

Nevada Commission on Mentoring

Meeting Minutes

Friday, August 23, 2019
8:00 AM – 1:00 PM

Meeting Locations:

Video Conference

OFFICE	LOCATION	ROOM
Department of Education	2080 E. Flamingo Road Las Vegas, NV	Las Vegas Board Room
Department of Education	700 East Fifth Street Carson City, NV	Carson City Conference Room

1. Call to Order; Pledge of Allegiance

Dr. Michael Maxwell, Commission Chair, called the meeting to order on Friday, August 23, 2019 at 8:15 AM. The Pledge of Allegiance was recited.

2. Roll Call

Note: Under Item 11, conditions for membership were delineated per AB 235. Quorum was established at that point in the meeting. Prior to that point, the Commission assumed they did not have quorum and discussed Agenda items as if they were under an advisory capacity only.

Quorum was established (6 Board Members present)

Commission Members present in Las Vegas: Douglas Garner, Michael Maxwell, Dwayne McClinton, Shawn Smith

Commission Members present in Carson City: Matt Morris, Kristen McNeill

NDE Staff Present in Las Vegas: Dr. Willie Killins, Gabby Lamarre, Rose Cota, Yvonne Morris

NDE Staff Present in Carson City: Dr. Jonathan Moore

Others in Attendance: Deputy Attorney General David Gardner, Molly Latham, Cameron Miller, Tonya Walls

3. Approval of Flexible Agenda (For Possible Action)

Because quorum was not established at this point in the meeting, this action item was not put to a vote. Dr. Maxwell stated that they would operate the working session with a flexible agenda as this best suited their needs.

4. Welcome and Introduction

Dr. Maxwell welcomed everyone to the meeting. He said because they did not have quorum, they would just go through the agenda without taking any votes.

Dr. Maxwell introduced their newest Commissioner, Ms. Kristin McNeill, who is taking over the position previously occupied by Traci Davis. He asked her to give a brief bio. Ms. McNeill said she's been in public

education for over 26 years and the Washoe County School District for 24 of those years as a teacher, principal, Director of State and Federal Programs, Chief Strategies Officer, Chief of Staff, Deputy Superintendent, and on July 1st I was appointed Interim Superintendent by the Board of Trustees. She said it was a privilege to sit on the Commission.

Dr. Maxwell also introduced the new Coordinator for NACOM, Ms. Yvonne Morris. Ms. Morris said she was delighted to join the NACOM team. She will be performing her Coordinator duties in conjunction with her studies at UNLV in their College of Education.

5. Approval of July 19, 2019 Meeting Minutes (For Possible Action)

Because quorum was not established, this action item was not put to a vote.

6. Public Comment #1

Ms. Molly Latham from BBBS provided updates on the My Brothers Keeper Alliance and some of the particular activities relevant to mentoring. The Community Engagement Mentoring Taskforce is currently conducting a community survey of attitudes towards law enforcement. They are going out to large events all around the community and distributing that survey and hope to get as many responses as possible. After the surveys are reviewed, they will plan community events in those areas identified as areas that could enjoy better relationships with law enforcement and youth in the future. Ms. Latham closed by inviting everyone to attend the MBK All Alliance Meeting on September 10th at City Hall.

7. Review of AB235 p.6 “Commission Charge” and July 19th 2019, Work Session Deliverables (Information/Discussion/For Possible Action)

Deputy Attorney General David Gardner provided some updates on AB 235. There were some inconsistencies in the bill that he had some concerns about, so he went to LCB Legal for clarification. The inconsistencies are considered to be “clerical errors” under statute and the Legislative Commission is allowed to make changes to bills to correct clerical errors. The errors are:

- The bill used two names for the Commission, “Nevada Advisory Commission on Mentoring” and “Nevada Commission on Mentoring.” The word “Advisory” will be taken out and the official name will be the Nevada Commission on Mentoring.
- The bill talks about staggered terms, but it only talks about staggered terms for nine members. They’re going to be changing that so all 13 members are going to be staggered terms. There will be seven who are going to be the one-year and six are going to be the two-year when they are reappointed to the Commission starting on October 1.

Commissioner Matt Morris said the only impact that those changes have are that they need to reflect in the By-Laws the name change and some of the terms of the members. In terms of where they are today and how that relates to AB 235, they still have a draft of the By-Laws that have been amended and revised, but they’re still pending final approval of the Commission.

7. Review of AB235 p.6 “Commission Charge” and July 19th 2019, Work Session Deliverables (Information/Discussion/For Possible Action) (continued)

Dr. Killins, Administrator from NDE to the NACOM Board, stated that many bullets under Agenda Item 7 represent the body of work that has been piling up since they’ve been doing their work without a quorum. So when they do have the Board formalized with quorum, they’ll be able to go back and make a motion to accept all of the points that they’ve been working through. He proceeded to go through the items.

- Protocol for working with community members outside of the Board
- Using the existing NDE e-Page System to monitor NACOM Grantee / Grantor Processes (HMB)
- Creation of three NACOM subcommittees
- Adopt Assemblywoman Neal’s “Outline” as structural elements within the NACOM Framework
- Support a specific mentor focused project within Washoe and Clark County School District that aligns to a nationally accepted methodology
- Creation of a NACOM Mentor Guidance Document by February 2020
- Adoption of the Letter of Recognition for past members of the Advisory Committee

Bullet #1: Protocol that Commission drafted for working with community members outside of the Board. There was some question with regard to how do they bring in people who have these wonderful skillsets and really have the heart and the spirit to work with NCOM and do that in a way that they can diversify bringing individuals in. The Commission developed a very simple protocol that asks how the individual’s skillset or what they bring is aligned to the specific goal and mission of the Commission, the particular work to be done at a particular work session. It opens it up so that there can be a community voice at all times at the will of the body. That is still in draft form, and it’s something that the Commission can continue to work on to finalize at the discretion of the Chair and the Vice-Chair.

Commissioner Smith asked if they could make one adjustment for standardization purposes. Could they use “Commission” instead of “Board”? The interchanging of “Board” and “Commission” throws people off as to exactly what the Commission is.

Dr. Killins agreed and said they will make sure they refer to the body as a Commission at all times.

Bullet #2: Using the existing NDE e-Page System to monitor NACOM Grantee / Grantor Processes. The Commission won’t be able to use the Nevada Department of Education’s e-Page system. Instead they will use a system called Checkbooks, a paper monitoring system.

Bullet #3: Creation of three NACOM subcommittees. The three subcommittees will be the Grants and Fiscal Management Subcommittee, the By-laws Subcommittee, and finally, the Strategic Planning Subcommittee. Dr. Killins said there was much work to be done and these subcommittees are ready to roll up their sleeves and get to it.

Bullet #4: Adopt Assemblywoman Neal’s “Outline” as structural elements within the NACOM Framework. The outline does align with a lot of the brainstorming and the collaborative work that the Commission has done. They will continue to use the document that the Assemblywoman produced as a way to kind of bounce off the ideas and the direction that they are going to stay in alignment with her thoughts also.

Bullet #5: Support a specific mentor focused project within Washoe and Clark County School District that aligns to a nationally accepted methodology. Dr. Killins reported that there is a proposed project that they are putting together. It’s skeletal right now. They are potentially looking at creating Junior Commissions north and south that could represent the work to be done in the two target areas.

7. Review of AB235 p.6 “Commission Charge” and July 19th 2019, Work Session Deliverables (Information/Discussion/For Possible Action) (continued)

Bullet #6: Creation of a NCOM Mentor Guidance Document by February 2020. Dr. Killins said the presentations at today’s meeting will be taken and edited and made more formal, and they will become part of the guidance document that they are creating as a Commission.

Bullet #7: Adoption of the Letter of Recognition for past members of the Advisory Committee. The draft is ready for approval.

Dr. Killins closed by saying they had already accomplished a great deal in regard to their Commission charge, and additional refinement would happen as they worked through the bullet points.

Commissioner Morris took the floor to update Members about one of the prominent features of AB 235 -- grant funding. He provided an overview of some of the opportunities that the Commission could look into in terms of applying for grant funds and helping other organizations apply for and compete for different funding sources.

Primary Sources of Authority and Information. Commissioner Morris said even though they were kind of in a holding pattern in terms of folks who are going to be appointed to the Board and the Commission being able to take final action, it’s important to be on record what their sources of authority are with regards to grants. The Commission’s embedded in statute, NRS 385, Section 750 to 780, and that outlines what the duties are, what the responsibilities of the Commission are, and grants authority to apply for and receive funds. That statutory authority derives from AB 144 and AB 235.

There are several **organizations the Commission can turn to for grant information and assistance.** The Nevada Grants Office exists to help state agencies and commissions apply for grant funding. They are a resource for the Commission and for other state agencies. And as the Commission moves forward, they should partner with them. They publish a grant manual that is helpful in terms of adopting a framework for distributing grant funds and staying in compliance with any program that they decide to apply for. The Federal government has a counterpart to that, grants.gov, and so those are two resources that exist for the Commission. There’s a Congressional Research Service Report that was just updated in July, *Vulnerable Youth: Federal Mentoring Programs and Issues*. It goes over the different Federal programs and the different levels of appropriation that Congress has authorized in terms of funding for mentoring programs.

In terms of what the **Commission’s plan is for diversified fundraising,** the Commission is authorized in NRS 385 except as otherwise provided, the Commission may for the purpose of carrying out the duties of the Commission prescribed by that section apply for and receive gifts, grants, donations and contributions or other money from any source. So as they’re talking about their plan moving forward, they just should remember that they actually have a pretty broad grant of authority in statute to apply for funding sources. The Commission is required by statute, NRS 385.780 to develop a model financial plan that provides for the sustainability and financial stability of mentorship programs, including without limitation, the development, in coordination with the Office of Grant Procurement, Coordination and Management, a plan for seeking gifts, grants, donations and contributions from any source for the purpose of carrying out a mentorship program. Commissioner Morris reached out to Erin in the Grants Office to let them know that the Commission is up and running and trying to get this work done in terms of setting up by-laws and framework. The Grants Office is a willing partner for the Commission if they decide to go that route. In statute it’s pretty clear that the Commission needs to be working with them. They are able to share information and partner with them on identifying different programs that the Commission should look into.

7. Review of AB235 p.6 “Commission Charge” and July 19th 2019, Work Session Deliverables (Information/Discussion/For Possible Action) (continued)

The Grants Office performs several specific functions. They can help the Commission with identifying relevant funding opportunities, identifying potential partners, project management for the grant application, developing proposals, applications, and researching data for supporting the proposal.

In general, there are two different types of grant funding -- Formula Grants and Projects or competitive discretionary type grants. Formula Grants are usually built into legislation and are typically not something that the Commission would apply to or compete for. The next type is project based, and those are grants that are awarded through a competitive process. They're known as discretionary funds. They usually are for specific projects or the delivery of specific products over fixed, known periods of time. These are the types of grant programs that the Grants Office is particularly suited to help the Commission apply for, but those are also grant programs that other organizations in Nevada are applying for. And so, whether the Commission is applying on behalf of the Commission or whether the Commission is helping in supporting other organizations in their grant efforts, those are consistent with what they're charged to do under statute.

Generally for any of the grant programs at the Federal level, you have an agency that is charged with developing the plan and developing the funding program. That's then formally announced at grants.gov. It's kind of a one-stop shop or a clearinghouse for all Federal grant programs, whether they are Health and Human Services, Education, Department of Labor, Agriculture, or the Department of Justice. Applicants have to monitor that database, that clearinghouse, and once they identify an opportunity, then they can apply and complete a grant application, and submit that to the agency for them to process and review and evaluate. Then there's the award phase. If the agency is selected, the grant-making agency will notify the applicant, and if the applicant is selected to receive grant funds, then the recipient is responsible for meeting the administrative, financial and programmatic reporting requirements of the award. And then the post-award phase is once the funds have been used for the project or for the purpose that is outlined in the program, then the grant making agency oversees performance including reporting compliance, potential on-site visits and auditing and the grant cycle will end with what's called an award closeout during which a review of all the final reports is completed. Those are the three broad phases of the Federal cycle. Currently, the Federal government is providing funding for mentoring primarily through the OJJDP. It's anywhere between \$78M to \$100M in recent years, and this funding is used for research and direct mentoring services to select populations of youth such as those at risk of being involved in the Juvenile Justice System.

The primary program whereby the Federal government supports mentoring is OJJDP, so as the Commission moves forward, it's just important to keep in mind that the Commission has a direct nexus to Juvenile Justice by way of their Juvenile Justice Representative. One of the reasons why the Commission has a Juvenile Justice Representative is so that they can coordinate with their Juvenile Justice partners and maximize the effectiveness of this program. Commissioner Morris highlighted some of the specific pieces of this legislation. The Juvenile Justice and Delinquency Prevention Act was originally passed in 1974. It was reauthorized in December of 2018. It was a unanimous bill and Title II of that legislation has Formula Grant system. Title V has a Prevention Grant or a project-based grant system, and so those would be the grant funds that the Commission would either apply for or compete for or help other organizations in Nevada apply for or even just support them. They are not built into the bill and in order to get those funds, they have to apply for them.

7. Review of AB235 p.6 “Commission Charge” and July 19th 2019, Work Session Deliverables (Information/Discussion/For Possible Action) (continued)

Under the Title V program there are 29 different categories of programming including mentoring, tutoring, alcohol and substance abuse prevention and treatment and after-school programs. The Title II stuff is built in, and so that’s more or less automatically distributed to states. But there may be an opportunity for the Commission to do a little more work under Title V and under the competitive system.

There’s another program, The Corporation for National and Community Service, referred to as CNS. It is not an exclusively mentoring program, but the agency does provide funding for mentoring through its volunteer organizations, which are AmeriCorps and Senior Corps. AmeriCorps members serve directly as mentors or focus their efforts on building the capacity of mentoring organizations to create the number of children that they serve through their AmeriCorps Vista Program and then Senior Corps has various programs that provide mentoring to children and youth from disadvantaged background including children of incarcerated persons. There might be an opportunity for the Commission to partner up to support them and maybe supplement or amplify their efforts as well.

Another program that’s funded at the Federal level is the **Youth Challenge Program**, just passed in the Legislative Session Senate Bill 295. It created the Nevada National Guard Youth Challenge Program administered by the Nevada Office of the Military for the purpose of educating, training and mentoring youth who have dropped out of or who are at risk of dropping out of high school. That program was enshrined in NRS 388D, and the mission of the program is to educate, train and mentor 16 to 18-year olds who are at risk and it’s funded through a 75/25 Federal/State Cost Share Program. They are getting that program up and running and they’re going to launch this fall. So, that might be another opportunity for the Commission to partner with.

The Commission doesn’t have specific charge in relation to the Youth Challenge Program, but there are some Federal grants that are going towards that program and Heather and Grace were both really excited to start talking about maybe coming to a future NCOM meeting and partnering with them.

There are other programs the Commission could partner with: The Allstate Foundation, the Ford Foundation Center for Social Justice, Hasbro Children’s Fund, the Ralph and Eileen Sweat Foundation and the Thrive Foundation for Youth, all of those programs have ongoing grants, gifts, donations, programs that NACOM could at least be a part of applying for or engaging with or helping other organizations in Nevada engage with those programs.

Commissioner Morris said he thinks the Commission needs to adopt some sort of a formal framework or a long-term strategic plan when it comes to diversified funding. One thing the Commission can take care of relatively simply is they can register at grants.gov for an NCOM username. That is the step one if they want to apply for other sources of funding. And as soon as their Juvenile Justice Representative is appointed, they can engage with their Juvenile Justice counterparts. The Commission might want to connect with the OJJDP Program Manager at the Federal level. That could be something as simple as just drafting a letter introducing the Commission, inviting them to kind of keep the Commission updated on any updates at the Congressional level, but also if there’s an opportunity for NCOM to weigh in on what’s going on at the Federal level that could affect Nevada. There is a Listserv for OJJDP where the Commission can sign up for announcements pertaining to funding opportunities and other newsworthy information.

The Global Youth Justice Conference is going to be in Las Vegas this year in December, December 3 through 5. The conference will highlight all kinds of issues that relate to the work of the Commission, and so at the very least, the Commission should reach out to the organizers and see if there’s a way for the Commission be a part of that conference. That might be a great opportunity to broaden their network a little bit.

7. Review of AB235 p.6 “Commission Charge” and July 19th 2019, Work Session Deliverables (Information/Discussion/For Possible Action) (continued)

The Commission might want to connect with the AmeriCorps Vista Program. They have specific allocated funds for mentoring. They can also subscribe to the CNS grant announcement Listserv. And then finally, it might be a good idea for the Commission to send a letter to the different Congressional Offices regarding Federal grant opportunities.

Commissioner Morris said he knew representatives from the Nevada Youth Challenge Program would love to give a presentation at an upcoming NCOM meeting. And in the vein, the Commissioner suggested that they reinstitute the “mentorship spotlight” activity and have that be a permanent agenda item going forward.

The bottom line is that NCOM has this Legislative appropriation, and the Commission needs to start administering and distributing some of the funds that were authorized in the AB 235 and in addition to that, long-term, in terms of the financial sustainability they need to start engaging with some of these other programs. And whether that’s on behalf of the Commission or whether that is helping other organizations in Nevada, it’s something that the Commission is required to do under statute, and so these are some of the big pieces of that conversation and some of the easy initial steps that the Commission can take. With that, Commissioner Morris opened up the topic for discussion.

Dr. Gardner had some questions. Does the Commission have the ability to receive funds and then distribute those funds using NCOM-created criteria? And does the Commission have the ability to write a grant and maintain the funds for their own usage? Dr. Maxwell answered yes.

Dr. Maxwell said it’s clear the Commission will need some additional funding. They’ve been allocated \$2,500 a year to sponsor conferences, and there’s no way that can happen on \$2,500. And then if the mentoring mini grants go well in the first year, they would hope to expand that program. The more money that they actually bring into the Commission, they would be able to dole those funds out and support mentoring groups doing the work that they are doing. So they really have to look at bringing in some additional funding.

Dr. Killins said he thought Mr. Morris has “put the shovel in the sand of excitement for fiscal need.” The Commission will have to launch a capital campaign that gets started almost immediately.

Dr. Maxwell said there is a heightened importance when you look at the need for raising funds and so forth for them to have a full Commission to be able to then establish the three subcommittees that are going to do so much of the work that they set forth. It is critical that they get a full Commission up and running ASAP.

Ms. Molly Latham pointed out that another Federal agency that does fund mentoring work is the Children’s Bureau through Health and Human Services with a specific target of kids in the child welfare system. They put out some really great projects with some innovative aspects to them including youth involvement. It would be a great partnership.

8. August 23, 2019 Work Session Focus/ Vision for Nevada Statewide Mentoring (Information/Discussion/For Possible Action)

Dr. Maxwell said the Commission started this work last year, when they compiled a list of 70 different mentoring organizations or organizations that provided outreach and services for youth. The question was then how do they bring these organizations together under the umbrella of NCOM? They did a needs assessment with a partner through the MBK at the Mentoring Matters Summit back in January. Now it’s just a matter of matching up some things like funding and the mini grants, looking at capacity building for these organizations, and being able to recruit mentors. Dr. Maxwell reiterated that they must get a full Commission in operation, and then they can move on the vision that they’ve set forth.

8. August 23, 2019 Work Session Focus/ Vision for Nevada Statewide Mentoring (Information/Discussion/For Possible Action) (Continued)

Dr. Garner said their biggest challenge is to get quorum so that they can conduct business.

Commissioner Morris said establishing their three subcommittees will really help with the quorum challenges that they've got. If they can get the by-laws adopted, they've formed these subcommittees, the membership is already designated, and then they can do a lot of this legwork, and then bring a proposal to the full Commission to have the Commission adopt it. It helps them to be a little more nimble. And so as soon as they can get that squared away, it should help them to move more quickly and more efficiently.

Dr. Maxwell said he wanted to detail the items listed under Agenda Item 8. He proceeded to go through the items.

Community agreements: The agreements established the basic guidelines for working together and setting the groundwork for a matter of respect and so forth and how Members interact during our meetings.

Process for identifying children in need of mentorship: They talked about a number of criteria that are set forth, both in the legislation and then also just amongst Commission Members talking about what they think the Commission should be addressing as far as identifying kids that they need to serve.

Quick review of the adopted project proposal summary: Some of these things the Commission already talked about. They just talked about the resource plan for diversified fund raising. Mr. Morris just gave them potential sources of revenue to fund hiring of coordinators. Mr. Morris also talked about the coordination of the grant procurement and strategic private partners. Dr. Maxwell said there are organizations that are looking forward to supporting the work of NCOM, but first they need to have a full Commission.

Public relations and marketing campaigns: The Commission already talked about social media and participating in various events going forward. But once again, they can't do anything until they have a full Commission. In regard to getting that full Commission, Dr. Maxwell said they are still looking for names of potential people to suggest for appointments. He has received the names of Courtney Moore, Director of Diversity Equity and Inclusion at Caesar's, Ms. Gabby Lamarre from NDE, and also Dante King, whose name was provided by Assemblywoman Dana Neal. They also have to figure out some Youth Commissioners, one from northern Nevada and then one from southern Nevada who would serve on the Commission. Commissioner McNeil said there is a standing Student Advisory Council in the Washoe County School District and she was very confident that she would be able to find a student representative who would be interested in sitting on NCOM.

Dr. Maxwell said he would like to give Speaker Frierson a list of potential candidates so the Speaker can make those appointments as soon as possible. He said if anyone had any names to submit, please do so ASAP.

8. August 23, 2019 Work Session Focus/ Vision for Nevada Statewide Mentoring (Information/Discussion/For Possible Action) (Continued)

Dr. Maxwell said the next thing that they needed to go into was the **grants management and the mini grants process** and Dr. Killins would cover that.

Dr. Killins stated he would be answering the big question in the back of Members' minds: When is the Commission going to be ready to start giving grants out? The answer: January 2020. They'll have from January 2020 to June 30th to disperse \$25,000. The way they give out this funding and the way they make these allocations is going to be extremely important towards setting the tone of sustainability of the Commission and getting the word out about what the Commission is actually trying to do.

Dr. Killins said in their proposed by-laws (Article II, Mission, Purpose and Value Statement, 2.1) it puts in words what he hopes is the ethos, the spirit, the crux of the Commission's granting. This aligns directly to 2.1, looking at the socio-economically disadvantaged children in Nevada that fit in the three categories identified, family health and wellness, criminal justice and employment, academic capacity building. That would help narrow the scope of individuals coming to them to work with receiving grants. So, that is just the idea of creating the spirit of granting.

Dr. Killins had Members examine the proposed granting package, a "skeletal" model of what's being proposed. They are recommending the Commission have informational events that speak deliberately about what it is they're trying to do, where their focus is, and whom they're trying to work with. The Commission's charge is to build capacity into existing mentor programs and facilitate capacity building in emerging mentor organizations. So the takeaway from that would be an event acknowledgement page that would begin the process of their grant application package. The second piece of the package would be a Project Executive Summary. It would start with an abstract, and would include a Targeted Category of Service, a Service Description, a statement of the capacity to serve, and a description of intended outcomes. Budget forms will have to be completed as a function of the Executive Summary. Organizations will have to have a Federal identification number.

It would be on the Commission to develop seminars, technical assistance trainings and ongoing coaching support for individuals or organizations to do the work. Dr. Killins is proposing that any organization or individual that gets funding from the Commission also have a mandatory fiscal stewardship training and mandatory data keeping using SMART Goals. And that will be a training that the Commission will be responsible for.

The Commission will review and determine where an organization may fall on the Commission's proposed level system. Once these groups or these individuals get through the process and are allotted funds, they would sit down with Members and have an authenticated monitoring schedule based on the particular project or activities and the level that they fall on within our level system here.

How do they make sure that they have something for everyone? They are proposing that at each one of these levels, there may be a different dollar amount tied to that level. They know there will be many schools of thought on who deserves funding and at what level, but those will be topics of conversation going forward.

At the end of the grant process, it would be great for grantees to get a letter of recognition from the State Department, from the Commission, talking about their work and supporting other philanthropic entities to fund their work. That would be a great carrot for organizations.

8. August 23, 2019 Work Session Focus/ Vision for Nevada Statewide Mentoring (Information/Discussion/For Possible Action) (Continued)

Dr. Killins said he'd also like to propose a Nevada State or a Nevada Commission Mentoring Certification that can come at the end of the stages that these particular individuals or groups go through. Or they could look at even issuing some type of certification at each level that identifies the funding amount for that level.

Dr. Killins explained that the forms that would be used in the grant application process are what NDE calls the Checkbooks system. So, this would be a paper grant application process.

Another piece of the grant process is a reimbursement process. So you literally have to have a bank account with \$1,500 in it if you were to be given a \$1,500 allotment with this particular grant money or the way this grant works. So that is something for the Commission to think through as they work with individuals with great ideas, but no money.

Ms. Tonya Walls had some things to say about ethos. She did not see why criminal justice and employment services were comingled.

Dr. Killins said in his mind, it's appropriate to put those two together because it is all about creating those action steps within a system that is inherent in keeping individuals down that become a part of that system. So they were put together deliberately. Bill AB 235 specifically says family health and wellness, criminal justice and academic capacity building. So they stayed with that particular language.

Ms. Walls said she understood that. She was speaking to the way the statement is worded. It speaks to creating criminal justice and employment service opportunities, not the people themselves. Comingling the words in that contextual statement means that you're creating criminal justice opportunities and employment services.

Dr. Killins said he appreciated Ms. Walls' constructive feedback, but in the end, it is up to the Commission to decide. The group discussed various ways to arrange words and phrases and it was decided that in this instance, they could just remove the "and" and put in a comma.

Commissioner Smith said some of the grants are for 16 to 18 year olds, students in high school who are actually involved in the criminal justice system. At what age does the Commission say that they don't mentor?

Dr. Killins responded who says that the Commission has to limit itself to any particular age group?

Dr. Killins closed by saying they should really turn this skeleton granting package into something formal. It needs to be finalized before they go into the break for the semester so they will be able to be recruiting and bringing folks into this thing by January.

Dr. Maxwell asked if there were any volunteers to work with Dr. Killins? There were. Volunteers were Dr. Gardner, Commissioner McNeil, and Commissioner Morris.

Dr. Maxwell said that in addition to completing the grant package, he would like to see presentations from the mentoring groups as part of the application process. If they see an organization that has a very simplified application and they see that there are some things that are missing, then they know they need to follow up with that organization, similar to doing a needs assessment. This makes sure that they're building up the people that are doing this work and that they're also serving the mentoring organizations. By giving the mini grant to the organizations, that's helping them serve the populations that they are working with, the youth that they're working with. But then at the same time, the Commission can use it as an opportunity to build up the organization so that they can better serve youth.

8. August 23, 2019 Work Session Focus/ Vision for Nevada Statewide Mentoring (Information/Discussion/For Possible Action) (Continued)

Dr. Garner said he thought it was important also to assist organizations that may not have much capacity, and they can be of great assistance in helping them build capacity.

Commissioner McNeil added she thought it was important since these funds are distributed through the Nevada Legislature, that there's a level of due diligence as well embedded into the application process and the review analysis of application processes for those entities that would apply.

Commissioner Smith said the primary goal is to get to the organizations doing the work and who can account for the outcomes that they're looking for. So that's the most important thing to him, that they can get the accountability for the funds that they distribute and that the work is being done, irrespective of the size or the name brand of the organization that's doing it.

Dr. Maxwell said this goes back to the needs assessment that was done over a year ago. That's already been identified, so it's a matter of what do they as a Commission to provide or meet the needs that were already identified in that needs assessment or gap analysis that was conducted. Those things need to be incorporated into this process for selection for the mini grants.

Dr. Killins said as they're moving forward and they're saying these things, they definitely have to keep in mind that creating the best process possible is going to be time consuming and labor intensive.

Commissioner Smith said there are organizations that already exist that are doing some good things in communities, smaller and large organizations. The Commission has the categories of education, health, criminal justice and employment. Tap in some of those organizations, even with the smaller grants. And then put it in a quarterly newsletter, this is what the income has done, this what these organizations have done and accomplished. A newsletter gives them transparency, not only to the community, but also the Legislature and also to future grant applicants. The newsletter comes out, this is what NACOM has supported, this is what these organizations have accomplished, this is what this looks like, there you go. That allows the Commission to get off running and get information out to what it looks like, so people don't just have to theorize what they're looking for, but they can visualize it as well. And it also shows movement.

Dr. Killins said he couldn't agree more, and that goes back to his point of the work and the hands-on and the roll up their sleeves because now it starts. The momentum now starts to build, or doesn't, with them right here with what they've got in place.

Dr. Maxwell said he wants to make sure that they include in the mini grant process a culminating presentation where the groups come back at the end of the funding period or at the end of the project period that the Commission holds an event where those that received awards actually come back and show what they completed or what they achieved with their project. With that, you have automatic photo ops and things like that that can be used in media communications, whether it's through social media, a newsletter, website, flyers, or whatever.

Dr. Maxwell added that he thought an "in-kind" match might be something to consider and build into the framework. So if they're going to get \$750, they have to get a \$750 match. That match can be actual money, or something else, like volunteer work. But they need to show that there is a requirement. This is not just get the money and you're done. So they need to build that in there too, explaining exactly what's expected.

9. Work Session Action Plan and Timeline (Information/Discussion/For Possible Action)

Dr. Maxwell said they crafted the action plan and timeline at their last meeting. He asked if anyone had any questions or comments about Agenda Item 9, and there were none.

10. Update of Employment of NACOM Mentorship Coordinator as required by AB 144 Section 5(e) (Information/Discussion/For Possible Action)

Dr. Maxwell said they already covered the update on employment for a coordinator. He said when he spoke to Dr. Moore last week, he mentioned some mechanism where he may be able to find funding for the other half position.

Dr. Killins said yes, the conversation is ongoing with regard to that, but the intent is to try and do something to expand the position to full-time.

11. Amended By-Laws Review for Board Approval (Information/Discussion/For Possible Action)

Commissioner Morris said the only new change is the taking out the word "advisory" so that they refer to just NCOM. So that is in the draft that everybody has. The Commissioner asked if they could have a targeted meeting between now and their next regularly scheduled meeting, just for the purpose of adopting the by-laws? If they're able to do that, and it's a properly agendized meeting and they have quorum, then once they adopt the by-laws, they can act pursuant to them and they can have the subcommittees start to do this work and they can also authorize proxy members, and so it will just help with the quorum challenge.

Dr. Maxwell said he thought they could schedule a meeting and be able to vote on adopting the by-laws and any other actionable items that they need to take. If they can get an hour with everyone to make a quorum, they could make a lot of progress.

Deputy Attorney General David Gardner said having a meeting would be no problem. Also, for flexibility sake, they could also have members call in. That's perfectly allowable under the Open Meeting Law.

Dr. Killins asked the Deputy Attorney General if he would share the information that they talked about prior to the meeting? There was some great information that came this morning and Commission Members needed to hear it.

Deputy Attorney General Gardner said he did some research on vacancies and whether those applied to quorum. It had been his determination previously that if a vacancy existed, you still had to hit the same number for quorum. After more research, Mr. Gardner talked to the head of the AG's Office regarding Open Meeting Law and quorum. **It is the official opinion of the AG's Office that if there is a vacancy, that person does not count for quorum.** Commissioner Morris said if that's the case, don't they have quorum for today's meeting?

Dr. Killins said he thought it's going to be incumbent now on the Board to go in and say according to the conditions set by AB 235, if you miss two consecutive meetings, technically you are dismissed from the Board. Those are then vacancies.

Deputy Attorney General Gardner said under AB 235 it says if you miss two consecutive meetings, you are dismissed. It says specifically you are dismissed from the Commission and the new group shall appoint your replacement. That would create a vacancy. It's two consecutive meetings, and you're off automatically, automatically vacant.

11. Amended By-Laws Review for Board Approval (Information/Discussion/For Possible Action) (continued)

Dr. Maxwell said after checking the records, they actually have four Commissioners who have missed two meetings in a row plus the one vacancy that they already have. So that would mean that they're down to eight, so they would have quorum right now with the six people that are at the meeting. So with that, they have quorum and they could go ahead and actually adopt the by-laws today.

Members were thrilled with this news and Dr. Maxwell said he would accept a motion.

Motion: Adopt revised NCOM bylaws

By: Dr. Garner

Second: Commissioner Morris

Vote: Passed unanimously

Dr. Maxwell said he would like to reach out to the Youth Commissioners, J'Myla and Christian, to thank them for their service and to explain why they've officially been removed.

Commissioner Smith said he had a problem with the way the Youth Commissioners were being vacated. Deputy Attorney General Gardner clarified the Commission is not determining that these people are off. It's by operation of law. The Commission is not making that decision. The Legislature made that decision that somebody who misses two meetings is automatically off.

Commissioner Morris said if you look at their by-laws, one of the amendments was because of that rigid statutory requirement of you miss two consecutive meetings by operation of law that means that position is vacant. But the statute allows the Commission to create its by-laws, and so in the Commission's bylaws they've created the ability

for the Chair to designate a proxy for a member who's been properly excused. So, under Attendance it's 5.2, Article V, sub point 2. "As provided in NRS 385.760, subsection 5, an NCOM Member's failure to attend two consecutive meetings of the Commission will result in that Member's replacement. An absence that is properly excused pursuant to Article 4.2 of these by-laws, including but not limited to an excused absence resulting from a Member's illness, medical emergency or other unforeseen circumstance does not constitute a failure to attend, and such excused absences will not result in replacement or removal of an NCOM member. All other unexcused absences constitute a failure to attend."

Dr. Tonya Walls said she wanted to "really push the Commission to look at the law, yes, but not to use the law to strip humanity from people in a mentorship Commission and personify institutions." She said even if the work is urgent, it wouldn't be difficult to communicate with people, to find out why they aren't here, to give them an opportunity to engage their voice, even if that voice says I understand, and I can't meet this responsibility. Commissioner Morris said he thought Chair Maxwell was really focused on making sure that the Commission has the right process to let folks know that there's a membership requirement. What he's trying to do is to make sure that proper notice goes out to folks. So that's really the focus of everybody; and they're all on the same page.

Dr. Killins had some comments about "the letter" telling former Commissioners they were vacated. He plans to have this communication be very complimentary in terms of their service on the Commission. It should be something they could put on a resume or show to a prospective employer.

Commissioner Smith said they know these individuals, they've worked with them. So reach out to them. The first contact shouldn't be a letter. It should be a phone call because they know them as individuals.

11. Amended By-Laws Review for Board Approval (Information/Discussion/For Possible Action) (continued)

Dr. Killins wanted to clarify that even with trying to contact individuals, they go the length with giving individuals the opportunity to get back to them. So they're doing everything they can with the individuals that have been willing to engage the Commission.

Dr. Maxwell said he would take responsibility for talking to Christian and J'Myla. He will thank them, explain the official process, and tell them they can call on Members at any time for advice or a reference. The personal acknowledgement for both of them will be before the letter is sent. And in the future when they have youth members who are on this Commission, the adult Commissioners need to take it upon themselves to actually mentor the two youth that are on the Commission.

Ms. Latham suggested that those young people actually send in a letter of resignation, because that's a good practice to get into for life.

Dr. Maxwell said on the email they could ask them to put in a formal letter of resignation. That email should include a template and examples for both for them just so that they're mentoring again.

12. MENTORING Nevada Affiliation (Information/Discussion/For Possible Action)

Dr. Maxwell said at the last meeting it was stated that the Commission had already entered into a contract with Mentor and that it was negotiated by Assemblyman Thompson's assistant. It turns out that there was a negotiation between Mentor and NCOM, but nothing was signed. It was basically just a negotiation. They haven't seen what was negotiated. They know there was a negotiation. They know that no money was paid to Mentor. There is no contract, but there is a negotiated service. This is now an NDE matter and they will take the lead on looking into that.

Dr. Killins said they were told if the funds were earmarked through legislation and even though there's not the itemized scope of services, the Deputy Superintendent for Business said that she would be leery about moving those funds and using them for something other than what was talked about through legislation, even though in the bill it does not say "Mentor affiliate." It just says "affiliate."

Dr. Maxwell said once they get the information as far as the scope of work or MOU or whatever it may be, then that will be something for them to review as a Commission. They can look at the scope of work and figure out if they're going to go with Mentor right now because of the way it's written in the legislation and the money has been earmarked. And then they also need to figure out if they need to look at changing the language in the legislation or requesting that the language is changed in the legislation so that it does not specifically identify Mentor as the organization that they need to work with for capacity building. But if they partner with Mentor, it gives them the opportunity to keep going with their work immediately. The Commission needs the technical assistance. They could get that assistance from Mentor right now and then decide later on if Mentor is a perfect partner for them.

Dr. Killins said he will research the specifics that the Mentor organization offers and compile an itemized scope and sequence of services that would be beneficial to the Commission here and now. He will present that to the Commission for the next meeting.

13. National Mentoring Summit 2019 (Biannual) Delegates Presentation (Information/Discussion/For Possible Action)

Dr. Killins reiterated that a capital campaign is crucial to hosting a first class National Mentoring Summit; their \$2500 allocation is not going to go very far. In the interim, how can they support potential organizations doing this work already? That's another topic of discussion going forward.

14. Agenda Item considerations, date, time and location for next meeting (Information/Discussion/For Possible Action)

Dr. Maxwell asked if the extra in-between meeting was still necessary since they took care of the by-laws today?

Dr. Killins said he thought they needed the extra meeting because they had so much work to do and they had good momentum going.

Dr. Garner asked since they have quorum, could they go back and change the language that was discussed earlier?

Dr. Maxwell said even though they did have quorum, he thought it would be wise for them to postpone any action on the language until they had the extra meeting. That gives NDE enough time to go back through and find all of the items that the Commission needs to vote on. So in that next extra meeting, they can move through all of those items, address them, approve them, and then at the next official meeting or the next meeting that was already planned, they can actually move forward from there.

Commissioner Morris said that quick meeting could also include approving minutes from several past meetings and formally recognizing the vacancies that they have and the letters that have gone out to membership.

Commissioner McNeil said she was on board for the extra meeting, especially if they could use the call-in function.

Dr. Killins asked if they could have a motion to adopt NDE's Checkbook system for grant management and move that forward formally? It was listed under Agenda Item 7 where it said, "using the existing NDE e-Page System." It will actually be "using the existing NDE Checkbook System."

Deputy Attorney General David Gardner said because the names are different, he would feel more comfortable under the Open Meeting Law to move that to the extra one-hour meeting, just for concern of clear and concise which is one of the rules of the Open Meeting Law.

Dr. Maxwell said he would like a presentation explaining the steps and the framework for the Checkbook system.

Dr. Killins said yes, that could be arranged. He said everyone had the information in their packets. The Checkbook system is simply the forms that will be at the end of their grant application packet.

Ms. Gabby Lamarre explained the difference between the e-Page system and Checkbook system. The Checkbook system is a way that NDE internally keeps track of the expenditures and the revenues of funding at NDE, and so that is certainly something that they can share with the Commission. It's updated bi-weekly by the grants management team and they can provide updates when the funds go out so you know what's expended. The Checkbook system is a paper process. Ms. Lamarre said they can certainly talk to their grants team about having some kind of presentation or just more clarification around that process for the next meeting.

15. Public Comment #2

There were no public comments.

16. Adjournment

Dr. Maxwell thanked everyone for their participation and adjourned the meeting.