



## MEMORANDUM

Date: April 22, 2021

TO: **J4NG Nevada Office** – 6375 W. Charleston, Bldg. L-165, Las Vegas, NV 89146  
**NSHE Administration** – 4300 S. Maryland Parkway, Las Vegas, NV 89119  
**NSHE Administration** – 2601 Enterprise Road, Reno, NV 89512  
**Grant Sawyer Government Building** – 555 E. Washington St, Las Vegas, NV 89101  
**State Capitol Building** – 101 N. Carson Avenue, Carson City, NV 89701

FROM: **Don Asher, Chair**

SUBJECT: **J4NG Human Resources Committee Meeting**

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**IN COMPLIANCE WITH THE OPEN MEETING LAW, PLEASE POST THE FOLLOWING AGENDA AND THE MEMORANDUM IMMEDIATELY. AGENDA AND THIS MEMORANDUM MUST BE POSTED NO LATER THAN: April 23, 2021**

**J4NG Human Resources Committee Meeting - Agenda: Friday, April 30, 2021, 10:00 a.m.**

Posted Location:

\_\_\_\_\_  
Place/Institution

\_\_\_\_\_  
Date/Time

\_\_\_\_\_  
Signature

Released from J4NG Office April 22, 2021  
Please return completed form to: Jean Irvine;  
[Jirvine@j4ng.org](mailto:Jirvine@j4ng.org)  
(P) 725-333-8163



**JOBS FOR NEVADA'S GRADUATES**

6375 W. Charleston Blvd., L-165  
Las Vegas, NV 89146  
702.410.8078

## **HUMAN RESOURCES COMMITTEE AGENDA**

Meeting is subject to the provisions of the Nevada Open Meeting Law – [NRS 241.020](#)

**Name of Organization:** Jobs for Nevada's Graduates, Inc. ('J4NG')

**Date and Time of Meeting:** Friday, April 30, 2021 at 10:00 a.m. – 11:00 a.m.

**Place(s) of Meeting:** Microsoft TEAMS Meeting

**J4NG Mission:** Jobs for Nevada's Graduates Inc., inspires, supports, and mentors students to graduate and create a powerful and positive future.  
**J4NG Vision:** Jobs for Nevada's Graduates Inc., will ensure students graduate and reach their potential.

**NOTE:** Items on this agenda may be taken in a different order than listed. Two or more agenda items may be combined for consideration. An item may be removed from this agenda or discussion relating to an item on this agenda may be delayed at any time.

### **1. CALL TO ORDER – Don Asher, Chair**

### **2. ROLL CALL & CONFIRMATION OF QUORUM – Jean Irvine**

- Don Asher, Committee Chair
- Janice Newman – BOD Member
- Juanita Fain – BOD Member
- Vickie Shields – BOD Member
- Gabriel Gonzalez – BOD Member
- Kandy Zappa-Sanchez – J4NG HR Director
- Rene Cantu – Executive Director
- Dennis Perea, Director of Finance & Operations

### **3. VERIFICATION OF PUBLIC POSTING – Jean Irvine**

### **4. FIRST PUBLIC COMMENT(S).**

Members of the public are invited for comment(s). **NO** action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for *possible action*, and properly noticed pursuant to [NRS 241.020](#). Due to time constraints, the Chair may limit public comments to **three (3) minutes/person**. Please clearly state and spell your full name.

## 5. GENERAL BUSINESS

- A. **For Discussion/Possible Action** – Review and approve minutes from December 11, 2020.
- B. **For Discussion/Possible Action** – 403(b) Match: The committee will review information presented by staff and discuss options for changes to the current 403(b) match.
- C. **For Discussion/Possible Action** – Succession Planning for key J4NG Employees
- D. **For Discussion/Possible Action** – Summary of Debbie Tarantino exit interview.
- E. **For Discussion/Possible Action** – No and low-cost employee incentives
- F. **For Discussion/Possible Action** – The committee will review and consider options for employee satisfaction surveys.

6. **NEW BUSINESS** – *No Action May Be Taken on New Items until they have been appropriately calendared and posted in accordance with the Nevada Open Meeting Law*

7. **SECOND PUBLIC COMMENT(S)**. Members of the public are invited for comment(s). **NO** action may be taken on a matter during public comments until the matter itself has been included on an agenda as an item for *possible action*, and properly noticed pursuant to **NRS 241.020**. Due to time constraints, the Chair may limit public comments to **three (3) minutes/person**. Please clearly state and spell your full name.

8. **Closing remarks** – *Don Asher, Chair*

## 9. Adjournment

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**NOTE:** Persons with disabilities who require reasonable accommodations or assistance at the meeting should notify the J4NG, Inc. office, in writing at: 4045 S. Buffalo Drive, Ste. A-101-128, Las Vegas, NV 89147; or should call Patricia Andrews at (702) 683-5195 as soon as possible and no later than close of business on **Tuesday April 17, 2021**.

Supporting public material provided to Board members for this meeting and may be requested from Jean Irvine, Administrative Assistant, Jobs for Nevada's Graduates Inc., phone number (702) 683-5195, fax (702) 410-8067 as soon as possible and no later than close of business on **Tuesday April 17, 2021**.

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*Anyone desiring supporting material or additional information regarding the meeting is invited to contact the above address and telephone number.*  
**Pursuant to Nevada's Open Meeting Law, NRS 241.020, notice of this meeting was posted on or before the third day prior to the meeting date at the following locations:**

**J4NG**, 6375 W. Charleston, Building L, Room 165, Las Vegas, NV 89147; **Grant Sawyer Government Building** 555 E. Washington St. Las Vegas, NV 89101; **Nevada System of Higher Education** 4300 Maryland Parkway Las Vegas, NV 89119; **Nevada System of Higher Education** 2601 Enterprise Reno, NV 89512; **State Capitol Building** 101 N. Carson Ave. Carson City, NV 89701.

Pursuant to NRS 232.2175, said agenda and notice have been posted on Jobs for Nevada's Graduates (J4NG), public website at: <http://j4ng.org/news-events/> and on Nevada's Public Meeting website at: <https://notice.nv.gov/>.