

# Nevada Commission on Mentoring

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## Meeting Minutes

Friday, September 20, 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 Board Room

Note: The audio recording of this NCOM meeting did not begin until after Agenda Item 4. Specifics for Agenda Items 1-4 were supplied (when possible) from sign-in sheets and staff notes.

### 1. Call to Order; Pledge of Allegiance

Dr. Michael Maxwell, Commission Chair, called the meeting to order on Friday, September 20, 2019 at 2:22 PM. The Pledge of Allegiance was recited.

### 2. Roll Call

Dr. Killins conducted a roll call. **Quorum was established (7 Commission Members present)**

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

**Commission Members present in Carson City:** Matt Morris, Kristen McNeill (*Note: Dr. McNeill left the meeting after Agenda Item 7. Quorum was still in effect.*)

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

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

**Others in Attendance:** Deputy Attorney General David Gardner, Coleen Lawrence, Cameron Miller, Jennifer Jeong, Jim Dahl, John Brownell, Heather Goulding

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

**Motion: Approve Flexible Agenda**

**By: Unable to provide name – no audio**

**Second: Unable to provide name – no audio**

**Vote: Passed unanimously**

### 4. Welcome and Introduction

There was no audio available to transcribe Agenda Item 4.

## 5. NCOM Mentoring Spotlight (Information/Discussion/For Possible Action)

1. NV Youth Challenge
2. JAG Nevada

Commissioner Morris introduced the first speakers, Ms. Heather Goulding and Colonel John Brownell from the Coalition for **Nevada National Guard Youth Challenge**.

Ms. Goulding explained the Youth Challenge is a program that's been running for 26 years in 29 states. It's a voluntary high school dropout recovery program for 16 to 18-year olds. It's a very specific, narrow slice. The program focuses on kids that have already dropped out from high school or are at very high risk of dropping out from high school. The key factor is that they're severely credit deficient. Ms. Goulding said she always thinks that this program is for kids who are about to "fall off the cliff." The students they serve are not yet in the Juvenile Justice System, but they are probably close to it.

The program consists of two main components. The first is a residential component at a facility 20 miles west of Elko in Carlin, Nevada. It's a beautiful facility that used to be the Fire Sciences Academy. It's remote, but serves to give kids a break from the negative influences that have caused some of their challenges in life. There are no cell phones and no social media. It gives kids a break and help them reset in a really positive way. There's a five-and-a-half-month residential component, and then that is followed by a 12-month mentoring component when kids leave the residential portion with "a ton" of new skills.

When students return to their homes or their communities or a new residential situation, the mentors that have been trained by the National Guard will then pick up and make sure that they're reinforcing those positive life skills, workforce skills, and academic skills that they learned during their really intense five-month period. The mentors are being trained to be effective mentors, and they're starting that process of supportive relationships during the residential portion so that when students make that transition back to home or a new situation, they're ready to roll for the 12 months.

One of the things that is pretty interesting about the Youth Challenge Program is that the application process is really extensive. The application asks for two or three mentors. So when the participants come in, they're not being assigned a mentor from outside, but the family is looking within their own community and within their own social circles to identify individuals that the student already knows who will have a positive influence on them. It could be a Rotarian, somebody from church, somebody from school, a coach, and lots of options. And then once the individuals pass a background check, then they begin the transition into becoming a trained mentor.

Mr. Chris James asked what type of additional supports was in place for students who were having difficulties adjusting to the program? Ms. Goulding responded the professionals from the National Guard are well trained in that and how to handle that. They've got 26 years of experience and they know exactly what they're going to get when the kids show up, and they know how to handle it when they want to leave.

Dr. Maxwell asked if participants are emancipated youth or does this require parental consent? Lieutenant Colonel Brownell responded that students coming out of foster care "time out" at 18 and they are considered an emancipated youth, and they would qualify under that provision.

## 5. NCOM Mentoring Spotlight (Information/Discussion/For Possible Action) (continued)

The group watched a video highlighting the facility's recent graduating class, complete with testimonials and human-interest stories.

Colonel Brownell went into some more specifics about their program. The National Guard Bureau in Washington, D.C. required that they have a bill pass and get the state portion of the budget committed. That happened in June. The biggest part is having a bill in place that guarantees the state match of the funds, and they have that now. And because of that, they were able to secure the \$1.5M to retro the Carlin Fire Academy into the Nevada Youth Challenge Academy. This facility is state of the art and the Elko County School District will be providing certificated teachers to deliver the curriculum. They will be hiring a Director in the near future.

Commissioner Morris asked what could the Commission do to help with Youth Challenge? NCOM's role is to get everybody on the same page and just to support mentoring programs across Nevada. So what are some of the things that NCOM might be able to do to help the NV Youth Challenge?

Colonel Brownell said from a mentorship point of view, it's extremely critical to introduce students to new centers of influence after they graduate and beyond what they had at the Youth Challenge program. Recidivism rates increase when students are introduced back into their same environment that they came from, and there wasn't much there to change their thought pattern. And by having a strong mentor, having those who had to go through the training, is also critical. Youth Challenge will provide training. There is a curriculum that they put the mentors through on an academy style basis, so they know how to handle it if a mentee starts to fall back or starts to gravitate back towards those influences.

And so, it's very critical to do that, and we try to also sometimes pair students up with mentors that they may have not recommended. So it's nice to just have a list of those who are willing to take on a long-term one-year commitment. So, helping build that list and that bench of some amazing influences would help them out greatly.

Ms. Goulding said there are two critical components where there is interface with the community. Those community interfaces are on the inbound side and on the outbound side. It's going to be the relationships with the community that are going to make that work. So on the inbound side, they need to be able to reach out and find the youth that are going to benefit from the program. So, building the relationships on the inbound side so that kids that are ready to change their lives, they recognize that and are up for the challenge, that they know that this is an opportunity that is available. So there's a huge component of community relationship on the inbound side.

On the outbound side, it's critical that when kids step off of that residential property there are positive experiences for them to have and step into. That can be a pre-apprenticeship program. That can be going back into their communities, and maybe they're going to go to a different school, or whatever that is on the outbound side. They start planning the outbound experience within the first two weeks of their residential program.

The National Guard program that's existed for so long, they nail it on the inside of those walls. They nail it and they look at kids and instead of saying you're a screw up and you're broken and you're wrong, they spend that whole time saying you're awesome and you have potential and I want to help you get there. It's everyone's job on the outside to make sure that students make good interfaces so that there's a place for those kids to go once they have those new skills and a place to recognize who they are.

## 5. NCOM Mentoring Spotlight (Information/Discussion/For Possible Action) (continued)

Dr. Maxwell asked how many students do they plan on serving? Ms. Goulding said the capacity is 100 kids in each cohort and there will be two cohorts a year, so that's roughly 200 kids as the graduation target. They know there will be some attrition, so the target acceptance rate will probably be around 120 in the beginning.

Dr. Maxwell asked if they could provide the racial and socioeconomic breakdown of students. Ms. Goulding said she would provide that breakdown as soon as she could get back to her "giant" binder. Dr. Maxwell thanked Ms. Goulding and Colonel Brownell for their outstanding report and program.

Commissioner Morris then introduced Mr. Jim Dahl, the Regional Director of **JAG Nevada**, for the second Mentor Spotlight presentation.

Mr. Dahl began by saying that the organization was going through a name change to bring focus back to Nevada and the Nevada graduates and the Nevada students. So "JAG" is becoming "JNG" – **Jobs for Nevada's Graduates**.

The program starts with using principles of trauma informed care to build relationships with students to meet them where they're at and to be able to identify their barriers to success and where they are emotionally and developmentally, so that staff can better create projects and lessons within the classroom to give kids the best possible ability to become successful. That version of success is going to be different for each participant and that all starts with the trauma informed care aspect of the program. And that's really where mentoring starts because it's that relationship that is going to be the key to the program and how it's going to become successful and how students are going to become successful out of that.

Classroom instruction is project-based learning (PBL) taught by specialists from different school districts throughout the state. The specialists teach as part of the regular scheduled school day and they have a curriculum that they work through throughout the year. Some of the common PBLs that they do are interview skills where the culminating event is they conduct mock interviews, and that's where the employer engagement leg of this comes in. They work with employers in their areas to come into the classroom as guest speakers or co-teachers. The specialists are alongside the students the whole time throughout this process and continue to help guide, direct and encourage, which are all components of a good mentor.

A critical component of the JNG program is the follow-up phase. The follow-up phase takes place during the one-year period after students graduate. It allows JNG specialists to continue to mentor and work with students as they transition from the structured life of high school to adulthood and a lot of them being out on their own, developing their first budget, renting their first apartment, and so on.

Dr. Maxwell asked if there was an "even greater intervention model" during the follow-up phase for those kids that have left home basically and are on their own? Mr. Dahl said the short answer would be yes; their specialist is still following up with them, continued conversations on the phone and things like that.

## 5. NCOM Mentoring Spotlight (Information/Discussion/For Possible Action)

Right now they are planning a get-together where they're going to start to discuss in more detail some of the abstract things they learned in the class as far as budgeting and managing income and stuff like that. So just because they moved out of the area, they still maintain the relationship with their specialists that they had in high school, but now they are adding to their scope of assets by having additional specialists and directors available to them to help with that transition.

Dr. Garner asked how many individuals does JNG have the capacity to serve? Mr. Dahl said their enrollment for last year was 3,200 students. There are 53 programs throughout the state and each program will have between 45 and 60 students. They are looking at adding five new programs over the course of the next year or two throughout the state, and a big part of those will be out in more of the rural counties.

Commissioner Barton said that CCSD are "big fans" of JAG and they are looking at expansion and sustainability with some of the North Las Vegas schools particularly.

Dr. Maxwell thanked Mr. Dahl for his report and for the good work he was doing. He also thanked Commissioner Morris for getting these two organizations that are doing some great mentoring work to present to them. He closed by saying he really appreciates bringing the Mentoring Highlight item back to the Agenda.

## 6. Approval of August 23, 2019 Meeting Minutes (For Possible Action)

**Motion: Approve August 23, 2019 Meeting Minutes**

**By: Unidentified speaker**

**Second: Unidentified speaker**

**Vote: Passed unanimously**

## 7. Public Comment #1

None.

## 8. "Commission Charge" and Deliverables Update (Information/Discussion/For Possible Action)

Dr. Killins said Agenda Item 8 would cover the following bullet points:

- Presentation "NDE Checkbooks"
- Guidance Document (Due February 2020) Update on Progress
- Marketing Presentation
- Support a specific mentor focused project within Washoe and Clark County School District that aligns to a nationally accepted methodology (Junior Commission North and Junior Commission South)

### **Bullet #1: "NDE Checkbooks" Presentation**

Mr. James Kirkpatrick, Grants Team Supervisor for the Business and Support Services Office of the Nevada Department of Education, gave an overview of the NDE Checkbooks System.

NDE Checkbooks are very simple grant reconciliation documents which are used in the Excel format. They are fully automated. They are multi-leveled, so you have various tabs with various different data. It is all summarized on the first tab so there's a Grant Summary tab. And in that tab will be the grant name or project name or program name as delineated by the program people.

## 8. "Commission Charge"

### Deliverables Update (Information/Discussion/For Possible Action) (cont.)

In that tab also it crosswalks back to the state budget authority from which the funds come. So, the budget account would be identified, the category in which the authority resides would be identified. The program would be assigned a three-digit project number that would be linked to that program for as long as the program lists. In the body of that summary tab it would outline all sub recipients, at a glance, that have received funding from this authority. It would identify their award total, the amount they'd actually been paid year to date and then unspent balance. It would identify total authority; less obligated authority and give a balance if there was any unobligated money.

An additional tab would be a request for reimbursement tracking tab, which would log every payment that is sent for reimbursement from the sub recipients. So, they're logged as the payment is processed and then at a later date on the other tabs they actually do downloads from the state financial system that comes in and reconciles to ensure that payment has been made to the sub recipients.

Commissioner Morris said that since the system is linked to the budget accounts and the authority, does that go back to the performance and priorities-based budget systems? Is it all kind of tied together?

Mr. Kirkpatrick said it's not linked. It's entered so that it's easily identified where the source of this grant comes from. It is the legislatively appropriated authorization budget and category for that funding source. It's not a direct systematic link.

Mr. Morris said on the PPBB system there's usually the goals and objectives and priorities that have to align with the expenditure, and so do they have the same thing with the Checkbook system? Are they going to need to link that to some of that stuff that they see on the executive budget or will that not be in the Checkbook system?

Mr. Kirkpatrick said that would not be in the Checkbook system. Typically, if there's programmatic objectives outlined in the sub grants, those are handled and over tracked and overseen by the program people involved on that side of that.

Dr. Maxwell asked if there was such a thing as a summary tab per each sub-recipient? How would you break those out so that basically they would get a summary for an individual sub-recipient?

Mr. Kirkpatrick said Checkbook does track that, from start to finish. In addition, when the sub-recipient is awarded, they are provided a prepopulated request for reimbursement template in which they are required to fill in certain information and part of it is what they're asking for reimbursement and then they support that with a general ledger or actual source documentation from items that they've charged or expensed and would like reimbursement for. Dr. Killins asked if the Commission could develop some type of identification page with regard to smart goals and expectations with regard to their budget?

## 8. “Commission Charge”

### Deliverables Update (Information/Discussion/For Possible Action) (cont.)

Mr. Kirkpatrick said yes. The award packet is going to have an award cover page. On that cover page it's going to spell out all of the award information, sub-recipient information, the state information, source of funding, project. And then there's a big section in that document called terms and conditions. In there they outline the expectations from general grant reporting requirements from a fiscal perspective, but there's also additional areas. So, if the Commission had specific goals or additional program reports that they wanted submitted quarterly or monthly or semi-annually, then they could require that in the terms and conditions, and that outlines what they agreed to upon receiving the funding. In addition, there is a state assurances page that has the Department of Education standard state assurance language.

Dr. Killins said that his question was to really delineate the programming side from the fiscal side. Dr. Killins said it's going to be really important to note that the programming side has to be managed by the Commission, and that will be a little bit of work there.

Mr. Kirkpatrick said he and the grants team would be willing to work with NCOM's primary contact in getting whatever language they would like incorporated and incorporated accordingly.

#### **Bullet #2: Guidance Document (Due February 2020) Update on Progress**

Dr. Killins provided an update on the Guidance Document that they said would be an overarching outcome or deliverable going into December of this year. The Commission's Guidance Document is designed to align to the objectives identified in AB 235. So for example, NACOM is charged with establishing model guidelines and parameters for existing mentorship programs. And as a function of that, NCOM is to develop a model management plan setting forth guidelines for the operation of mentorship programs and strategic goals and benchmarks to measure the success of a mentorship program.

Members delineated two particular pieces that will go into the Guidance Document. There's a fiscal piece and then there is the programming piece of managing that. And again, the programming piece will fall on the Commission to manage. Another example of how NCOM is using AB 235 to create the Guidance Document is the creation of a section that is specific for the justification for identifying children in need of mentorship and geographical areas within the state. Ms. Cota is working on creating a justification section that will go into the Guidance Document, and it is based on the conditions set within AB 235 that clearly outlined which population of individuals the Commission is to work with. The third example of what will be included in the Guidance Document aligned to the charge given to the Commission through AB 235 is the development of a public relations and marketing campaign for the purpose of increasing awareness regarding existing mentorship programs and the value of mentorship programs.

The Commission has also been charged with creating various protocols. Three of them the group already developed and if approved, can become part of the Guidance Document. There was the Nevada Commission on Mentoring Community Agreements that can be used in a working session. The Nevada Commission on Mentoring Plan for Tuning a Plan, and last was the protocol for collaborating with volunteers and/or consultants.

## 8. "Commission Charge"

### Deliverables Update (Information/Discussion/For Possible Action) (cont.)

#### **Bullet #3: Marketing Presentation**

Ms. Yvonne Morris outlined six different areas that the Commission could target to spread their mentoring message. The areas are mass media, social media, and spreading information across different businesses, agencies and organizations, local events, website and flyers. She went into particulars for each area, highlighting the benefits for each. She wondered, though, what funds could they use for these marketing efforts?

Dr. Killins said Ms. Morris' question was key. The Commission needs to build capacity, and it's going to take some type of capital to do that. They need to find some ways to generate some immediate funds or some in-kind donations.

Dr. Killins said by the end of the week, they will have enough information to update their webpage on the NDE website. He then offered an in-kind donation in the form of him purchasing a one-year term for a website in addition to the NDE's page. He's secured the site already.

Dr. Maxwell said their approach to public relations and marketing could be a phased approach starting with the methods that have little or no cost (social media, newsletters, and the NDE webpage) before launching into some other areas that would cost more money (mass media, flyers, etc.)

Commissioner Flores said he wondered about some of the costs that might be associated with the different social media platforms. Does this need to be an established item in their budget? What about asking NDE for printing, or partnering with schools? He volunteered his services in this area and said he would be happy to help.

Commissioner Morris said this kind of goes back to the funding that was in 235 for the affiliate process. His understanding was that if NCOM becomes an affiliate, whether it's with Mentor or with some other national group, those funds are supposed to supplement, as Dr. Killins said, the capacity of the Commission to do outreach and to do public engagement and raise awareness and all of those things that the Commission is supposed to do. Does this circle back to the affiliate process? Commissioner Morris said they were contacted the last couple of weeks by the National Mentor Group out in D.C. and they are kind of hoping to get a follow-up from the Commission.

Dr. Maxwell said NDE's budget would not include printing for NCOM, but as far as partnering with schools, he thinks that's an awesome idea and maybe there are some partnership schools. That might be an avenue that they can really push, and maybe it's a reciprocal, a give and take, where the Commission can do something working with those schools in lieu of printing or other services.

Dr. Garner said they could partner with some schools and kind of delineate some of the costs of printing if they get creative with it. He volunteered to work with the others on this marketing strategy. Dr. Maxwell said he, too, volunteered to work on the marketing campaign. That will be part of the Strategic Planning Subcommittee.

Dr. Maxwell said in regard to using the phased marketing approach, they could start putting some social media together right away. They were talking about a newsletter; they could put that together and make use of the NDE one web page until they have another website ready to go.



## 8. “Commission Charge”

### Deliverables Update (Information/Discussion/For Possible Action) (cont.)

Dr. Killins asked about the website he was funding. It’s established and ready to go. What do Members think about that?

Dr. Maxwell wondered if NDE had a policy about outside websites? Dr. Killins said NDE and the Commission are two separate entities. NCOM has a page on the NDE website, but they are limited with that single page.

Commissioner Barton said he appreciated Dr. Killins’ offer. He wondered if an outside website would require ADA compliance?

Mr. James said he thought they should be mindful of a couple things. They need to adopt a logo if they are presenting a public face and they should make sure that anything they put out electronically is ADA compliant.

Deputy Attorney General Gardner said ADA compliance right now is murky as far as the litigation is going and how it applies to websites. There are a couple different sections. Whether a website, created by the Commission would be required by law to do that, it’s usually a good idea to do it because it seems like the courts are moving in that direction.

Dr. Maxwell said after hearing from Commissioners and from the Deputy Attorney General, he thought there were several things they needed to take into consideration before they launch their own website. For right now, they have the NDE webpage with its limitations. And between now and the next meeting they can get the information as far as ADA compliance and so forth for the webpage and then they can move forward.

Commissioner Flores wondered if they could also get the social media and all those pieces moving, and Dr. Maxwell said yes.

#### **Bullet #4: Support a specific mentor focused project within Washoe and Clark County School District that aligns to a nationally accepted methodology (Junior Commission North and South)**

Dr. Maxwell said before they could go forward on the supporting a specific mentor focused project, they needed to decide which model of grant allocation they would adopt. The four models they talked about were:

1. Tiered or leveled grant process. There were four levels, level one, two, three and four. Level one starting at \$500 and level four going all the way – being at \$2,000 to \$2,500.
2. Planning, implementation, and sustainability granting. Looking at anywhere from \$1,000 up to \$5,000 per grant, planning grants at \$1,000 all the way up to sustainability grants, \$3,000 to \$5,000
3. Competitive grant process in the specific areas of focus, \$5,000, competitive grant for criminal justice, one for \$5,000 for academic capacity building and \$5,000 for family health and wellness.
4. Strategic granting, and that was the Junior Commission granting \$10,000 in both Washoe and Clark County and then a \$5,000 invitation grant.

Dr. Maxwell said he liked the tiered grant process because with the tier process that allows them to be able to support more mentoring groups throughout the state, both north and south.

Dr. Garner said he liked the planning, implementation and sustainability-granting model.

## 8. “Commission Charge”

### Deliverables Update (Information/Discussion/For Possible Action) (cont.)

Commissioner Morris said he, too, liked the planning and implementation and sustainability model. It seems more streamlined than the other choices. The amounts also seem like they’re substantial so that they could incentivize organizations to kind of come to the table.

Dr. Maxwell said the tiered process and the planning, implementation and sustainability process are similar, so he could support either model.

Commissioner Flores said he preferred the planning and sustainability model as well.

There was a brief discussion about the other granting models, but they did not garner as much support as the planning, implementation and sustainability-granting model. Dr. Maxwell said he would accept a motion.

**Motion: Approve the planning, implementation and sustainability granting model**

**By: Dr. Barton**

**Second: Dr. Garner**

**Vote: Passed unanimously (Commissioner Smith abstained)**

## 9. Subcommittee Update (Information/Discussion/For Possible Action)

- Selection of members as Chairs of Subcommittee
  - i. Fiscal and Grants
    1. Identification of a Grant for NCOM to apply for funds
  - ii. Strategic Planning
    1. NCOM Grant Framework/Presentation Revision #2 Grant Process
  - iii. Bylaws

Commissioner Morris reminded Members that in their bylaws they established three standing subcommittees: **Grants and Finance** Subcommittee to be chaired by the Commission Vice-Chair, **Strategic Planning** Subcommittee to be chaired by the NCOM Chairperson, and finally the **Bylaws, Rules and Procedures** Subcommittee. So, they already have the Chair for each subcommittee. They now need two Commissioners per Subcommittee.

Strategic Planning Subcommittee: Dr. Maxwell, Commissioner Flores and Dr. Garner volunteered.

**Motion: Approve Strategic Planning Subcommittee Members: Chair Maxwell and Commissioners Flores and Garner**

**By: Commissioner Morris**

**Second: Dr. Maxwell**

**Vote: Passed unanimously**

Grants and Finance Subcommittee: Dr. Maxwell, Commissioner Morris, and Commissioner Barton volunteered.

**Motion: Approve Grants and Finance Subcommittee Members: Chair Maxwell and Commissioners Morris and Barton**

**By: Unidentified speaker**

**Second: Dr. Garner**

**Vote: Passed unanimously**

## **9. Subcommittee Update (Information/Discussion/For Possible Action) (continued)**

Bylaws, Rules and Procedures Subcommittee: will be chaired by Commissioner Morris. Since the bulk of the bylaws' work has been done already by Commissioner Morris, there was not an immediate need for this Subcommittee to be formed. Dr. Maxwell said this matter could be postponed for the time being.

## **10. NDE Logistics and NCOM Collaboration (Information/Discussion/For Possible Action)**

Dr. Killins provided Members an update on NDE Logistics and NCOM Collaboration. He said now they have a Coordinator and she will be taking on more and more. In December the Commission has to have a plan to continue with this position. How can they continue to support the Coordinator's position?

Commissioner Flores said this is something they definitely need to take a deeper dive into and also figure out the finances piece. His understanding was that Assemblyman Thompson had worked out a deal with the Department of Health and Human Services and they were helping to supplement some of the dollars for this position. It would be good for the next meeting to get an update on what the status of that is, and what the gaps would be once that runs out or sunsets.

Dr. Maxwell said there are a few things that they need some input on from the NDE administration. One is what's the process as far as or if there is additional funding that's out there as far as other departments within the state, and then they also need that information as far as the agreement or the negotiations with Mentor. So those are the two things that they really need to get information on at the next meeting.

Commissioner Flores said he was on the same email about the Mentor affiliate, and it seemed like there wasn't a connection yet. Was that right?

Commissioner Morris said they got sort of a follow-up email from Mentor saying what's the status, and there were some folks there in the email chain that were working with Assemblyman Thompson. Could they have that as an Agenda item for the next meeting?

Dr. Killins said they will do some digging where they can, but the crux of the work is still going to fall back on the Subcommittees for the Commission.

Commissioner Flores said he didn't know what that meant in relation to the Mentor affiliate. Would that be the Chair's responsibility to be managing the relationship with Mentor? Dr. Killins said, yes.

Dr. Maxwell said he has never gotten one word from Mentor and he isn't on the email chain.

Commissioner Flores said they definitely need to have a conversation about this at the next meeting because from what Mentor presented, they need a staff person to work with.

## **10. NDE Logistics and NCOM Collaboration (Information/Discussion/For Possible Action) (continued)**

Commissioner Morris said if Dr. Killins' understanding is that the Commission needs to spearhead the engagement with Mentor, he's totally fine with that. He can reach out and will give Chair Maxwell all the information that he has. His understanding was that after Assemblyman Thompson's death, nobody stepped in to follow up with them directly. If that is the role of the Commission, then they can absolutely take care of that, and they'll make sure that that's led by the leadership of the Commission.

Dr. Maxwell said they had a conversation with NDE administration and they talked about where they were as far as those negotiations and a contract, and at that meeting, someone from NDE said that they would investigate and let them know where they were. Dr. Maxwell never got anything back from anyone.

Dr. Killins said they will have to figure out who was going to get back to them.

Dr. Maxwell said to give him the communication information or contact information and he will go from there. The buck will stop with him. He will get it taken care of. Period.

### **11. Approval of NCOM Logo (Information/Discussion/For Possible Action)**

Dr. Maxwell said that he and Ms. Morris crafted some possible NCOM logos. Ms. Morris developed her design on her own and Dr. Maxwell used a logo website for inspiration. It turned out that not everyone received the sample logos for consideration, so this Agenda Item was tabled until the next meeting.

**Motion: Table approval of NCOM logo until the next meeting**

**By: Dr. Maxwell**

**Second: Dr. Garner**

**Vote: Passed unanimously**

### **12. Review Action Items**

Dr. Maxwell said they already did a review of action items during the course of the meeting so this Agenda Item was taken care of.

### **13. Agenda Item Considerations for Next Meeting (Information/Discussion/For Possible Action)**

Dr. Maxwell reminded Members they added an October 4<sup>th</sup> meeting so that the Commission could really dive deep into working on the grant process. The meeting after that will be October 18<sup>th</sup>. They have much work to do and now they can hit the ground running.

### **14. Public Comment #2**

Coleen Morris, founder of MOXI UP, had some comments about NCOM's outreach and education. She told them not to forget 2-1-1 as a great free resource. She said if NCOM develops Commission-approved literature, complete with the logo, her organization will put NCOM's handouts on their websites. They will put all of NCOM's information as resources back out on their websites for free. If they want to get to the youth, they definitely have to do a Snap filter. She closed by saying that she could forward the Mentor affiliate information to everyone if they want.

### **15. Adjournment (Information/Discussion/For Possible Action)**

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

**Motion: Adjourn the September 20, 2019 NCOM Meeting**

**By: Unidentified speaker**

**Second: Unidentified speaker**

**Vote: Passed unanimously**