

Nevada Commission on Mentoring

Meeting Minutes

Friday, May 15, 2020

2:00 PM-3: 30 PM

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

1. Call to Order; Pledge of Allegiance

Dr. Maxwell called the meeting to order on Friday, May 15, 2020 at 2:00 PM.

2. Roll Call

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

Commission Members Present:

Dr. Douglas Garner
Dr. Michael Maxwell
Mr. Matt Morris
Ms. Coleen Lawrence
Mr. Michael Flores
Ms. Katie Membreno
Dr. Donche King
Ms. Brigid Duffy

NDE Staff: Gabby Lamarre, Rose Cota, Chris James

Others in Attendance: Deputy Attorney General David Gardner

3. Approval of Flexible Agenda (Information/Discussion/For Possible Action)

Motion: Approve Flexible Agenda

By: Commissioner Morris

Second: Commissioner Flores

Vote: Passed unanimously

4. Welcome and Introduction

Dr. Maxwell started this agenda item by welcoming the newest Commissioners. He had them give brief bios for the others.

Brigid Duffy: is the Chief of the Juvenile Division for the Clark County District Attorney's Office. She is also a lobbyist for Clark County on all things related to children. She has had personal experience mentoring children in foster care in the Juvenile Justice System. She said impacting kids and making a difference through mentoring has been something she has enjoyed doing and she looks forward to using her profession to help advance mentoring in the State of Nevada.

Katie Membreno: is the Commissioner who represents youth, 16 to 24. She is currently a college freshman at UNLV studying Political Science. She met Dr. Maxwell through various organizations when she volunteered with the city. She said she loves to mentor students and have them volunteer and mentor themselves.

Dr. Donche King: is an Investigator with the Attorney General's Office. His background is law enforcement; he used to be a Narcotics Detective. He is a native of Las Vegas. He has been doing a lot of mentoring with the Sigma Beta Club and he also mentors at the Richard Steele Boxing Gym. He himself was mentored as a youth and is a true believer that it makes a difference in a successful program.

5. Approval of February 28, 2020 Meeting Minutes (Information/Discussion/For Possible Action)

There were no changes or corrections to be made on the minutes.

Motion: Approve February 28, 2020 Meeting Minutes

By: Dr. Garner

Second: Commissioner Morris

Vote: Passed unanimously

6. Public Comment #1

There were no public comments.

7. Chair's Report (Information/Discussion/For Possible Action)

Dr. Maxwell began his report with an **update on Commission membership**. He said he was delighted that there were ten Commissioners on board now after their long struggle to achieve full membership. There are still have two appointments waiting from the Governor, and then one other youth appointment from the south. There's nothing they can really do to expedite the Governor's appointments, but hopefully once things start opening back up, he'll be able to put some attention onto that and make that happen.

7. Chair's Report (Information/Discussion/For Possible Action) (continued)

Deputy Attorney General Gardner had a question. There are four appointees of the Commission that are appointed by the Commission including the youth. Those need to be voted on by the Commission. The ones that are appointed by the leadership of the legislature or the Governor don't need a vote. Did the Commission appointments get voted on yet?

Dr. Maxwell said they approved everyone but Ms. Membreno in January or February as Commission appointments. He said they still had to approve Ms. Membreno.

Motion: Approve Youth Commissioner Appointment for Ms. Katie Membreno

By: Dr. Maxwell

Second: Dr. Garner

Vote: Passed unanimously

Dr. Maxwell continued with **the MENTOR affiliate update**. The affiliate process has already started, but there are some things that have slowed down due to the pandemic and the continuing consequences or results of the pandemic. Dr. Maxwell said they are trying to figure out how to get access to the funds that have been allocated to NCOM and if they are still available. They don't know how the Governor or the Legislature is dealing with those funds or if they are trying to pull all funds that have not been extended yet and put them to other use because of the pandemic. Once that decided, then they can let MENTOR know how they will be able to access the \$101,000 that's been allocated in the legislation for the affiliate process. And it's not so much for the affiliate process anymore; it's more for getting a coordinator and the feasibility study that they are going to do.

MENTOR needs to know who to work with to develop the program going forward. They have a team of folks that focus on organizational development, especially from a financial side, and so NCOM's Fiscal and Grant Subcommittee needs to meet. Now that they have enough members, they can populate the Fiscal and Grants Subcommittee and have an official meeting. That way, they can get together with MENTOR and start putting together that development plan as far as fundraising.

Ms. Lamarre said that the uncertainty of state funding also applies to the funds that have been allocated for the grants NCOM is responsible for distributing. All state funding is uncertain right now until there is some clarification from the Governor's Office.

Commissioner Morris asked if Ms. Lamarre could clarify what exactly that means? The funds were appropriated in legislation that went through the money committees during the legislative session. So how are they in question? The bill seems pretty clear in the amount and the fiscal years, and so is it just a matter of someone releasing the funds or what exactly makes their status questionable?

7. Chair's Report (Information/Discussion/For Possible Action) (continued)

Ms. Lamarre said everything is due to the COVID-19 pandemic and national crisis, so this is not just for monies that are allocated to NCOM. This is for all state grant funding that is coming from the general funds. NCOM's \$25,000 is part of that. It is under the direction of GFO and it's not just NDE. There are some funds that have been on pause and NCOM just happens to be a bucket of the funds that has been on pause.

Commissioner Morris said he understood the fiscal need, but the legislation already appropriated that funding. Under the bill, the Commission has the obligation to award those funds by the end of next month and then spend those funds by September. And so if they are sort of waiting in flux for direction from the Governor's Office or the Governor's Finance Office or NDE, it just seems like the clock is running out. If there's a way to get that clarification sooner rather than later, it would seem like that would be the best way to go about all that. Commission members and the NDE team have done all kinds of legwork and the whole point of it is to try to award these funds. So, the sooner they can get that info, the better.

Ms. Lamarre said as soon as she has information from the GFO, she will relay that info.

Dr. Maxwell said he was in agreement with Commissioner Morris that the funds were supposed to be there. They were appropriated. But anything that comes out of general funds is in limbo right now. Hopefully they will get an answer pretty quickly and can then move forward.

In the conversation that Dr. Maxwell had with MENTOR yesterday they talked about maybe combining a webinar for mentors together with basically talking about resources during COVID, what are the things that mentoring groups can do to keep their mentors and continue mentoring services during the pandemic. They could also combine that webinar with a process for looking at who would apply or who would apply for mentoring grants. They could expedite that process by combining the two together. And they were talking about doing that webinar maybe within a couple of weeks. If that happens, that would allow the Commission to get back on timeframe to at least get the mini-grant selections done by June, and get that money to the organizations to be spent by September.

Dr. Maxwell said as far as the strategic plan, some of the things that they had down for mentors is going to have to be moved back. A couple of things were supposed to be happening now. So fundraising and development, organizational development, that's going to have to be moved back until they know that they can get some of those appropriated funds.

7. Chair's Report (Information/Discussion/For Possible Action) (continued)

Commissioner Lawrence asked if NCOM had thought about utilizing MENTOR's communications and pushing MENTOR's communications out on the Twitter page or out on the website. She thought that should happen ASAP. They are the experts in mentoring, and Nevada needs to be utilizing them as a resource. Did the NCOM team talk about their communication platform?

Dr. Maxwell said yes. They have talked about both social media and the website. Basically, once they go through the MENTOR process, NCOM would tag along with the MENTOR website. NCOM would have a landing page for each affiliate. Staff is working to set up that landing page. And whatever MENTOR posts on its Twitter account also gets posted to NCOM because NCOM follows MENTOR. MENTOR is on the ball as far as social media, all communications, making sure that NCOM's stuff is working hand in hand with theirs.

The next topic of the Chair's Report was about **the Chair's Letter to the Commissioners**. Dr. Maxwell said he sent his letter, or email, to Commissioners to outline the work that needs to get done, starting with NCOM's organizational structure. They need to get their Fiscal and Grant Subcommittee going. They need to have the Strategic Planning Subcommittee going. Commissioner Morris did a great job with the bylaws, so that subcommittee doesn't really need to meet right now. They do need to get a balance of Commissioners serving on subcommittees. Now only a few people serve on the subcommittees. With ten members, the burden will be spread out more evenly. In his letter, the Chair asked for a "renewed effort" amongst Commissioners. NCOM needs the Commissioners to really jump on as far as getting this work done.

Dr. Maxwell moved on to an **update on the appointment of an NCOM secretary**. They have a position that is in the legislation for a secretary, and they do not have anybody in that position for the Commission. The secretary is pivotal to getting the work done that needs to be done. The secretary would work hand-in-hand with Ms. Cota to make sure that the business that needs to be taken care of for the organization is being done from that point of view.

Dr. Maxwell asked if there were any volunteers for the position, and Ms. Membreno volunteered. Dr. Maxwell asked if they had to vote on that, and Commissioner Morris said the by-laws indicated that a majority of Commissioners had to approve the election.

Motion: Elect Ms. Katie Membreno to the position of Secretary of the Commission

By: Dr. Maxwell

Second: Commissioner Lawrence

Vote: Passed unanimously

8. Subcommittee Updates (Information/Discussion/For Possible Action)

Dr. Maxwell said they needed to make sure their ten members were represented on each of the subcommittees.

Fiscal and Strategic Planning Subcommittee

Members of this subcommittee are: Commissioner Morris (will serve as Chair), Dr. Maxwell, Dr. Garner, Dr. King, and Commissioner Duffy.

Dr. Maxwell asked Commissioner Duffy if she had gotten any information from the JJOC (Juvenile Justice Oversight Commission) about grants? Commissioner Duffy said there was very little talk about any grants or finances at the last meeting of the JJOC.

Dr. Maxwell asked if Commissioner Duffy could check with the OJJDP about grants. Commissioner Morris forwarded some information on grants that were available through the OJJDP that he believed NCOM could apply for. Dr. Maxwell said that could be the first official task for the Fiscal and Grants Subcommittee.

Commissioner Morris said he would be setting up a meeting before the end of next week for the Fiscal and Grants Subcommittee, and he would work with Dr. Maxwell and Ms. Cota and the NDE staff to make sure they comply with Open Meeting Law, etc.

Dr. Maxwell had a question for the Mr. Gardner. Do the subcommittees have to actually meet public meeting laws?

Deputy Attorney General Gardner replied it depends on what they do. If a subcommittee is deliberating, if they are talking about things, and then only provide some information to the parent public body, then yes, they're subject to the Open Meeting Law. If all they're doing is fact finding, they do not have to comply with the Open Meeting Law if they bring all of the information forward.

Commissioner Lawrence said when it comes to grants, they need to utilize the OJJDP because it is the main source at the Federal funding for organizations. There are six grants online right now. And they move fast. They usually have like a four-week window, and if NCOM just put a link out there to let people know when a new grant is available, that would be a great service they could provide.

8. Subcommittee Updates (Information/Discussion/For Possible Action) (continued)

Dr. Maxwell asked Commissioner Lawrence if she could join him in advancing their social media footprint? He wants NCOM to be a resource for mentoring organizations. He said he didn't want to create a subcommittee, but sort of a working group starting with the two of them. Commissioner Lawrence said she would be glad to do that. Dr. Maxwell asked if anyone else wanted to join the group, and Dr. Garner said although he was a neophyte on social media stuff, he'd would be willing to earn and would be happy to participate.

Strategic Planning Subcommittee

Members of this subcommittee are: Dr. Maxwell, Dr. Garner, Commissioner Lawrence, and Commissioner Membreno.

Dr. Maxwell said they are probably going to need to have another meeting just to focus on making sure that they have the framework set up for the mini grants so that as soon as that money becomes available, whether it is for the money that was supposed to have been appropriated for this year or if it's next year, they can get into action. Either way, they need to have that framework in place so that they can move as soon as money is available. They need to be able to let mentoring organizations know that there is going to be this funding available, but first they have to have some framework in place. They only have that \$25,000 for the mini grants. If they can get additional funding to make available to mentoring organizations that will be great, but they still have a mechanism in place to make sure that they can bring those things to the organization.

Commissioner Lawrence asked how do they go about fundraising or soliciting funds on behalf of the Commission to private parties? The Chair and the Commission need to have this answer before anybody is able to ask for fundraising money on behalf of the Commission.

Deputy Attorney General Gardner replied that that was a tricky question. It needs to be hashed out how they are going to do it. Is this going to be a 501(c)(3) they create with an outside group? Is this going to be an affiliate? Is this going to be a group that is separate from this Commission that they have a partnership with? All of those have different legal answers for how you have to do it, so he would need to know how they are planning on doing it before he could answer that question.

Dr. Maxwell said that would be part of the Strategic Planning Subcommittee, and that would be one of the first items that they need to discuss, not necessarily the fundraising itself, but working with MENTOR. MENTOR's development planning has to do with fundraising, so they're actually going to be looking at grants and funding that's available. A fundamental question that needs to be answered before they can find out what grants are available is can they go after some of the philanthropic dollars? And if so, how do they represent themselves?

8. Subcommittee Updates (Information/Discussion/For Possible Action) (continued)

Dr. Maxwell said Item II for the Strategic Planning Subcommittee was the guidance document. He said that “guidance document” was synonymous with “strategic plan.” “Guidance document” will no longer be used; it’s now “strategic plan.” The guidance document was actually a draft for the strategic plan. Whenever they are talking about the strategic plan, know that they are talking about everything that they want to do as far as the Commission is concerned. And this will be a living document that can change going forward. If there’s some specific effort that they want, they will add that to the strategic plan. But basically, the strategic plan will encompass everything that the Commission is doing so that people know that they are actually planning for it and that there shouldn’t be anything that just arbitrarily comes up.

Bylaws, Rules and Procedures Subcommittee

Commissioner Morris said there was nothing to report for this subcommittee.

9. Annual Governor’s Report (Information/Discussion/For Possible Action)

Dr. Maxwell reported that he sent everyone a draft of the letter going out to the Governor. He thanked Commissioner Morris for his “eloquent edits.” The letter basically summarizes everything that has happened with NCOM over the last year and a half. Once the Governor accepts it, then they will make it an official part of the record.

10. Statewide Conference on Mentoring (Information/Discussion/For Possible Action)

Dr. Maxwell said the Statewide Conference on Mentoring will be tabled for the time being depending on when they know their money is confirmed and it’s available. It will probably be the end of the fall before that happens.

11. Agenda Item Considerations: date, time, and location for next meeting (Information/Discussion/For Possible Action)

Dr. Maxwell said Friday, June 19 would be the date for their next virtual meeting. Same time, 2:00. Ms. Cota will send them the list of other upcoming dates. She and their new secretary, Commissioner Membreno, will keep everyone apprised of subcommittee meeting dates and so forth.

12. Public Comment #2

There was no public comment.

13. Adjournment

Dr. Maxwell asked if there were any final comments or questions, and there were none. He said he would accept a motion to adjourn. The meeting was adjourned at 3:14 PM.

Motion: Adjourn the May 15, 2020 NCOM Meeting

By: Dr. Garner

Second: Commissioner Duffy

Vote: Passed unanimously