

Nevada Department Of Education

Nevada Commission on Mentoring
Friday, May 20, 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

Gabby Lamarre, NDE Staff

Pamela Juniel, NDE Staff

Rose Cota, NDE Staff

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

Chair Catarata called the meeting to order on Friday, May 20, 2022 at 2:06 p.m.

Vice Chair, Membreno, conducted a roll call. **Quorum was established** (7 Members present).

Chair Karl Catarata led the Commission in the Pledge of Allegiance.

Chair Karl Catarata acknowledged that the Nevada Commission on Mentoring recognizes, honors, and appreciates the indigenous lands across the state and the contributions of the indigenous people to the state.

2. Public Comment

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

3. Approval of Flexible Agenda

The Commission **did 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 welcomed the Commissioners to the meeting and indicated that today's meeting will involve the discussion of grant applications. Commissioner Membreno next indicated that she is due for reappointment and requested that the Chair begin her process of reappointment.

Chair Karl Catarata asked if the Commission was reappointing Commissioner Membreno in the role of Vice Chair or just as a member of the Commission.

Vice Chair Katie Membreno indicated that the reappointment was as a member because her term expires at the end of the fiscal year.

Chair Karl Catarata indicated that there are two specific ways that this can be accomplished via proper procedures or protocol: a full Commission vote with a simple motion or via a formal letter to Governor Steve Sisolak and to the Superintendent of Public Instruction, NDE, Jhone Ebert for formal placement and term renewal on the Commission.

Vice Chair Katie Membreno indicated her belief, based on her discussion with Gabby Lamarre, NDE, that Dr. Michael Maxwell could simply reappoint her to the Commission because he appointed her initially.

Chair Karl Catarata asked for confirmation from NDE staff on this.

Rose Cota, NDE, indicated her belief that this was correct as long as the Commission had established quorum to vote.

Michael Maxwell concurred but suggested review of the bylaws prior to taking action.

Rose Cota provided the bylaws via screen share for the Commission to study.

Chair Karl Catarata indicated that based on the bylaws, a simple motion and vote could be taken regarding Vice Chair Membreno's participation in NCOM.

Michael Maxwell concurred with Chair Catarata's suggestion and indicated that if later the Commission were to discover that some part of the process was done incorrectly, it can be done again.

Motion: Reappoint Katie Membreno as a member of the Nevada Commission on Mentoring
By: Michael Maxwell
Second: Brigid Duffy
Vote: Passed Unanimously

Vice Chair Katie Membreno thanked the Commission for her reappointment.

Chair Karl Catarata asked for any comments from other Commissioners regarding this reappointment. There was no further commentary from Commissioners.

5. Approval of NCOM April 6th and 15th, 2022, Meeting Minutes

Motion: Approve NCOM Meeting Minutes from April 6 and April 15, 2022
By: Karl Catarata
Second: Brigid Duffy
Vote: Passed Unanimously

6. Chair's Report:

Chair Karl Catarata thanked the Subcommittee for its work regarding the grants and indicated that their work is not yet complete as there will be more and more grants coming in as well as grants being dispersed to organizations.

Brigid Duffy explained to the Commission that the Subcommittee went through all of the grant applications and ranked them and then determined the awardees. Commissioner Duffy indicated that some were declined funds for various reasons, and some were awarded up to their full amount. Commissioner Duffy pointed out TULIPS as the highest grant at \$6,000 and explained that they also had the best grant application in terms of explaining fund allocation. Commissioner Duffy explained that the Subcommittee totally approved \$19,550 in grant applications, leaving an amount of \$5,450, which the Subcommittee then debated how to allocate. The Subcommittee voted to provide each of the awardees additional funds above the amount requested pending approval per regulation from NDE.

Gabby Lamarre, NDE, asked for confirmation that the awardees received the entire amount requested thus making this additional funds beyond the request.

Douglas Garner confirmed that this was correct.

Brigid Duffy confirmed that four of the awardees received full amounts and two additional ones received partial amounts.

Gabby Lamarre indicated that based on the guidelines, allocating additional funds to the awardees would be appropriate and suggested that the Commission ask for a follow-up from the awardees

as to how the additional funds will be used.

Brigid Duffy concurred, indicating that awardees should confirm how and if they can spend the additional funds in the short amount of time allotted.

Douglas Garner indicated his belief that Commissioner Duffy had suggested this in the Subcommittee meeting.

Brigid Duffy clarified that she had suggested letters, but not for clarification on how the additional funds would be used.

Sebastian Cardenas indicated his belief that as part of the earlier process, the awardees were supposed to report the planned spending of grant funds by June and indicated that as such, the reporting process could remain the same but the accounting would now need to include the full amount of the grant received, not just the requested amount.

Michael Maxwell asked for clarification on why some submissions did not receive funding.

Vice Chair Katie Membreno indicated that some applications did not have fully answered questions, and others did not fulfill the mission intended by the Commission in terms of mentoring.

Brigid Duffy offered to go through the reasoning behind each application for the Commission.

Michael Maxwell indicated that this was not necessary.

Brigid Duffy indicated that three were not funded: Greenwood Foundation wished to use the funding for a new building; Mastering Mindsets had an incomplete application; and Hip Hop Entrepreneurship did not provide a foundation of how funds would be spent down.

Sebastian Cardenas added that some of the ones declined simply did not have enough in the application to show how funds would be distributed and used appropriately. Commissioner Cardenas further informed the Commission that the Subcommittee has discussed providing future grant workshops and other development type services as a Commission to help organizations with the application process.

Michael Maxwell asked if there would be a response letter to those that were not funded. Commissioner Maxwell indicated his support for providing sessions to create capacity building and suggested including the plan for creating those future sessions in the letters going out to those organizations that were not funded.

Chair Karl Catarata explained that in his role as Chair, he will be providing those responses to those who were not funded and the responses would include the reasons why. In addition, Chair Catarata indicated that the response will include encouragement to apply for upcoming cycles of micro grants, the next of which will likely be at the end of the year. Chair Catarata further explained that his understanding per conversation with NDE staff and legislature is that this is the start of the competition and that this process will become even more of a competitive one for the Subcommittee.

Douglas Garner informed the Commission that the Subcommittee developed a good template by

which the process can be completed again on upcoming occasions.

Brigid Duffy concurred, indicating that the process was hard work but not painful.

Motion: Approve the distribution of the grants in the amounts discussed and then dividing the remainder among the top four recipients.
By: Brigid Duffy
Second: Unidentified
Vote: Passed Unanimously

Chair Karl Catarata reminded the Commission that although the Subcommittee meetings are intended for Subcommittee members, attendance is open to all members of the Commission and the public. Chair Catarata indicated that the next meeting of the Subcommittee will include reviewing the rubric, next steps for organizations, the application process for future micro grants, and a discussion reflecting how the Subcommittee wishes to present and review the grants.

Vice Chair Katie Membreno asked for the scheduled date of this Subcommittee meeting.

Rose Cota confirmed that another Subcommittee meeting has not yet been scheduled.

Chair Karl Catarata requested that because the grants need to be out prior to the end of June, another meeting be agendaized for seven days in advance.

Gabby Lamarre, NDE, indicated that she will follow up with the Grants Management Unit regarding next steps as there are some technical things that need to happen to ensure that these organizations actually receive their funds. Ms. Lamarre reminded the Commission that the funds must be spent by June 30 and as such, the funds need to be dispersed as quickly as possible to the awardees. Ms. Lamarre further indicated that these funds could be spent via purchase rather than going through a procurement process precisely because the window for spending is so small.

Chair Karl Catarata indicated that he could be available for a Grant Subcommittee meeting on Friday, May 27.

Vice Chair Membreno indicated that she could be available on Friday, May 27.

Laura Davidson indicated that she could be available on Friday, May 27 after 10:30 a.m.

Brigid Duffy indicated that she could be available on Friday, May 27 after 11:00 a.m.

Chair Karl Catarata proposed a 1:00 meeting of the Grant Subcommittee on Friday, May 27.

Motion: To hold the next Grant Subcommittee meeting on Friday, May 27, 2022 from 1:00 to 2:00 p.m.
By: Karl Catarata
Second: Brigid Duffy
Vote: Passed Unanimously

7. NCOM Development updates:

Chair Karl Catarata updated the Commission regarding the awards for Champions of Mentorship, indicating that he send over a quote in the amount of \$700 or \$800 for administrative fees to grant out to the multiple different partners. Chair Catarata next opened the floor to input from the Commission. There was no input from other members of the Commission.

Chair Karl Catarata indicated that NCOM is finalizing its commitment to the stakeholders in getting out its grants and reminded the Commission that this is just the first part of the grants and that there will be another one.

8. Agenda Item Considerations

There were no agenda item considerations.

9. Public Comment #2

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

10. Adjournment

The May 20, 2022 meeting of the Nevada Commission on Mentoring was adjourned at 2:49 p.m.

Motion: To adjourn the May 20, 2022 meeting of the Nevada Commission on Mentoring
By: Karl Catarata
Second: Katie Membreno