

Nevada Department of Education

Nevada Commission on Mentoring

Friday, February 16, 2024

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

Dr. Michael Maxwell

Andres Estrada

COMMISSION MEMBER ABSENT

Dr. Laura Davidson

Michael Flores

Sebastian Cardenas

Raja Mourey

DEPARTMENT STAFF PRESENT

Sarah Thomas, NDE Staff

Rose Cota, NDE Staff

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

The meeting recording began at roll call.

Rose Cota, conducted a roll call. **Quorum was established** (5 Members present).

Vice Chair Katie Membreno 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: Katie Membreno
Second: Michael Maxwell
Vote: Passed unanimously

4. Welcome and Introduction (Mission Statement)

Vice Chair Katie Membreno thanked the members for their attendance as well as the team at NDE for all their work behind the scenes in getting out the grants and contacting approved organizations.

5. Approval of NCOM November 3rd, 17th, 30th, and December 15th, 2023, Meeting Minutes

Motion: Approve the November 3, 2023 NCOM Meeting Minutes
By: Katie Membreno
Second: Michael Maxwell
Vote: Passed unanimously

Motion: Approve the November 17, 2023 NCOM Meeting Minutes
By: Katie Membreno
Second: Brigid Duffy
Vote: Passed unanimously

Motion: Approve the November 30, 2023 NCOM Meeting Minutes
By: Katie Membreno
Second: Karl Catarata
Vote: Passed unanimously

Motion: Approve the December 15, 2023 NCOM Meeting Minutes
By: Katie Membreno
Second: Brigid Duffy
Vote: Passed unanimously

6. Chair's Report:

Chair Karl Catarata reported that NCOM is still steadily working on microgrants. The Chair requested an update on this process from NDE staff, noting that there were several folks who had applied for the grants that were wondering about fund dispersal. Chair Catarata next opened the floor to Commissioners with anything to share regarding the microgrant process.

Brigid Duffy indicated that she has not heard from anybody in the community but that she herself is wondering where NCOM is with the process.

Rose Cota, NDE, reported that pre-award assessments were sent out to all sub-recipients, noting that this was a questionnaire that needed to be filled out. Ms. Cota indicated that responses have been received from five of the sub-recipients, and that there are three still outstanding: The Boys and Girls Club of Western Nevada; La Voz Latino Law Student Association; and Code Switch Restorative Justice for Girls of Color. Ms. Cota indicated that the next step would be from Amber Reid, who would provide the next-step documentation and set up a TA session to help sub-recipients through the process.

Andres Estrada questioned if organizations that were not selected have been notified.

Rose Cota indicated that they have not yet been notified as the denial letter is not yet completed. Ms. Cota questioned who would be creating those letters that she will be sending out.

Vice Chair Membreno asked about the possibility of reaching out to the organizations that have not yet responded to let them know that their response is awaited.

Rose Cota noted that the Commission could do so.

Vice Chair Membreno indicated that she would go ahead and send some emails today and would CC both Chair Catarata and Ms. Cota on those emails.

Chair Catarata concurred that a denial letter needs to go out to those who did not receive the grant as soon as possible, and questioned if Ms. Cota still has the letter from last cycle that could just be reused with the organizations at the top edited.

Rose Cota indicated that she does have a copy of the letter from the last grant fund process, which is a generic, and noted that the one previous to that was created individually to explain to each of the applicants the reason why they had not been awarded the grant.

Chair Catarata indicated that as a matter of urgency, organizations that did not receive the grant should be notified, and opened the floor for input from the other commissioners in terms of their ideas about specificity for organizations that were denied.

Vice Chair Membreno suggested sending the generic letter now and potentially inserting a small paragraph noting that NCOM would be following up with additional details so that organizations would be aware that they would receive a more informed note in the future.

Brigid Duffy concurred with Vice Chair Membreno's suggestion.

Chair Catarata concurred with Vice Chair Membreno's suggestion. The Chair requested that Vice

Chair Membreno and Commissioner Davidson worked on the specific wording of the letter, and tasked Commissioner Estrada with ensuring that the task is completed in a timely fashion.

Motion: To send out the denial letters now with an indication that there will be follow-up in the near future.

By: Brigid Duffy

Second: Karl Catarata

Vote: Passed unanimously

Motion: That the microgrants subcommittee reconvene to decide the details on what to tell those who were denied.

By: Brigid Duffy

Second: Karl Catarata

Vote: Passed unanimously

Chair Catarata informed the Commission that he had heard from a group that had questioned if there was a delay on the grants, and noted that this group had already completed all the necessary paperwork and is just waiting on funding, and questioned if he could share with this group via email.

Rose Cota indicated that there is still process to be followed prior to funding, as documentation from Amber Reid still needs to go out to all of the applicants selected. Ms. Cota indicated that her director is working with Ms. Reid to compile the documents and then set up a TA session, and noted that everyone needs to follow the same process regardless if they have been through this process before or not.

Vice Chair Membreno indicated her understanding that the groups are feeling urgency about spending the funds on time and recommended that the groups be made aware that now that they have been awarded the funding, there are steps required by NDE, but that they will have the time to spend those funds, and that this is one of the reasons that NCOM began the grant process so early.

Rose Cota concurred and indicated that one of the important documents sent out is the notice of award, which does not come from Ms. Cota, but from the grants department and as such, the process must be followed for those groups that are approved and need to receive the notice of award, which Ms. Cota noted will not come through until all of the documentation that needs to be sent out to everybody is completed.

Chair Catarata indicated his understanding and questioned if there is a bottleneck somewhere that he needs to push through, or is the best way for him to support NDE is simply to wait patiently.

Rose Cota indicated that the best methodology would be to allow the grants department to complete the process, which will be another two to three weeks. Ms. Cota further noted that in future applications, perhaps the timeframe should be modified to include the time involved in the processing. Ms. Cota indicated that organizations are not actually crammed for time--there is still plenty of time for them to spend down the grant funds once received.

7. NCOM Development updates:

a. NCOM CY2024 Sub-Committee Meeting Schedule

Rose Cota indicated that the calendar was attached to the invite and the email to the full NCOM meetings. Ms. Cota explained that this agenda item is simply to make it a matter of record that all members approve that the subcommittee meet the first Friday of the month, and that the regular NCOM meetings will be the third Friday of the month.

Motion: To approve the subcommittee meeting schedule for the first Friday of every month.
By: Katie Membreno
Second: Karl Catarata
Vote: Passed unanimously

b. NCOM FY2024 Meeting Schedule

Chair Catarata suggested changing the December 20 meeting so as to be respectful of everyone's holiday plans.

Vice Chair Membreno concurred and stressed the importance of all members attending the November 15 meeting in order to get everything done for the year that needs to be done in lieu of the cancellation of the December meeting.

Motion: To approve the document for the 2024 calendar meeting schedule, with the amendment to remove the Friday, December 20, 2024 meeting.
By: Karl Catarata
Second: Michael Maxwell
Vote: Passed unanimously

8. Agenda Item Considerations

a. NCOM Grass Roots Organizations to apply

Chair Catarata noted that this item was well covered under the Chair's report.

b. NCOM Secretary

Chair Catarata first discussed the vacant positions, noting that by the revised statutes, Commissioners Cardenas and Flores were automatically removed for having missed a couple of meetings. The Chair indicated that he will be thanking those commissioners for their time served, and explained that this means two new youth commissioner seats will be opening up on the Commission. The Chair further indicated that he would like to work with all commissioners and staff in identifying and onboarding a youth commissioner, who could also serve as secretary with the responsibilities of keeping minutes, taking notes, and assisting NDE staff and the vice chair with record keeping.

Vice Chair Membreno asked for confirmation that the secretary position would not be filled at today's meeting.

Chair Catarata confirmed that this was correct unless an existing Commissioner was interested in taking on this role.

Vice Chair Membreno indicated her preference to elect someone to take on the secretary role to assist Ms. Cota as well as others on the team who are completing some of these duties.

Sarah Thomas, NDE, concurred with Vice Chair Membreno, who noted that secretary tasks are the responsibility of the Commission and that Ms. Cota, in her new role, does not have the capacity that she did in the past to continue on with this responsibility.

Vice Chair Membreno asked for volunteers, noting that once new commissioners are elected, some of these tasks can be delegated to those new commissioners to assist in the role of secretary.

Brigid Duffy asked for confirmation of the secretary's role.

Rose Cota indicated that the posting of the agenda and the grant funds award are really the only function of NDE and that all other responsibilities fall under The Commission. Ms. Cota confirmed for Commissioner Duffy that the agenda items are emailed to her at NDE and she then formats them in the approved agenda layout and sends them for Commission approval prior to posting.

Commissioner Duffy questioned what the Chair and Vice Chair rely on the secretary to do, noting that potentially she has a secretary that she could ask to help, depending on the tasks needing to be done.

Vice Chair Membreno thanked Commissioner Duffy for offering, but noted that for the moment, she does not mind taking on the secretary role, and indicated that someone new could possibly be elected once new members join the Commission.

Chair Catarata indicated his support for the idea, and also thanked Commissioner Duffy for offering, and reiterated his suggestion that this would be an acceptable task for a new youth commissioner who would be joining the Commission within the next 30 business days.

Motion: To seek out two youth commissioners over the next 30 business days, one of whom will in addition be trained to take on the role of secretary.

By: Karl Catarata
Second: Brigid Duffy
Vote: Passed unanimously

9. Public Comment #2

Brigid Duffy recognized the passing of Megan Jordan, an incredible mentor to youth in the community through YAP and through the Harbor, as well as with Workforce Connections. There was no additional public comment.

10. Adjournment

Vice Chair Katie Membreno adjourned the meeting at 2:57 p.m.