

# Nevada Commission on Mentoring

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## Meeting Minutes

Friday, November 20, 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, November 20, 2020 at 2:00 PM.

**2. Roll Call** Ms. Cota conducted a roll call. **Quorum was established** (9 Members present in the beginning of the meeting)

### **Commission Members Present:**

Dr. Michael Maxwell

Michael Flores

Dr. Douglas Garner

Ms. Katie Membreno

Courtney Moore

Brigid Duffy

Ben Hayes

Karl Catarata

Coleen Lawrence

### **Others in Attendance:**

Rose Cota, NDE Staff

Chris James, NDE Staff

Gabby Lamarre, NDE Staff

## Meeting Minutes (continued)

### 3. Approval of Flexible Agenda

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

Motion: Approve Flexible Agenda

By: Brigid Duffy

Second: Ben Hayes

Motion Passed Unanimously

### 4. Welcome and Introduction

Dr. Maxwell acknowledged the newest member, Ben Hayes and Karl Catarata.

Karl Catarata, Special Assistant to the Las Vegas City Council for Councilman Brian Knudson. Works fulltime at the Council and is a fulltime student at UNLV. He participates in multiple boards. Human Rights Campaign, LGBTQ Organization, Children's Museum in Downtown Las Vegas and NON-Profits across Las Vegas Valley. Former rolls are working in Government and NON-Profit. Experience mentoring fellow peers at UNLV and bring more folks to this commission to more successful. Hearing about it from my former mentor the late Assemblyman Tyrone Thompson.

Ben Hayes, Chief Accountability Officer with Washoe County School District. Oversee Grants and Student Voice Indicatives and Student Council. Superintendent appointed to fill in for her, but he loves this this work. They do a lot with climate measurements.

Dr. Maxwell thanks both new members. The other new member Dr. Beverly Givens from CCSD was not able to join us today.

### 5. Approval of June 19th, July 17th, August 21st, September 18, and October 16, 2020 Meeting Minutes (Information/Discussion/For Possible Action)

Dr. Maxwell ask to do a quick review and come back to meeting at 2:20pm.

Motion Approve Minutes

By: Dr. Douglas Garner

Second: Coleen Lawrence

Motion Passed Unanimously

### 6. Public Comment #1

Dr. Maxwell asks if there is a public comment in the North or South?

No Public Comment.

## Meeting Minutes (continued)

### 7. Chair's Report

Dr. Maxwell gave the opportunity for the new members to introduce themselves and are now with the commission. We are officially at 13 members. We had a number of commissioners missed or were absent for two or more meetings. Dr. Maxwell sent letters to these members to reach out to him. The next letter is to let them know they are being removed from the commission. Questions on that action? None.

### 8. Development updates

Meeting September 29<sup>th</sup> and developed the Strategic Plan. Coleen and many of the other commissioners worked on the Pitch Sheet and also the Asset Map. Quickly review. Pitch Sheet and the Asset Map. Ben and Karl, we decided we had a number of hurdles in the last year and we developed a new strategic plan and pitch sheet which we were going to use in the next legislative session.

Coleen explains the Pitch sheet. We wanted a one-page hand out, we took a few facts from mentor and I use these facts in my own non-profit. We purposely took statistics about school, drugs and extracurricular activities. We are focusing on children, youth it is defined on 24 years of age. Also, what are duties are about the commission under NRS 385.750. Also, three highlights; Mentoring Spotlight, Business & Industry and Legislative Partners. We are looking for Ambassadors.

Karl loves the next steps and Ambassadors. Are there any legislators to participate?

Dr. Maxwell says we have support from Speaker Frierson, Dina Neal, Ms. Moreno. We can work with them as anchors. We definitely want to build a larger legislative support. Karl if you want to take the building up the legislative support. Any other commissioners that want to join you? Katie raised her hand. Mike Flores is very active with the legislators. Karl has volunteered to building the legislator support, Mike Flores says absolutely and work collaboratively with the rest of the commissioners.

Karl adds soliciting private funds. There is a donor that has a private grant. Who do I need to contact in this commission?

## Meeting Minutes (continued)

Dr. Maxwell we have a couple of committees, strategic planning and bylaws. Courtney has worked on getting support the likes Jan Jones Blackhurst. Karl will follow up and cc Dr. Maxwell.

Coleen Lawrence would like to also work with Karl.

Dr. Maxwell, Rose reflected in the minutes that we are meeting these groups, set aside time in the agenda, to look at the progress made with finance and report out, moving towards the legislator.

Courtney would also like to work with Karl.

Coleen clarification we have strategic planning group with finance. Are we creating new groups?

Dr. Maxwell we will keep the same. Finance Committee and Strategic Planning.

Dr. Maxwell, strategic planning, going back to 2017. Tyrone Thompson lead the effort to get the commission established.

Purpose: supporting and facilitating mentor programs through out the state. Our

Goals: develop Communication Plan, develop 2021 Legislative Session Plan, develop Fundraising Plan, develop Feasibility Plan, develop Grant Implementation and Distribution Process, and develop Mentoring Conference Plan.

Strategic Analysis: Strengths, Opportunities: Money and funding are the two main issues. Results: Funding, Quantitative, Standardizations.

Coleen, the results are tied to the NRS.

Dr. Maxwell, Rose and Katie send out AB144, AB235 and the NCOM Original Report to all members.

The Governor took the money we had \$151,000 allocated to us. Any unused funds. Moving to the new legislative session I want what we had before if not more and that doesn't stop us from private foundations.

## Meeting Minutes (continued)

Ben Hayes asks for the new Strategic Planning document; he has the old version.

Coleen, can we have a current list of the commissioner emails.

Dr. Maxwell the purpose of the asset map to list mentoring organizations we know of. We can start building this map. Katie please reformat this document to a spreadsheet. I want to get this out to the members. When we had a coordinator, she created a list, but it was not complete.

Dr. Garner asks do we create our own sheet and forward to Katie.

Dr. Maxwell we will share one document. Google docs or Microsoft 360.

Coleen asks if we can share a document?

Dr. Maxwell will find out.

Katie create new contact information and a sub-committee member list.

Dr. Maxwell Rose has one list of sub-committees and member contact list it a matter putting it all together.

Dr. Maxwell survey statistics and funding does anyone remember what that was? Or the discussion behind it.

Katie, it was sending out a survey to organizations and getting feedback for what they need, something we do after the asset map.

Dr. Maxwell, we can see the next steps after the asset map, reaching out to them. We can put together an email and send it out to the mentoring organizations and let them know what the commission intending to do over the next year.

Dr. Maxwell do you want to have a full commission meeting in December or a strategic meeting in January.

## Meeting Minutes (continued)

Brigid reminder Dr. Maxwell December 18<sup>th</sup> at 10:30am Children's Commission. You or a couple of the members can do a presentation on the strategic plan and using the pitch sheet for NCOM. Since we have that statewide audience. Not that date so we don't conflict.

Dr. Maxwell we can have strategic planning meeting and then a full meeting. Katie do a doodle poll, with dates...If everyone has access to their calendars. Strategic Planning Meeting on the 4<sup>th</sup> and a Commission meeting on the 11<sup>th</sup> and focus on the presentation.

Brigid I only need Dr. Maxwell and I am on the commission. Maybe one or two.

Dr. Maxwell, everyone needs to participate the 4<sup>th</sup> and 11<sup>th</sup> is priority. The 4<sup>th</sup> is a priority for the strategic planning. On the 18<sup>th</sup> there will only be two or three of us.

Karl, I can do the 4<sup>th</sup> and 11<sup>th</sup> looking forward to attending. Not the 18<sup>th</sup> I'm out of town.

Dr. Garner, on the 4<sup>th</sup> I will be participating in the trustee young's program.

Dr. Maxwell, last thing we need to consider, should we look at Tuesday, Wednesday or Thursday. If we don't have any conflicts with Friday.

Katie based on past couple of months Friday has been very hard for the commission to attend to. Since it is the end of the week, we lose that urgency to get things done because it is so close to the weekend...maybe an earlier day in the week.

Dr. Maxwell something the commission to consider and I will say yes, we have been stifled in the past. I don't want to blame that on it being on Friday's.

Let's look at Tuesday or Wednesday. Let's start with Friday's.

Dr. Maxwell request to vote on which day the members prefer. Katie send out a doodle poll to choose a day of the week to meet. We will know on the 11<sup>th</sup> what day we will meet in 2021.

## 9. Public Comment #2

There was no Public Comment.

Dr. Maxwell ends the meeting.