

Nevada Department Of Education

Nevada Commission on Mentoring
Grants Subcommittee
Friday, May 27, 2022
1:00 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 STAFF ABSENT

Michael Maxwell

Michael Flores

Sebastian Cardenas

DEPARTMENT STAFF PRESENT

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, May 27, 2022 at 1:00 p.m.

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.

4. Welcome and Introduction (Mission Statement):

Chair Karl Catarata congratulated all the members of the subcommittee for successfully completing the process in getting the grants done. Chair Catarata further indicated that this is one of the three processes envisioned by NCOM to assist mentoring organizations and as such, next action steps to complete funding and recommendations for the next round of funding for fall and winter will be discussed.

5. Chair's Report:

Chair Karl Catarata indicated that there is nothing new to report under item number 5 as the subcommittee has completed all deliverables and tasks and all items were approved by the Commission as a whole.

6. NCOM Development updates:

Gabby Lamarre, NDE, indicated that Amber Reed, Director of NDE's Grant Management Unit is on the call for the meeting, as well as Nicholas Stanton with the Office of Student School Supports. Ms. Lamarre explained that NDE has been working with the Grants Management Unit (GMU) team on ensuring that allocations are made to awarded entities as soon as possible. Ms. Lamarre further indicated that three of the six entities still need to confirm a vendor number in order to legally receive the funds. Ms. Lamarre explained that she has reached out to one, The Gathering Place, but has not yet heard back, and still needs to reach out to TULIPS and the sector of the UNLV entity that will be receiving the grant. Ms. Lamarre next explained that Nicholas Stanton has been working to ensure that each entity has a completed and signed budget document, indicating that what has been allocated needs to be put in a specific object codes and function codes in order for the GMU team to process it. Ms. Lamarre indicated that they must also have state assurances that are signed and that once all of those things are in place, it goes through NDE's internal review process for approval, following which sub-recipients will need to sign and date the rewards, prior to approval of each of the division's deputies, with final approval coming from the Deputy of the Student Investment and Division Team. As such, Ms. Lamarre indicated that the awardees should not be spending the funds until they receive the final, official agreement.

Amber Reed added that the sub-award constitutes the legal contract between the Department and the sub-recipient, and that this document requires three signatures: the authorized signatory of the sub-recipient; either Gabby Lamarre or Deputy Jonathan Moore; the deputy in the Student Investment Division. Ms. Reed confirmed that once all three signatures have been provided, the legal document is then in effect and that if a sub-recipient spends any money prior to that document being in effect, they run the risk of receiving no reimbursement for the funds spent. Ms. Reed indicated that the Department did provide some draft budget preparation guidelines to help sub-recipients as they complete the information. Ms. Reed further indicated that the Department generally requires a scope, but because these are small applications and a small group

of sub-recipients, the applications themselves will be used as the scope. Ms. Reed explained that the final requirements is a financial risk assessment with the pre-award questions. Ms. Reed informed the Subcommittee that the fast response time on these things is approximately four weeks due to corrections needing to be made along with the follow-up with people to ensure signatures and dates. Ms. Reed indicated that the NDE team has met internally to try and decrease the probability of corrections so that when the documents arrive, they can move through the processes relatively quickly, and explained that NDE has the sub-awards documents drafted and ready to go for each entity and is just waiting for the free vendor IDs as identified by Gabby Lamarre earlier in the meeting. Ms. Reed reminded the Subcommittee that once the sub-recipients have been granted the authority to spend, the money must be spent by June 30 due to the fact that these are state dollars that will end on the state fiscal year. As such, any expenditures dated after July 1 will not be reimbursed. However, Ms. Reed indicated that requests for reimbursement can come to the Department up through July 15 as long as the receipts are dated prior to 6/30/2022. In addition, Ms. Reed explained, the sub-awardees will be required to submit final financial reports within 60 calendar days following the end of the award period. Ms. Reed indicated that the NDE team will help with those reporting requirements. Ms. Reed concluded by reminding the Subcommittee that if any of the award money is spent prior to receipt of the legal contract with the three signatures of after June 30, the sub-awardees run the risk of not being reimbursed for the purchases.

Gabby Lamarre reiterated that NDE has the vendor numbers for most of the sub-recipients and that the team intends to provide the budget template for the sub-recipients to complete. Ms. Lamarre indicated that the Department has one question regarding the additional funds that NCOM is allocating and asked Mr. Stanton to elaborate.

Nicholas Stanton asked if the additional surplus that was not defined in the applications should be added into the pool of existing money requested or if it should be a set-aside that can be used at the subrecipients' discretion.

Amber Reed indicated that the budget has to clearly explain and define each expenditure and as such, the extra money is currently being located in object code 800, "other", and explained that there are very few things that are provable on a budget that can stay in object code 800. Therefore, Ms. Reed explained, the extra funding will need to be placed in the correct object code associated with how it is spent for clarification.

Brigid Duffy asked for clarification on whether or not the sub-recipients need to indicate how the additional funds above the asked award amount will be spent, or if they can simply be told that they are receiving an extra allocation of funds.

Amber Reed clarified that the sub-recipients do need to inform NDE how that money will be used

and the decision point comes down to whether or not the Commission wishes to provide the sub-recipient with some guidance on how they can spend their extra allocation of funds or allow them to choose themselves. Ms. Reed indicated that if they are allowed to choose the expenditures themselves, the Commission will need to ensure that the money is tracked appropriately in their budget and that it is an allowable expenditure per state and federal laws.

Brigid Duffy indicated that this is something the Commission will need to discuss and determine.

Chair Karl Catarata thanked the NDE staff for allowing NCOM to fulfill its mission and for their work in helping the Commission with this grant. Chair Catarata encouraged NDE staff to inform him and the Commission of any mentoring organizations that may be lagging in the grant completion process and offered his and the Commission's help in speeding along the process out of respect to the timelines provided by NDE staff. Chair Catarata next asked NDE staff how Commissioners can continue to be of good support and asked for recommendations that NCOM should add in addition to the specific letter proposed by Gabby Lamarre with the intent of being very clear with the grantees. As such, Chair Catarata requested that NDE staff forward any necessary legal language to him in order to include that in the guidelines send forward to grantees.

Gabby Lamarre indicated that the Commission can craft the letter and then NDE will work to fill in any additional needed information.

Douglas Garner indicated the importance of being as succinct and precise with language as possible.

Chair Karl Catarata concurred.

Douglas Garner thanked NDE staff for coming to the meeting and providing clear explanation of the process.

Gabby Lamarre reiterated that NDE will be reaching out the entities directly for any needed communication and asked if Chair Catarata and Vice Chair Membreno would like to be copied on those communications.

Chair Karl Catarata indicated his trust in the NDE staff.

Vice Chair Katie Membreno indicated that she and Chair Catarata would discuss all information provided and split any work needing to be done on the Commission's part. Ms. Membreno thanked NDE staff and expressed her appreciation for the work NDE staff has done to help the Commission.

Brigid Duffy indicated the importance of attaining quorum for the Commission to be able to move forward in order to meet the deadline.

Motion: To direct NDE staff to follow through with the items to those specifically granted as well as for Commission members being ready to assist NDE staff when needed to do so.

By: Karl Catarata

Second: Katie Membreno

Vote: Passed Unanimously

7. Agenda Item Considerations

Chair Karl Catarata asked NDE staff if either the superintendent or the governor wished to be involved in the process of dispersing grant funds. Chair Catarata next indicated that in time for the next grant cycle, he would like for the Subcommittee to discuss the rubric and the process.

Gabby Lamarre indicated that she would reach out to NDE's public information officer and inquire as to whether the superintendent or the governor wished to be involved in grant funds disbursement.

8. Public Comment #2

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

9. Adjournment

Motion: To adjourn the May 27 meeting of the Nevada Commission on Mentoring Grants Subcommittee AT 1:40PM.

By: Karl Catarata

Second: Katie Membreno