

Nevada Department of Education

Nevada Commission on Mentoring Sub-Committee

Friday, June 7, 2024

2:00 PM

Office	Mode	Platform
Department of Education	Teleconference/Livestream	Zoom

SUMMARY MINUTES OF THE COMMISSION MEETING

COMMISSION MEMBER PRESENT

Katie Membreno, Vice Chair

Dr. Laura Davidson

COMMISSION MEMBER ABSENT

Karl Catarata, Chair

DEPARTMENT STAFF PRESENT

Rose Cota, NDE Staff

Sarah Thomas, Staff

1. Call to Order:

Vice Chair Membreno called the meeting to order on Friday, June 7, 2024 at 2:05 p.m.

2. Roll Call:

Rose Cota, conducted a roll call. **Quorum was established** (2 Members present).

3. Public Comment

Vice Chair Membreno 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 the flexible agenda.

By: Vice Chair Katie Membreno

Second: Dr. Laura Davidson

Vote: Unanimous

5. Welcome and Introduction (Mission Statement)

Tabled.

6. Chair's Report:

Tabled.

7. NCOM Development updates:

NCOM Grant Fund Process:

A. Modify the NCOM Grant Fund Application.

Dr. Laura Davidson stated the hope is to launch the grant cycle officially on August 12th, so in order to get everything approved by full NCOM, including the new grant application, things would need to move quickly. Dr. Davidson recognized the strong preference at the last NCOM meeting for the grants to go to the underrepresented mentoring organizations, maybe even the more rural organizations or first-time applicants. Dr. Davidson explained one of her ideas to meet this need would be to make the entire grant for organizations that are either first time applicants, rural, or serve a certain amount of youth. Dr. Davidson discussed another option would be to split the grant amount in half and only allocate half the funds for organizations who meet the prior criteria. Dr. Davidson stated an option would also be giving a higher score in the rubric itself for any organization meeting the prior criteria. Dr. Davidson noted a viable option would also be to continue the grants as have been done in the past but identifying approximately 15 organization that meet the prior criteria and inviting them to a special hand-on workshop to support them in writing their grants.

Motion: To include two options to vote at the upcoming NCOM meeting, and those being to split the funds process or use the adjusted rubric process.

By: Vice Chair Katie Membreno

Second: Dr. Laura Davidson

Vote: Unanimous

B. Timeline to launch Application.

Dr. Laura Davidson stated the proposed timeline would be to try to approve the updated grant application at full NCOM meeting on July 19th and launch on August 12th.

Motion: To approve the proposed timeline and get the overall approval at the full NCOM meeting.

By: Vice Chair Katie Membreno

Second: Dr. Laura Davidson

Vote: Unanimous

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

Rose Cota spoke to the amount of emails received about being notified but not about the award amount. Ms. Cota proposed that when the Commission selects sub-recipients, they are notified what amount they will be working with.

Motion: To add the timeline notification of award amount to selected applicants on the grant fund application.

By: Vice Chair Katie Membreno

Second: Dr. Laura Davidson

Vote: Unanimous

D. Grant Application Workshop.

Dr. Laura Davidson explained that currently the timeline specifies that the next grant cycle will be launched on August 12th and then one grant workshop will be done on August 22nd. Dr. Davidson also stated that there can be a recording posted for all applicants unable to attend the workshop.

E. FY24 NCOM Grant Fund Application - BOR NSHE UNLV (TUMAN)

Rose Cota addressed an email received earlier in the week regarding the denial of the application from the BOR NSHE UNLV (TUMAN), citing the reasons were due to the monies being laid out as almost 100% for food and because of the age limit of the Commission being 24 or younger. Ms. Cota stated that the program at UNLV had not yet been notified.

Dr. Laura Davidson noted that up to the age 24 was specified in the application and in the workshop, but it was done assuming most college students are 18-22. Dr. Davidson stated the issue this brings with ensuring that all students fall into this age bracket, and making sure that these applications are checked and double checked to ensure the allowance follows those parameters to avoid late notification of programs dependent on that allotment. Dr. Davidson also asked to clarify that this would mean the funding would never go to an organization who might have someone over the age of 24 in their population, which would officially rule out college organizations.

Sarah Thomas stated that this needs to be very clear during workshops, and to make sure it is repeated several times so organizations aren't depending on that allowance under a false idea.

Rose Cota seconded Ms. Thomas and suggested all details need to be looked at as early on as possible to get clear direction from the grants department.

Dr. Laura Davidson asked about a reference to a handbook to be reviewing, requesting a copy of that. Dr. Davidson also stated that after reviewing that handbook, she would make sure the grant workshop is redone to be very clear on allowability of funds in

terms of what types of organizations can receive funds and other rules to be aware of.

Rose Cota replied that the particular manual in question is the State Administrative Manuel, and assured everyone that she would follow up with an email regarding that manual.

8. Agenda Item Considerations

No agenda items to consider.

9. Public Comment #2

No public comment.

10. Adjournment

Meeting adjourned by Vice Chair Katie Membreno at 2:41 p.m.