

Nevada Department Of Education

Nevada Commission on Mentoring
Friday, September 16, 2022

2:00 PM

Office	Mode	Platform
Department of Education	Teleconference/Livestream	Zoom

SUMMARY MINUTES OF THE COMMISSION MEETING

COMMISSION MEMBER PRESENT

Karl Catarata, Chair

Katie Membreno, Vice Chair

Michael Maxwell

Douglas Garner

Brigid Duffy

Sebastian Cardenas

Laura Davidson

COMMISSION MEMBER ABSENT

Michael Flores

DEPARTMENT STAFF PRESENT

Rose Cota, NDE Staff

Pamela Juniel, NDE Staff

1. Call to Order, Roll Call, Pledge of Allegiance, and Land Acknowledgement

Chair Catarata called the meeting to order on Friday, September 16, 2022 at 2:00 p.m. Vice Chair, Membreno, conducted a roll call. **Quorum was established** (7 Members present). Chair Catarata led the Commission in the pledge of allegiance and acknowledged the use of the indigenous land.

2. Public Comment #1

Chair Karl Catarata opened the floor to public comment. There was no public comment.

3. Approval of Flexible Agenda

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

Motion: To approve a flexible agenda
By: Karl Catarata
Second: Michael Maxwell
Vote: Passed unanimously

4. Welcome and Introduction (Mission Statement)

Vice Chair Katie Membreno reminded the Commission that at the last subcommittee meeting, quorum was not met and therefore they were unable to vote on any issues. Vice Chair Membreno thanked the members of the subcommittee for all the work they've been doing with the grants.

5. Chair's Report

Chair Karl Catarata also thanked the members of the subcommittee for their work on the grants. Chair Catarata expressed his appreciation of the dedication of the members of the Commission to students, mentoring organizations, mentors, and mentees across the state. Chair Catarata next informed the members of the upcoming cycle of fall grants. Chair Catarata indicated his hope that the Commission can enter into the 2023 legislative session and request more funds and/or assistance.

6. NCOM Development Updates

a. Asset Map

Vice Chair Katie Membreno indicated that she will be sending an asset map to all members, a document that she updated recently to add organizations from Northern Nevada.

b. Feedback Flyer to include NCOM Mission Statement

Vice Chair Katie Membreno thanked Brigid Duffy for sending over proposed changes to the flyer. Vice Chair Membreno indicated that the flyer includes NCOM's mission statement and three main objectives. Vice Chair Membreno further indicated that NCOM releases to grant applications of \$25,000 per year is included on the flyer. Vice Chair Membreno requested feedback from the Commission members regarding the language around the grants and qualified organizations. Vice Chair Membreno concluded her presentation on the flyer by indicating that Gabby Lamarre's phone number and the Commission's website were included.

Douglas Garner asked if the Commission had yet put together a curriculum and calendar for workshops.

Vice Chair Membreno indicated that the Commission has not yet done this, but that this will be discussed in a later agenda item at today's meeting.

Sebastian Cardenas suggested the Commission include that its work aligns with state objectives for youth development and the critical needs of Nevada and its youth.

Vice Chair Katie Membreno indicated that she would go through her emails to find the letter

Chair Catarata had previously sent to legislators and use that letter to simplify the language.

Chair Karl Catarata commended the work done on the flyer.

Douglas Garner also commended the work done on the flyer.

Michael Maxwell indicated his belief that the flyer looks great and suggested, for consistency, that the formatting be continued into other communications that come from NCOM, including the cover page for the annual report that goes to the governor.

Chair Karl Catarata concurred and indicated his willingness to work with Dr. Maxwell in order to create an extremely successful report.

c. Grant Funds Workshop Calendar FY 2022 - 2023

Sebastian Cardenas apologized for any delays in communication due to his busy schedule and indicated that he has been steadily working on ideas for the workshop and the fall grant cycle. Commissioner Cardenas indicated that the biggest priority at this point is nailing down a date for the workshops, and proposed Friday, October 7 and Friday, October 21 as possibilities at 5:00 or 6:00 pm via Zoom. Commissioner Cardenas informed the Commission that Jamie Chazan, Director of Grants, indicated that communities and schools are open to doing the workshop on those dates.

Vice Chair Katie Membreno indicated that because October 7 is the Pride Parade, there will be organizations there. As such, she suggested pushing the dates to a bit later in the month and providing them to organizations to put in their calendars to share out. Vice Chair Membreno conceded that this was dependent upon the application deadline date.

Pam Juniel, NDE, indicated that grants usually run on the fiscal year of July 1 to June 30 each year with monies requiring to be spent by June 30.

Sebastian Cardenas indicated that because the money is tied into a year, it needs to be disbursed and spent by December.

Pam Juniel indicated that if this was the criteria provided by the state, then yes, this December 31 deadline is correct. Ms. Juniel further indicated that she would speak with Rose Cota and Gabby Lamarre to confirm the definitive timeline.

Sebastian Cardenas indicated his hesitation in pushing the workshops out too far given the December deadline and suggested moving the first workshop from the proposed October 7 to October 14 with the follow-up workshop to take place on November 4.

Rose Cota, NDE, indicated that she would confirm that there was no conflict on the NDE side and then verify the dates with the Commission once she received that confirmation.

Douglas Garner suggested adding this to the flyer.

Vice Chair Membreno concurred and indicated that she will include the dates on the flyer and if something changes, she can update the flyer with the correct dates at that time.

Motion: To solidify October 14, 2022 and November 4, 2022 at 5:30 p.m. as the dates and times for the grant workshops.

By: Sebastian Cardenas

Second: Douglas Garner

Vote: Passed Unanimously

Sebastian Cardenas requested a meeting date prior to October 1 in order to review any versions of the grant application that are intended to be shared with mentoring organizations prior to the opening date of the grant cycle on October 10. Commissioner Cardenas indicated that this will provide applicants a month to review the packet prior to the application deadline of November 11.

Chair Catarata concurred.

Vice Chair Katie Membreno concurred.

Douglas Garner concurred and asked for suggestions for a meeting date.

Sebastian Cardenas suggested September 30.

Chair Karl Catarata concurred.

Motion: Schedule an NCOM meeting on Friday, September 30, 2022 at 2:00 p.m.

By: Sebastian Cardenas

Second: Katie Membreno

Vote: Passed unanimously

Sebastian Cardenas shared some of the documents on which he has been working, including Dr. Davidson's rubric, and provided the Commission with edit access to the documents in order to make any necessary changes.

d. Update on the Denial Letters

Sebastian Cardenas indicated that the letters have been sent to NDE and that Rose Cota will be distributing them. Sebastian Cardenas suggested that the Commission might choose to have a discussion in addition to the letter to Hip Hop Entrepreneurship because their rejection was a special case given that the cycle had already ended and NDE was unable to allot the money to the organization.

Douglas Garner concurred with this suggestion.

7. Agenda Item Consideration

a. NCOM Mentoring Spotlight FY 2022 - 2023

b. Reach out to Sport Organization

Chair Karl Catarata informed the Commission that Vice Chair Membreno is in the process of reaching out to guest speakers to spotlight at upcoming meetings.

Michael Maxwell asked if any new organizations have been added to the asset map and suggested reaching out to these organizations to participate in the highlight.

Chair Karl Catarata concurred with this suggestion.

Pam Juniel, NDE, also concurred.

Vice Chair Katie Membreno indicated that new organizations from Northern Nevada have been added to the asset map and once those additions are finalized, NCOM can reach out to those organizations.

8. Public Comment #2

Chair Karl Catarata opened the floor to public comment. There was no public comment.

9. Adjournment

Motion: Adjourn the September 16, 2022 NCOM meeting at 3:06 pm.

By: Karl Catarata

Second: Douglas Garner

Vote: Passed Unanimously