

Nevada Commission on Mentoring

Meeting Minutes
Friday, February 19, 2021
2:00 PM - 3:30 PM

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

Call to Order:

Dr. Maxwell called the meeting to order on Friday, February 19, 2021 at 2:00 p.m.

Roll Call:

Rose Cota conducted a roll call. **Quorum was established** (7 Members present).

Commission Members Present:

Michael Maxwell
Michael Flores
Douglas Garner
Akita McCulloch for Beverly Givens
Katie Membreno
Courtney Moore
Karl Catarata

Commission Members Absent:

Ben Hayes
Coleen Lawrence
Bridgit Duffy

Others Present:

Rose Cota, NDE Staff
Gabby Lamarre, NDE Staff

Approval of Flexible Agenda

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

Motion: Approve Flexible Agenda

By: Douglas Garner

Second: Karl Catarata

Vote: Passed Unanimously

Dr. Michael Maxwell explained that Dr. Beverly Givens is out with a medical issue and Akita McCulloch would be sitting in for her.

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Akita McCulloch introduced herself and informed the Commission that she is the program manager for the State and School Mentoring Project at the Clark County School District.

Approval of December 11th and January 15th Meeting Minutes

Motion: Approve Meeting Minutes

By: Courtney Moore

Second: Douglas Garner

Vote: Passed Unanimously

Public Comment #1

Dr. Maxwell asked if there was public comment.

Rose Cota Stated there was no public comment at this time.

Chair's Report:

Dr. Maxwell reported to the Commission that the letter, which serves as the Commission's annual report, was submitted to the governor. The letter included topics such as income, staffing the Board, challenges, the strategic plan, and the current situation regarding SB76. Dr. Maxwell then opened the floor to questions from the Commission.

Courtney Moore asked if time had been allotted for Karl Catarata to discuss his experience at the hearing.

Dr. Maxwell indicated this topic would be covered during Agenda Section 4.

Karl Catarata asked if there was any feedback.

Dr. Maxwell indicated that there has been no feedback as of yet. Dr. Maxwell further stated that the Commission has never received feedback in the past on reports or letters.

Dr. Maxwell informed the Commission that three Commissioners have officially been removed from the Commission: Matt Morris, Donche King, and James Parrish. Dr. Maxwell indicated that Matt Morris had communicated his ongoing support of NCOM. Dr. Maxwell explained to the Commission that Matt Morris had not been certain of his membership as a Commissioner given an existing conflict regarding his representation of both the executive and the legislative branch at the same time, a conflict that had never been resolved in writing. Dr. Maxwell informed the Commission that James Parrish had been unable to attend due to the loss of a loved one and had accepted the removal. Dr. Maxwell has received no response from Donche King.

NCOM Development updates:

Dr. Maxwell indicated that the Commission likely does not need to review the shareable update, the asset map, or the stakeholder map but did request that Commissioners keep adding to each of those and they will be reviewed at the following meeting.

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Dr. Garner indicated that he has added a few things and shared it out with a few of the members of the Commission.

Karl Catarata discussed the testimony to which many Commissioners expressed an interest in supporting. Mr. Catarata explained that the testimony was originally supposed to be neutral when it came to the specific abolishment term of the bill because it had not been disclosed to the Commission before the meeting nor reflected in the Nellis legislature website. Mr. Catarata explained that during the presentation for the meeting, the superintendent of instruction didn't note the amendment process. Mr. Catarata thanked certain members of the Commission for their assistance in the process as this was his first time testifying. Mr. Catarata discussed the wording in the amendment: restoring language related to NCOM and relieves NDE of administrative support for the Commission. Mr. Catarata opined that the language would be pleasing as a temporary solution as it is the current compromise given to NCOM. Mr. Catarata indicated that he did note the different accomplishments of the Commission and specifically noted that the Commission was challenged without funding. Mr. Catarata indicated that the Nellis still did not contain the amendment that had been negotiated. Mr. Catarata emailed Sarah Nick from NDE regarding this issue and is awaiting a response. Mr. Catarata reported that he has not yet seen any action from the senators from the Committee but opined that by paragraph 4, the senators appeared to be pleased with the position. Mr. Catarata informed the Commissioners that he is committed to ensuring that NCOM remains functional and realizes that this is a temporary solution.

Michael Flores added that he worked with Karl Catarata and Sarah Nick from NDE regarding this bill. Mr. Flores informed the Commissioners that the Commission has not had opportunity to brief legislators on their perspective of this issue and indicated that he believes that is something that should happen but is now sure how to coordinate that briefing. Mr. Flores indicated that NDE was able to lay out their side of everything regarding the bill and informed the Commission that he too would appreciate the opportunity to talk to legislators in order to give them a full picture. Mr. Flores indicated that the department was very gracious in working with NCOM and ensuring that NCOM would remain a state entity, but Mr. Flores reminded the Commission that they have not yet had a conversation as to what that would look like going forward and indicated that to legislators and other officials, it is imperative to be transparent regarding what the moving-forward process would look like. Mr. Flores indicated his desire to ensure that the Commission is all on the same page regarding this issue, especially when talking to legislators. Mr. Flores commended Karl Catarata on his testimony and indicated his desire that Mr. Catarata has the backing of the Commission to follow through on the things he mentioned during his testimony.

Dr. Maxwell indicated that Karl Catarata does have the backing of the Commission in that he is representing the Commission and that communication is happening with Sarah Nick at NDE, which has led to the language in the amendment. Dr. Maxwell indicated his belief that

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the strategic plan moving forward should include communication with the legislators prior to the beginning of the legislative session. Dr. Maxwell indicated that the Commission could send out a quarterly or semi-annual newsletter email to the legislators to share what the mentoring Commission is doing. Dr. Maxwell asked Karl Catarata what type of response he was able to discern by gauging the visual of the legislators.

Karl Catarata indicated that both Senator Roberta Lange and Senator Carrie Buck were very focused on preserving Commissions. Mr. Catarata further indicated that there appeared to be, in his opinion, a lot of concern among the senators regarding Boards and Commissions. Mr. Catarata informed the Commission that testimony was taken by phone and so although he was able to see facial expressions prior to his testimony, he was not able to see them during his testimony specifically as it was audio only. Mr. Catarata indicated that beforehand, when questioning Superintendent Ebert, Senators did indicate concerns regarding abolishing specific Commissions and Boards. Mr. Catarata further indicated that there were some senators who appeared to be in favor of making sure resources remained frugal, which prompted him to change the language to specifically say while being frugal and efficient about resources for youth throughout the state.

Dr. Garner indicated that he too has been hearing similar questions to the ones asked of Commissioner Flores: what will NCOM look like moving forward; what will NCOM look like with no funding; will there be funding.

Karl Catarata reiterated that this is a temporary solution. Mr. Catarata indicated that one of the testimonies he included was that of UNLV College of Liberal Arts Director of Student Partnerships, Jenna Heath, who is looking for \$500 scholarships for students.

Dr. Maxwell informed the Commission that even without administrative support from NDE, the Commission could get private support from places like higher-education institutions, and possible support from non-private entities such as the Southern Nevada Regional Housing Authority if they can see benefit to mentors going to housing authority locations. Dr. Maxwell informed the Commission that it is his belief that the Commission will be able to raise funds, based off the strategic plan that has been developed, from certifying organizations when showing the importance and broadening the understanding of mentoring.

Dr. Garner indicated that all of the things mentioned by Chair Maxwell were mentioned by him, as well, in his response. Dr. Garner further indicated that he defined mentoring for the legislators by discussing what the Commission does, how it does it, and the particular importance of mentoring now especially.

Courtney Moore discussed the RACI project-management tool, which stands for Responsible, Accountable, Consulted, and Informed. Mr. Moore informed the Commission that this is a good tool to use to keep track of projects when multiple parties are working on multiple projects. Mr. Moore discussed having a living document based on deliverables and actions items from the last meeting, on which items can be updated, added, or removed at any point in time. Mr. Moore explained the acronym of RACI: R, responsible, is the person who actually executes the work; A stands for the accountable individual responsible for ensuring that the work is completed; C stands for the party consulted for expertise to move forward with a project or execute a particular item; and I stand for those informed individuals who may not be directly involved in performing the work but may be key stakeholders in terms of when certain things are

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completed. Mr. Moore asked the Commission to review the document and let him know if there are things that need to be added, corrected, updated, et cetera. Mr. Moore discussed the initials of the Commissioners represented under RACI and pointed the Commission to a "cheat sheet" that shows who is represented by which initials, as well as the color code for listed tasks. Mr. Moore drew the attention of the Commission to two areas in particular as the dates are rapidly approaching: the identification of mentorship standards and the need for Brigid Duffy to assist in terms of identifying those standards, and the differential value proposition and whether or not the ten-day timeline for the differential value proposition was still a realistic one.

Dr. Maxwell informed Mr. Moore that the mentorship standards was more the responsibility of Coleen Lawrence but did perhaps include Brigid Duffy. Dr. Maxwell further indicated that he did not want to leave out Dr. Garner, who is still mentoring.

Dr. Garner signified his agreement with Dr. Maxwell with a thumbs up.

Courtney Moore indicated that Coleen Lawrence and Dr. Douglas Garner would be listed as the responsible parties under the mentorship standards.

Dr. Maxwell asked for an explanation of the differential value proposition.

Courtney Moore explained that differential value proposition is corporate speak for how this Commission was different or better than other mentoring organizations.

Dr. Maxwell indicated that he would be the responsible party for the differential value proposition but also indicated the need for two people to be involved in order to ensure that everything is completed. Dr. Maxwell suggested either Michael Flores or Dr. Douglas Garner as an excellent choice to explain what the Commission intends to do, to explain that the Commission is not a mentoring organization but supports mentoring organizations, and to define what that means.

Both Dr. Douglas Garner and Michael Flores indicated their willingness to work with Dr. Maxwell on the differential value proposition.

Katie Membreno asked if the document in question was the same as Michael Flores had discussed regarding everyone being on the same page regarding what NCOM can provide.

Courtney Moore explained that Mr. Flores had discussed more of the talking points, which was included in this document, but that the document actually goes beyond just those talking points to include how the Commission will be better than what presently exists and what steps will the Commission take to execute that.

Dr. Maxwell further indicated that this tool will help the Commissioners to hold themselves accountable to achieving the goals they outlined in the strategic plan. This tool will also help to measure what is being done.

Dr. Garner reminded the Commission that at one point, the Commission was held up nationwide as the model mentoring Commission and stressed the importance of the Commission again meeting that standard.

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Dr. Maxwell concurred. Dr. Maxwell discussed the Commission at its inception and discussed all the documentation that the Commission now has that it did not have in the beginning and as such, opined that now the Commission is in a position to return back to the position it once held in the eyes of the nation. Dr. Maxwell indicated, however, that to return to that status is going to take work to prove that the Commission is worthy of that status. Dr. Maxwell indicated that in the interim, he will be using this tool to keep abreast of what's happening as well as reaching out to the individual Commissioners responsible for different aspects to remain abreast of what is happening and whether or not they need help in accomplishing their tasks.

Courtney Moore discussed the draft presentation deck that had been discussed on the last call and asked if there was a Commissioner or Commissioners willing to develop that. Mr. Moore also asked if the 2/28 timeline was still a feasible one for the differential value proposition and the mentoring standards to be completed as those two projects needed to be done prior to beginning work on the presentation deck.

Dr. Maxwell indicated that the mentoring standards could remain at 2/28 as Coleen Lawrence had the standards and it was just a matter of reaching out to her to include the standards within the strategic plan.

Courtney Moore volunteered to be a part of drafting the presentation and asked the Commissioners to let him know of interest in joining him on that project.

Dr. Maxwell recommended Akita McCulloch and Ben Hayes for this project as Ms. McCulloch is working on mentoring for CCSD and Mr. Hayes is working on mentoring for Washoe County.

Ms. McCulloch indicated her willingness to assist to the best of her ability, but was unwilling to commit Dr. Beverly Givens, for whom she was sitting in, to the project without her knowledge.

Dr. Maxwell indicated that he also did not want to commit Ben Hayes to the project without his knowledge, but did ask Courtney Moore to lead the project with the assistance of Ms. McCulloch and to keep Dr. Maxwell in the loop of what is being developed.

Ms. Katie Membreno requested that the document be shared with her as she is the secretary so that when the document reaches the point that it is ready to be shared with the Commission, Ms. Membreno can share it out with the Commission as well as with Rose Cota.

Dr. Maxwell agreed and stressed that any documentation being produced should be shared with Ms. Membreno.

Ms. Membreno further stressed the importance of collaboration among the Commissioners on the document and suggested sharing the document with all members of the Commission.

Dr. Maxwell encouraged Commissioners to communicate with one another when adding or making changes to the document so that the lines of communication remained open among the Commission regarding the document.

Dr. Garner asked if the document had been added to Google Drive.

Dr. Maxwell indicated that the document is in Excel and can be uploaded to Google Drive.

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Courtney Moore indicated that he would recirculate the document and requested that Ms. Membreno get the document into Google Docs for collaborative purposes.

Katie Membreno indicated that, regarding testimonials, she had shared with some mentoring organizations that have youth involved, such as Ty's Place, as well as with Assemblywoman Selena Torres, who shared with other mentoring organizations, and developed youth testimonials from various areas. Ms. Membreno requested that the subject of testimonials be pushed to the following month's agenda as Karl Catarata, who had to leave the meeting, had more information on this subject than she herself did.

Dr. Maxwell agreed to push the item to the following agenda and commended Ms. Membreno for her work in reaching out to the different mentoring organizations. Dr. Maxwell discussed Ty's Place and informed the Commission of the benefit to the youth and the community Ty's Place provides. Dr. Maxwell further informed the Commission that Ty's Place is daily delivering things the mentoring Commission is looking to support. Dr. Maxwell indicated his hope that the Commission will reach a point where Ty's Place can be replicated statewide.

Dr. Maxwell requested that Akita McCulloch be added to the Commission's mailing list.

Dr. Maxwell asked the Commission to direct applicants for potential NCOM seats to the link to the application.

Rose Cota informed the Commission that she did not have the link but would look into it for them.

Katie Membreno asked if the link included the requirements to be a Commission member.

Dr. Maxwell explained that the website included all the necessary information for potential applicants.

Dr. Maxwell indicated that the discussion of AB235 would be tabled until the next meeting's agenda but did ask Katie Membreno to share AB235 again and for all Commissioners to review AB235 prior to the next meeting.

Agenda items considerations:

Dr. Maxwell indicated that the NCOM Mentoring Spotlight should be removed from the agenda for the time being.

Katie Membreno agreed and suggested removing discussion about the conference from the agenda until NCOM's path forward becomes clearer.

Dr. Garner concurred.

Dr. Maxwell asked Rose Cota and Katie Membreno to remove those items from the agenda.

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Public Comment #2

Dr. Maxwell asked if there was public comment.
Rose Cota stated there are no public comment at this time.

Adjournment

Dr. Maxwell adjourned the meeting.