

Nevada Commission on Mentoring

Meeting Minutes
Friday, April 16, 2021
2:00 PM - 3:30 PM

Meeting Location: Due to the COVID-19 response and in accordance with Governor Sisolak's Emergency Directive 006; Subsection 1, this meeting was conducted via Zoom.

Call to Order:

Chair Catarata called the meeting to order on Friday, April 16, 2021 at 2:06 p.m.

Roll Call:

Rose Cota conducted a roll call. **Quorum was established** (8 Members present).

Commission Members Present:

Karl Catarata
Katie Membreno
Dr. Michael Maxwell
Michael Flores
Dr. Douglas Garner
Courtney Moore
Coleen Lawrence
Dr. Beverly Givens

Commission Members Absent:

Brigid Duffy

Others Present:

Rose Cota, NDE Staff
Gabby Lamarre, NDE Staff
Chris James, NDE Staff

Approval of Flexible Agenda

The Commission **did acquire quorum** and therefore we could vote on approval for any objective in this meeting.

Motion: Approve Flexible Agenda

By: Courtney Moore

Second: Douglas Garner

Vote: Passed Unanimously

Welcome and Introduction (Mission Statement)

Chair Karl Catarata explained that he and Vice Chair Katie Membreno are in the process of performing one-on-one discussions with the individual Commissioners to gauge expectations. Chair Catarata explained his vision of NCOM going forward, which is to build the Commission's commitment to supporting mentorship programs in the state through civic, community, and communications-related actions. Chair Catarata discussed that this entails identifying civic leaders and building relationships to support different projects in the community; identifying community organizations and uplifting mentorship programs; and solidifying a communication infrastructure for NCOM under the Commission's current circumstances.

Chair Catarata next discussed the projects he envisions for NCOM. Mentoring Matters involves collecting stories in a repository and using them in an advertising campaign to uplift the Commission. The second project involves creating and implementing statewide standards, as put forth by Dr. Maxwell when he was Chair, as well as hosting different events for mentorship organizations and creating coalition-based outcomes for the different programs and nonprofits with whom NCOM works. Chair Catarata further discussed communications via newsletters, emails, and social media.

Vice Chair Katie Membreno discussed her vision for NCOM. Ms. Membreno informed the Commission of her desire to build an effective social-media presence to increase public awareness on existing mentoring organizations. Ms. Membreno discussed feedback she had received, specifically that members of the community had indicated that the webpage for NCOM on nv.gov was not up-to-date, and this is an issue she is looking to rectify. Ms. Membreno discussed the goal of creating monthly digital newsletters and utilizing those newsletters for mentoring tools and for highlighting the value of the mentoring organizations as well as highlighting the work of Commissioners to attract young people interested in potential involvement. Ms. Membreno explained that she would like to use networking resources to present opportunities to spread to the mentoring organizations.

Ms. Gabby Lamarre informed the Commission that the website is a work in progress that is currently in the process of being updated and will have current information posted by the end of the month.

Commissioner Courtney Moore commended the Chair and Vice Chair on outlining their vision, indicating that this helps the Commission as they move through the transition from Dr. Maxwell to Mr. Catarata in the role of Chair and suggested that Chair Catarata continue with transparency and communication to ensure success.

Approval of NCOM March 19, 2021 Meeting Minutes

Motion: Approve Meeting Minutes

By: Dr. Beverly Givens

Second: Courtney Moore

Vote: Passed Unanimously

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Public Comment #1

Ms. Molly Latham, Big Brothers Big Sisters, thanked Vice Chair Katie Membreno for attending a meeting earlier in the week and presenting on the current status and work of the Commission. Ms. Latham shared her previous frustration after attending several Commission meetings in the past and indicated that she has not attended in a while, but Ms. Membreno inspired and encouraged her to return to the NCOM meetings. Ms. Latham indicated her hope that moving forward, her organizations can work in collaboration with NCOM.

Chair's Report:

Chair Catarata remembered the late Commissioner Ben Hayes and thanked the Commissioners who had been able to attend Commissioner Hayes' impromptu memorial. Chair Catarata indicated that Commissioner Hayes had always spoken highly and in a positive manner about NCOM. Chair Catarata further informed the Commission that he had reached out Commissioner Hayes' family but had not yet heard back. Chair Catarata indicated his intent to reach out to the Washoe County School District, who had appointed Commissioner Hayes to NCOM. Chair Catarata further addressed requests of some of the Commissioners to address Commissioner Hayes' passing on NCOM's social media and indicated that this has been completed in the form a small condolence statement on NCOM's Twitter account. Chair Catarata indicated his availability to the Commissioners for support should he be needed.

Dr. Douglas Garner asked if the Commission had sent an item of empathy to the family of the late Commissioner Hayes.

Chair Catarata indicated that he had reached out to the family for a mailing address, but since he had not heard back, nothing had been sent at this time.

Commissioner Coleen Lawrence suggested a future monetary contribution from the Commission to the community in memoriam of the Commission members who have passed. Commissioner Lawrence indicated that this is something that could be passed over to the financial committee.

Chair Catarata indicated that it seemed fair to him that the financial committee should have the onus of conducting the business and then bringing it back to the working group.

Chair Catarata next discussed meeting one-on-one with individual Commission members as well as with other nonprofits in order to blend the two together. Chair Catarata discussed some of the feedback he has received thus far: seeing some deliverables by the end of 2021 from the Commission; consistent communication via regular newsletters or some other source; execution of plans and discussions.

Vice Chair Membreno echoed that she, too, has received feedback regarding taking accountability for the work that is being done and executing those plans.

Dr. Maxwell commended Chair Catarata on the work that's being done and agreed that the Commission is poised to move forward based on its solid foundation regardless of the decisions made in the legislative session.

Chair Catarata informed the Commission that he and Vice Chair Membreno had been invited to the My Brother's Keeper conference, where Vice Chair Membreno had the opportunity to present to

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the coalition. Chair Catarata further informed the Commission that he and Vice Chair Membreno had an additional opportunity to present NCOM's mission on behalf of the Commission to mentoring organizations as well as to teachers in the Clark County School District.

Chair Catarata informed the Commission that an amendment for SB76 appears to have passed out of Committee and is now awaiting a vote. Chair Catarata further explained that it will have to go back into the assembly and that it is doubtful that the governor would veto it. Chair Catarata informed the Commission that he has reached out to members of NDE regarding this matter and intends to visit northern Nevada on April 30th to converse with stakeholders and elected officials regarding this amendment. Chair Catarata invited any Commissioners in the area at that time to join him. Chair Catarata indicated that he will be meeting with representatives from the Washoe County School District, the City of Reno and UNR. Chair Catarata and Vice Chair Membreno will be having an expectations conversation with Superintendent Ebert. Chair Catarata further indicated his desire to schedule a meeting with Governor Sisolak regarding the Commission. Chair Catarata explained the importance of the one-on-one meetings he is having with the Commissioners, indicating that this gives him the opportunity to hear expectations and thoughts that can later be brought to the superintendent and the governor and other entities in the mission of building the movement of mentoring.

NCOM Development updates:

Commissioner Courtney Moore indicated that the RACI has been emailed to all Commissioners and requested that the Commissioners refer to RACI as he moves through the discussion items. Commissioner Moore reminded the Commission that RACI is an acronym for Responsible, Accountable, Consulted, and Informed with regards to the advancement of action items and who is responsible for handling what. Commissioner Moore indicated that some advancements have been made in the draft of the document, but that the Commission is behind in three critical areas: the identification of mentorship standards; the differential value proposition; the drafting of the deck that will be used as a conversation piece in discussions with government entities or potential corporate entities. Commissioner Moore indicated that the mentor/mentorship standards were assigned to Commissioners Lawrence and Garner and informed the Commission that he will touch base with those Commissioners for an update in those areas.

Dr. Douglas Garner indicated that he and Commissioner Lawrence will circle back to touch base regarding this subject and apologized for not having entered the information received from Congressman Horsford, Senator Neal, and Dr. Tyler, to whom he had reached out. Dr. Garner informed the Commission that Dr. Tyler had expressed the desire for the opportunity to work more with the Commission on a more consistent, in-depth level; Congressman Horsford had spoken with Commissioner Garner a few weeks earlier about funding coming forward but could not elaborate more on the subject or the timeline of that funding. Commissioner Garner further expressed that Congressman Horsford had indicated his commitment to keeping NCOM from deteriorating and going under financially.

Commissioner Courtney Moore reiterated the importance of having materials ready and prepared and indicated that the Commission does itself a disservice by not moving judiciously with execution of its action items. Commissioner Moore asked if Commissioners Garner and Lawrence have a timeline in mind for when the standards will be available.

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Commissioners Garner and Lawrence indicated that they will be meeting the Monday following this meeting to work on the standards and that a deadline of May 3rd was reasonable.

Commissioner Courtney Moore indicated to the Commission that Commissioner Maxwell had distributed the differential value proposition document to everyone several weeks ago and asked for initial reaction to the document from the Commissioners.

Commissioner Maxwell explained his process for drafting the differential value proposition, beginning with setting the tone for why mentors are important. Commissioner Maxwell indicated his belief that most people in Nevada do not have a clear understanding of what mentors do. Commissioner Maxwell explained to the Commission that more than the what and why, the how of mentoring is the crucial piece. Commissioner Maxwell indicated that the standards would be one of the ways of how to elevate the capacity of mentoring organizations, eventually supporting them financially somewhat. Commissioner Maxwell indicated that this should be the focus of NCOM going forward. Commissioner Maxwell reiterated Vice Chair Membreno's assertion regarding regular communication via newsletters, or emails, or a website. Commissioner Maxwell finished his presentation with a discussion of the umbrella group, which refers back to the asset map that was first formulated back in November or December but has not been developed out much since. Commissioner Maxwell reiterated that it ultimately comes down to how NCOM is going to fulfill those three bullets as part of the differential value proposition. Commissioner Maxwell further indicated that the DVP is directly related to the pitch sheet, the strategic plan, and just about everything the Commission has worked on prior so that everything is interconnected.

Chair Catarata indicated to the Commission that he and Commissioner Moore had discussed the possibility of a retreat in order to have a focus group on all of the materials and suggested having the discussion on Commissioner Maxwell's presentation during a serious working group hour in the interest of keeping to the time constraints of this meeting.

Commissioner Courtney Moore explained that it appears that the differential value proposition document was not yet shared out with everyone, requested that Commissioner Maxwell share it with the entire group, and requested that Chair Catarata set up an executive session to move forward with discussion of the document, a session that does not rely on quorum and where no votes are being held so that by the next meeting, a vote can be held.

Chair Catarata indicated that he would like to hear the perspectives of the other Commissioners regarding this subject but indicated that he is on board with moving forward with Commissioner Moore's suggestion of an executive session to move the process forward.

Commissioner Garner concurred with the suggestion.

Commissioner Lawrence concurred with the suggestion and further indicated that some of the foundation has already been laid with the Strategic Plan Committee.

Commissioner Maxwell discussed the sense of urgency in completing this task before the end of the legislative session in order to show that NCOM is moving forward with not only a plan, but also with deliverables to show what is being done, how the Commission is moving, and where it's going in the future. Commissioner Maxwell further indicated that this is something that requires input and work from all of the Commissioners, not just the Chair and Vice Chair.

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Chair Catarata asked the Commission if they would be open to the idea of potentially dismantling the committees in the future and having the Commission as a whole focus on the work given that the Commission consists of only eight members in its entirety. Chair Catarata also indicated his support for the strategic group taking the lead in the suggested executive session, if they so choose.

Commissioner Lawrence indicated her support of the suggestions.

Chair Catarata indicated that he is going to look at the committees to see how they are divided up and their purposes.

Commissioner Courtney Moore indicated that with the standards being potentially completed by May 3rd, he would like to finish the differential value proposition, which will then give the Commission two weeks to incorporate the standards into the DVP and then move forward into the deck to have it completed by May 17th.

Chair Catarata indicated that he would like to see the timeline moved up sooner to have everything completed by April 30, when he travels to northern Nevada to meet with legislators and stakeholders.

Commissioner Moore indicated his support for Chair Catarata's suggestion but reminded the Commission that the differential value proposition and the mentorship standards would likely not be complete in time for a deadline at the end of the month.

Commissioner Maxwell indicated that the earlier timeline could be met if the Commissioners were committed to doing so and indicated that most of the standards could be cut and pasted out of the existing document and altered or could be kept as-is. Commissioner Maxwell indicated that the DVP could be finalized during the proposed executive session meeting, but the standards would still need some work as far as selection of criteria, selection of standards, and then reformatting them into a new document. Commissioner Maxwell also indicated that all Commissioners would need to be involved in this undertaking in order to have it completed by an earlier deadline. Commissioner Maxwell further opined that everything done by the Commission should be branded with the NCOM logo.

Chair Catarata indicated that he would defer to the expertise of Commissioners Moore and Maxwell and is open to whatever is the best timeline option. Chair Catarata also indicated that Molly Latham had added notes into the chat that if the Commission has the goal to be considered for OJJDP funding, the Commission will need to use those standards.

Commissioner Maxwell asked Vice Chair Membreno to send out a doodle scheduler in order for Commissioners to coordinate upcoming meetings to finish this process. Commissioner Maxwell indicated that he did not want to leave the date open and would prefer to know a scheduler is coming so that Commissioners can set a date within 48 hours' time.

Vice Chair Membreno agreed to set up the doodle poll and asked all Commissioners to participate by responding.

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Commissioner Moore asked for confirmation that the decided-upon dates, beginning with May 3rd, would be the dates used for deadlines.

Chair Catarata confirmed that these would be the dates.

Agenda items considerations:

Chair Catarata informed the Commission that he would like to send the group the letter he intends to provide to the legislators in the Senate and in the assembly. Chair Catarata explained that for the Senate, the wording would be specific to passing out the amendment to SB76, and in the assembly the wording would be specific to alerting members that the amendment is coming over to their side. Chair Catarata further indicated that there would be additional letters attached intended for specific stakeholders. Chair Catarata explained to the Commission that it was important to him to be transparent with the Commission regarding his representation of the Commission to the outside world in order for all members to feel represented.

Commissioner Garner indicated that there are new Commissioners on board and questioned whether or not the member contact list has been created/updated.

Vice Chair Membreno explained that she had created a new, updated contact sheet that had been sent thus far to Chair Catarata and to Rose Cota at NDE and that she would now forward it to the entire Commission and requested that Commissioners update the document with their phone numbers.

Commissioner Garner indicated that he has the training model created and will submit it to Chair Catarata, after which Commissioners Garner and Catarata can discuss using the model as curriculum.

Chair Catarata indicated that he will determine the best way to work with Congressman Horsford and will follow up with Commissioner Garner regarding this topic.

Commissioner Garner confirmed that he will reach out to Congressman Horsford to let him know that Chair Catarata will be contacting him.

Chair Catarata explained that part of NCOM's communications plan is to inform of NCOM's existence and suggested a group photo be taken of everyone present at the meeting but assured the Commissioners that only those willing would be photographed and that this was not mandatory for anyone with privacy concerns. A photo was then taken of the NCOM members who chose to participate.

Public Comment #2

There was no public comment.

Adjournment

Chair Catarata adjourned the meeting at 3:26 p.m.