

Nevada Department of Education

Nevada Commission on Mentoring

Friday, May 12, 2023

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

Douglas Garner

Brigid Duffy

Laura Davidson

COMMISSION MEMBER ABSENT

Michael Maxwell

Michael Flores

Sebastian Cardenas

DEPARTMENT STAFF PRESENT

Amber Reid, NDE Staff - GMU

Sarah Thomas, NDE Staff

Brittany Adams, NDE, Contractor

Rose Cota, NDE Staff

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

Vice Chair Membreno called the meeting to order on Friday, May 12, 2023 at 2:09 p.m.

Vice Chair Membreno conducted a roll call. **Quorum was established** (5 Members present).

Chair Catarata led the Commission in the Pledge of Allegiance and acknowledged the land.

2. Public Comment

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

3. Approval of Flexible Agenda

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

Motion: To approve a flexible agenda

By: Karl Catarata

Second: Katie Membreno

Vote: Passed unanimously

4. Welcome and Introduction (Mission Statement)

Vice Chair Katie Membreno thanked Commission members of their attendance, noting that today's agenda only includes a few key items.

5. Chair's Report:

Chair Catarata indicated that applicants are looking forward to utilizing granted funds and discussed today's meeting regarding finding a strategy and game plan for fund reallocation and then prompt follow up with recipients so that funds can be utilized by June 30. Chair Catarata congratulated Vice Chair Membreno on graduating with her bachelor's degree and noted that the Vice Chair was moved from Youth Commissioner to Vice Chair. Chair Catarata reported that NCOM does not currently have any bills in the Nevada Legislative Session that pertain to the Commission.

6. NCOM Development updates:

a. Adjust Allocation of Grant Funds -- NDE Staff

i. Balance remaining available for FY23 subawards: \$21,837.50.

Amber Reid, NDE, reminded Commissioners that the appropriation provided for the NCOM grants is \$25,000 per state fiscal year. Ms. Reid indicated that due to the timing of last year's sub-awards, one request for reimbursement did not occur until March of 2023, thus utilizing this year's grant money and reducing the available balance to \$21,837.50. As such, Ms. Reid informed the Commission that allocations would need to be decreased by \$3,162.50 so as to meet the reduced amount. Ms. Reid noted that given the short amount of time prior to the beginning of the next fiscal year, NDE would recommend that something be put on the books by next week for sub-recipients in order to provide them the time to spend down their funds in the allotted time. Ms. Reid further noted NDE's request for the Commission to begin the process of grant fund allocation as soon as possible for the next fiscal year so as to provide plenty of time. Ms. Reid informed the Commission that it is even-numbered fiscal years that help set the foundation for the next biennial budget and as such, the amount of money left in the account at the end of FY22 was well short of the 25,000

because sub-recipients did not have enough time to spend their money, and that this impacts the likelihood of funding to be continued to be appropriated each session. Ms. Reid thus emphasized the importance of the role that FY24 will play in building budgets for the 2025 legislative session.

Chair Catarata opened the floor to Commissioners to discuss Agenda Item 6A.

Dr. Garner asked about the percentage of reduction and suggested the possibility to reduce each allocation by that percentage.

Dr. Davidson indicated that this would entail reducing each of the nine sub-awards by 12.65 percent. Dr. Davidson suggested another option of looking at the maybes and reducing those by the needed amount, which would entail reducing each of the four maybes' allocations by approximately half.

Vice Chair Membreno concurred with Dr. Davidson's suggestion. Vice Chair Membreno informed the Commission that two of the groups had already been notified of approval of the grant awards, BOR NSHE on behalf of UNLV, and the Women's Research Institute and as such, suggested considering La Voz and the Southern Nevada Black Educators Initiative (SNBEI) for potential cuts as neither of those two groups had yet been notified.

Chair Catarata asked by what the total would be reduced for those two organizations in order to meet the needed balance.

Commissioner Duffy added that she would be comfortable with eliminating the \$500 allocation to YAP (Youth Advocate Program) as well.

Amber Reid, NE, shared a spreadsheet including the outcome of the calculations based on the scenarios proposed by Commissioners Garner and Davidson, as well as the removal of the YAP funding. Ms. Reid indicated that if YAP funding was removed and La Vos and SNBEI were each reduced by approximately \$1,300, this would bring the Commission to its desired balance of \$21,837.50 without needing to reduce funding to any of the other organizations.

Vice Chair Membreno noted her approval of this proposed solution.

Dr. Garner concurred.

Chair Catarata indicated that the Commission looks forward to having YAP, La Voz, and SNBEI apply for the next round of grants when they become available, and also concurred with the proposed solution.

Motion: To decrease funding for La Vos and SNBEI, and to cut the funding for the Youth Advocate Program.
By: Katie Membreno
Second: Laura Davidson
Vote: Passed Unanimously

Amber Reid requested that a day and time be determined to work offline with sub-recipients to provide them with good focus supports on how to complete the budget summary narrative template, as well as how to code their expenditures properly for NDE to receive their budgets and have minimal required corrections when those budgets are received. As such, Ms. Reid noted that NDE would like some guidance from the Commission on how it would like staff to proceed in scheduling that support and technical assistance. Ms. Reid indicated that the Commission could make a motion to schedule it now or could also make a motion to instruct staff to work with sub-recipients to identify a day and time that would work best within their schedules so that the most people possible could attend. Ms. Reid further noted that NDE will record this and provide a recording to any sub-recipients unable to join and that NDE will also remain on standby to provide individualized support to the nonprofit groups deemed worthy of funding by the Commission so as to get the budgets submitted as soon as possible. Ms. Reid noted that this will allow NDE's programmatic colleagues time to review for allowability and alignment, as well as to review for fiscal components and to get the complete sub-award packet out to sub-recipients for their signatures. Ms. Reid explained that NDE's deputy will then sign as the last layer of approval for the department, after which recipients are provided with a copy of their fully executed sub-award agreement as well as a copy of a request for reimbursement template workbook that they will use to submit for reimbursement from NDE.

Motion: For NDE staff to move forward in technical and detail planning to carry out ensuring that applicants complete their expenditures for this grant and be notified of the updated grants as soon as possible following adjournment of this meeting.
By: Karl Catarata
Second: Douglas Garner
Vote: Passed Unanimously

7. Agenda Item Considerations

Chair Catarata called for any agenda item considerations from Commissioners. Chair Catarata noted that the next subcommittee meeting needs to be posted, and that the Commission would like an update from NDE regarding the status of the grants as well as on how the grant process went.

There were no further suggestions from Commissioners.

8. Public Comment #2

Chair Catarata opened the second period of public comment. There was no public comment.

9. Adjournment

Motion: To adjourn the May 12, 2023 meeting at 2:48pm.

By: Karl Catarata

Second: Katie Membreno

Vote: Passed Unanimously