

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

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, their 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: **12/10/2018**
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 (3:20 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: Denise Gee & Mallory Cyr

Odalys Carmona, WISS ESD II

Those Present at Reno Town Mall were:

Denise Abbey (Board Member)

Community Chest: Erik Schoen & Kallie Day

Truckee Meadows Community College (TMCC): Camille Vega

Teena Park, WISS AA

Those Present in Ely were: video open for public comment only

Christa Mike (Board Member)

Those present in the Winnemucca Location were:

Tracy Guinn, (Board Member)

Frontier Community Action Agency (FCAA): Janine Robinson

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:

Odalys Carmona stated that to follow the Open Meeting Law, I am providing the following advisement. No agenda item that is schedule for a vote today should be commented on during this meeting. If the Board choose to allow comments, that agenda item must be tabled until the next meeting and a written summary of those comments must be provided in the next agenda packet. There should be no communication between provider(s) and board members outside of public comment. Please refer to the boards by-laws.

V. Discussion on:

Approval of the June 11, 2018 Meeting Minutes

Chair moved for the approval of the minutes. Tabled from September meeting.

MOTION: Louis Helton

SECOND: Christa Mike

All in Favor - None opposed

VI. Approval of the September 10, 2018 Meeting Minutes

Chair moved for the approval of the minutes. Christa Mike requested that the spelling of her name be corrected on the last page as the motion to adjourn. Chair moved for approval of the September minutes with the above correction on the last page.

MOTION: Mary Hausch

SECOND: Christa Mike

All in Favor - None opposed

Action Item: Odalys to correct spelling error, have minutes signed and updated on the web.

VII. Review–Displaced Homemaker (DH) Program Grantee Reports

Frontier Community Action Agency (FCAA): Janine Robinson

In referring to the FCAA Quarterly report Janine noted that FCAA is 27% expended funds and on target.

- Eleven participants
- 2 of which are new
- 2 exited previously at 20-hour work week are now employed 40 hours per week.
- 1 exit legalization issues; lost ID Card.
- Average Wage \$10.33
- This month there we 3 new clients and 3 exited.

TMCC: Camille Vega

Stated that TMCC had 2 new participants this quarter.

Received a second round of funding from the Governor's Office

It is noted that there are more women applicants.

Camille has spoken with UNR regarding Community Health Worker.

DWSS is looking to make Community Health worker a certified position through the state and have funding for it TMCC offers the class online for \$1,000 that is certifiable but is not eligible for financial aid. The class will be open to everyone in the entire state. Camille is currently writing an MOU with UNR. Looking for 75 students by next August. There is a lot of scholarship money and Community Health Worker is going to be great. They are also willing to pay for individuals without their GED. Camille will get more information to the board as this would be a great offering for DH.

HELP of Southern Nevada: Mallory Cyr

Mallory Cyr stated that this year's Toy Drive brought in 8600 bikes, \$5,000 in gift cards and 37 truck loads of toys. HELP is going to use this opportunity to approach families about DH when they come into the toy shop for gifts. They will apply the intake process to make sure the possible clients are financially challenged and eligible.

HELP is rolling out a slightly different format for the new year as far as services including a once a week job swap support circle where DH clients can attend for discussions. Safe place specific for the DH population.

In the past quarter a new staff member has been hired that previously did DH in Minnesota, Ms. Hillman. With a new staff member HELP will be able to offer Mini Workshops three days a week. Adding to the event calendar to their website.

Community Chest: Erik Schoen, presented

Erik enjoys hearing the other providers ideas for best practices. May incorporate the idea of using their gift giving drive to reach out to possible DH clients.

Regarding the Community Health Worker Certification; training the existing population will train up people living in the community that will more likely stay in the area and benefit the rural communities.

Community Chest is unique to the other partners in that they provide Outreach which includes Pershing, Storey, Carson County, Churchill, Douglas and Lyon Counties. Mineral County.

Erik introduced Kallie Day who has been with Community Chest for 5 years involved in WIOA Programs including Adult Works and Out of School Youth which share similarities to the DH Program. Kelly Ibarra is still involved in the program but is heading up the domestic violence response program.

Kallie Day: stated that Community Chest is combining DH with Adult to co-enroll: They have put screening paperwork in each file so that they are screening for DH every time that they are enrolling a new client.

Regarding the last quarter report:

Served a total of 6 clients

Exited 4

Rolled over 2 clients from last quarter that are still enrolled in training.

Seven new clients were gained but they did not qualify for DH. She and Erik are attending the Family Support Council Meeting next week.

Crista Mike thanked Erik for the wonderful tour of the new facilities in Virginia City that included all of their amazing accomplishments.

VIII. Discussion/For Possible Action

1. Marketing/Strategic Plan: Tabled for March

Discussion ensued regarding;

- PSA: Two per year – One every six months. January is a good time for life changes. July or August were good times before starting a new school year. No motion.
- Articles: Mary Hausch will continue to research to see if there is any interest in publishing articles regarding the DH Program. No one has worked on articles.
- Video Script: Denise Abbey has not been able to coordinate dates yet to record the video script. Will make contact with Tim Hill, at TMCC to coordinate.
- Web Based Training: Louise Helton to research opportunities to advertise “pop-ups” in the web based divorce workshops regarding DH.

Action Item: Odalys Carmona will check to see if funding is available and allowable.

- New Forms: Will be discussed after the RFP process is completed in 2019. WISS will look to revise or create forms if needed.
- Mailing: To connect with providers and share employer information.

Action Item: Ody to draft a letter for approval at March DH Meeting to introduce DH to the various Chambers of Commerce.

- RFP: Ody to inquire on the RFP process with WISS. Louise asked for a board member to volunteer to be involved in the development and review process.

Action Item: Christa will volunteer providing that no travel is involved on her part.

- Performance Indicators: Tabled to March.

Action Item: Ody to research what measures to implement per WISS.

- Recruitment of a speaker: To train the centers on recruitment was tabled.

Action Item: Ody to research possible recruitment expert for training and cost to report at March meeting.

Action Item: Ody to research balance of administrative funds and how they can be used.

2. 2019 Meeting Dates:

- March 11, 2019
- June 10, 2019
- Sept 9, 2019 Face to Face in Las Vegas
- December 9, 2019

MOTION: Denise Abbey

SECOND: Tracy Guinn

All in Favor - None opposed

3. 2019 Face to Face: Tabled discussion on 1 or 2 dates for the fall Face to Face

4. Yearly Divorce Rates: Tabled for March

5. Information Item - DH Program: Power Point included in the meeting packet for the providers to review the DH Program and its requirements.

6. Informational Item – Open Meeting Law: PowerPoint included in the packet for providers and board members to review and understand the law and procedures.

IX. Suggested Items for March Meeting:

Strategic/Marketing Plan

2019 Face-to-Face 1 day or 2 days

Divorce Rates 2017-2018

Chamber of Commerce Letter Mailing

Providers Communication Plan

Funding Available for DH 2019 Projects

X. Public Comment: Louise opened the floor for public comment.

Odalys stated that moving forward the agenda for the next meeting will include the items requested at today's meeting and any items that may have been tabled. Once providers review those agenda items on the current agenda, if there are any questions/comments/opinions, please send me your written comments to be included in the meeting packet. I will advise you what date I need them by to be include in the packet. There can only be clarifying questions asked about the comments submitted by the provider(s) in order to move to action. It is a conflict of interest if this action occurs. Board members may ask board staff (Ody) for directions if needed throughout the meeting.

XI. Adjournment: (4:30 PM)

MOTION: Louise Helton

SECOND: Tracy Guinn

All in Favor - None opposed

Respectfully Submitted By:

Odalys Carmona,
ESD Program Specialist II

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