

Legislative Debrief 2019

SMART Goals Worksheet

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AB: 235 - Nevada Commission on Mentoring

This worksheet offers a SMART GOAL platform as a function of Nevada AB: 235. Six itemized SMART GOALS that comprise the SMART GOAL platform are listed individually from Goal One - Six. The “Specifics” portion of each SMART GOAL represents the Nevada Advisory Commission on Mentoring’s legislative charge for service to the community. The AB: 235, is clear about the six specific service functions for the Commission.

The SMART GOALS identified are a function of AB: 235. The “Initial Goal Statement” is consistent throughout the document. The final SMART GOAL for each itemized numbered goal (Goal One, Goal Two, Goal Three, Goal Four, Goal Five, and Goal Six) is also consistent throughout the document and is characterized by a culmination of “Specifics and Measurements Statements.” The Specifics and Measurements represent the SMART GOALS objectives (tasks) and objective criterion (task thresholds) determining success. The “Achievable Statement” is also consistent throughout the document. However, the “Relevant Statements” associated with each of the itemized numbered goals have been compiled into a narrative. All of

the activities and deliverables identified within the “SMART GOALS” have an initial due date of January 15th, 2020; however, each contains tasks that will constitute ongoing work.

NACOM SMART Goal

SMART GOAL: The Nevada Department of Education and NACOM will create a Nevada Mentor Guidance Document, through the specific duties and tasks assigned to the Nevada State Mentor Coordinator, to address each of the measurements for success identified for completion at 100% of an established rubric by NACOM. Completion is operationally defined as submission of all indicated measurements and associated details through a published Mentor Guideline Document and an associated State Webinar.

Platform SMART GOAL

Initial Goal: NACOM will build the infrastructure necessary to meet the charge of AB: 235 by adopting and implementing structures and processes to support and facilitate mentor programs in the State of Nevada.

- **Specific (goal one):** Establish model guidelines and parameters for existing mentorship programs
- **Measurable:** clearly operationally define “National Affiliate” and
- **Measurable:** a clearly defined model management plan setting forth guidelines for the operation of mentorship programs and strategic goals and benchmarks to measure the success of a mentorship program.
- **Measurable:** a clearly defined process for identifying children in need of mentorship and geographic areas of need within the State of Nevada focusing on the following perimeters:
 - Individuals disproportionately at risk of being deprived of the opportunity to develop and maintain a competitive position in the economy
- Individuals disproportionately at risk of failing to make adequate yearly progress in a school in the State of Nevada

Platform SMART GOAL (continued)

- Individuals that have been involved with the criminal justice system, either as a victim or as an offender
- Individuals currently in the child welfare system
- **Specific (goal two): develop a model financial plan that provides for the sustainability and financial stability of mentorship programs**
- Measurable: a clearly defined resource plan to provide for diversified fundraising
- Measurable: identification of potential sources of revenue to fund the hiring of the coordinator for mentorship programs in Nevada
- Measurable: identification of potential sources of revenue to fund the hiring of administrative support staff for mentorship programs in Nevada
- Measurable: a clearly defined plan for seeking gifts, grants, donations and contributions from any source for the purpose of carrying out a mentorship program in coordination with the Office of Grant Procurement, Coordination and Management of the Department of Administration.
- Measurable: the identification of potential strategic private partners to assist in the implementation and continuation of mentorship programs
- Measurable: a clearly defined public relations and marketing campaign for the purpose of increasing public awareness regarding existing mentorship programs and the value of mentorship programs
- **Specific (goal three): Develop model protocols for the recruitment, screening, training, matching, monitoring and support of mentors.**
- Measurements: adoption and implementation of a Nevada State Recruitment Plan as a function of the Nevada State Guidance on Mentoring Document by January 15th, 2020
- **Specific (goal four): adoption and implementation of model protocols for effective management of mentors, mentees and matches under mentorship programs, including, protocols for the introduction of a mentor to a mentee and closure of the relationship between a mentor and a mentee.**

Platform SMART GOAL (continued)

- Measurements: Develop model protocols for the effective management of mentors, mentees and matches under mentorship programs, including, without limitation, protocols for the introduction of a mentor to a mentee and closure of the relationship between a mentor and a mentee.
- **Specific (goal five): Within the limits of legislative appropriations, employ a coordinator for mentorship programs in this State. The Commission shall work in consultation with the Department of Education to provide direction and guidance for the coordinator.**
- Measurements: identification of a candidate pool with toward employment of an individual that meets or exceeds the requirements for the Coordinator position.
- **Specific (goal six): Within the limits of legislative appropriations, develop a competitive grants program to award grants of money to mentorship programs in this State.**
- Measurements: In coordination with the Office of Grant Procurement, Coordination and Management of the Department of Administration
 - Administer the grants program
 - Establish guidelines for the submission and review of applications to receive grants from the program
 - Consider and approve or disapprove applications for grants from the program

Achievable: The Nevada Department of Education and NACOM will work together through a position established by AB: 235 (Commission Coordinator for Mentoring Programs) to establish work duties and tasks specific toward meeting the objective criteria for success regarding the establishment of guidelines and perimeters for existing mentor programs in the State of Nevada.

Relevant: The work toward obtaining this SMART Goal will allow a deep understanding of current mentor organizations and programs currently functioning in the State of Nevada toward development of a State Mentor data platform, establishment of a State Mentor Certification, connection of current

Platform SMART GOAL (continued)

mentor organizations and programs doing the same work, and creation of a tight coupling of Nevada best practices and national research trends. Adoption and implementation of a Nevada State Fiscal Plan for mentorship organizations and programs will create a State accountability for revenue and expenditures regarding mentor programs and practices and demonstration of strong fiscal practices is a condition for many foundation applications. Identification of individuals, teams, and organizations with the ability to have a powerful community influence at a “grass roots level” can build capacity through technical assistance from the collaborative efforts of Nevada Department of Education and NACOM. Continuing healthy relationships with and between mentors and mentees is in part contingent on specific protocols that create and sustain transparent and amicable conditions. Adoption of specific protocols will enable a continuum of services that fosters growth and accountability.

Time-Bound: A Nevada State-wide Guidance Document explaining the requirement for State Mentor Certification to be eligible for State funding or recommendation for Federal or private grants by January, 15th, 2020. This includes implementation of a State-wide Guidance Webinar by February 15th, 2020.

SMART GOAL: The Nevada Department of Education and NACOM will create a Nevada Mentor Guidance Document, through the specific duties and tasks assigned to the Nevada State Mentor Coordinator, to address each of the measurements for success identified for completion (define), at 100% of an established rubric by NACOM. Completion is operationally defined as submission of all indicated measurements and associated details through a published Mentor Guideline Document and an associated State Webinar.

Itemized Goal One

- Initial Goal: NACOM will build the infrastructure necessary to meet the charge of AB: 235 by adopting and implementing structures and processes to support and facilitate mentor programs in the State of Nevada.

Itemized Goal One (continued)

- *Specific: Establish model guidelines and parameters for existing mentorship programs*
- Measurable: a clearly defined model management plan setting forth guidelines for the operation of mentorship programs and strategic goals and benchmarks to measure the success of a mentorship program.
- Measurable: a clearly defined process for identifying children in need of mentorship and geographic areas of need within the State of Nevada focusing on the following perimeters:
 - Individuals disproportionately at risk of being deprived of the opportunity to develop and maintain a competitive position in the economy
 - Individuals disproportionately at risk of failing to make adequate yearly progress in a school in the State of Nevada
 - Individuals that have been involved with the criminal justice system, either as a victim or as an offender
 - Individuals currently in the child welfare system
- Achievable: The Nevada Department of Education and NACOM will work together through a position established by AB: 235 (Commission Coordinator for Mentoring Programs) to establish work duties and tasks specific toward meeting the objective criteria for success regarding the establishment of guidelines and perimeters for existing mentor programs in the State of Nevada.
- Relevant: The work toward obtaining this SMART Goal will allow a deep understanding of current mentor organizations and programs currently functioning in the State of Nevada toward development of a State Mentor data platform, establishment of a State Mentor Certification, connection of current mentor organizations and programs doing the same work, and creation of a tight coupling of Nevada best practices and national research trends.
- Time-Bound: A Nevada State-wide Guidance Document explaining the requirement for State Mentor Certification to be eligible for State funding

Itemized Goal One (continued)

- or recommendation for Federal or private grants by January, 15th, 2020. This includes implementation of a State-wide Guidance Webinar by February 15th, 2020.
- SMART GOAL: The Nevada Department of Education and NACOM will create a Nevada Mentor Guidance Document, through the specific duties and tasks assigned to the Nevada State Mentor Coordinator, to address each of the measurements for success identified for completion (define), at 100% of an established rubric by NACOM. Completion is operationally defined as submission of all indicated measurements and associated details through a published Mentor Guideline Document and an associated State Webinar.

Itemized Goal One

- Initial Goal: NACOM will build the infrastructure necessary to meet the charge of AB: 235 by adopting and implementing structures and processes to support and facilitate mentor programs in the State of Nevada.
- *Specific: develop a model financial plan that provides for the sustainability and financial stability of mentorship programs*
- Measurable: a clearly defined resource plan to provide for diversified fundraising
- Measurable: identification of potential sources of revenue to fund the hiring of the coordinator for mentorship programs in Nevada
- Measurable: identification of potential sources of revenue to fund the hiring of administrative support staff for mentorship programs in Nevada
- Measurable: a clearly defined plan for seeking gifts, grants, donations and contributions from any source for the purpose of carrying out a mentorship program in coordination with the Office of Grant Procurement, Coordination and Management of the Department of Administration.
- Measurable: the identification of potential strategic private partners to assist in the implementation and continuation of mentorship programs

Itemized Goal One (continued)

- Measurable: a clearly defined public relations and marketing campaign for the purpose of increasing public awareness regarding existing mentorship programs and the value of mentorship programs
 - Achievable: The Nevada Department of Education and NACOM will work together through a position established by AB: 235 (Commission Coordinator for Mentoring Programs) to establish work duties and tasks specific toward meeting the objective criteria for success regarding the establishment of guidelines and perimeters for existing mentor programs in the State of Nevada.
 - Relevant: adoption and implementation of a Nevada State Fiscal Plan for mentorship organizations and programs will create a State accountability for revenue and expenditures regarding mentor programs and practices and demonstration of strong fiscal practices is a condition for many foundation applications.
 - Time-Bound: A Nevada State-wide Guidance Document explaining the requirement for State Mentor Certification to be eligible for State funding or recommendation for Federal or private grants by January, 15th, 2020. This includes implementation of a State-wide Guidance Webinar by February 15th, 2020.
 - SMART Goal: The Nevada Department of Education and NACOM will create a Nevada Mentor Guidance Document, through the specific duties and tasks assigned to the Nevada State Mentor Coordinator, to address each of the measurements for success identified for completion (define), at 100% of an established rubric by NACOM. Completion is operationally defined as submission of all indicated measurements and associated details through a published Mentor Guideline Document and an associated State Webinar.
- Itemized Goal Three

- Initial Goal: NACOM will build the infrastructure necessary to meet the charge of AB: 235 by adopting and implementing structures and processes to support and facilitate mentor programs in the State of Nevada.

Itemized Goal One (continued)

- *Specific: Develop model protocols for the recruitment, screening, training, matching, monitoring and support of mentors.*
- Measurements: adoption and implementation of a Nevada State Recruitment Plan as a function of the Nevada State Guidance on Mentoring Document by January 15th, 2020
- Achievable: The Nevada Department of Education and NACOM will work together through a position established by AB: 235 (Commission Coordinator for Mentoring Programs) to establish work duties and tasks specific toward meeting the objective criteria for success regarding the establishment of guidelines and perimeters for existing mentor programs in the State of Nevada.
- Relevant: Identification of individuals, teams, and organizations with the ability to have a powerful community influence at a “grass roots level” can build capacity through technical assistance from the collaborative efforts of Nevada Department of Education and NACOM.
- Time-Bound: A Nevada State-wide Guidance Document explaining the requirement for State Mentor Certification to be eligible for State funding or recommendation for Federal or private grants by January, 15th, 2020. This includes implementation of a State-wide Guidance Webinar by February 15th, 2020.
- SMART GOAL: The Nevada Department of Education and NACOM will create a Nevada Mentor Guidance Document, through the specific duties and tasks assigned to the Nevada State Mentor Coordinator, to address each of the measurements for success identified for completion (define), at 100% of an established rubric by NACOM. Completion is operationally defined as submission of all indicated measurements and associated details through a published Mentor Guideline Document and an associated State Webinar.

Itemized Goal Four

Itemized Goal One (continued)

- Initial Goal: NACOM will build the infrastructure necessary to meet the charge of AB: 235 by adopting and implementing structures and processes to support and facilitate mentor programs in the State of Nevada.
- *Specific: adoption and implementation of model protocols for effective management of mentors, mentees and matches under mentorship programs, including, protocols for the introduction of a mentor to a mentee and closure of the relationship between a mentor and a mentee.*
- Measurements: Develop model protocols for the effective management of mentors, mentees and matches under mentorship programs, including, without limitation, protocols for the introduction of a mentor to a mentee and closure of the relationship between a mentor and a mentee.
- Achievable: The Nevada Department of Education and NACOM will work together through a position established by AB: 235 (Commission Coordinator for Mentoring Programs) to establish work duties and tasks specific toward meeting the objective criteria for success regarding the establishment of guidelines and perimeters for existing mentor programs in the State of Nevada.
- Relevant: Adoption of protocols ensures mentee and mentor voice is coupled to create a continuum of understanding and meaning through shared and structured tools of communication.
- Relevant: Continuing healthy relationships with and between mentors and mentees is in part contingent on specific protocols that create and sustain transparent and amicable conditions. Adoption of specific protocols will enable a continuum of services that fosters growth and accountability.
- Time-Bound: A Nevada State-wide Guidance Document explaining the requirement for State Mentor Certification to be eligible for State funding or recommendation for Federal or private grants by January, 15th, 2020. This includes implementation of a State-wide Guidance Webinar by February 15th, 2020.
- SMART GOAL: The Nevada Department of Education and NACOM will create a Nevada Mentor Guidance Document, through the specific duties

Itemized Goal One (continued)

- and tasks assigned to the Nevada State Mentor Coordinator, to address each of the measurements for success identified for completion (define), at 100% of an established rubric by NACOM. Completion is operationally defined as submission of all indicated measurements and associated details through a published Mentor Guideline Document and an associated State Webinar.

Itemized Goal Five

- Initial Goal: NACOM will build the infrastructure necessary to meet the charge of AB: 235 by adopting and implementing structures and processes to support and facilitate mentor programs in the State of Nevada.
- *Specific: Within the limits of legislative appropriations, employ a coordinator for mentorship programs in this State. The Commission shall work in consultation with the Department of Education to provide direction and guidance for the coordinator.*
- Measurements: identification of a candidate pool with toward employment of an individual that meets or exceeds the requirements for the Coordinator position.
- Achievable: The Coordinator position was posted June 2019 through a collaborative effort with Las Vegas based Manpower.
- Relevant: The magnitude of success is contingent on development of a team of qualified individuals to create and manage the conditions of infrastructure development, connection with key community stakeholders doing the work, consistent identification of new funding streams, management of real-time data based on partnership events and activities for longitudinal research, capacity trainings, and consistent identification of new mentor / mentee opportunities.
- Time-Bound: The objective is to fill the vacancy before August 2019.
- SMART GOAL: The Nevada Department of Education and NACOM will create a Nevada Mentor Guidance Document, through the specific duties and tasks assigned to the Nevada State Mentor Coordinator, to address each of the measurements for success identified for completion (define),

Itemized Goal One (continued)

- at 100% of an established rubric by NACOM. Completion is operationally defined as submission of all indicated measurements and associated details through a published Mentor Guideline Document and an associated State Webinar.

Itemized Goal Six

- Initial Goal: NACOM will build the infrastructure necessary to meet the charge of AB: 235 by adopting and implementing structures and processes to support and facilitate mentor programs in the State of Nevada.
- *Specific: Within the limits of legislative appropriations, develop a competitive grants program to award grants of money to mentorship programs in this State.*
- Measurements: In coordination with the Office of Grant Procurement, Coordination and Management of the Department of Administration
 - Administer the grants program
 - Establish guidelines for the submission and review of applications to receive grants from the program
 - Consider and approve or disapprove applications for grants from the program
- Achievable: The Nevada Department of Education and NACOM will work together through a position established by AB: 235 (Commission Coordinator for Mentoring Programs) to establish work duties and tasks specific toward meeting the objective criteria for success regarding the establishment of guidelines and perimeters for existing mentor programs in the State of Nevada.
- Relevant: This process will be instrumental toward a community focused on equity and capacity building.
- Time-Bound: A Nevada State-wide Guidance Document explaining the requirement for State Mentor Certification to be eligible for State funding or recommendation for Federal or private grants by January, 15th, 2020. This includes implementation of a State-wide Guidance Webinar by February 15th, 2020.

Itemized Goal Six (continued)

- SMART GOAL: The Nevada Department of Education and NACOM will create a Nevada Mentor Guidance Document, through the specific duties and tasks assigned to the Nevada State Mentor Coordinator, to address each of the measurements for success identified for completion (define), at 100% of an established rubric by NACOM. Completion is operationally defined as submission of all indicated measurements and associated details through a published Mentor Guideline Document and an associated State Webinar.