

Nevada Department of Education

Nevada Commission on Mentoring

Friday, June 21, 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

Dr. Laura Davidson

Raja Mourey

Andres Estrada

COMMISSION MEMBER ABSENT

Dr. Michael Maxwell

Brigid Duffy

Dr. Beverly Givens

Vince Nava

DEPARTMENT STAFF PRESENT

Sarah Thomas, NDE Staff

Rose Cota, NDE Staff

1. Call to Order:

Vice Chair Membreno called the meeting to order on Friday, June 21, 2024 at 2:00 p.m.

2. Roll Call:

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

3. Public Comment

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

4. Approval of Flexible Agenda

The Commission **acquired quorum** and therefore could vote on approval for any objective in this meeting.

Motion: To approve flexible agenda.

By: Chair Karl Catarata

Second: Vice Chair Katie Membreno

Vote: Unanimous

5. Welcome and Introduction (Mission Statement)

Vice Chair Katie Membreno thanked everyone for attending, as there were many items needing to be voted on.

6. Chair's Report:

Chair Karl Catarata indicated that some members are looking for their award letter and are concerned about the amount of time to spend the funds.

Rose Cota stated that those letters are currently with leadership and that she would follow up with an email to let everyone know if those would be ready to release today.

7. NCOM Development updates:

NCOM Grant Fund Process:

A. Modify the NCOM Grant Fund Application.

i. Split Funds Process

ii. Adjust Rubric Process

Dr. Laura Davidson noted the feedback received in the last NCOM meeting discussing the grant process being that the Commission felt it was under serving certain organizations in the communities, specifically smaller organizations, first time applicants, and rural organizations. Dr. Davidson stated that there had been a rethinking the grant process to figure out if there is a way to either allocate funds specifically for those underserved mentoring organizations in the state or adjust the rubric to award more points for organizations who meet those criteria. Dr. Davidson explained the proposal discussed at the last income grant committee meeting were the split fund option, which would be instead of allocating the entire \$25,000 to any grantee in the state who applies, 12,500 would be specifically for organizations considered underserved, first-time grantees, from a rural area, or organization serving fewer than 50 youths, or adjusting the scoring rubric to award more points to any applications received from these underserved organizations, being from a rural area, first time grantee, or serving fewer than 50 youth. Dr. Davidson then addressed the need to specifying more clearly that the funds can only go to youth under the age of 24.

Chair Karl Catarata asked which option would be more feasible in view of timelines.

Dr. Laura Davidson replied that they were both equally doable. Dr. Davidson then stated the split fund option would be easiest as it did not require any change in the application or the rubric, only a need to specify in the press release and the intro to the application. Dr. Davidson explained that with this comes the need to do outreach to the underserved organizations to support them with the application process, essentially compiling a list of organizations meeting those criteria and inviting them to a workshop to offer additional technological assistance for the comfort of applying. Dr. Davidson also noted that to rewrite the rubric would be a quick adjustment. Chair Karl Catarata asked what the disadvantages to each would be.

Dr. Laura Davidson stated that it makes the process a little more complicated. Dr. Davidson explained that the communication would need to be different, so the timeline to have the new application with the language change voted on today by the next full NCOM meeting would be a must. Dr. Davidson also noted that there might be some organizations that need to be brought back to the table. Dr. Davidson emphasized the importance that true outreach would play in order for this to be successful.

Motion: To approve Option 1, the split funds process.
By: Chair Karl Catarata
Second:
Vote: Unanimous

B. Timeline to launch Application.

- i. Final Commission Approval July 19, 2024**
- ii. Launch Application August 12, 2024**

Dr. Laura Davidson reiterated the importance of attendance at the July 19th commission meeting in order to meet quorum because that would be when the application would be approved. Dr. Davidson stated that getting the deadline set is the most important component to the whole grant process so that it can be launched on August 12th. Dr. Davidson noted that the early launch date allows for the distribution of the funds as early as possible so organizations have a full six months to spend down the funds.

C. Add to Timeline Notification of Award Amount to Selected Applicants.

Dr. Laura Davidson explained that grantees were not notified of the amount that they were getting, so this was just a reminder that to add that into the process when notifying the selected applicants.

Motion: To add the timeline notification of award amount to selected applicants along with the packet given by NDE after selections are made.
By: Dr. Laura Davidson
Second: Chair Karl Catarata
Vote: Unanimous

D. Grant Application Workshop August 22, 2024.

Dr. Laura Davidson explained there will only be one application workshop this year scheduled for August 22nd. Dr. Davidson noted that there would be a Zoom link sent to all prior grantees along with the list of underserved organizations identified between now and that date to invite them to the process. Dr. Davidson stated that the grant will have been out at that point for 10 days, so hopefully people will come ready with their questions if they have them. Dr. Davidson said that after the workshop the recording would be uploaded on the website for anyone who couldn't attend the grant workshop that day to access the material.

Motion: To conduct a grant application workshop on August 22, 2024
By: Dr. Laura Davidson
Second: Vice Chair Katie Membreno
Vote: Unanimous

8. Agenda Item Considerations

No agenda items to consider.

9. Public Comment #2

No public comment.

10. Adjournment

Motion: To adjourn the meeting at 2:36
By: Chair Karl Catarata
Second: Vice Chair Katie Membreno
Vote: Unanimous