

Nevada Department Of Education

Nevada Commission on Mentoring

Friday, July 15, 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

Sebastian Cardenas

Brigid Duffy

Laura Davidson

COMMISSION MEMBER ABSENT

Katie Membreno, Vice Chair

Douglas Garner

Michael Maxwell

Michael Flores

DEPARTMENT STAFF PRESENT

Rose Cota, NDE Staff

Gabby Lamarre, NDE Staff

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

Chair Catarata called the meeting to order on Friday, July 15, 2022 at 2:06 p.m.

Rose Cota, NDE conducted a roll call. **Quorum was not established** (4 Members present).

Chair Karl Catarata led the Commission in the Pledge of Allegiance. Chair Catarata acknowledged and honored that the State of Nevada's Offices for the Nevada Department of Education and the Nevada Commission on Mentoring sit on indigenous lands.

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 not acquire quorum and therefore could not vote on approval for any objective in this meeting.

Agenda item 3 was skipped due to the lack of quorum.

4. Welcome and Introduction (Mission Statement)

Chair Karl Catarata explained that there are updates in terms of letters NCOM intends to send for denial letters. Chair Catarata further indicated that NCOM is seeking some updates from NDE in terms of status on grants. In addition, Chair Catarata informed the Commission that today's agenda includes discussion of grant workshops and what that might entail.

Chair Karl Catarata next discussed the mentoring landscape, reminding Commissioners that because it is summer, things are slower. Chair Catarata indicated his belief that everything will be back in full swing in the upcoming weeks with the approach of fall.

5. Approval of NCOM June 17th, and 24th 2022, Meeting Minutes

Chair Karl Catarata indicated that this item could be discussed but not voted as quorum was not established. Chair Catarata explained that he did not see any amendments or additions and opened the floor to Commissioners.

There were no amendments or additions.

The vote on this agenda item was tabled due to the lack of quorum.

6. Chair's Report

Chair Karl Catarata indicated that he does not have anything to report at this time.

7. NCOM Development updates

Chair Karl Catarata indicated that due to the lack of quorum, this agenda item would remain a discussion item rather than an action item.

a. Review Denial Letters for Grant Funds

Sebastian Cardenas informed the Commission that he has drafted the letters and shared an example with the members. Commissioner Cardenas summarized that each letter specifically details the reasons NCOM was unable to provide the grant to those applicants who were denied. Commissioner Cardenas also explained that each letter indicates to the applicants that feedback is available upon request. Commissioner Cardenas further indicated that each letters contains the invitation to reapply for the fall '22 microgrant cycle as well as an invite to the virtual grant workshop that will be held prior to the opening of the grant cycle.

Laura Davidson indicated her support of this letter, noting the invitation to reapply and

attend the workshop strikes a nice tone.

Brigid Duffy concurred.

Chair Karl Catarata concurred.

Sebastian Cardenas gave a quick overview of each of the rejection letters and provided opportunity for Commissioners to provide feedback.

b. Grant Workshop

Chair Karl Catarata reminded the Commission that NCOM is trying to do a grants workshop as outreach to mentoring organizations and programs across the state in order to make them aware of the opportunity to apply for grants with the best grant application possible.

Gabby Lamarre, NDE, indicated that NDE's grants team could certainly do a presentation and frame it around NCOM's recommendations based on what the Commission learned about submitting a strong application throughout the FY'22 grants process.

Sebastian Cardenas indicated that the main idea behind these workshops was to give rejected applicants an opportunity to grow, improve, and be more competitive for the next grant cycle. In addition, Commissioner Cardenas discussed the possibility of the NDE/NCOM webpage including a resource kit with links to recordings of the workshops as well as announcements for future up-and-coming programs and nonprofits that need that type of help.

Chair Karl Catarata concurred with Commissioner Cardenas.

Brigid Duffy asked Commissioner Cardenas if he had somebody offering to help with the workshop.

Laura Davidson concurred with Commissioner Cardenas' suggestions, indicating that this would also be a great opportunity to introduce NCOM to the northern and rural areas that were underrepresented in the previous cycle.

Sebastian Cardenas, in response to Commissioner Duffy's question, indicated that Jamie Chazan, director of grants who works with communities and schools in southern Nevada, has agreed to help and lead the discussion and give expert advice during the workshop.

Chair Karl Catarata asked NDE staff if the dates for the workshops could be planned accordingly for the next cycle of fall and winter grants.

Gabby Lamarre, NDE, confirmed that the funds did hit the NDE account as of July 1, 2022, the start of the fiscal year, and would be available through June 30, 2023. Ms. Lamarre indicated that during that time, the roll out of those grants is at the discretion of

the Commission. Ms. Lamarre advised that the Commission leave a good amount of time for subrecipients to be able to spend the funds.

Chair Karl Catarata asked if NCOM could have the dates the funds have hit in writing or if this is common knowledge among Commissions.

Gabby Lamarre, NDE, indicated that this is generally common knowledge and informed the Commission that NDE could send a follow-up email to the Chair and Vice Chair.

Brigid Duffy asked if the grant funds were for the same amount this year as in the previous fiscal year.

Gabby Lamarre confirmed that this year's grant funds of \$28,690 are for the same amount as the previous year.

Sebastian Cardenas thanked NDE staff for all the work that they undertake and asked at what point the Commission could note this past grant cycle as officially closed.

Gabby Lamarre explained that the cycle can be noted as closed once all sub-awardees have been contacted and given that the Commission is still working on denial letters, the cycle can not be officially closed until those communications have gone out.

c. Review application FY2023

This agenda item was tabled due to the lack of quorum.

d. NCOM Grant FY22 Status Update

Gabby Lamarre, NDE, indicated that NDE did get executed sub-grant awards and reminded the Commission that no subrecipient can spend funds until they actually have executed the sub-grant award that has been reviewed and approved by the multiple different teams at NDE. Ms. Lamarre indicated that executed subawards have been sent out to: Greater Youth Force Association; Leaders in Training; The Gathering Place; the Las Vegas Clark County Library District Foundation as these were the organizations that responded back to NDE with a budget that was then approved. Ms. Lamarre further indicated that these recipients were informed that reimbursements need to be requested no later than July 21 and that a copy of the general ledger needs to be provided with that request. Ms. Lamarre explained that the recipients also will need to submit a final financial report to NDE's grants team by August 15. Ms. Lamarre informed the Commission that any funds not spent by August 15 will not carry over as they are state funds.

Chair Karl Catarata asked about Hip Hop Entrepreneurship, whose funding was approved later.

Gabby Lamarre indicated that they were not able to receive given the barrier of the timing. Ms. Lamarre further indicated that UNLV College of Liberal Arts declined their funding, and TULIPS was unable to get their information in on time.

Chair Karl Catarata asked if the organizations unable to meet the requirements could be added to the next cycle and awarded then.

Gabby Lamarre indicated that because these are state funds, they are returned to the state and as such, this is not an option.

Chair Karl Catarata asked if NDE could provide the amount that NCOM was able to contribute back to the general fund due to the inability to allocate the funds.

Gabby Lamarre indicated that the total was \$10,362.50.

8. Agenda Item Considerations

a. Non-Profit Organization Northern Nevada

Laura Davidson indicated that she did not have any updates at this time.

9. Public Comment #2

Chair Karl Catarata opened the floor for public comment.

There was no public comment.

10. Adjournment

Chair Karl Catarata adjourned the July 15, 2022 NCOM meeting at 2:50 p.m.