

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: **March 13, 2017
9:00a.m. Face to Face Video Conference Board Meeting**

Video Conference Locations: **Nevada JobConnect Conference Room
3405 S. Maryland Parkway
Las Vegas, NV 89169**

**Department of Employment, Training, and Rehabilitation
500 East Third St, 1st Floor Auditorium
Carson City, NV 89713**

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

Those present in the Las Vegas location were: Tracy Guinn (Chair), Denise Abbey (Board Member), Christa Mike (Board Member)

Arriving late were Mary Hausch (Board Member) and Louise Helton (Board Member)

HELP of Southern Nevada: Denise Gee, Paula McDonald

Truckee Meadows Community College (TMCC): Sidney Sullivan and Kelley Wong

Community Chest: Kelly Ibarra

Frontier Community Action Agency (FCAA): Janine Robinson, Alaine Kliewer-Nye and Lily Avalos.

DETR WISS: Samantha Hill-Cruz and Odalys Carmona

At Carson City SAO Location:

DETR Financial Management: Jennifer Bender (FM), Laura Borntreger (FM)

DETR WISS: Teena Park

Quorum was established by Tracy Guinn

II. Verification of Posting

Samantha Hill-Cruz verified posting of the agenda per NRS 241.020 3(a)

Welcome and Introductions:

Tracy Guinn introduced the newest vendor in the North Eastern area of Nevada; Frontier Community Action Agency (FCAA).

Public Comment(s) Tracy Guinn opened the floor:

There was no public comment in either Carson City or Las Vegas locations.

III. Review – Displaced Homemaker Program Grantee Reports:

TMCC: Presenter Sidney Sullivan

Jenn O'Brien-Taft who had handled The Displaced Homemaker Program (DH) for TMCC moved onto another position in October, 2016.

TMCC has been busy the last quarter and brought DH into the Career Center where Sidney Sullivan is located so that Displaced Homemakers can be helped as much as possible with Employability Skills.

Sidney Sullivan has coordinated with the recruiter, in charge of Adult Outreach, to create one of the newest ideas at the college; "Career and College Information Meeting" which offers an informational meeting about the college and all of the programs available targeted to adults. This is so that adults thinking about college do not attend a workshop that may not be suited to their particular needs.

Displaced Homemakers and the Perkins Educational Partnership Program are both part of the entry program. Veteran's Displaced Homemakers and Jacobs Scholars that DH end up benefiting from.

TMCC is telling adults about programs available both credit and non-credit. Flyers and releases are being sent out each month to all faculty and staff and shared as well at meetings. As a result Sidney Sullivan has been contacted by employers requesting staff to come present at their place of business. It is being discussed how to best provide such a service.

Kelly Wong, also in the Career Center, explained that job fairs, an online job board and a variety of workshops that are available.

Ms. Helton commented about all the new great ideas after so many years. She asked when they planned on replacing Jen. Sidney replied that Joan would be working on that and might know more by program year end but the grant may move to another special population at TMCC.

HELP of Southern Nevada: Denise Gee and Paula McDonald

MS. Gee welcomed everyone to Las Vegas with tours and more information later in the day. WORC report; HELP is a southern One-Stop South for WIOA funds-Adult/Dislocated Worker, strong On The Job Training's (OJT) and training component to partner with the Displaced Homemaker grant participants. Everything under one roof. Prior to the center they would refer out clients to programs who had the federal funding.

DH that enter into a workshop, have a full assessment to determine if they are ADW qualified. If so, WIOA has support services, up to \$8000 in training services, OJT's and support services. These are nice wrap around services. Our agency no longer needs to refer out.

HELP won an award for a three year contract Workforce programs through Workforce Connections. Title I, II,&III formula dollars are looking at coordinating with the Library system. July 1st our Adult Dislocated Workers Staff and the One staff will be moving across the street into the library to the benefit of clients. Pushing into other libraries in the future for example of Henderson.

Paula McDonald: A lot of people enjoying the workshop.

Things that you can take for granted while being on a job for the long time or remaining home for some time. Specific industry you need to have a resume that speaks to the job.

Strong component of training and work readiness.

Beginning in April "Meet the CEO" second part called "Go To Work". For those having attended a DH workshop to get them reengaged. Also have a Job Developer to assist.

On The Job Training some employers are slow to go OJT because of the paperwork. HELP staff offer to assist with the paperwork. Encourage employers to invest in an individual and to bring them into the employer's culture, work ethics, and they get to explore the possibility with an extended interview to see if the person is a good fit.

Community Outreach Workforce connection Mobile One Stop to do job searches and it is all a great collaborative.

Ms. Helton commented that she is thrilled about the partnering with federal dollars and the presence in the Libraries and so close to the University. She wondered aloud about the non-traditional student that might benefit from what HELP has to offer. Ms. Gee added that HELP is working with UNLV on a GAP Nursing Program, helping Nurses get accredited to work in the community. With regards to what TMCC is doing, we would welcome expanding ours further. Ms. Gee added that as time goes on, they are told that the Library presence will continue to push further out into surrounding areas.

Ms. Helton asked if there was word from Washington DC and federal dollar cuts. Ms. Gee answered nothing formally.

Community Chest – Kelly Ibarra

Ms. Ibarra began by stating that being in rural towns presents many obstacles; one being transportation.

The Agency is expanding out to Fernley with a new office with employment case managers that will be giving referrals to Ms. Ibarra. Ms. Ibarra will be working in Dayton as well as Fernley to try and recruit clients. Works in Storey County as well as Lyon County Court House.

WIOA Training dollars coming available in June. Ms. Ibarra thanked TMCC as they have a lot of success stories coming out of TMCC whom Community Chest works with as well.

Ms. Helton stated that the program is thrilled to have the agency and realizes that the challenges in the rural areas are distinct. She stated it would be great if everyone could be an Uber driver.

IV. * Discussion/For Possible Action

1. Approval of the December 12, 2016, meeting minutes of the Board for the Education & Counseling of Displaced Homemaker meeting minutes..... Tracy Guinn

Ms. Helton appreciated how well the minutes are done.

VOTE:

Accept the 12/12/16 minutes as amended.

MOTION: Tracy Guinn

SECOND: Mary Hausch

All in Favor: None opposed (see past verbiage)

2. DETR Financial Management Report.....Laura Borntrager

FM REPORT

Financial Management Report

Ms. Helton: Presented questions to Laura Borntrager; “Where we are in comparison to where we think we should be?” How the board can determine if courts are waiving or collecting the divorce fees. Which counties are doing a good job or lagging in order to allow the board to be proactive with the communications with judges who maybe waiving the fee. Best way for the board to keep a finger on the pulse of the future of the program.

Ms. Borntrager responded; Budgets are prepared with projections of what should be coming in from Divorce Fees.

Ms. Borntrager reported that overall, based on contract awards and the spending levels, that across the board DH is pretty much on track for not over spending but it may be close. Two quarters in is half way through the full contract.

As far as county fees. Not all counties report timely for the reports but overall everyone seems to be level with what was reported in prior quarters. It does not look like any one county is waiving the fees. Heavy increase in Humboldt County, has tripled. Clark county has made a steady increase aside from 2014. Being the largest county they tend to bring in the largest revenue. No concerning decreases.

Ms. Helton requested that a bar chart on the sub-grantee areas be done in order to more clearly see the fees. Ms. Mike added or see if a particular Judge is waiving fees. Ms. Borntrager said that she could provide graph information next quarter. Lily Avalos with FCAA asked if divorce records were public record per county to determine which judges are collecting.

It was suggested that a law student in a law school may be able to look into tracking this information.

3. Northeastern Nevada Center Vacancy Update,Samantha Hill-Cruz
Filled final position for a center. The floor was opened for FCAA to provide a brief review of what their facility does.

Alaine Nye – Glad to attend and meet everyone and hear what others are doing with this program. Strong partnership and referral system with Great Basin College, vocational rehabilitation, JobConnect and JOIN. They have an employment program already that DH fits in beautifully. FCAA is getting ready for a summit where judges will be present and learning about what to discuss with the judges at the Face to Face was helpful.

Janine Robinson, Financial Director:

When approached it was a great fit because of the Community Service Block Grant (CSBG) Dollars for the employment program we already have. Our Family Resource Center recently awarded a Rapid Re-Housing Grant for HUD used for preventing imminent homelessness. We also have a Permanent Housing Program for the disabled and homeless as well.

Ms. Robinson does the grant writing and managing and the financial part.

Lily Avalos is the lead family advocate who does the reports and numbers as well as client services being offered.

Ms. Avalos added in regards to her part:

Partnership with Great Basin College

Also deal with transportation issues and child care is a huge hurdle.

Ms. Hill-Cruz noted that the groups can further discuss issues, ideas and Best Practices at the HELP location later in the day.

Ms. Helton offered the idea of a Child Care Cooperative to be run by the parents on a rotating basis and benefits of this model idea.

Ms. Abbey welcomed the new Center and asked how many family resource centers that FCAA is working with.

The Family Resource Center also works with four counties; Elko, Pershing, Humboldt and Lander Counties. Family Resource centers under the FCAA umbrella are Battle Mountain & Winnemucca. They also partner strongly with Pershing County & Lovelock.

FCAA also works with Friends In Service Helping (F.I.S.H) in Elko.

Working with the idea of a CSGB funded umbrella as used in Winnemucca.

Ms. Robinson added that CSGB funds have been awarded to Pershing County to be used for English as a Second Language and Citizenship.

Ms. Nye added that JobConnect goes to Battle Mountain on a regular basis to service clients in the FCAA office. They are spreading their wings in trying to help everyone that they can.

4. Brochure Update, Short Videos, New Provider Press Release

Odalys Carmona – Welcomed everyone

Brochures were completed. Labels added for the new partner. Contact Sam for brochures and more labels.

Videos: thank you, everyone did an amazing job. To be viewed, by the board, at HELP that afternoon.

Family Law report: Odalys spoke with Melinda at the Nevada Bar. Changes are happening and a good schedule is not available at this time. Ms. Hilton is looking at assigning an author at the strategic plan meeting.

ACTION: Ms. Carmona and Ms. Hill-Cruz can coordinate with Mae Worthey, Public Information Officer to get her assistance as far as adding stories.

Denise Abbey asked when the next Family Law Report is.

Ms. Carmona stated, January 6, 2017 but she has not seen anything come across her desk yet.

Once the Strategic Planning committee puts together a time frame Odalys Carmona will contact them and get the exact dates to submit for the story to be printed and the actual publication date.

Ms. Hill-Cruz asked Odalys Carmona to speak regarding the new provider press release.

Ms. Carmona replied that now the FCAA contract is signed and it is official she needs the who, what, when and where.

ACTION: Ms. Carmona to make contact and provide information to Mae Worthey, PIO for a Press Release.

Ms. Hill-Cruz asked if Ms. Worthey has to approve partner's/provider's videos?
Ms. Carmona said that DETR cannot control what the other organizations put out for the media. She did not see a problem with videos.

ACTION: Ms. Carmona will get with her supervisor and others at DETR to double check on the topic of partner videos. It is the partners PR and Outreach. DETR is not responsible for advertising for any specific program of any specific providers but again she will double check.

5. Marketing plan report/opportunities

Ms. Helton: Initially the board wanted to create a Statewide Marketing Plan. Some things have been accomplished and some have not.

2014 the board met at Statewide Strategic Planning Meeting in Ely.
Visited to say "let's do things on purpose with fore thought and strategy."

Four goals in mind under marketing:

- Statewide Marketing Plan,
- Develop support from additional stakeholders that are mention in the NRS,
- Leverage the boards of the Grantees to promote the DH Program and
- Develop stronger relationships with the Nevada Bar and The Family Law Judges.

The videos being developed are part of the Statewide Marketing Plan. It is not easy to take several organizations that are formed and based in very different ways yet still the basics are the same and explain to others. The board decided that a cornerstone was needed in the way of branding. The video idea came about as a way to describe a difficult program to people and describe in the various settings in Nevada (i.e.; rural compared to urban).

Vision of videos being looped to be played:

- On websites,
- JobConnect Offices and
- To be used on the road to any group requesting a presentation.

Ms. Helton feels that the videos will be a critical part of the success of the DH Program.

Board needs to look at dollars available through the grant. A small portion that comes to the administrative fund.

Ms. Hill-Cruz offered information that:

5% of funds go to DETR and 3% to the Board for a total of 8%

Ms. Carmona mentioned putting the videos on the DETR website under the Displaced Homemaker section and also mentioned a possible Press Release announcing the new provider.

Louise Helton suggested a press release at least 4 times year to put the DH name out there as well as the agencies doing their own.

Odalys Carmona mentioned that a Public Service Announcement could be used vs. a Press Release for events.

ACTION: Ms. Hill-Cruz and Ms. Camona to get with Ms. Worthy to formulate a plan. Create a timeline of date for 2017-2018.

Ms. Helton mentioned that Social Media presence is needed – post videos.
Goal 2 develop support from additional stakeholders.

It has been realized that money cannot be used to provide food and beverage so other ideas are welcome. As anyone thinks of other ideas bring them forward to develop a stronger relationship with the Nevada Bar and Family Law Judges.

Ms. Carmona suggested the UNLV Southern NV Legal Clinic and possibly speaking to some of the Pro-bono Lawyers to let them know what DH is doing and to possibly get board members invited to some events.

Ms. Helton suggested Washoe County Legal Clinics to advise lawyers about DH.

Ms. Abbey: RE: Offered to leave brochures at Welfare Offices and Public Libraries to reach out to Displaced Homemakers.

Ms. Carmona: suggested Adult Education be informed. Jennifer Kaiser would be a contact for seven locations.

Ms. Hill-Cruz mentioned the brochure stock maybe down to a thousand.

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

Ms. Guinn: Strategic plan and assign author of Law Publications discussed previously.

Assign Presenter UNLV Law School Meeting: Has anyone reached out to UNLV.

Ms. Carmona has reached out to a couple of member of the Alumni's' Association. They do not take presentations at their board meetings. The association did suggest receiving a packet that the association could discuss. Ms. Carmona suggested finding out if brochures could be put out in the Boyd School of Law. Law students that work in the community. Suggested a contact for branching out into the Hispanic community.

Assign Presenter to State Bar Association Christmas Party:

Ms. Abbey Input: Holiday Party not best time to discuss Divorces Fees.

Ms. Guinn agreed that Christmas is not the best time to network.

VOTE:

State Bar Christmas Party; Assign Presenter be removed from Strategic Planning:

MOTION: Christa Mike

SECOND: Denise Abbey

All in Favor: Aye – None opposed

7. Family Law Conference Report..... Tracy Guinn
The board has attended a couple of Family Law Conferences in the past but did not attend this year (2017) due to the fact that it was held in Bishop, California.
The board has submitted articles to the Bar Magazine which seemed to go well.
Five Hundred DH brochures were prepared with an informational letter and sent to the Nevada Bar to be included in hand out materials that each participant received at the event.
If the conference returns to Nevada the board will consider attending again.

8. Legislation review.....Tracy Guinn
Has anyone heard anything regarding programs and Legislation?
No replies so moved onto item 9.
9. Amendment requirements for future RFP's in deliverables/performance....Samantha Hill-Cruz
As mentioned in the past there are new staff in the DETR FM Contract Unit causing delays and issues with the approval of the FCAA contract.
One of the things that needs to be addressed is deliverables and performances for the programs with the next programs. The contracts are four years and they are at mid-point right now.

ACTION: The board will need to be discussing what deliverables and performances will be put on the providers for the next contracts.

V. Suggested Agenda Items for Next Meeting

Ms. Guinn asked for clarification on the afternoon events for the day.

Ms. Carmona explained that it will be a strategic meeting which is marketing, communications and viewing the videos. The committee can begin making changes and recommendations while in another room the providers will be sharing stories and ideas. Once the marketing, strategic and communication plan changes and recommendation are available the written and reviewed it can be discussed at the next quarterly meeting. Then the board members can move forward with contacts for media, newspapers and magazines etc.

Revisit of Agenda Item 6:

Ms. Helton is concerned about waiting a quarter year to approve the plan as that leaves three months with nothing happening. Suggested an email vote to expedite the process or a tele-conference meeting.

Ms. Guinn suggested a board meeting with one agenda item to post. Record a conference call.

Ms. Hill-Cruz told the board that they need to vote on an additional meeting day and time between the Face To Face meeting and the June Quarterly Meeting.

VOTE:

April 24, 2017 meeting at 3:00 PM with one agenda item being Communications Plan via telephone conference to be recorded.

MOTION: Louise

SECOND: Mary

All in Favor: Aye - none opposed

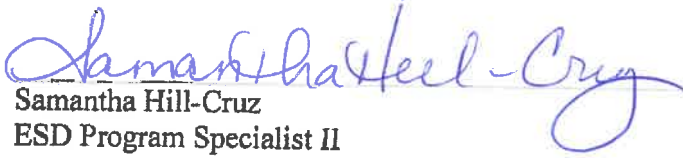
VI. Public Comment (*may be limited to 3 minutes per person at the discretion of the Chair*) Tracy Guinn


There was no one present for public comment in either Carson City or Las Vegas locations.

VII. Adjournment:

10:50 A.M. by Tracy Guinn, chair

Respectfully Submitted By:


Samantha Hill-Cruz
ESD Program Specialist II


Tracy Guina Chairperson
Board for the Education and Counseling of Displaced Homemakers