with changes.

Deborah Levy – Chair Levy requested a second on the motion. This was made by Ms. Abbey. All approved, with the exception of Barbara Twitchell, who had stated because of the length, she was unable to read. The motion was passed.

V. (2) North Eastern Nevada Center Vacancy Update:

Deborah Levy – Chair Levy requested a report from Ms. Hill-Cruz on the Northeastern Nevada Center vacancy.

Samantha Hills-Cruz – Ms. Hill-Cruz stated they are currently in negotiations with Great Basin College for the Northeastern Center. DETR had a few questions about the proposal and needed to get some clarifications. It is out for clarification before they go to their management.

V. (3) DETR FM Report and DH 501 design review:

Deborah Levy – DETR Financial Management Report and the changes on the design review. Floor was given to Joleen Murphy.

Joleen Murphy – Ms. Murphy stated that they had submitted the second quarter financial report and there were no major issues that she had seen. She then asked if they had reviewed them and if there were any questions.

Denise Gee –Ms. Gee stated that she had noticed on the financial report, HELP of Southern Nevada had $126,595.06 but the contract authority and what they show listed should be $162,627.38. She then asked what the difference might be. Is it because it is through February vs. this one? She is unsure if that is because of the January invoices that are already up to date in there. She then added that she had noticed that the others providers matched exactly.

Joleen Murphy – Ms. Murphy stated the reason why theirs is different than the contract authority is that this is how much revenue they have right now. If they look at the report that is submitted on the cash analysis that is how much cash is actually available right now, this is the $126,595.06. The section below it is the contract amount and the contract is $162,627.38, so really you can only spend the cash that you have.

Denise Gee – Ms. Gee countered that the question looking at the fees is that the contract authority always is going to be different basis on the cash. What is your opinion Joleen, should they keep the $126,000.00, should they adjust their spending? That is a big discrepancy. Based on what can be seen on the fees, she has tried to look at them and it does not look like they are going to get the fees in to bring it up to the contract authority that they have.

Joleen Murphy – Ms. Murphy stated that right now, they are spending about $19,000.00 to $20,000.00 a month, which Ms. Gee confirmed.

Joleen Murphy – Ms. Murphy then advised she will go ahead and check into that and let them know if it looks like they can continue spending at this rate. She added she cannot calculate it right now but will get back to them on that. Ms. Gee thanked her.

Deborah Levy – Chair Levy thanked Ms. Murphy and asked if there were any other questions on the Financial Management report. No questions were raised.

V. (4) June Face to Face Meeting and Center tour schedule:

Deborah Levy - Chair Levy then stated the next item up was the June face to face and center tour schedule. She turned the floor over to Ms. Hill-Cruz.

Samantha Hill-Cruz – Ms. Hill-Cruz stated she had sent out the flight times for those people that are travelling from Las Vegas and asked if anyone has a thought about those times. She stated that they would be flying from Las Vegas into Reno with DETR picking them up and then transporting the Board members to Virginia City. Most of the day would be spent in Virginia City for their tour and then they would have lunch. They then would have to go back down to Reno to do the meeting. The meeting has to be compliant with the open meeting laws. If anyone wasn't able to attend the meeting in Reno, of course they would be able to via video conference. All she needs is to get all of this solidified so she knows how to book the meeting rooms. Was there a discussion about the times, what to do, and who is going?

Group Discussion:
There was then a group discussion over the flight departure times and the accommodations for each member and any other participants. The general consensus at this point was the 7:50 AM and return on the 3:25 PM flight worked best.

V. (6) Center Monitoring:

Deborah Levy – Chair Levy then inquired on the center monitoring.

Samantha Hill-Cruz – Ms. Hill-Cruz stated that she is working with HELP of Southern Nevada on a schedule, but all the other centers are set.

Deborah Levy - Chair Levy thanked Ms. Hill-Cruz.

V. (7) Marketing plan report/opportunities:

Deborah Levy - Chair Levy asked if there is anything else to say about the Marketing plan report. No comments were made.

V. (8) Strategic Plan Assignment Update:

Deborah Levy – Chair Levy advised she had contacted her contact at UNLV; however, she has not made a phone call back to her. She then added she does not know if anybody else has contacted the State Bar or law publications. Ms. Carmona stated she thought this should be moved to the next meeting.

VI. Suggested Agenda Items for next meeting:

Deborah Levy – Yes, let's move this to the next meeting to discuss. Does anyone else have any suggested agenda items for the next meeting?

Odalys Carmona –Ms. Carmona suggested they go back to number 8, Madam Chair, and possibly follow up on the brochure design.

Deborah Levy – Chair Levy agreed and asked if there was anything else.

Barbara Twitchell – Ms. Twitchell added there was something in the packet that looks like a new version of the form. She asked Ms. Hill-Cruz if that is correct. This form already has the "New' taken out number two C and it may not have the formula in the other part. She asked if this is the corrected new version.

Samantha Hill-Cruz – Ms. Hill-Cruz confirmed that was the latest version and it was sent to all the centers. That is what they are supposed to be using and they had a rough time using it. That is why she wanted to discuss it and why it was in the packet. The report for this period had to be sent back to the Centers multiple times for corrections.

Barbara Twitchell - Ms. Twitchell asked that it be sent out again to all centers and please ask them to please disregard the others and to use this one.

Deborah Levy – Chair Levy asked if there was anything else that needed to be added to the agenda for the next meeting, which is the June face-to-face. No comments were made.

VII. Public Comment:

Deborah Levy – Chair Levy asked if there were any public comments at this time. No public comments were made.

VIII. Adjournment:

Deborah Levy – Chair Levy asked for a motion to adjourn.

Tracy Guinn in put forth the motion to adjourn, Barbara Twitchell second. All were in favor.

Meeting adjourned at 4:58 PM

Respectfully Submitted By:

Samantha Hill-Cruz
ESD Program Specialist II

for Deborah Levy

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