

# Nevada Commission on Mentoring

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## Meeting Minutes

Friday, September 6, 2019

2:00 PM-3:30 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, September 6, 2019 at 2:07 PM. The Pledge of Allegiance was recited.

### 2. Roll Call

Dr. Killins conducted a roll call. **Quorum was established (6 Commission Members present)**

**Commission Members present in Las Vegas:** Mike Barton, Michael Flores, Michael Maxwell, Shawn Smith

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

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

**NDE Staff Present in Carson City:** Chris James

**Others in Attendance:** Deputy Attorney General David Gardner

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

**Motion: Approve Flexible Agenda**

**By: Dr. McNiell**

**Second: Dr. Killins**

**Vote: Passed unanimously**

### 4. Welcome and Introduction

Dr. Maxwell welcomed everyone to the meeting. He said he was delighted that they reached quorum and they had a lot to accomplish during the meeting.

Dr. Maxwell welcomed Chris James from the Department of Education in Carson City. He has joined the NDE team for the Nevada Commission on Mentoring.

#### 4. Welcome and Introduction (continued)

Dr. Maxwell said before they tackled Agenda Items, he wanted to let Members know that Christian Ward and J'Myla Dixon were being removed from the ranks of the Commission. They would be receiving the letters of commendation for their service.

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

**Motion: Approve July 19, 2019 Meeting Minutes**

**By: Commissioner Morris**

**Second: Dr. Maxwell**

**Vote: Passed unanimously**

#### 6. Public Comment #1

None.

#### 7. "Commission Charge" and Deliverables For Motion (Information/Discussion/For Possible Action)

Dr. Killins reminded Members they had discussed the bullet points under Agenda Item 7 during their last meeting. He said he wanted everyone to keep in mind that the materials that they've created and will continue to create are truly prompts to move the Commission forward. Of course items will be modified as they go along, but Members should know they are truly working documents. Dr. Killins provided an update on the following bullet points:

- Protocol for working with community members outside of the Board
- Using the existing NDE Checkbook System to monitor NCOM Grantee / Grantor Processes
- Creation of three NCOM subcommittees
- Adopt Assemblywoman Neal's "Outline" as structural elements within the NCOM Framework
- Support a specific mentor focused project within Washoe and Clark County School District that aligns to a nationally accepted methodology (Junior Commissions)
- Creation of a NCOM Mentor Guidance Document by February 2020
- Adoption of the Letter of Recognition for past members of the Advisory Committee
- NCOM Mentor Grant Interest Information Events (September 2019, October 2019, November 2019, December 2019, January 2020) MENTORING Nevada Affiliation

**Bullet #1:** Protocol for working with community members outside of the Board. The purpose of the protocol for working with community members outside of the Board is to ensure that the Nevada Commission on Mentoring continues to bring in individuals who can help move this initiative forward that might be outside of the Board, be it an Assemblyperson, be it a businessperson, be it some type of consultant, to work with the Board. The spirit of that document is all about making sure that anyone that the Commission feels is appropriate to work with a particular activity or something that they're doing, aligns, so that they have a clear, seamless and value-added pathway to getting some work done.

**Motion: Accept the Protocol for Working with Community Members Outside of the Board**

**By: Dr. Maxwell**

**Second: Commissioner Morris**

**Vote: Passed unanimously**

## 7. “Commission Charge” and Deliverables For Motion (Information/Discussion/For Possible Action) (continued)

**Bullet #2:** Using the existing NDE Checkbook System to monitor NCOM Grantee/Grantor Processes. Particulars were outlined during the last meeting and Minutes reflect the details.

**Motion: Accept the NDE Checkbook System to Monitor NCOM Grant Process**

**By: Commissioner McNeill**

**Second: Commissioner Flores**

**Vote: Passed unanimously**

**Bullet #3:** Creation of three NCOM subcommittees. The three subcommittees will be the Grants and Fiscal Management Subcommittee, the By-laws Subcommittee, and finally, the Strategic Planning Subcommittee. Commissioner Morris reminded Members that the subcommittees were created in the by-laws and the by-laws set out what the mission and the focus areas are for each subcommittee.

**Motion: Approve the Creation of the Grants & Fiscal Management Subcommittee, the By-laws Subcommittee, and the Strategic Planning Subcommittee**

**By: Commissioner Morris**

**Second: Dr. Maxwell**

**Vote: Passed unanimously**

**Bullet #4:** Adopt Assemblywoman Neal’s “Outline” as structural elements within the NCOM Framework. Dr. Killins said that portions of Assemblywoman Neal’s outline were incorporated into their framework and would continue to guide them going forward. He thought they did not need to take a vote on this bullet point because this was not a formal adoption, per se.

**Bullet #5:** Support a specific mentor focused project within Washoe and Clark County School District that aligns to a nationally accepted methodology.

Commissioner Flores asked why Washoe and Clark County School Districts were chosen to be recipients of grant money. Wasn’t the intent to get their dollars into the organizations that are building capacity? Dr. Killins explained that one of the details in the bill talks about the targeted geographical areas of 700,000 or more (Clark County) and 100,000-700,000 (Washoe). That doesn’t mean much until the Commission decides which particular route it would like to go with regard to a grant process.

Dr. Killins said NCOM’s work is building capacity into upcoming mentor organizations or working with established mentor organizations to increase their capacity. Right now, what they have are a bunch of organizations that are looking for mentors. If NCOM creates a Junior Commission and it’s broken up north and south, what Members can do is kind of begin the process of truly directing the work that the Commission would really like to be noted for.

There are three “buckets of work areas” as NCOM’s charge: family health and wellness, criminal justice and academic capacity building. So the thought is if they create this Junior Commission, they can deliberately create the work and direct the work with regard to those three buckets.

When they get deeper into talking about the grant process, what they’re going to find out is that the grant process is a reimbursement process. And that basically means that an individual or an organization will have to have matching funds to work with NCOM.

## 7. “Commission Charge” and Deliverables for Motion (Information/Discussion/For Possible Action) (continued)

Also, with regard to the process the way that it is laid out here at NDE, individuals or organizations will have to produce a Federal Employee Identification number, which means that they have to be registered as an LLC Corporation or some other nonprofit entity.

So the thinking is that right along with them directing the work with the Commissions north and south, they could also use this Junior Commission as an intermediary. If the Junior Commission became an entity started by the Commission that actually had a Federal Identification Number, the work is already clearly funneled, and then organizations that come on it that don't have the capacity, the Junior Commission could almost act as a fiduciary where NCOM is working with these smaller entities. And it would be easier for the Junior Commission to go out and find a fiduciary organization rather than working with a bunch of smaller organizations.

So the whole idea is for NCOM to be able to set in motion and really create a sustainable way to bring other organizations in and for the Commission to actually be doing the work itself. That is the idea between North and South Commission.

Commissioner Flores asked for more details. What would be the parameters of establishing the Junior Commission?

Dr. Maxwell said they would have to have further discussion about this at a future meeting. The grant process has four different options on how to operate it, and one of them concerns the Junior Commission. They know that they want to do the mini grants. The mini grants do not necessarily have to include the Junior Commissions. Could they still have the Junior Commissions without the mini grants? Dr. Maxwell said he was thinking along the same lines as Commissioner Flores that the money was supposed to go towards existing organizations, small, medium, maybe even large that are doing the work in mentoring. This is supposed to help them expand their capacity. Dr. Maxwell said he would like to table this discussion for another meeting. Members were fine with that plan.

**Bullet #6:** Creation of a NCOM Mentor Guidance Document by February 2020. Dr. Maxwell said he would make a motion to approve the creation of an NCOM mentor guidance document that he hopes to have ready by February of 2020.

**Motion: Approve the Creation of an NCOM Guidance Document**

**By: Dr. Maxwell**

**Second: Unidentified speaker**

**Vote: Passed unanimously**

**Bullet #7:** Adoption of the Letter of Recognition for past members of the Advisory Committee. The draft is ready for approval. Dr. Maxwell said he would make a motion to adopt the letter of recognition.

**Motion: Adopt the Letter of Recognition for Past Members of NCOM**

**By: Dr. Maxwell**

**Second: Dr. McNiell**

**Vote: Passed unanimously**

## 7. “Commission Charge” and Deliverables For Motion (Information/Discussion/For Possible Action) (continued)

**Bullet 8:** NCOM Mentor Grant Interest Information Events (September, October, November, December 2019, January 2020) MENTORING Nevada Affiliation

Dr. Killins said meetings have been set up for the mini-grants, but that won't begin until the Commission has identified which route it would like to take from the options or create another one. Time is of the essence. They have from now until June 30<sup>th</sup> to disperse the \$25,000, but they have from now until basically January to start the process of whatever process it's going to be of introducing people to their process.

Dr. Maxwell said if they're in September and they don't have details as far as the mini grants, he would say that they should definitely look at the first information meeting in October, and that would be following the next Commission meeting on the 20<sup>th</sup>. Dr. Maxwell suggested that they schedule the mini grant interest meeting for a week after that, and that way anything that needs to be covered or approved can be covered during that Commission meeting,

Dr. Killins said if the 20<sup>th</sup> is going to be the date that they want to be able to say this is the process, there is going to be an awful lot of work in-between. So, they may need to consider another meeting in-between. It doesn't necessarily have to be formal, but there needs to be something that happens to whether the approval comes to some type of consensus before the 20<sup>th</sup> so that it can become a motion and they can move forward quickly.

Members talked about sharing emails and comments or suggestions. Commissioner Morris reminded everyone that they've got to be really careful about discussing and collaborating outside of a regularly noticed meeting because that puts them up against Open Meeting Law. If they deliberate, that all has to be agendized.

Dr. Maxwell said in that case, they needed to schedule another meeting with the focus only on two items: the Junior Commission and the mini grants. It does not mean that they have to do the Junior Commissions. But they should have the discussion at another work meeting to be scheduled late September or very early October.

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

Dr. Maxwell said several items should be on the Agenda. They included:

- Mini Grants
- Junior Commission
- Update on scope of work for NCOM Coordinator

## 9. Public Comment #2

There were no public comments.

## 10. Adjournment

Dr. Maxwell thanked everyone for their participation and said he would accept a motion to adjourn the meeting.

**Motion: Adjourn the September 6, 2019 NCOM Meeting**

**By: Dr. McNeill**

**Second: Commissioner Morris**

**Vote: Passed unanimously**