

Steve Sisolak
Governor

STATE OF NEVADA

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

Dr. Tiffany Tyler-Garner
DETR Director



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

DISCLAIMER

The attached Minutes are DRAFT. Whilst every effort has been made to ensure the accuracy of the information and statements and decisions recorded in them, the status will remain that of a draft until such time as they are confirmed as a correct record at the subsequent meeting.

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

Date and Time of Meeting: **03/11/2019
3:00 p.m. Quarterly Board Meeting**

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

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

**Nevada JobConnect Conference Room
475 West Haskell Street, #1
Winnemucca, NV 89445 (for public comment)**

**Nevada JobConnect Conference Room
150 Avenue F Suite 1
Ely, NV 89301 (for public comment)**

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

I. Roll Call and Confirmation of Quorum (3: 25 PM)

Quorum was established by: Louise Helton, Chair

Those present in the Las Vegas location were:

Louise Helton (Chair)

Mary Hausch (Board Member)

HELP of Southern Nevada: Mallory Cyr

Odalys Carmona, WISS ESD II

Those Present at Reno Town Mall were:

Denise Abbey (Board Member)

Community Chest: Kallie Day

Truckee Meadows Community College (TMCC): Camille Vega

Teena Park, WISS

Those Present in Ely were:

Christa Mike (Board Member)

Those present in the Winnemucca Location were:

Tracy Guinn, (Board Member)

Frontier Community Action Agency (FCAA): Lily Avalos

II. Verification of Posting

Odalys Carmona verified posting of the agenda per NRS 241.020 3(a)

III. Welcome and Introductions - no introductions

IV. Public Comment(s) Louise Helton opened the floor: No public comments were given.

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.

V. Discussion/For Approval: Approval of the December 10, 2018 Meeting Minutes

Chair moved for the approval of the minutes as written:

MOTION: Tracy Guinn

SECOND: Denise Abbey

All in Favor – None opposed

VI. DETR Financial Report:

Odalys stated that the Board Reserve has a balance of \$8,603.22

Louise stated that the Board Administrative Reserve is \$12,846.99.

Odalys pointed out that contract year end is June 30, 2019.

Louise thanked Odalys for all the information and stated that “All is well” with the providers to finish the year.

VII. Displaced Homemaker (DH) Program Grantee Reports

TMCC: Camille Vega

Things are moving forward for DH applicants due to Re-Entry process update which is helping to identify DH clients. Have a new client from Denise Abbey's office.

TMCC expects great numbers next quarter.

Waiting on proposal request and are anxious for a date to expect the RFP.

TMCC is at Legislature right now for Re-Entry, in general funding.

Louise Helton stated that she was encouraged by the hourly wage average of \$15.50.

HELP of Southern Nevada: Mallory Cyr

HELP is very happy with new facilitator from Minnesota. Daily workshops are being facilitated.

Clients appreciate the various choices of workshops that started in January of this year.

HELP is always looking for more ways to involve the agency in more outreach.

- Have received referrals from VA Hospital.
- Employer List – Employee opportunities HELP
- With HELPS new format they are seeing clients more
- Social Security Number check: Mallory has reached out to Karlene Johnson regarding Security number check for use in the South.

Action Item: Odalys to double check with Karlene Johnson regarding providing access.

Community Chest: Kallie Day

Erik is attending another meeting so Kallie will be presenting today. Kallie reported from the quarterly report:

6 active clients - 4 of which are new

4 rollovers – at the end of the qtr. to roll over into new quarter

Total = 11

Focusing on Douglas County this quarter for outreach. Visited the Family Support Counsel who handles disability services and abuse etc.

New employer for the OSY program: Hydroponics Green House in Dayton. A couple of younger clients are working there.

Third quarter activities: House of Hope shelter is open as a Domestic Violence Center in Lyon County. Six bed unit with plans to grow. Kelly Ibarra is heading up the program. She is also continually screening for DH clients and providing wrap around services. Next quarter plans are to focus on the Carson City, Carson County areas.

Louise Helton stated that she is happy with the hourly average wage of: \$13.20. Kallie pointed out that the higher average is due to jobs taken out at USA Parkway. Louise Helton thanked the provider for the great success stories that case managers provided in the report.

Denise Abbey inquired about Nevada Families First and Nevada Home Visiting Programs and counseling and drug programs. Kallie Day explained that Nevada Families First is a separate program through the state with both Lyon County and Storey County offering services which also provides a lot of referrals. The goal is to capture mothers and families in the pre-natal stage then providing weekly to bi-weekly visits until the child enters school. The Home Visiting Program provides access to the home where case managers assist the entire family which allows for wrap around services and provides for a soft-warm hand off for the client. Mental Health and drug counseling is handled on-site. Five counselors are on staff with a growing waiting list at rural locations.

Frontier Community Action Agency (FCAA): Lily Avalos

Sixty Three Percent expended in contract funds.

Total number of applicants is 8. Follow through process has been improved.

DH clients are crossing over to other programs including Rapid Rehousing.

VIII. Discussion/For Possible Action

1. Marketing/Strategic Plan:

- Public Service Announcements: It had been decided that 2 would be done. Odalys Carmona stated that the last PSA approved in December can be recycled to have it approved this month and no later than April.

Action Item: Odalys Carmona to contact DETR PIO.

- RFP Process: Has begun and has been sent to FM. It is for the same dollar amount as the previous cycle. Christa Mike will sit, as the board representative, and participate in the RFP process.

Action Item: Odalys Carmona to contact Karlene Johnson for guidance.

- Articles: No one has worked on writing an article. Discussion ensued regarding research on possible places to publish an article. Odalys Carmona suggested posting in the provider's news letters. Suggested talking to TV stations. Tabled for June meeting.
- Training on Open Meeting Laws is completed
- Speaker: May have a speaker that is not an expert on recruitment but has experience. Hiring a professional would go through the contract process. All agreed to move forward and set up for September Face-to-Face for the speaker to attend at no cost.
- Performance Measures: Performance DH Requirements. It was discussed to have a report card to demonstrate achievements, progress, etc. vs performance measures.

Action Item: Odalys Carmona to contact Karlene Johnson for guidance. Report Card was discussed.

2. Face To Face Meeting: Vote to have Face-to-Face 9/9/19 one day only in Las Vegas. The Face-to-Face will be held at DETR Conference Rooms.

MOTION: Mary Hausch

SECOND: Christa Mike

All in Favor – None opposed

Odalys Carmona suggested:

9 AM All board and providers to meet. Review Communication Plan for Providers and share best practices.

12 PM Working lunch and include the Speaker and talk to the Board members and Providers.

3 PM Board Meeting as scheduled. It was discussed that those board members and providers that wish to tour HELP of Southern Nevada can be the next day, if they desire. It is not mandatory. If Board members decide to stay overnight they will make their hotel reservations, and per diems would be included in the reimbursement. Providers were advised that travelling, meals and hotels are not reimbursed by DETR. HELP to provide transportation to and from airport.

3. Chamber of Commerce Mailing: Using previous letter sent to family law conference. Vote to approve Chamber of Commerce mailing:

MOTION: Mary Hausch
SECOND: Denise Abbey
All in Favor – None opposed

Action Items: List of Chambers add: Winnemucca, White Pine, Urban Chamber and Asian Chamber in Las Vegas. Add to agenda to vote on mailing to County Clerk Offices.

4. Divorce Rates: Odalys stated that the report was annualized for the last 4 months of 2018. Odalys stated that she will reach out to the Counties to get 2019 first quarter.
5. Providers Communication Plan: Odalys stated that she met with Mallory Cyr, HELP of Southern Nevada, to review the Communication Plan she had created. It is in the packet for providers to review. This could be a template for each Provider to start developing their Communication Plan and have it included in the packet for the June meeting.
6. Funding Available for DH 2019 Projects: There are reserves available. The DETR Financial Report is included in the packet. Please note that food and beverage are not an allowable expense.
7. DH Video – Denise Abbey is still communicating with Tim at TMCC. Requested what the board would like for filming background. Video to include only Denise with no certain location or background. Odalys Carmona asked Denise to email it to her when it is completed. Discussion ensued about possible State seal in the background. Louise explained that the focus should be on her and the script. Louise asked for a time frame for completing the task. Denise Abbey stated that she is waiting on Tim and is hoping to get it done this month. Odalys said it will be ready for approval at the June Board Meeting and a kick off July 1, 2019.

IX. Suggested Agenda Items for Next Meeting: June 10, 2019

- Discussion/Approval Mailing to City Clerk Offices
- Discussion/Approval DH Video update – Denise Abbey
- Discussion/Approval of Strategic/Marketing Plan
- Report on PSA that was disseminated in June.
- Articles or other forms of media attention
- DETR PIO possible DH statewide social media page
- Invite DETR Director to attend Face-to-Face
- Louise Helton suggested that an invitation to attend the Face-to-Face should be sent to Irene Bustamante-Adams at Workforce Connections.

X. Public Comment: Louise Helton opened the floor for public comment.
Mallory Cyr: Board to clarify which forms to include with quarterly reports.
DH Statewide Social Media Presence.

Action Item: Odalys Carmona ask DETR PIO about possible media page for DH.

Louise Helton made mention of the CEO of HELP attending the meeting, Fuilala Riley and thanked her for her time.

XI. Adjournment: (4:40 PM) Called by Chair, Louise Helton

Respectfully Submitted By:

Odalys Carmona, ESD Program Specialist II

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

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