

**NEVADA COUNCIL FOR THE PREVENTION OF DOMESTIC VIOLENCE  
EDUCATION COMMITTEE**

**MEETING MINUTES**

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**Wednesday, January 28, 2015 at 3:00 p.m.**

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Via Teleconference with Public Access Located at:  
Office of the Attorney General  
5420 Kietzke Lane, Suite 202, Reno, Nevada 89511

Call-In Number: 1-888-557-8511  
Access Code: 4188407

**Committee Members Present**

**Committee Members Present Via Teleconference**

Sue Meuschke  
Paul Bancroft  
Christina Hernandez  
Magann Jordan

**Committee Members Absent**

Richard Machado  
Maricar Andrade

**Public Present**

**Attorney General's Office Staff Present**

Kareen Prentice, Domestic Violence Ombudsman (via AGO-Reno)  
Colleen Platt, Senior Deputy Attorney General, Legal Counsel to NCPDV (via phone)  
Anjanette Bitsie, Administrative Assistant (via AGO-Reno)

1. Call to order, roll call of members, and establish quorum.

Sue Meuschke called the meeting to order at 3:00 p.m. Anjanette Bitsie conducted the roll call of members. Quorum established.

2. Public Comment.

There was no public comment.

3. Discussion and development of the NCPDV Michael Bolton Foundation Scholarship award process. (For possible action.)

Sue Meuschke opened this agenda item up for discussion.

Discussion on flyer and application. Ms. Meuschke asked if the application has been finalized. Kareen Prentice stated that she and Colleen Platt met with General Laxalt and that the flyer and the application has been approved. Ms. Prentice stated the flyer and the application will be placed on the AG's website as well as a press release sent out.

Discussion on the vetting process. Ms. Meuschke asked who will make the selection. Christina Hernandez discussed the Education Committee members and the Council members; basically have a top five to review and select. Ms. Meuschke asked if the Education Committee would be covered under open meeting law. Ms. Prentice stated yes. Ms. Meuschke asked if applicants need to sign off in order to discuss those applicants. Ms. Prentice stated yes. Ms. Prentice stated that she and Colleen discussed with General Laxalt that the Education Committee will be reviewing and vetting the applicants and then send to General Laxalt and the Council to review. Ms. Prentice discussed having a Council meeting in April 2015 to approve the nominees.

Discussion on applicants and applications being public information. Ms. Meuschke asked if the public can make comments at the Council meeting in April 2015 on the applicants. Ms. Prentice stated yes. Ms. Platt discussed that the applicants and the applications would be kept confidential until the scholarships are awarded. Ms. Platt discussed that the application becomes a public document and upon request disclosed. Ms. Meuschke discussed making the applicants aware before applying that the information will be made public (i.e. a disclaimer stating "subject to be made public" on the AG's website). Ms. Hernandez agrees with Sue. Ms. Prentice discussed not putting applicants' names on the internet. Paul Bancroft stated unless the applicants' names are on the meeting minutes. Ms. Prentice agreed. The applicants' names would be part of the meeting minutes if the applicants are discussed. Ms. Platt explained the process and why public records must be provided up request. Magann Jordan asked about putting this on the AG's website. Ms. Platt discussed that applicants and applicants will not be disclosed until the final selection and then only be available upon request. Ms. Platt discussed that every applicant needs a scoring rubric attached to their application. Ms. Platt discussed that Kareen and Angie will do a balancing test and that the application and supporting documentation will be redacted. Ms. Platt discussed if there is a complaint a letter would be drafting and Colleen will explain as to why the information was redacted within the letter. Ms. Prentice discussed pulling the application from the AG's website to add language to the application (i.e. not confidential, may be disclosed). Ms. Jordan discussed going over the language now that needs to be added to the application. Ms. Prentice suggested "application and supporting

documentation are not confidential". Ms. Platt discussed that this results in a declaration that the application and supporting documentation are not confidential. Ms. Meuschke discussed the applicant's name being released and how that may affect the survivor, especially a survivor in hiding. Discussion on the language and the result is "All applications will be vetted at a public meeting and the finalists will be discussed at an open meeting for final award."

Discussion on how to make the decision on applicants. Ms. Meuschke asked if anyone had any suggestions on how the scoring matrix might look like. Ms. Meuschke suggested using the rubric that Nanci Glogauer sent to the committee members. Ms. Meuschke discussed taking the personal statement and scoring by lacks specifics to limited information to strong statement. Ms. Meuschke discussed that the letter of recommendation, resident or non-resident, enrolled in college or not as other sections on the matrix to score. Ms. Meuschke discussed that this scoring is pretty suggestive. Ms. Platt suggested that everyone scores each applicant and then average out for a total score. Ms. Platt suggested school in state having weight. Ms. Meuschke agrees with Colleen in that everyone should score each applicant. Ms. Meuschke had a question on scoring at the meeting or prior to the meeting. Discussion on submitting scores. Ms. Platt discussed that the committee members would have to figure out how to break a tie if there was one in the scores. Angie Bitsie will be receiving the submitted applications. Committee members would submit scores to Angie to score and then she can relay the scores back to the committee members. Ms. Prentice suggested a deadline to submit the scores and if not in by the deadline it will not be counted. Mr. Bancroft asked if there is five scholarships and that is correct. Ms. Meuschke asked if the scoring suggested would work or not. Ms. Hernandez agrees with Sue on the scoring. Mr. Bancroft discussed that it seems that the scoring is heavily favoring the best writing skills. Ms. Hernandez discussed that is part of it; however, looking at the content of the application and supporting documentation. Ms. Jordan discussed the letter of recommendation and that you are getting the overall general experience from the reference as well as the applicant. Mr. Bancroft discussed individuals not able to express themselves through their writing. Ms. Meuschke discussed there are many variables to consider. Ms. Prentice discussed sending the scholarship funds to the school.

Ms. Meuschke asked if everyone was in agreement with the evaluation process. Mr. Bancroft, Ms. Hernandez and Ms. Jordan are in agreement with the evaluation process. Ms. Meuschke asked for a motion to approve the evaluation process. Mr. Bancroft made the motion to approve the evaluation process. Ms. Jordan seconded the motion. Motion carries. Ms. Meuschke will get the written evaluation process over to Angie.

Discussion on submitting applicants to General Laxalt and the Council. Ms. Meuschke asked if ten applicants score the same then does the Education Committee do another process or would General Laxalt or the Council make the

decision on the five applicants to award. Mr. Bancroft asked if General Laxalt wants to review all the applicants or the finalists. Ms. Platt suggested submitting more than five finalists and then leave it to the Council to score and break the tie. Ms. Meuschke stated that this process is to be determined.

Discussion on notice of award. Ms. Meuschke discussed conditions and drafting a letter of notice of award with the conditions listed (i.e. which college to send the award to, etc.). Ms. Meuschke discussed if there is any fiscal implications for the applicant that is awarded (i.e. reporting to IRS, 1099, etc.). Ms. Prentice will look into what form to use for the applicant to report to the IRS. Ms. Hernandez had a question on how to disburse the monies to the applicant's college. Ms. Prentice stated that it would go through the AG's Office for invoicing and disbursing the funds to the applicant's college.

Discussion on when to distribute the scholarship information. Ms. Jordan asked when they can share the scholarship information with their resources. Ms. Prentice stated once the press release goes out from the AG's Office.

Discussion on reviewing applications. Ms. Meuschke stated that the applications need to be postmarked by March 2, 2015 to the AG's Office. Ms. Meuschke asked Angie when the applications can be sent out to the committee members. Ms. Bitsie stated she will process applications as they come in and can have to the committee members by March 6, 2015. Ms. Meuschke discussed a deadline of March 13, 2015 to submit the scores to Angie to compile and average. Ms. Platt stated that the committee members will need to send the scoring rubrics to Angie and not just the scores. Ms. Meuschke will be sending the scoring rubric via e-mail to Angie and she will distribute to the committee members. Ms. Meuschke asked if will need names for the agenda. Ms. Platt stated yes. Ms. Meuschke asked about a waiver. Ms. Platt stated no; however, need to send a notice to the applicant that their name will be on the agenda and that the applicant will be discussed in that meeting.

The next meeting will be held on March 31, 2015 from 2:00 p.m. to 4:00 p.m.

4. Public comment.

There was no public comment.

5. Adjournment. (For possible action.)

Sue Meuschke asked for a motion to adjourn. Christina Hernandez made the motion to adjourn. Magann Jordan seconded the motion. The meeting was adjourned at 4:51 p.m.