

# Nevada Department of Education

Nevada Commission on Mentoring

Friday, July 21, 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

Brigid Duffy

Laura Davidson

Raja Mourey

Andres Estrada

### COMMISSION MEMBER ABSENT

Michael Maxwell

Michael Flores

Sebastian Cardenas

### DEPARTMENT STAFF PRESENT

Rose Cota, NDE Staff

Sarah Thomas

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

Vice Chair Membreno called the meeting to order on Friday, July 21, 2023 at 2:05 p.m.

Rose Cota, conducted a roll call. **Quorum was established** (6 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:** Laura Davidson

**Vote:** Passed unanimously

#### **4. Welcome and Introduction (Mission Statement)**

Chair Catarata introduced the two newest members of the Commission, Andres Estrada and Raja Mourey.

Andres Estrada introduced himself and noted that he is looking forward to working with everybody and learning in the process to contribute in any way that he can. Mr. Estrada explained that he grew up in Winnemucca and spent one year at UNR before transferring to an out-of-state college. Mr. Estrada indicated that he has been in Las Vegas for more than 20 years, has been a member of the Chamber of Commerce for approximately 12 years, and works for Lamar Advertising as a senior account executive, selling billboards across the country and helping businesses grow. Mr. Estrada explained that a big part of his growth is through membership opportunities, and he looks forward to helping to organize these opportunities on a larger scale.

Raja Mourey thanked the Commission for the opportunity to serve. Mr. Mourey explained that he has been a resident of Las Vegas for 36 years, has a wife and three children, is an entrepreneur who owns two businesses, and is the president of the Las Vegas Asian Chamber of Commerce, as well as a new author who published his first book approximately two months earlier.

Chair Catarata noted that the main focus of today's meeting is updating on the grants, and explained the microgrant process for the benefit of the new commissioner. Chair Catarata indicated that in addition, the Commission focuses on standards and overseeing mentorship as a whole across the state.

#### **5. Approval of NCOM May 12, June 16, and June 26, 2023 MEETING MINUTES**

Rose Cota asked for any changes or corrections to the May 12, June 16, and June 26, 2023 meeting minutes.

**Motion:** To approve the NCOM May 12, June 16, and June 26, 2023 Meeting Minutes

**By:** Karl Catarata

**Second:** Brigid Duffy

**Vote:** Passed unanimously

#### **6. Chair's Report**

Chair Catarata indicated that each Commissioner should have received or will be receiving an email or text message from the Chair regarding one-on-one meetings to check in on the different ideas and thoughts everyone has for the Commission. The Chair explained that he wants to ensure that NCOM is effective and is delivering to the mentees across the state, as well as ensuring that all Commissioners' suggestions on how to continue to move the Commission forward in an effective way are heard.

Chair Catarata discussed his communication with the Boards of Commissions Office, noting that he has relayed to the Director the need for NCOM to remain transparent. The Chair noted that the Commission currently has one open seat for the rural communities in the state and asked Commissioners to encourage anyone they feel would be a good candidate for this opening to apply. The Chair noted that in addition to the two new appointees, Dr. Garner has been reappointed back to his specific seat. The Chair next indicated his belief that there will be some openings on the Commission soon due to some absences at the last few meetings.

Chair Catarata next discussed the microgrants, noting that the Commission continues to ensure delivery to its mentees and mentors across the state. As such, the Chair requested that any Commissioners aware of organizations interested in micro-gran opportunities encourage them to apply.

## **7. NCOM Development Updates**

### **a. FY24 Grant Funds application**

#### **i. Selection of Grants Committee for Vote**

Chair Catarata explained that subcommittee members will be responsible for making recommendations to all members of NCOM, followed by a full Commission vote. The Chair further explained that the subcommittee will be responsible for creating a competitive grants program and recommending nominees to the full Commission.

Rose Cota, NDE explained that the forming of this subcommittee is important and does require a Commission vote. Ms. Cota indicated that now that FY'23 has wrapped and FY'24 has begun, a committee needs to be put together to review the application and the application process.

Chair Catarata asked how many members need to be part of the subcommittee and what number would comprise quorum.

Rose Cota indicated that three members need to be part of the subcommittee, one

of which must be the Chair. Ms. Cota forwarded the NCOM bylaws to the members of the Commission for their review, along with AB235, the NRS that governs NCOM. Ms. Cota further indicated that the goal is to have a subcommittee formed by the end of today's meeting, and that the subcommittee will meet the first Friday of the month to have the agenda put together to review the application. Ms. Cota indicated her hopes of the subcommittee also putting together a grant funds workshop for the grantees.

Commissioner Duffy asked for a confirmation of the timeframes for subcommittee members so as to meet the necessary deadlines. Commissioner Duffy further requested that review of the application be agendaized for the next NCOM meeting in the interest of clarifying those timelines and getting the application out earlier to the community with an earlier application deadline so as to start making the awards earlier, which would enable grantees to have more time to spend the funds. Commissioner Duffy concluded by welcoming the new Commissioners.

Rose Cota explained that she is working on a guidance document for the NCOM grant funds process, which will include all pieces of the grant, from application to expenditure, with each document's deadline included. Ms. Cota indicated her uncertainty that the guidance document would be complete by the next meeting because it does require NDE approval, but explained that she can provide an overview of the process with the timeframe. Ms. Cota concurred with releasing the application as soon as possible.

Chair Catarata also concurred with release of the application as quickly as possible. Chair Catarata provided a brief overview of the \$50,000 grant funds provided to NCOM, noting that this amount is divided over two grant cycles, one in the fall and a second in the spring. Chair Catarata next asked for volunteers for the subcommittee and asked Commissioner Duffy if she would be interested in serving in a leadership role on the subcommittee.

Commissioner Duffy indicated her interest in being part of the subcommittee but noted that due to time constraints, she would be unable to lead it.

Chair Catarata next asked Commissioner Davidson if she would be interested in chairing the subcommittee, with Commissioner Membreno serving as Vice Chair.

Commissioner Davidson agreed to chair the subcommittee, noting that she would need support in walking through the process to understand her duties.

**Motion:** To instate Laura Davidson as Chair and Katie Membreno as Vice Chair of the subcommittee, with additional NCOM members serving so as to meet quorum.

**By:** Karl Catarata

**Second:** Brigid Duffy

**Vote:** Passed unanimously

**b. Governor Appointment Positions**

**i. One member appointed by the Governor who is a representative of business and industry with a vested interest in supporting mentorship programs in this State, Raja Mourey, term ends 5/31/2025**

**ii. One member appointed by the Governor who represents an employment and training organization located in this State, Andres Estrada, term ends 5/31/2025**

**iii. Reinstate Commissioner, Douglas Garner**

Commissioner Garner noted for the record that he would like to continue to serve on the Commission.

**8. Agenda Item Considerations**

**a. Grant Funds Workshop**

Chair Catarata indicated the importance of holding a Grant Funds Workshop and asked Dr. Davidson, leader of the grants subcommittee, to plan and work toward this goal. The Chair explained that this will provide mentee and mentorship organizations the necessary information regarding how to apply for the micro-grants, and would include the timelines and appropriate deadlines.

**b. Denial Letters for FY23 Grant Funds**

Rose Cota, NDE, explained that denial letters are needed for the FY'23 applicants who were not selected for grant awards. Ms. Cota indicated that she has put together denial letters, and that they are currently moving through her supervisor to ensure that they are acceptable. Ms. Cota further indicated her hope that these letters will be ready to send by August 18 and will add them to the package for that meeting, at which time the full Commission will review them and vote on them.

The existing commissioners spent a few minutes introducing themselves, for the record, to the two new commissioners. NDE Staff also spent a few minutes introducing themselves, for the record, to the two new commissioners.

## **9. Public Comment #2**

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

## **10. Adjournment**

**Motion:** To adjourn the July 21, 2023 NCOM meeting at 2:58 p.m.

**By:** Karl Catarata

**Second:** Raja Mourey

**Vote:** Passed unanimously