The December 20, 2018 meeting of the Solano Commission for Women and Girls (SCWG) was held in the Multipurpose Room (1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533

**CALL TO ORDER**

The meeting of the Solano Commission for Women and Girls was called to order at 6:46pm.

**ROLL CALL**

**Members Present (14)**

Olivia Ruiz Solano County, District 1

Ana Petero Solano County, District 2

Jennifer Hamilton Solano County, District 4

Laura Petty Solano County, District 5

Gayle Vaughan City of Benicia

Kay Kelley City of Rio Vista

Elease Cheek City of Vallejo

Rochelle Sherlock Solano County Office of Education

Sakina Ali SCWG Appointment

Kaitlyn Dutton SCWG Appointment

Akon Walker SCWG Appointment

Cornelia Gibson City of Fairfield

Tiffani Thomas City of Suisun

Judi Ruggiero-Ferrara City of Vacaville

**Members Absent (3)**

Mary Lou Batchelor City of Dixon

Stephanie Beardsley Solano County, District 3

Doriss Panduro SCWG Appointment

**Staff, Speakers, and Guests Present**

Phyllis Gordon Contra Costa Commission for Women Girls

Michelle Hepner Solano County, CAO

Sabine Goerke-Shrode Solano County, District 3 Representative

Jan Blalock Sonoma Commission for Women and Girls

Kathleen Wilde

Edith Thomas

Frances McCullough

Iris Roberson

**COMMENTS FROM MEMBERS OF THE PUBLIC**

No public comments.

I. Additions/Deletions to the Agenda

 There are no additions or deletions to the agenda

II. Approval of the Agenda

 Motion to approve the agenda by Commissioner Kelley and seconded by

 Commissioner Cheek – Vote: 14-0

III. Approval of the SCWG Meeting Minutes dated November 15, 2018

 Motion to approve the minutes by Commissioner Cheek and seconded by

 Commissioner Petty – Vote: 14-0

**REGULAR CALENDAR**

1.Holiday Celebration/Commission Relationship Building

 Chair Sherlock declared that we have a full Commission, welcomed new

 members and reviewed agenda discussions during the first two meetings before

 considering ideas regarding the Commission’s status report. Introductions, motivations, and interests regarding participation on SCWG were

 addressed.

 Commissioner Ruiz: Human trafficking

 Commissioner Gibson: Mentoring girls, empowering girls and women

 Commissioner Benton: Girls’ struggles

 Commissioner Ali: Gender issues/awareness, providing voice for young

 women

 Commissioner Petero: Homelessness among K-12 and college students

 Commissioner Thomas: Empowering women, Domestic violence (women in

 leadership who self-sabotage)

 Commissioner Cheek: Empower women and girls

 Commissioner Petty: Service for women and girls in marginalized groups

 Commissioner Ferrara: Battered women and girls

 Commissioner Kelley: Human trafficking

 Commissioner Hamilton: Empowering women

 Commissioner Walker: Working together to help women

 Commissioner Vaughan: Awareness of the plight of women and girls through

 communication and marketing

 Commissioner Sherlock: Abuse of women–Equality/Justice/Opportunity

 Collectively advance women and girls

2. Presentation on Benefits of State and National Associations for Women

 Phyllis Gordon, with the Contra Costa Commission for Women and Girls, and

 member of the Board of Directors for the National Association for Commission

 for Women (NACW) and the Association of California Commissions for Women

 (ACCW), gave a presentation on the associations, the benefits, and membership

 expectations.

 Gordon began with her motivation regarding the prison reform bill where

 incarcerated women can give birth without being shackled (the bill passed).

 She addressed the benefits of NACW which is the only national organization with

 a single voice for all commissions which does the following: Track legislation;

 Disseminate information to all members, invite guests/commissioners prepare an

 amicus brief in order to vote on legislation, give awards for projects to share at

 the annual conference where there are breakout sessions for commissions.

 Attendees are executive directors of state women’s commissions where topics

 include, member services and participate in webinars, provide year-round

 support services to 200 commissions. The cost per commission is $100/year

 and $50 per individual/affiliate. Responsibilities include support, sharing

 successes and resources. They are looking for women to participate in webinars

 and seminars.

 Future projects include: Voices of American Women

 San Luis Obispo – 1 week project “PERIOD”. Provided Tampax/tampons for

 homeless women and homeless shelters

 Contra Costa County Hall of fame sent resources.

 “Equal means Equal” documentary

 Cookie project – cookie with a bite out where boys get a whole cookie to illustrate

 the disparity in wages between men and women.

 Healthy Bones initiative partnering with national osteoporosis foundation/senior

 women

 Girl on Girl violence – won a national award

 CEDAW – eliminate discrimination against women from Beijing Conference for

 women. CEDAW asks for assessments of women in leadership positions

 Veterans Stand Down

 Resource book of projects will be available to member commissions.

 California Commission for Women have more commissions than any state. The

 statewide network North/South meet face to face twice a year and conduct a

 conference call twice a year. The next face to face conference is in San Jose in

 April, 2019.

 Cost: $50/year Commission membership

 $25/affiliate

 Assistance is needed with their website and would like to partner with other

 commissions such as Marin, Sonoma, Contra Costa, Solano, and Alameda.

 Tracy Lavery Beard – President of ACCW, Chamber Manager for Solvang is

 available to meet with commission.

 Other partnership: Women’s Bureau Dept. of Labor

 YWCA

 Jane Winters – Executive Director of the Girl Scouts, San Francisco and Marin

 Jan Blaylock, Sonoma County Commission on status of Women and Northern

 California Representative for the Association of California Commissions

 discussed a project through the NACW called the Voices of American Women.

 Maryland Commission conducted a survey regarding the topic issues with which women are dealing. It’s translated into eight (8) languages and they would like to

 do it nationally. She would like to start it in her county, Solano County and the

 State. Methods would include: town halls, surveys, listening sessions, business

 contacts, and Puerto Rico. They plan to conduct a survey at the Women’s

 march. Survey is already fully developed, not certain if it is already translated.

 This is a work in progress.

 Discussion entailed SCWG membership in the State Association. Jennifer Barton

 paid: SCWG has membership with State Association.

 Some questions included the following:

 Do we want to join the national membership?

 What does that entail?

 Can any member or designee attend?

 Gordon: all day conference, and each member has one vote.

 Conference will address new commissioners and training. They want three (3)

 commissions: New, Problem commissions, Old/established commissions.

 Gordon recommended SCWG as the new commission.

 Conferences are beneficial. Gordon stated that she hosted one that started with

 Women’s History Month, in Sonoma County.

 Question: What are the reasons for decline in commissions? Is it money or lack

 of interest?

 Answer: Orange County lost money and attrition

 Funding is an issue; there is support but no money (10% cut due to fires)

 Chair Sherlock and Vice Chair Petty reviewed the funds the Commission has and

 where it’s kept, and what to do with them such as the report and websites. The

 funds are at the Solano Community Foundation. Decisions need to be made as

 to how to spend funds.

 No action taken.

 Next Conference is in Chicago in July, 2019. It is a teaching conference for

 commissioners and executive directors.

3. Commission Planning

 Chair Sherlock reported on the executive meeting results which included a proposal to organize a planning session to include opportunities to plan in a

 focused environment. Discussion included postponing the SCWG status report to

 from September, 2019 to March, 2020. This would allow time to organize and

 plan our report. Logistics were discussed.

 Planning session will be on Friday, February 1, 2019: 1-5pm

 Location: Multipurpose room

 Planning meeting will be open to the public and will focus on activities, develop

 goals for next year, (2019) chart a calendar of activities under the Commission’s

 purview as well as the status report.

4. Committee Reports

In the interest of efficiency, it was agreed that committees will submit written

 reports from each committee meeting.

 The Executive Committee consisting of Chair Sherlock, Vice Chair, Petty, and

 Secretary Petero along with the Treasurer (upon selection) will conduct

 public meetings which are scheduled on the second Tuesday of each month

 from 3-4pm. The meetings will address the business side of SCWG,

 dissemination of communication, agenda building, general policies and

 procedures of the Commission.

 The Membership committee will address roles of members of commission

 including Job Descriptions and Expectations.

 Regular meetings of the Executive Committee are 2nd Tuesdays. 3-4pm

 Executive committee will look to committee chairs for agenda items and

 information.

 A discussion ensued regarding voting on the treasurer as soon as the full

 Commission is in place, in January, 2019.

 Also addressed in the executive committee meeting was the election of a

 Treasurer, bios of commission members. We discussed coordinating activities

 with other groups in the community as well as the direction of the commission

 and its assessment. The planning workshop is planned for February 1, 2019.

 Also addressed in the executive committee meeting and in the general meeting,

 was to delay the SCWG report to March, 2020, to allow time to address the need,

 assessment, direction of the Commission, and what the final report will entail.

 A suggestion was to address separate issues at the next Commission meeting

 and at the February planning workshop. Utilize January meeting to discuss status

 report that will inform planning workshop agenda.

 Finally, in the interest of curtailing cost, the Executive committee and other sub-

committees will consider other venues to meet. Regarding committees, Michelle Heppner reiterated that Ad-hoc and sub-committees are not required to comply with the Brown Act and that committees ought to be less than eight (8) members so as to not consist of a quorum.

 Status Report Committee

 Chair – Commissioner Hamilton

 This committee is gathering information and planning a subcommittee meeting

 in January. Discussions will include what to do with data collected. Members

 of the committee continued their meeting after the general meeting.

 There was a concern regarding the report being delayed to 2020, as some

 members’ terms end in 2020.

 Membership Committee

 Chair – Commissioner Kelley

 This committee took applications, appointed the four remaining members that

 was tasked to SCWG. The committee is in the process of writing its charter and

 are asking that members complete the survey which they provided.

 Communications Committee

 Chair – Commissioner Vaughan

 This committee has completed its charter and is developing a social media plan

 including websites, social media protocol and research social media policy, a

 a marketing plan, list of community stakeholders and service groups. This would

 be helpful for the status report, as SCWG appointers want to know the progress

 made by SCWG. Therefore, monthly/quarterly information releases and updates

 from SCWG will be provided. Additionally, the committee addressed developing

 logos; contest, to begin in the fall, 2019. The committee meets on the second

 Tuesday of each month. Finally, a list of standing committees, roles and

 responsibilities would be included. Remove founding members as administrators

 from Facebook page.

5. Commission Meeting Schedule

 Discussed best times for regularly scheduled meetings. Regular SCWG meetings

 will be held on the third Thursday of each month from 6-8pm.

 The next meeting of the SCWG is scheduled for January 17, 2019, at 6pm.

6. Future Agenda Items

 With a complete commission, the next task is to choose a treasurer. Add roll call

 to beginning of meetings.

**ADJOURNMENT**

The meeting was adjourned at 9:04pm. The next meeting is scheduled for Thursday, January 17, 2019, at 6:00-8pm.

Multipurpose Room (Room 1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533