

Brian Sandoval
Governor

STATE OF NEVADA

Tracy Guinn, Chair
Louise Helton
Denise Abbey
Christa Mike
Mary Hausch

Don Soderberg
DETR Director



**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: **September 12, 2016
3:30 p.m. – 4:37 PM Video Conference Board Meeting**

Video Conference Locations: **Nevada JobConnect
Reno Town Mall, Conference Room
4001 So. Virginia Street, Suite G
Reno, NV 89501**

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

**Nevada JobConnect
Winnemucca Conference Room
475 West Haskell Street, #1 Winnemucca, NV 89445**

**Nevada JobConnect Conference Room
150 Avenue F Ste. 1
Ely, NV 89301**

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

Displaced Homemaker Board

Meeting Minutes

September 12, 2016

3:37 PM – 4:37 PM

I. Roll Call and Confirmation of Quorum

Tracy Guinn, Chair, requested a roll call. Those present are Tracy Guinn (Chair), Denise Abbey (Board Member), Christa Mike (Board Member), Joan Steinman (TMCC), Denise Gee (HELP of Southern Nevada), Paula McDonald (HELP of Southern Nevada), Odalys Carmona (DETR), Samantha Hill-Cruz (DETR). Late in arriving were Louise Helton (Board Member) and Jen O'Bryan-Taft (TMCC).

II. Verification of Posting-

Chair Guinn asked for verification of posting.... Ms. Hill-Cruz confirmed posting per [NRS 241.020](#)

Welcome and Introductions

Chair Guinn welcomed all, including new Board members Christa Mike and Mary Hausch.

Public Comment(s)

Chair Guinn asked if there were any public comments adding that members of the public are invited for comment(s). No action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for *possible action*, and properly noticed pursuant to [NRS 241.020](#). Due to time constraints, the Chair may limit public comments to three (3) minutes/person. Please clearly state and spell your full name.

No public comments were made.

III. Review – Displaced Homemaker Program Grantee Reports

Truckee Meadows Community College - Joan Steinman & Jen O'Bryan-Taft

Joan Steinman advised they were very busy and had another info meeting to let more individuals know about the program that was well attended. They received a WIOA grant this summer through Nevadaworks that has given them more opportunities to provide additional support [co-enrollment] for the displaced homemakers, such as the ability to pay for tuition and some other things to help the participants. They have been very busy over the last 2 months, connecting the DH participants with the WIOA grant to that would qualify and going through that interview process. They have 22 individuals they are serving through that grant. Not all of them are displaced homemakers, but some are, and actually a few of them are single parents. Jen O'Bryan-Taft arrived at this time. Joan confirmed they are working with the Food Pantry, both at the TMCC Dandini campus and at the Meadowood location. They were also able to start an emergency scholarship fund for their students. They are looking to expand the resources they have available to their DH participants and their students as well. Ms. O'Bryan-Taft then requested changes to the minutes. Chair Guinn asked her to continue. In the draft minutes, the date was incorrectly reported as November 10th, and the correct date is Tuesday, November 15th. And the location given in the draft minutes stated it was at the museum location. This is also incorrect and should be noted as the Student Center at TMCC. Also she noted further on in the minutes that on the discussion regarding the calculation of their request for monies, it should have been stated that the monies were per the

RFP. She stated that the scholarship fund and the Food Pantry is going really well, providing bus passes and diapers respectively.

Community Chest - Eric Schoen & Kelly Ibarra

Chair Guinn then asked if there was anything additionally to report in the north. Samantha Hill-Cruz advised that Community Chest was unable to attend due to a staff meeting, however, they forwarded their report and she had forwarded their success story on a separate note to the Board via email. She then read the success report. Kelly Ibarra wrote that they now have 2 clients that have completed their training and now need assistance in job search and placement. Ms. Hill-Cruz then read a letter from one of those clients. Client M.D. stated she was a military wife, staying home with her small son for the last 4 years. When she and her spouse separated, she had no income or job to speak of and one of her friends suggested she contact Kelly at Community Chest. She feels they were a godsend, helping her to enroll in a grant writing class in order to further her goal to work with non-profits. She took the class and began her internship with Volunteer Attorneys for Rural Nevadans in April. In the meantime, she met with Kelly and put together her resume, discussing her future goals. On July 1, she interviewed for a legal assistant position at the firm and was hired full-time on July 5th. She is currently pursuing her paralegal certificate to further her career. She could not have obtained this position without the education and skills she was given through the Displaced Homemaker grant. She can now provide for her son on her own and feels as if a huge weight has been lifted off her shoulders. This grant is a wonderful gift for those women in the same position who feel they have very little skills to take care of themselves and their children.

Louise Helton added that she felt this would be a wonderful opportunity for us if she were able to attend the Family Law Conference in Ely as a paralegal and could speak for our program. What would be better than her being able to share her story? There was general agreement by the Board.

HELP of Southern Nevada - Denise Gee & Paula McDonald

Denise Gee started by saying that they have once again been recipients of the WIOA adult dislocated worker funds and they have the One Stop Career Center for the southern region of the area. They are enrolling 175 participants and many of their displaced homemakers do qualify to be co-enrolled in this program as well, so they will be getting certificate based training and work-based learning that they are excited about. HELP of Southern Nevada received a Capital One grant for agency wide support services to include bus passes and work cards for DH program clients. Paula is going to be attending the National Association of Work Source Providers on October 8th. Their construction of the Shannon West Homeless Youth Center is well underway. They hope to have that open in February as it is a 135 bed facility, which is an expansion from the current 65 bed facility, and they are going to be right there on Help Street, right next to them. She also advised the Board that their current CEO, Terrie D'Antonio, has served HELP of Southern Nevada for 12 plus years and has just announced her retirement for December, 2017. Their board has named Fuilala Riley as her successor. She then turned the discussion over to Paula McDonald.

Ms. McDonald opened, stating they are very excited being able to utilize both WIOA and DH funds for their clients. Not only are they provide additional support services, but they also that some of the events they're getting ready to do, such as the C.E.O (Chief Encouraging Officer), that they'll be having November. This will be in collaboration with Workforce Connections and they will be bringing their One Stop bus, doing assessments, and an on-site job fair, as well as panels from various local businesses and employers where they will discuss what they look for in an employee. From there they will do basic role playing and work on interviewing skills. After they've done the mock interviews, they will actually be interviewed for onsite hiring. HELP is also going to partner with local community organizations Salvation Army and Help USA to help with

the vets. It's called "Our Story" and will focus on our vets and their stories from their perspective with videography using the DH, ADW, as well as Youth participants. Every department they have will collaborate to interview the vets. This will help the DH participants to learn interview skills, instead of being the one interviewed, they will actually be doing the interviews. It will be recorded both on tape and on paper, and then it will be put in a book to celebrate our vets and their contributions, as well as on a video cd. The other small piece of that is that Steve Gibson, who does our instruction for the DH workshops, which is highly regarded, and many of the people that go through the WIOA workshop will flock to this. And our Wednesdays are dedicated to DH, as well as the WIOA and Youth, STEM and the Build 9 (the 9 Nevada Business Industry Sectors) programs. HELP had a meeting with the library and will be collaborating with them. As they have some excellent on-line tutorial programs and equipment that will allow them to collaborate with their participants do to link the programs with educational and computer based trainings.

Ms. Helton stated she hoped that while filming, they might come up with some footage that can be used in the DH project they are trying to do. Secondly, she advised that she was aware the Junior League was trying to come up with a new project this year and wasn't sure if they had reached out to HELP of Southern Nevada yet. One of the specific things on a survey they had been working on was the Shannon West Center. She felt that HELP needed to be aware and this gives them the opportunity to discuss and educate them regarding the DH program.

IV. * Discussion/For Possible Action

1. Approval of the June 13, 2016, meeting minutes of the Board for the Education & Counseling of Displaced Homemaker meeting minutes.

Chair Guinn asked if there was any corrections or comments on the June 13, 2016 minutes. Ms. Abbey requested the sentence which stated she "had *demurred*" on the chair nomination to read "*deferred*". She stated that because she was so new to the Board, she wanted to become more familiar with it all [before accepting a nomination to Chair].

Ms. Helton motioned that minutes are to be accepted with corrections as requested by Ms. Abbey and Ms. O'Bryan-Taft. Chair Guinn second, motion passed with all ayes, no nays.

2. North Eastern Nevada Center Vacancy Update

Chair Guinn advised she had spoken with Alaine Kliewer-Nye, who is the director of the Frontier Community Action Agency. They have an office in Winnemucca and service Pershing, Humboldt, Lander counties, they also work together with Elko County. Their only concern is how they are going to serve Eureka and White Pine counties. Ms. Kliewer-Nye did state she felt they may be able to collaborate with these counties in the same way they currently work with Elko County in order to provide services for the DH clients in those counties. She said she would need to discuss this with her staff and then contact either Chair Guinn or Ms. Hill-Cruz to give a definitive answer. Chair Guinn reviewed funding and requirements with Ms. Kliewer-Nye and she is hopeful that they will be able to provide services to DH clients in those areas. Christa Mike then stated that she had spoken briefly with the Family Resource Center in Ely and she felt that they might fit as well. Chair Guinn asked that they be issued contact information to Ms. Hill-Cruz so that she might be able to discuss the program details with them. Denise Abbey then advised she felt collaborating with the Family Resource Center would be a really good fit. Chair Guinn stated she would forward the information to Elaine and see if they could work together.

3. Brochure Update, Short Videos, New Provider Press release

Ms. Odalys Carmona advised that 3,000 brochures arrived from the printer, with 1,000 going to Samantha in the north, 500 to HELP of Southern Nevada and an additional 1,500 brochures are with DETR staff. In regards to the short videos, she is working to get the video equipment that DETR has. She and Ms. Hill-Cruz are trying to get that equipment and they do have an individual in Las Vegas that is a videographer. Once the details are straightened out, they will be making contact with their providers to set up the interviews. Regarding the press release, once the Board provides the who, what, and where, then that will be forwarded to Mae Worthey for preparation. She asked if there were any questions, to which Ms. Helton advised that they were planning to discuss what material they wanted/needed in the press release. She advised they wanted to look at releasing press releases a couple of times a year. A discussion ensued regarding past efforts through the Bar Association and the importance of educating the legal community. She felt this is a very valuable point of contact due to the possible client base and collection of fees to support the program. Chair Guinn then asked if Ms. Hill-Cruz could work on a draft release, introducing the program, locations, and the contact people. They can then share it via email with the rest of the Board and go from there. Ms. Hill-Cruz wanted to know if they want to wait until they have the fourth center online, or do they want to have a drop dead date. Chair Guinn proposed a potential drop dead date of 10/31/16 for a release. She then asked if there is any way to find out what the publishing deadlines for the law magazines are. She feels it would be a great opportunity. Chair Guinn wanted to send this prior to the Family Law Conference, so that it would be in the magazine. Ms. Carmona stated she would work on the press release with Ms. Hill-Cruz in order for the Board to review. They would then forward it to Mae Worthey for publication/release. Chair Guinn then stated it would be able to send that out at that time and it would be able to be distributed once the press release was distributed publicly. This was deemed a good idea by those attending.

4. Marketing plan report/opportunities

Ms. Helton stated they had actually covered this in the previous conversation. Chair Guinn then asked for discussion on item 5.

5. Adding requirement of all Centers attending the annual Face to Face meeting

Ms. Helton stated the Face to Face meetings need to be a requirement for all participants. She stated it is very important to be able to have everyone there. Since it's done once a year, there is plenty of advance notice for everyone to be able to make the time to be there. Every program needs to have a substantial presence, not just sending a body, but actually having someone there that will be an intricate part of the whole procedure. Ms. Abbey agreed. Chair Guinn agreed as well. Ms. Helton then made the motion that future attendance at the annual Face to Face meeting be a requirement for participants and that this needs be inserted into the grant or written into the policies and procedures. Denise Abbey second. All were in favor, none abstained. Item passed.

6. Strategic Plan Assignment Updates; Assign Author of Law Publications, Assign Presenter UNLV Law School Meeting, Assign Presenter to State Bar Association Christmas Party

Chair Guinn asked for input on these items. Ms. Helton was asked to address this. Ms. Helton stated that the Law Publication was something that they had talked about earlier in the meeting and that should already be handled. Per Ms. Helton, Deborah Levy may be the individual they want to reach out to for the State Bar Association Christmas Party. She thought perhaps Ms. Levy would be able to help them in that regard. Ms. Carmona then asked if they were talking then about the UNLV Law Alumni meeting or the UNLV staff meeting. Usually the UNLV Law Alumni Association has a quarterly meeting. Then there is the staff meeting. They also have the UNLV Law Clinic, which is a different set of individuals all together. She asked for clarification on which meeting was being discussed. Chair Guinn suggested that the Clinic and

Alumni Association might be the best bet, or the associate dean. Ms. Carmona then stated she would reach out to some of the Alumni Association and also find out who the current president is and then send a letter to request possibly being put on the agenda for the next meeting. She suggested Ms. Helton could present for the DH Board. Chair Guinn then volunteered it may be possible for her to attend and see old acquaintances and discuss the program with them. Denise Abbey stated it sounded like a strategic plan. Ms. Helton then asked Ms. Abbey if she knew of a similar body in the north. Chair Guinn then suggested the Judicial College and Ms. Abbey agreed to contact them on the Board's behalf. Ms. Helton stated it would be nice to mirror the efforts in the south. Denise Abbey then advised she still would like to address the brochures and the current photos at another time. She wants to encourage using photos of a homemaker to a professional on the next run. Chair Guinn then added that that would be the perfect time to update the providers with the new northeastern provider as well, since eventually they will need to reflect that.

V. Suggested Agenda Items for Next Meeting

Chair Guinn asked what they wanted to add for the next meeting. Ms. Helton stated the video would be ideal. Paula McDonald then advised that they already had a client in mind that would work well in the video in the south. Ms. Abbey then advised she would be willing to be videoed if there was someone that could do the actual filming. She stated she would like to give back if she can.

Ms. Abbey then noted that she works at the state mental hospital and they have information on community resource lists that are given out that that mentions employment and how to look for it. She stated she knows these lists are given out by the university, family resource centers, crisis center, and she thought that it may be helpful to contact some of them and have them add the DH program to their lists.

Ms. Helton suggested in the December meeting they could decide if they could do anything at the Family Law conference. And also, with the Legislative session, they can decide if they want to do anything with that. She stated she doesn't know if there's a champion within the legislature as they've had in the past. Chair Guinn advised she felt that this must be discussed in the next meeting. Ms. Helton added that if this was the case, they would need historical and factual information to present at the 2017 Legislative session.

Ms. Hill-Cruz then added that they will need to discuss the meeting dates and times for 2017. Currently meetings are at 3:30 PM to 5:00 PM, but that can change if there is a need with the Board.

Ms. Abbey then wanted to know if they wanted to move the meeting up from 3:30 PM to 3:00 PM. General consensus seemed to be that the current time worked for the members in general, with the exception of Ms. Carmona. Chair Guinn then noted she was fine with 3:00 PM. Ms. Hill-Cruz advised the Board that she would need to verify the availability of all of the conference rooms for the earlier time slot. Chair Guinn then put forth a motion to change the time for the December 12, 2016 meeting, pending the availability of the meeting rooms. Ms. Helton second the motion. All ayes, no nays. Motion passed.

VI. Public Comment (*may be limited to 3 minutes per person at the discretion of the Chair*)

Chair Guinn asked if there were any public comments adding that members of the public are invited for comment(s). No action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for *possible action*, and properly noticed

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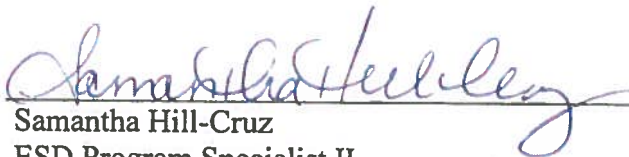
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VII. * Adjournment

Chair Guinn adjourned the meeting at 4:37 PM

Respectfully Submitted By:



Samantha Hill-Cruz
ESD Program Specialist II



Tracy Guinn – Chairperson
Board for the Education and Counseling of Displaced Homemakers