

# Nevada Advisory Commission on Mentoring

## Meeting Minutes Tuesday December 18 2018 2:00

### Meeting Locations: *Video Conference*

Department of Education	9890 South Maryland Parkway	Board Room
Department of Education	700 East Fifth Street	Board Room

### Call to Order

Ms. TeQuia Barrett, Nevada Department of Education, called the meeting to order on Tuesday, December 18, 2018 at 2:06 PM.

### Roll Call

Megan Zich, Nevada Department of Education, conducted roll call. **Quorum was established (nine members present).**

Commission Members present in Carson City: Matt Morris

Commission Members present in Las Vegas: Mike Barton, Chair Michael Flores (telephone), Shawn T. Smith, Dr. Douglas Garner, Dr. Michael Maxwell, Christian Ward (telephone), Traci Davis, J'Myla Dixon

NDE staff present in Las Vegas: TeQuia Barrett

NDE staff present in Carson City: Megan Zich

Others present: Assemblyman Tyrone Thompson, Chief Deputy Attorney General Greg Ott, Colleen Lawrence, Ebony Carradine, Lee Quick, Molly Latham

### Public Comment #1

None

### Approval of Flexible Agenda (For Possible Action)

**Motion:** Dr. Garner made a motion to approve a flexible agenda. Mr. Shawn Smith seconded the motion. All voted in favor. Motion carried and was approved unanimously.

### Approval of October 29, 2018 Meeting Minutes (For Possible Action)

**Motion:** Dr. Garner made a motion to approve the October 29, 2018 meeting minutes. Mr. Matt Morris seconded the motion. All voted in favor. Motion carried and was approved unanimously.

### Mentor Spotlight (Information/Discussion/For Possible Action)

Ms. Colleen Morris asked if this was an opportunity for the public to introduce mentor groups to the committee? Was this a time for free public comment?

Deputy Attorney General Greg Ott explained that since they were lacking a Chair and a Vice-Chair at the moment, his understanding of this particular Agenda item was it was set up so that organizations could contact the committee prior to the meeting and spotlight various organizations that are doing good work around the state. His understanding was it was not an opportunity for individuals or organizations to just come up and speak.

Ms. Morris said she would wait for public comment.

Ms. TeQuia Barrett clarified the Mentorship Spotlight as an Agenda item would be for those agencies that have requested that time and also provided their information on their organization and their presentation to the Commission prior to the meeting.

### **Defining Mentorship and Commission Goals/Objectives (Information/Discussion/For Possible Action)**

Dr. Maxwell reminded Members that in previous meetings, they decided they needed a working definition of “mentorship.” If the Commission uses a common definition then they can then start looking at organizations that go about the work of mentoring. They needed this definition so that they can also define which groups fit that category and then they can start moving forward as far as putting the conference together and the work that they’ll do in the future.

Dr. Maxwell had six possible definitions of “mentorship,” all crafted by professionals in the field. He went over all six definitions in detail, and the six choices were :

Number 1 definition was: “Mentoring is a structured and trusting relationship that brings young people together with caring individuals who offer guidance, support and encouragement aimed at developing the competence and character of the mentee.”

Number 2 definition was: “A mentor is an individual with expertise who can help develop the career or a mentee. A mentor has two primary functions for the mentee. The career related function establishes the mentor as a coach who provides advice to enhance the mentee’s professional performance and development. The psycho-social function establishes the mentor as a role model and support system for the mentee. Both functions provide an explicit and implicit lesson related to professional development as well as general work/life balance.”

Number 3 definition was: “A deliberate pairing of a more skilled or experienced person with a lesser skilled or experienced one with the agreed upon goal of having the less experienced person grow and develop specific competencies.”

Number 4 definition was: “ A mentor is something who can patiently assist with someone’s growth and development in a given area. This assistance can come in the form of guidance, teaching, imparting of wisdom and experience. “

Number 5 definition was: “A mentor facilitates personal and professional growth in an individual by sharing the knowledge and insights that have been learned through the years.”

Number 6 definition was: “ Mentoring is a time proven strategy that can help young people of all circumstances achieve their potential. Mentors are caring individuals who, along with parents or guardians, provide young people with support, counsel, friendship, reinforcement and constructive example. “

Dr. Maxwell said he thought it would be prudent to narrow down the definitions to a “top two” and opened the floor for discussion. Members had differing viewpoints, but after the vote, the top two definitions were Number 1 and Number 6.

Ms. Barrett asked if it was possible to combine definitions into one?

### **Defining Mentorship and Commission Goals/Objectives (Information/Discussion/For Possible Action) (Continued)**

Dr. Maxwell said they could take some from #1 and combine that with #6. Number 1 really defines the relationship without going into the specifics of the mentor, and in #6 you get a little bit more of a definition of what a mentor is. He said the longer that a definition gets, the harder it is for folks to narrow it down and really remember the definition of a mentor. Dr. Maxwell thought #1 provides enough of a definition without going into the characteristics of an individual member. It defines the relationship and what mentoring is about.

Dr. Maxwell stated he was leaning towards #1 on its own and maybe they could craft a supplemental addition. So, they could say what mentoring is, but then they could provide a supplementary explanation of the characteristics of a mentor and do that separately. He reminded Members that they are looking to define “mentoring” not necessarily a “mentor.”

Mr. Matt Morris had an observation about definition #6. He said its value to the Commission was that it’s more general, and written in broad strokes. They need to be careful that whatever definition they adopt is something that is flexible and can apply to all the different organizations that may be focused on sort of specific things. Mr. Morris closed by saying another thing that appealed to him about #6 was that it talks about caring individuals along with parents and guardians that provide young people with support, counsel, friendship, reinforcement. Those are great words to use because they’re broad enough to encompass a lot of different focal points of mentoring.

Ms. Davis said that in #6, it says “mentoring is a time proven strategy that can help young people of all circumstances.” But what is the strategy? Ms. Davis thinks #1 tells the strategy: “It is a trusting relationship that’s structured where you come together and offer guidance, support.” There’s a clearer definition of what the strategy is.

Mr. Morris said he wasn’t sure about the word “structured.” It seems too technical. Sometimes the activities are casual. A mentor relationship is something specific, but it doesn’t necessarily have to be formal.

Dr. Barton asked if there would be an opportunity to have public comment before they deliberate just to hear from other vantage points as far as this definition? Dr. Maxwell said yes.

Dr. Maxwell offered some wordsmithing. He took “structured” out of #1 and used a key element from #6 to come up with: “Mentoring is a trusting relationship that brings young people together with caring individuals who, along with parents or guardians, offer guidance, support and encouragement aimed at developing the competence and character of the mentee.”

Mr. Smith said he actually likes the word “structured.” They are dealing with organizations verses individual mentors. The organizations that they interact with have to have some kind of structure or some kind of purpose in accountability. They’re not just dealing with individuals who are doing mentoring on their own. If they’re dealing with organizations that they’re going to invite to the conference and that they’re to going to develop relationships with, they need to have some kind of accountability and structure for their existence in being able to provide and to articulate that.

Assemblyman Thompson said he had a recommendation. If the Commission could agree on just a couple of definitions (#1 and #6) and give that to their facilitator for the strategic planning and they can really flesh it out. Whatever definition is adopted, it can have a big effect statewide. Right now there is no definition statewide around mentoring, so the Commission’s work will have a huge impact.

Mr. Morris said he liked that idea. He said since they agreed on definitions #1 and #6 and a little of #3, they could use those definitions as a starting point for what they’re ultimately going to adopt.

Ms. Dixon said she thought they should just go ahead and decide what they’re going to do now. If they all voted on #1 and #6, they can just combine those two and then that would be their definition.

## **Defining Mentorship and Commission Goals/Objectives (Information/Discussion/For Possible Action) (Continued)**

Dr. Barton had a suggestion: they approve #1 and #6 conceptually, understanding that there's probably wordsmithing work that will have to occur and refining to do.

Dr. Garner agreed with Dr. Barton's suggestion. They should agree to conceptually take #1 and #6 and then later at their planning session massage it a little bit more.

Dr. Maxwell concurred. Although he really wanted to expedite this getting done, he said they needed to take into consideration what Assemblyman Thompson said about the importance of this definition and that they get it right.

Ms. Colleen Lawrence from the Moxie Up mentoring organization said she wanted to dovetail off of Assemblyman Thompson's comments. She said they shouldn't shy away from the word "structured" in the definition. "Structured" for organizations is actually a positive, not a negative. It puts accountability on the organizations. The other piece is that they should be looking for best practice and evidence-based programming. When they look at definitions they should be going towards evidence-based practices. She advocates that the mentorship definition is consistent with what they're looking at evidence-based programming.

**Motion:** Dr. Barton made a motion to look at definitions #1 and #6 to help formulate an overall definition of "mentorship" at their upcoming retreat through a facilitator. Dr. Garner seconded the motion. All voted in favor. Motion carried and was approved unanimously.

Chair Flores asked if there was any way to have a survey to get feedback from the community prior to their retreat? They could ask what is the definition of mentoring or what are a couple words that you would use to define mentoring just to get that feedback.

Ms. Barrett said if the commission wanted to request that a survey be conducted, she could do that. She could have that link posted on the Department's website.

Dr. Maxwell said just for purposes of time it might be better for them to actually create the definition based off of the recommendations of well-known organizations. And then they could provide that to the public for comment.

Mr. Smith said he thought they were all on the same page; they just needed to look at how they do the survey. They could do the wordsmithing first and then put the survey out. They could get the feedback before they solidify what that definition is at the retreat.

Mr. Smith then suggested that they combine Agenda Item 7, Goals and Objectives, with the mentorship definition and solidify that at the retreat. The goals and objectives will be lengthy discussion that would better be handled with the facilitator at the retreat.

**Motion:** Mr. Smith made a motion that the Commission delay any additional conversation or discussion regarding Item 7, Part Two, Goals and Objectives, until the retreat. Ms. Dixon seconded the motion. All voted in favor. Motion carried and was approved unanimously.

## Commission Committee Updates (Information/Discussion/For Possible Action)

### a. Fundraising Committee

There was no update on fundraising.

### b. By-Laws Committee

Mr. Matt Morris noted for the record that the final version of the bylaws, including amendments, that they adopted on October 29<sup>th</sup> were sent out on October 30<sup>th</sup> to the Commission members. The two biggest changes discussed in the meeting were to Section 4.4 which added specific duties of the secretary and changes to Section 5.2 which dealt with member

attendance and the ability for the Chair to excuse members. Those changes were incorporated into the bylaws and then sent out on the 30<sup>th</sup>. There were no objections or further revisions from any members.

### **Mentoring Conference 2019 (Information/Discussion/For Possible Action)**

Dr. Garner provided an update on the mentoring conference. The Mentoring Conference is in Washington D.C. January 29<sup>th</sup> through February the 1<sup>st</sup>. They're currently putting together their presentation which is probably 80 to 90 percent done. They are structuring a video to be put together very soon for presentation at the conference as well. They are on schedule in terms of their presentation at the conference. They have their attendees all lined up, including Dr. Garner, Molly, Tyrone, Dr. Terains [phonetic] and Lee Quick.

Ms. Barrett added that they will also have the project associate, Ebony, attending the conference as well as part of the presentation of what's going on in Nevada in regards to mentoring and the work of the Commission.

Mr. Shawn Smith asked if they had established a committee to work on the proposed local mentoring conference in the summer of 2019? If they're looking to pull together a large group of mentoring organizations to try to have a conference, have they identified a POC or leader for that? This person would represent the Commission and be the point of contact for the Commission to establish a subcommittee or a body within the committee to be the point of contact to put that together. It's imperative that they start to take action on that to get that information out to the community partners and to the mentoring organizations that they intend to invite, getting the facility, getting a location, getting all the support that's going to be required to make that happen.

Ms. Ebony Carradine stated that she will probably be the point of contact in collaboration with the Chair and Vice-Chair to get everything going for the conference. She has been creating a spreadsheet, trying to gather all information from mentoring programs across the state. She has identified over 40 organizations, and is still gathering data about what their needs are, what their programs look like, and who they serve. There are a number of indicators that she's looking at when meeting with these community organizations. So right now they are still in the gathering process. If Members know of interested organizations, let her know.

### **Mentoring Collaborative (Information/Discussion/For Possible Action)**

Ms. Carradine reported that she detailed this item earlier when they were discussing the Mentoring Conference. It was about collecting data and information about the different organizations to bring them all to the table, keep them updated on what the Commission is doing.

### **Mentoring Retreat 2019 (Information/Discussion/For Possible Action)**

Ms. Carradine said the Mentoring Retreat has been scheduled for January 10<sup>th</sup> with an optional lunch from 11:00 to Noon being sponsored by Assemblyman Thompson, and the retreat starting from noon to 3:00. They are in the process of trying to identify another space besides the Department of Education, and Ms. Carradine will send an email out with this information again and any updates on location.

### **Community Meeting Updates (Information/Discussion/For Possible Action)**

Lee Quick, Principal Policy Analyst and also Coordinator for the MBK Program, announced on Saturday, January the 12<sup>th</sup> they are hosting a Mentoring Matters Summit. It's going to be at Nevada State College from 8:30 to 11:00, and it's a convening of various mentoring organizations, individuals and organizations as well. There's required registration for all those who are going to attend.

Ms. Latham from Big Brothers/Big Sisters said attendees at the summit are predominantly mentoring organizations across the continuum of the type of work that they do. They decided to dovetail on Ms. Carradine's efforts to solicit, gather and organize information on the variety of mentoring organizations that are out there working, look at what they're doing, who

they're doing it with and in what geographic areas, so they can perform a gap analysis of what's missing in the community. They will do a needs assessment with those organizations that gather in order to ascertain what they need to do to either serve more kids in other areas or serve more kids with more effective and impactful programs. So, improving both the quantity and quality of those mentoring organizations that are already out there working, because that's who comes to this conference.

Mr. Quick added that part of the collaboration is for the Commission Members to attend the summit and participate in the summit. Commissioner Flores will be participating and Dr. Michael Maxwell will be doing the Facilitator Workshop.

Dr. Maxwell asked that Commissioners register for the event and attend.

Ms. Barrett asked if the event was open to the public and Ms. Latham affirmed that it was.

Mr. Mike Barton from CCSD gave an update on their work with My Brother's Keeper. As a district they've been working on an early warning indicator system. They started working with West Ed, a vetted national organization, looking at 8<sup>th</sup> to 9<sup>th</sup> grade transition. The early warning indicator system looks at certain metrics to see which students may be off track or need additional supports, i.e., mentoring. That program started about a year and a half ago. They heard from community, particularly My Brother's Keeper, that sometimes 8<sup>th</sup> to 9<sup>th</sup> grade is too late, and so they started exploring the work on a 5<sup>th</sup> to 6<sup>th</sup> grade transition with an early warning indicator system where they'll be able to quantify and have a data visualization tool in the district to show which students are off track at that earlier point in time in their K-12 career.

Traci Davis, Washoe County School District, said they've been doing early warning systems for a while. They actually do a version of that in elementary with 4<sup>th</sup> graders through their 360 Blueprint partnership with the Reno Police Department and local churches, so local churches in the neighborhood partner with Reno PD and it's two-fold. It's to build community relationships with police officers and also reading recovery and mentorship. It's been a huge success.

## **2019 Legislative Updates (Information/Discussion/For Possible Action)**

Assemblyman Tyrone Thompson had Members use their personal devices to go to [leg.state.nv.us](http://leg.state.nv.us). He gave a tutorial on how to navigate the site to get to the 80<sup>th</sup> Legislative Session for 2019. He pointed out that there are currently 966 Bill Draft Requests, or BDR's. He showed Members how to access PLT, or personalized legislative tracking where they could follow bill draft progress. He showed them where committee meeting details were posted. The Senate meets Monday, Wednesday, and Fridays at 1:30 and the Assembly meets on Tuesday and Thursdays at 1:30. There's an Events Calendar that's on the website that includes "special" days (i.e. Black History Summit, Jobs for America Graduates' Day, Homeless and Housing Awareness Day, etc.)

## **2019 Legislative Updates (Information/Discussion/For Possible Action)(Continued)**

Assemblyman Thompson reminded Members there's Bill Draft Request 149 to bring up Assembly Bill 144 that was passed in 2017. There will be a slight name change to Nevada Commission on Mentoring. In Section 5 there will be clarification of roles for the Commission. There are two key functions for the Commission: First, how do they build capacity for mentoring organizations? The way they do that is to adopt statewide standards using guidelines already developed by professional mentoring organizations. And second, how do they get funding? The way they do that is to include language that enables the Commission to receive grants, donations and so forth. There are capacity building grants, technical assistance grants, and the need for operating funds. The Commission needs to keep those two functions uppermost in their minds – capacity building and funding.

In regard to the definition of mentoring, the Assemblyman said the Commission is creating a definition for the framework around the Commission. The groups they are working with need to follow the parameters of their definition, especially when they're administering funds to them.

In regard to terms of service, the Assemblyman said he would work with Deputy Attorney General Ott to make the terms more understandable. He also wants to more clearly define the role of the Advisory Council. His goal is to submit all of the framework for the language by the end of the year and publish the language at the beginning of the year.

Ms. Barrett asked Assemblyman Thompson a clarifying question around the definition of mentorship. Would the commission actually be looking at more of developing a vision and mission around mentoring for the commission work itself instead of actually defining mentorship?

Assemblyman Thompson said there always has to be a vision and mission and actually a lot of it is around the framework of the work of the bylaws committee. In order to create guidelines, they need to start with a clear definition of mentoring.

Mr. Morris thanked the Assemblyman for doing all the legwork on the BDR. It is a tedious process and the Assemblyman deserves a shout out for doing the housekeeping work for the Commission in preparation for the legislative session.

Dr. Maxwell also thanked the Assemblyman for all his work in helping them with the Commission and BDR and getting everything together. He also wanted to echo the Assemblyman's appreciation for Doctors Davis and Barton for serving on the Commission.

Assemblyman Thompson reminded Members that by February 1 there has to be a report that goes to the Governor, Director of Legislative Council Bureau, and then he will submit it to all the legislators. February 1<sup>st</sup> is just 40 days away. The report will make a "first impression" one way or another.

Dr. Maxwell said he and Ms. Carradine started putting together a framework for a report, and maybe they'll have that fleshed out some more by the retreat and they can share it there. Any additions or revisions can be done before the deadline.

Mr. Smith said it would expedite matters if they could have the report two or three days before the retreat. The retreat is only scheduled for three hours and if Members read it before, they could quickly provide feedback. Dr. Maxwell said they would try to accommodate that request.

Mr. Morris said the Department of Education staff will help them in whatever way is needed, whether it be editing, outlining, or drafting language.

### **Future Meeting Dates (Information/Discussion/For Possible Action)**

Ms. Barrett stated she sent out a Doodle Poll with possible meeting dates for 2019. The dates were selected based on when they could get meeting places. The dates are: January 25<sup>th</sup>, February 22<sup>nd</sup>, March 29<sup>th</sup>, April 26<sup>th</sup>, May 24<sup>th</sup>, June 21<sup>st</sup>, July 19<sup>th</sup> and August 23<sup>rd</sup>. As of right now the meetings will be at the Department of Education until and unless they can solidify something different. Ms. Barrett said they do need to know for sure and settle on dates as far as the next meeting for January and February so that they can ensure that they have the reports and everything completed and submitted in a timely manner. As of right now, January 25<sup>th</sup> is potential with six in attendance and they would need one more for a quorum. She asked everyone to respond to the Doodle Poll ASAP.

### **Public Comment #2**

None.

## Adjournment

**Motion:** Dr. Maxwell motioned to adjourn the meeting. Dr. Garner seconded the motion. All voted in favor. Motion carried and was approved.