



## **NOTICE OF MEETING**

**California Commission on the Status of Women and Girls  
Executive Committee Meeting  
Monday, January 9, 2017  
11:00 a.m. -12: 30 p.m.  
State Capitol, Room 125, Sacramento, CA**

Public comments will be taken on agenda items at the time the specific item is raised, unless it is a closed session item. Agenda items may be taken out of order to accommodate speakers and to maintain a quorum. Please check the Commission's website for updates, as the meeting may be rescheduled. For verification of the meeting, access the Commission's website at [www.women.ca.gov](http://www.women.ca.gov). Time limitations for discussion and comment will be determined by the Chair.

- I. Welcome and Call to Order – Chair
- II. Roll Call
- III. Establish Quorum – Approve Agenda
- IV. Executive Committee Standing Items
  - Programs and Policy TAB A
    - Draft Strategic Plan Overview
      - Methodology for Partnership Process
        - 2017 Work Plan Calendars
        - Pay Equity Task Force
        - Engaging Women and Girls in STEM
  - Fiscal & Operations TAB B
    - Budget and Accounting
      - 2017-2018 Governor's Budget
      - 2016-2017 Expenditures & Reimbursements
    - Fundraising
      - January 2017 One on One meetings
      - June 2017 Fundraiser
    - Personnel
      - Policy Director Posting and Interview Process
      - Staff Reviews
    - Interagency Agreements

- Communications and Outreach
  - 2017 Calendar
- Legislation

TAB C

TAB D

V. Public Comment – including matters not on the agenda\*

VI. Closed Session if necessary

A. If necessary, consideration of personnel matters pursuant to Government Code section 11126(a) (1).

B. If necessary, consideration of potential litigation matters pursuant to Government Code section 11126(e) (1).

VII. Adjourn

\* In addition to public comment regarding each agenda item, the Commission affords an opportunity to members of the public to address the Commission on items of interest that are within the Commission's jurisdiction but are not on the noticed agenda. The Commission is not permitted to take action on items that are not on the noticed agenda, but may refer items for future consideration.

#### Disability Access

Any person with a disability who wishes to receive this Notice and Agenda in an alternative format, or who wishes to request auxiliary aids or services to participate in the meeting of the Commission, in accordance with State or Federal law, should contact Nancy Kirshner-Rodriguez at 916-651-5405 not later than five (5) business days before the noticed meeting day.

The Commission and its subcommittees comply with the Americans with Disabilities Act by ensuring that the meeting facilities are accessible to persons with disabilities, and providing that this notice and information given to the members of the board is available to the public in appropriate alternative formats when requested.

#### Contact Information

Please contact Nancy Kirshner-Rodriguez at 916-651-5405 or [nancy.kirshnerrodriguez@women.ca.gov](mailto:nancy.kirshnerrodriguez@women.ca.gov) to submit written material regarding an agenda item or to request special accommodations for persons with disabilities, or non-English language translations. Requests for information prior to the meeting may be directed to Stephanie Flores at the California Commission on the Status of Women and Girls at [Stephanie.flores@women.ca.gov](mailto:Stephanie.flores@women.ca.gov) or 916-651-5405.

To view this agenda online please visit our website at [www.women.ca.gov](http://www.women.ca.gov).



***Draft Minutes for Review and Consideration for Approval***

California Commission on the Status of Women and Girls

Executive Committee Meeting: November 3, 2016

Commissioners present: Lupita Cortez Alcalá, Lauri Damrell, and Karen Nelson.  
Assemblymember Cristina Garcia and Alisha Wilkins participated via teleconference.

Commissioners absent: all members of executive committee present in person or via teleconference.

Commission staff present: Nancy Kirshner-Rodriguez, Bethany Renfree, Emily Van Atta, Stephanie Flores, Marian Johnston.

- I. Welcome and Call to Order  
Meeting called to order by Second Vice Chair Lauri Damrell at 11:02 am.
- II. Roll Call was completed by Executive Director Nancy Kirshner-Rodriguez and a quorum was established.
- III. Establish Quorum – Approve Agenda  
Damrell makes a motion to review and adopt the agenda. Wilkins seconded. None were opposed. Agenda approved.
- IV. Executive Committee Standing Items
  - a) Executive Director Nancy Kirshner-Rodriguez provides update on Commission Operations including administration, policies and procedures, and interagency agreements and personnel.
    - a. Operations: With a full staff the commission is tackling many important items such as implementing internal policies and processes, including a CALHR state wide tool for staff reviews.
    - b. Conflict of interest code: will impact public member commissioners.
    - c. Providing bimonthly updates.
    - d. Commission staff will participate in a strategic planning retreat for 2017 with staff counsel Marian Johnston present.
  - b) Budget
    - a. Executive Director Nancy Kirshner-Rodriguez and Fiscal Director Emily Van Atta provided overview of the budget documents given to Commissioners, including the expenditures and interagency agreements of the Commission.



- b. The Commission staff will determine the number of services that can become an internal process and what will remain under the Department of General Services contract.
  - c) Fundraising
    - a. Executive Director Nancy Kirshner-Rodriguez provided an overview of the Commissions fundraising strategy, including an action timeline, potential fundraising events, commissioner involvement, corporate outreach, and the fundraising goal.
    - b. The Commission will place funds raised into the Women and Girls fund before creating a 501c3. The Commission staff will identify the host chair and committee for fundraising event, as well as identify vehicles in the interim before creating a 501c3.
  - d) Programs and Ongoing initiatives
    - a. Pay Equity Task Force: Policy Director Bethany Renfree provided an update on Task Force activities and a summary of the previous Task Force convening. A 2017 meeting calendar will be finalized by the end of 2016 and will include the dates of six full Task Force and joint subcommittee meetings.
    - b. Aging Women and Poverty: Executive Director Nancy Kirshner-Rodriguez provided an update on the Aging Women and Poverty forum white paper.
    - c. Engaging Girls in STEM: Executive Director Nancy Kirshner-Rodriguez provided an update on Commission STEM activities, including the success of the CA STEM symposium, hiring of a MWM CA director, and the interagency agreement with the CA Department of Education. Commission staff will create an integrated work plan for all STEM activities.
  - e) Legislation
    - a. Policy Director Bethany Renfree is in the process of creating a document that summarizes the newly enacted laws of the 2014-2016 Legislative session.
  - f) Communications and Outreach
    - a. Executive Director Nancy Kirshner-Rodriguez and Communications and Outreach Adviser Stephanie Flores provided an update on website activities, social media expansion, newsletter scheduling, and constituency outreach.
- V. Public Comment
  - a. None
- VI. Closed Session

# Item A

## Action Item

### Policy and Programs

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#### **SUMMARY OF THE ISSUE(S):**

Review of CCSWG Strategic Planning and Update on 2017

#### **RECOMMENDATION:**

Executive Committee review and discussion of our new Methodology process proposal will inform the presentation for January 23, 2017 Full Commission Meeting.

#### **BRIEF HISTORY OF KEY ISSUE(S):**

In early December 2016, the Staff of the CA Commission on the Status of Women and Girls participated in a 3-day strategic planning retreat using the StratOP process

(<https://patersoncenter.com/stratop-strategic-planning/>).

We were fortunate to have Scott Daley serve as our pro-bono facilitator, and the tools he provided to us are a foundation for long-term operating efficiency and effective implementation of our program and policy priorities.

One of those tools, the methodology, is aimed at evaluating new and current projects and partnerships given our goal of maintaining a business model that supports the Commission's unique role as a state agency responsible for addressing programs and policy with a gender lens. Evaluating a project's viability and priority is an iterative process that begins with an assessment of Commissioner interest, continues with staff preparing the methodological analysis of projects, and then works its way back through the executive committee and full commission for approval. Staff will work with the executive committee and full commission to provide justification for each priority project and evaluate projects for partnerships, constituent impact, financial support, outreach, and available information.

#### **ANALYSIS:**

Heading into 2017, our priorities continue to be our work in STEM and the Pay Equity Task Force. We will be implementing the methodology to justify and evaluate these current projects for where we are, the year ahead, and what we need as we move forward

**RESPONSIBLE PERSON(S):** Nancy Kirshner-Rodriguez

## **California Commission on the Status of Women and Girls**

### **ATTACHMENT(S):**

Attachment A.1: Partnership Methodology Process Sample Document – Pay Equity Task Force

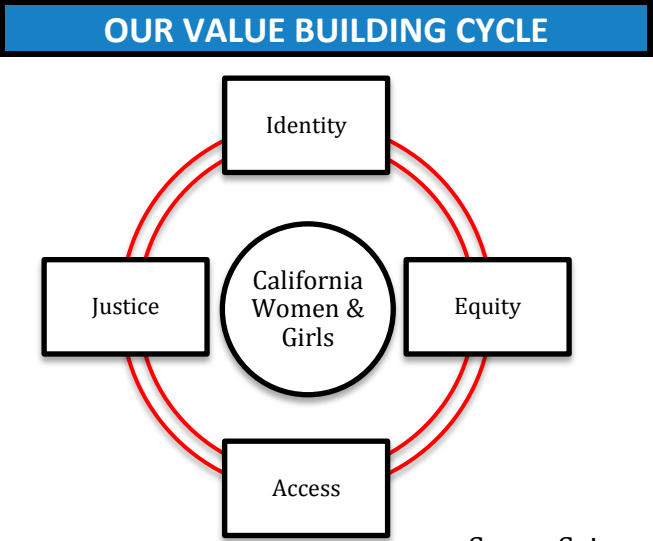
Attachment A.2: CA Pay Equity Work Plan Calendar

Attachment A.3: Engaging Women and Girls in STEM (scheduled for completion week of Jan. 9th)

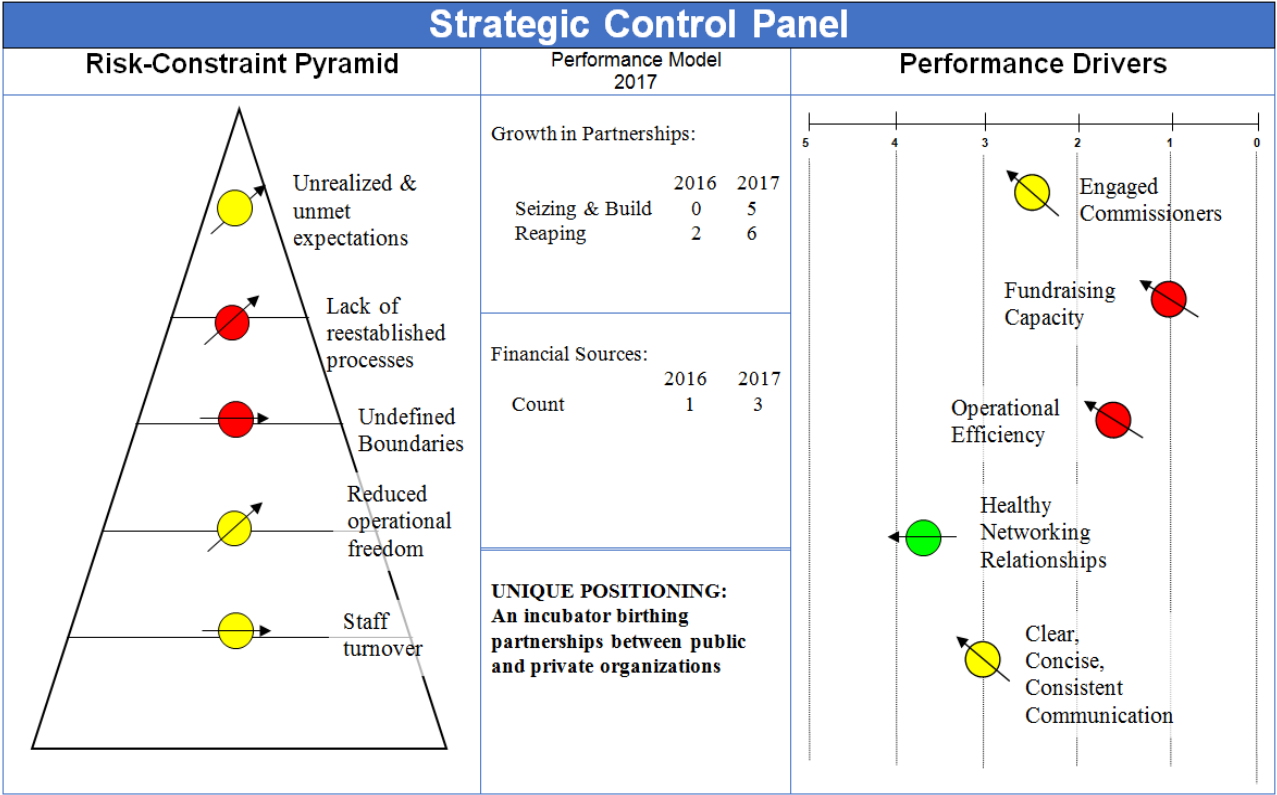
CORE ASSUMPTIONS	
Strategic	<ul style="list-style-type: none"> <li>We will be the sought-after government agency to add value in addressing issues for women and girls in California</li> </ul>
Operational	<ul style="list-style-type: none"> <li>DOF will increase Commission's budget in direct proportion to DGS rates for support services, staff salaries and benefits</li> <li>We will build processes to continuously identify, seize and birth new partnerships</li> </ul>
Financial	<ul style="list-style-type: none"> <li>General funding for core staff and operations only</li> <li>We must identify and secure funding from new sources</li> </ul>

OUR MISSION
<p>We create sustainable strategic partnerships advancing and protecting equity, access and justice to empower women's and girls' voices throughout California.</p>

OUR VISION		
Where We Stand	Where We're Headed	How We'll Get There
<ul style="list-style-type: none"> <li>We're well positioned to pursue opportunities for influence, but we're challenged by historic disinvestment, mixed messages, stressed relationships and maxed out staff capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Mutual respect and recognized value between staff and commissioners</li> <li>Clear, concise and consistent communication is the norm</li> <li>We have champions and sponsors who are engaged</li> <li>We have mutually beneficial relationships and developing partnerships</li> <li>Our operations are streamlined</li> </ul>	<ul style="list-style-type: none"> <li>Partnerships</li> <li>Effective execution and management of key goals</li> <li>Identify optimal methods to deliver operational and agency functions</li> <li>Gain support and approval for our strategy and operational plan</li> <li>Mend stressed relationships</li> </ul>



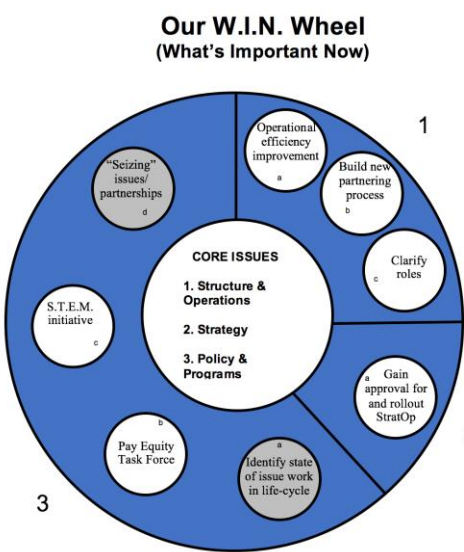
- Sense-Seize
- Spin the WIN Wheel
- Manage to the Performance Model
- Manage FOR Performance
- Manage AGAINST Risk and Constraints
- Identify Champions
- Take Action
- Learn & Adapt
- See Patterns & Trends
- Question Assumptions
- Manage Culture
- Assess Form and Structure
- Renew



Action Initiative Profiles						
#	Objectives	Key Deliverables	By?	Key Leader	Members	Today's Status
1a	Maximize staff efficiency	1. Final Drafts 2. Outsource plan 3. Process improvement plan 4. Update prioritization document	1/16/17 12/13/16 TBD 12/6/16	Emily	Entire staff	
1b	Develop partnership methodology	1. Checklist for methodology 2. Methodology/Procedure	2/28/17 3/28/17	Tonya	Nancy, Stephanie,	
1c	Ensure internal stakeholders are aligned with clear roles	1. Roles & Responsibilities -First draft -Exec preview -Review Copy	12/16/16 12/23/16 1/9/17	Emily	Lauri, Nancy	
2a	Adopt Strategic Plan and management process	1. Draft delivered 2. Exec preview prepared 3. Review copy 4. Final draft 5. Champion plan & execution	12/16/16 12/23/16 1/9/17 1/16/17 TBD	Nancy	Staff	
3a	Transition to life-cycle management process	1. Issue life-cycle document	2/28/17	Nancy	Staff	
3b	Document new partnership process with Pay Equity Task Force	1. Complete timeline 2. Executed methodology 3. Task Force approval of deliverables	12/4/16 2/1/17 Nov-'17	Bethany NKR/Tonya New Policy Dir.	Marian, Tonya	
3c	Pilot new partnership process with S.T.E.M.	1. Partnership Plan 2. Establish deliverables 3. Leadership team established 4. Funding solution strategy plan	12/23/16 12/23/16 Done 3/28/17	Stephanie	Nancy	
3d	Transition "Seized" issues into Partnership Methodology	1. Execute partnership methodology checklist through "Seizing" steps	3/27/17	Nancy	Bethany, Marian, Stephanie	

OUR VALUES	
Collaboration	Working with others unlocks our value add
Purpose Driven	Passionate pursuit of our mission
Empowerment	Understanding and releasing potential
Sustainability	A lasting impact
Excellence	Committed to accomplishing our purpose with integrity
Transparent Communication	Frequent, honest, respectful and concise communication

OUR BIG IDEA CORE STRATEGIES	
Powerful Partnerships	<ul style="list-style-type: none"> <li>Identify and create new strategic partnership initiatives</li> <li>Leverage state partners</li> </ul>
Eliminate, Outsource and Streamline	<ul style="list-style-type: none"> <li>If it doesn't add value, minimize staff effort and capacity spent</li> <li>Realize and communicate our limitations</li> </ul>
Sustained Funding	<ul style="list-style-type: none"> <li>Cultivate funding support and channels</li> </ul>
Clear, Concise, Consistent Communication	<ul style="list-style-type: none"> <li>Focus relentlessly on clear, concise, consistent communication</li> </ul>



CALIFORNIA COMMISSION ON THE STATUS OF WOMEN AND GIRLS

PLAN-ON-A-PAGE

DECEMBER 2016





-  Creating and Planning
-  Logistics
-  Outreach
-  Meetings and Meeting Planning
-  Reports

Work toward achieving action	Parties Involved	Final Action	Date(s)
Commission's Gender Equity in the Workplace and Employment subcommittee co-chairs collaborate at the Workplace Justice Summit in October 2015. Following the Summit scheduled phone calls are initiated between Commission staff and the subcommittee co-chairs to discuss pay equity generally and Senate Bill 358 specifically.	Commission Policy Director; Commissioner Julie Su; Commissioner Lauri Damrell; Commission Executive Director	Brainstorm ideas for implementation of SB 358, specifically for keeping with the spirit of the strongest equal pay law in the nation by bringing together "opposing" sides and diverse parties to facilitate meaningful dialogue and proactively support implementation and compliance with the new law when it takes effect in January 2016.	December 2015-February 2016
Research implementation initiatives at the local and federal level including San Francisco Equal Pay Advisory Board and National Equal Pay Enforcement Task Force.	Policy Director; Executive Director	Discuss options to present to the subcommittee co-chairs.	January 2016

Assess policy priorities of Commissioners.	Commission Chair; Vice Chair; Executive Director; Policy Director	Recorded priorities of the Commissioners. Pay equity was a top priority.	February 2016
Discuss options with CCSWG staff counsel for convening a Commission-led partnership/initiative aimed at supporting implementation of a specific new law.  Research industry-led efforts and liaison groups, including the Bay Area Council.	Executive Director; Policy Director; Staff Counsel	First official planning call around the idea of convening a task force. Planning committee consists of subcommittee co-chairs, Labor Commissioner's staff counsel, Commission Executive Director and Policy Director  Task Force idea is solidified.	February 2016
Prepare Proposal to the Commission  Policy Director wrote initial draft, planning committee made comments and suggested modifications. Proposal was discussed on several planning calls.	Policy Director	Present draft proposal to Executive Committee. Receive approval to move forward with pay equity proposal.	March 8, 2016
Research options for task force in regards to open meeting laws; revise proposal by consolidating and minimizing the number of seats; develop ideas for a task force product based on consent decrees and using a "Considerations and Guidelines" model.  Encumber money with the Department of	Policy Director; Planning Committee  Executive Director; DIR		March 2016-April 2016

<p>Industrial Relations for task force products.</p> <p>Further review proposal with planning committee; Discuss with CCSWG staff counsel; edit based on recommendations; review final edits with planning committee. A section is added regarding budget projections and other logistics including meeting space.</p> <p>Revise size and composition of task force, further develop task force products.</p> <p>Timeline is developed.</p> <p>Regular planning calls are calendared.</p>	<p>staff liaison; Policy Director</p> <p>Policy Director; Planning Committee</p>	<p>Draft proposal to create task force is finalized.</p>	<p>April 1, 2016</p>
<p>Planning Committee discusses several options for naming the task force.</p>	<p>Policy Director; Planning Committee</p>	<p>The California Pay Equity Task Force is agreed upon as the official name.</p>	<p>April 4, 2016</p>
<p>Discussion regarding the need to bring attention to the importance of equal pay and to highlight the launch of the new task force initiative.</p>	<p>Policy Director; Subcommittee Co-chairs; Planning Committee</p>	<p>Op-Ed is co-authored by co-chairs.</p> <p>Effort to place the Op-Ed begins.</p>	<p>April 2016</p>
<p>Copies of taskforce proposal and budget are included in meeting binders; all materials are posted to the</p>	<p>Policy Director</p>	<p>Commission takes action to create the California Pay Equity Task Force.</p>	<p>April 11, 2016</p>

Commission website.  Proposal is presented to the full Commission for approval.			
California Pay Equity Task Force page is developed as a standalone page on the Commission's website	Policy Director		April 2016
Weekly telephone conferences to discuss taskforce seats and criteria of each seat; process to seek out and consider nominations from organizations, agencies, and groups with subject-matter expertise and/or experience in workplace policy and compensation.	Planning Committee	Task Force seats are designed.  Potential members of the Task Force are identified.	April 2016  April 2016 – June 2016
Consult and compare the calendars of each planning committee member.	Policy Director	Task force meeting dates are established for July, August and October 2016.	April 2016
Gathered samples and templates of various applications for membership. Provided to planning committee for review and approval.	Policy Director	Task Force application is created and approved. Application includes a commitment to attend on the three established dates.	April 2016
Application is created.	Policy Director	Application is approved by co-chairs.	April 2016
	Policy Director	Application is posted on Task Force webpage.	April 2016

Invitation for individuals to apply is composed.	Policy Director	Invitation to Apply is approved by co-chairs and provided with application link.	April 2016
Discuss venues for announcing Task Force and link to Application, including the Capitol Morning Report, the Senate Daybook and partner/industry organizations (legal, business, women's advocacy groups) to include in newsletters and publications.	Planning Committee	Application is announced in the Senate Daybook and sent to employment law attorneys through an online legal publication. Planning committee members provide application to their representative communities.	April 2016
Targeted and general outreach is discussed, including where to post application and how to reach a diverse group of potential applicants.	Planning Committee	Outreach plan is included in the proposal to create the Task Force.	April 2016
Invitation to Serve is composed.	Policy Director	Invitation to Serve is approved by co-chairs.	May 2016
Targeted applicants, including members of the Legislature and proactive private employers/companies, are discussed and listed.	Policy Director; Planning Committee	Targeted applicants are sent, via email and personal delivery, invitation to serve.	May – June 2016
Vetting process for Applications is developed.	Planning Committee	Planning Committee discusses applications during several planning calls. Task Force seats are filled.	May 2016
Applications are received electronically and via U.S. mail. All emails are personally responded to, with continuing updates	Policy Director		June – July 2016

on the status of the selection process. Contact information is kept in an electronic file. Applications are assembled into large binders, organized by applicant's industry and expertise. Co-chairs and ED are provided a binder. A cover sheet is created as seats are filled, which lists remaining seats to be filled.			
Interagency Agreement with the California Research Bureau is developed to contract for nine months of consultative assistance from Dr. Tonya Lindsey.	CCSWG Executive Director; CRB Executive Director; CCSWG Policy Director	Interagency Agreement is executed. Dr. Lindsey and Commission Policy Director commence bi-weekly planning meetings.	June 15, 2016
Candidates and the overall composition of the task force is discussed and finalized.	Planning Committee	Co-chairs of the Gender Equity in the Workplace and Employment subcommittee assume role as co-chairs of the CA Pay Equity Task Force.	June – July 2016
Prepared backgrounds and bios of each proposed candidate, provided to Commission Chair.	Policy Director		July 2016
Drafted Appointment Letter.	Commission Chair; Policy Director		
Reviewed bios of selected candidates; discussed taskforce membership and candidate qualifications with Commission staff.	Commission Chair	Task Force Members appointed.	July 6, 2016

Prepared and disseminated a press release announcing the first meeting of the Task Force	Policy Director; Communication and Outreach Adviser; Executive Director		July 20, 2016
Plan logistics for first convening	Commission staff	Secure a meeting location in Sacramento; create an agenda; prepare a binder with meeting materials; arrange for meals; arrange for travel accommodations	July 1, 2016
Convene first meeting of the taskforce	Gender in the Workplace and Employment Sub-committee; Commission staff	Identify a small working group for the purpose of creating an agenda for a meeting with various different constituents; elect a Chair; create a working calendar	July 22, 2016
Plan logistics for second convening	Commission staff	Secure a meeting location; create an agenda; prepare a binder with meeting materials; arrange for meals; arrange for travel accommodations	August 1, 2016
Prepared Report to Commission	Policy Director; Commission staff	Update Commission on taskforce progress	Aug. 31, 2016
Plan logistics for third convening	Commission staff	Secure a meeting location; create an agenda; prepare a binder with meeting materials; arrange for meals; arrange for travel accommodations	October 3, 2016
Convene third meeting of the taskforce	Taskforce; Commission staff		October 24, 2016
Begin to prepare preliminary Interim Report	Taskforce; Commission staff		Dec.1, 2016
Prepare and Issue Media Advisory and taskforce update	Commission staff	Draft advisory marking one year anniversary of SB 358 implementation day which references the document updating on the taskforce work	Jan. 1, 2017

Finalize and Disseminate Interim Report	Taskforce; Commission staff		April, 2017
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## California Pay Equity Task Force 2017 Meeting Schedule and Work Plan

<b>January</b> 19-Jan	<p>Joint subcommittee meeting: 9 a.m. to 11 a.m. <i>Measuring the Pay Gap, Evaluating Job Classifications, Systems &amp; Functional Infrastructure and Human Resources subcommittees</i></p> <p>Orrick Sacramento, with video-conference locations available in San Francisco and Los Angeles</p>
<b>January</b> 20-Jan	<p>Joint subcommittee <b>"Outreach"</b> meeting: 10 a.m. to noon <i>Deliverables, Enforcement, Policy &amp; Practice subcommittees</i></p> <p>Joint subcommittee <b>"Definitions"</b> meeting: 1 p.m. to 3 p.m. <i>Definitions and Planning subcommittees</i></p> <p>Orrick Sacramento, with video-conference locations available in San Francisco and Los Angeles</p>
<b>February</b> 16-Feb	<p><b>First Full Task Force Meeting of 2017</b> Sacramento 10 a.m. to 4 p.m.</p>
<b>March</b> 16-Mar	<p>Reserved for Joint Subcommittee Meeting Details TBD</p>
<b>April</b> 4-Apr	<p><b>Full Task Force Meeting</b> Equal Pay Day/Interim Report Release Sacramento  10 a.m. to 4 p.m.</p>
<b>May</b> 25-May	<p>Reserved for Joint Subcommittee Meeting Details TBD</p>
<b>June</b> 1-Jun	<p><b>Full Task Force Meeting</b> Location TBD 10 a.m. to 4 p.m.</p>
<b>August</b> 17-Aug	<p>Reserved for Joint Subcommittee Meeting Details TBD</p>
<b>September</b> 14-Sep	<p><b>Full Task Force Meeting</b> Location TBD 10 a.m. to 4 p.m.</p>
<b>October</b> 6-Oct	<p>Reserved for Joint Subcommittee Meeting Details TBD</p>
<b>November</b> 13-Nov	<p><b>Final 2017 Convening of the CA Pay Equity Task Force</b> 10 a.m. to 4 p.m.</p>



## Work Plan

Goal & Objective	Responsible Entity	Activities Supporting Goals	Timeline for Completion
2nd Joint Definitions/Planning committee meeting	Commission Staff	<p>Scheduled 2<sup>nd</sup> joint meeting for January 20, 2017 with all subcommittee members</p> <p>Create definitions tab on the Task Force webpage and post materials</p> <p>Notice subcommittee meeting and agenda</p> <p>Facilitate and assist with final report of the definitions subcommittee.</p> <p>Provide final report of the definitions subcommittee to the Task Force members via email. Indicate in email the report is for *review and not discussion*.</p> <p><b>Comments to be provided to Commission Staff only.</b> The report will be discussed at the February 16 Task Force meeting.</p>	<p>December 22, 2016</p> <p>December 2016</p> <p>January 6, 2017</p> <p>January 25, 2017</p> <p>February 6, 2017</p>
2nd Joint Human Resources/Systems and Functional Infrastructure/Measuring the Gap/Evaluating Job Classifications subcommittee meeting to strategize and eliminate overlap.	<p>Commission Staff</p> <p>Commission Staff</p> <p>Commission Staff</p>	<p>Scheduled 2<sup>nd</sup> Joint Meeting for January 19, 2017 with all subcommittee members and meeting space in Sacramento, LA and San Francisco.</p> <p>Sent email correspondence to subcommittee members with report of joint subcommittee discussions.</p> <p>Send email to all Task Force members with meeting information and materials.</p>	<p>December 22, 2016</p> <p>December 2016</p> <p>January 6, 2017</p>



	Commission Staff	Prepare document outlining the meeting discussion and finalizing next steps of each subcommittee.	January 25, 2017
	Commission Staff	Complete review of final actions plans/reports with each participating subcommittee.	February 1, 2017
	Commission Staff	Send email to Task Force members (bcc'd) to review but not discuss the action plans/reports. <b>Comments can be provided to Commission Staff only.</b> The final report of each participating subcommittee will be discussed at the February 16 Task Force meeting.	February 1, 2017
Joint Deliverables, Enforcement, and Policy and Practice subcommittee meeting to create an "Outreach Plan" for the Task Force. The Commission currently has an Interagency Agreement with DLSE to produce deliverables and outreach materials.	Commission Staff	January 20 <sup>th</sup> meeting scheduled with all subcommittee members and meeting space in Sacramento, LA and San Francisco	December 22, 2016
	Commission Staff	Create Agenda and organize meeting materials.	January 6, 2017
	Commission Staff	Create an "Outreach" tab on the Task Force webpage for all related materials.	January 2017
First Draft of Interim Report	Dr. Tonya D. Lindsey	Completed for review by Co-Chairs.	February 1, 2017
Draft of Interim Report	Dr. Tonya D. Lindsey	Prepared for review by Task Force.	February 16, 2017

## Item B.1-B.6

### Information Item

#### Fiscal and Operations

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#### **SUMMARY OF THE ISSUE(S):**

Fiscal and Operations includes:

- Budget and Accounting;
- Fundraising,
- Personnel
- Interagency Agreements.

#### **RECOMMENDATION:**

For discussion, no action required

#### **BRIEF HISTORY OF KEY ISSUE(S):**

2016 was focused on rectifying budget and accounting issues, hiring of staff, executing interagency agreements, setting up new agency processes and coordinating a strategic planning process. In addition, an updated fundraising strategy was developed and beginning in January, the Executive Director will spend 8-16 hours per week on fundraising.

The Commission starts 2017 in a strong position due to the hiring of staff with significant state service, the development of regular communications, the implementation of Interagency agreements and a renewed focus on fundraising.

- Budget and Accounting
  - 2017-2018 Governor's Budget  
The Governor's Budget will be issued on or before January 10<sup>th</sup>. We anticipate the CCSWG funding and staffing plan to be included in the Budget presented to the Legislature.
  - 2016-2017 Expenditures & Reimbursements  
The Commission's current expenditures are consistent with the approved budget.
  - Fundraising  
January 2017 Planned and scheduled One on One meetings list is provided  
June 2017 event planning beginning January 30<sup>th</sup>

## **California Commission on the Status of Women and Girls**

- Personnel
  - Policy Director Posting and Interview Process
  - Staff Reviews
- Interagency Agreements
  - CDE
  - UCDAVIS
  - DLSE
  - CSL/CRB

**RESPONSIBLE PERSON(S): Nancy Kirshner-Rodriguez and Emily Van Atta(on leave)**

### **ATTACHMENT(S):**

Attachment B.1: 2017-2018 Governor's Budget information

Attachment B.2: 2016-2017 Expenditures and New DGS 2014-2016 expenses review

Attachment B.3: List of Scheduled meetings for discussion

Attachment B.4: Policy Director Posting and discussion of interview process

Attachment B.5: Interagency Agreements update

VENDOR Cost Estimates	July 2016	Aug 2016	Sept 2016	Oct 2016	Nov 2016	Dec 2016	Jan 2017	Feb 2017	Mar 2017	Apr 2017	May 2017	Jun 2017	16-17 FY Total	16-17 payments to be made from 15-16 funds	Estimated Totals FY 16-17 Funds	FY 15-16 (14/15)
PRIVATE																
Travel Estimate/Per Diems (Commissioner and Staff)	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00		9,000.00	
Travel (AMEX and TEC) Actual	161.47	0.00	681.92	0.00	572.74	125.60							1,541.73			
Total Payroll plus Benefits Estimate	25,607.43	33,154.81	33,035.81	32,497.81	32,677.81	32,677.81	22,436.13	29,066.20	29,066.20	29,066.20	29,453.70	34,928.92	363,668.80		394,423.00	
Total Payroll Plus Benefits Actual	27,286.63	34,597.01	34,597.01	34,597.01	34,597.01								165,674.65			
15-16 Inter-Agency Agreements Estimate						7062.75 CSL Research, 25,000 CDE							0.00	203,563.75		205,000.00
15-16 Inter-Agency Agreement Actual	7,062.75	7,062.25	7,062.75	7,062.75	7,062.75	32,062.75							67,376.00	67,376.00		
16-17 Inter-Agency Agreement Estimate	8,507.33	8,507.33	8,507.33	8,507.33	8,507.33	8,507.33	8,507.33	8,507.33	8,507.33	8,507.33	8,507.33	8,507.37	102,088.00		102,088.00	
16-17 Inter-Agency Agreement Actual	0.00	0.00	2,878.40	0.00	0.00	4,999.99							7,878.39			
15-16 Office Equipment Estimate			3,531.87	10,091.86	4,083.61								17,707.34	17,707.34		19,000.00
15-16 Office Equipment/Supplies Actual	0.00	1,752.28	3,531.88	10,053.25	0.00								15,337.41	15,337.41		
16-17 Office Equipment/Supplies Estimate	83.00	83.00	83.00	83.00	83.00	83.00	83.00	83.00	84.00	84.00	84.00	84.00	1,000.00		1,000.00	
16-17 Office Equipment/Supplies Actual	0.00	0.00	0.00	0.00	40.00								40.00			
Utilities/Communications/Consolidated Data Centers/Other Related	80.00	80.00	210.00	80.00	80.00	210.00	80.00	80.00	210.00	80.00	80.00	210.00	1,480.00		2,480.00	
Utilities/Communications/Consolidated Data Centers/Other Related Actuals	64.34	62.50	\$187.26	\$208.50	59.37								581.97			
Publications/Memberships Estimate													0.00		0.00	
Publications/Membership Actual	105.00	(105.00)											0.00			
Workers Comp Claim Estimated	234.06	234.06	234.06	234.06	234.06	234.06	234.06	234.06	234.06	234.06	234.06	234.06	2,808.72		2,809.00	
Workers Comp Claim Actual	234.06	282.66	234.06	78.84	308.93								1,138.55			
MISC Fee's Estimate	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00	60.00		60.00	
MISC Fee's Actual				14.41									14.41			
Budget Est.													480,105.52		511,860.00	224,000.00
Spent to date													192,207.11	82,713.41		
															16/17 Budget \$512,000	

\*Inter Agency Agreements

15-16 Budget Obligations and 14/15 reapprop.

State Library for Research Consultant PO #16

\$65,000.00

CDFE Donation for STEM Symposium

\$5,000.00

CDE for STEM

\$50,000.00

UC Davis MWM

\$35,000.00

DSLE Pay Equity Task Force Oversight

\$50,000.00

TOTAL IAA from 15-16/14-15

\$205,000.00

16-17 Budget Obligations

DGS Contracted Fiscal Services

\$88,000.00

State Library Rent/Services

\$14,088.00

TOTAL IAAs for 16-17 FY

\$102,088.00

**From:** [Louie, Eugene@DGS](mailto:Louie_Eugene@DGS)  
**To:** [Van Atta, Emily@CCSWG](mailto:Van_Atta_Emily@CCSWG)  
**Cc:** [Chung, Amy@DGS](mailto:Chung_Amy@DGS); [Ruona, Barbara@CCSWG](mailto:Ruona_Barbara@CCSWG); [Kirshner-Rodriguez, Nancy@CCSWG](mailto:Kirshner-Rodriguez_Nancy@CCSWG)  
**Subject:** RE: Following up from our meeting on the 15th  
**Date:** Friday, December 30, 2016 2:39:45 PM  
**Attachments:** [CSW - Governor's Budget Amounts and Year-end Financial Statements.xlsx](#)  
[CSW - Year-end Financial Statements and Subsequent Adjustments.xlsx](#)

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Hi Emily,

In lieu of a memo, we will document our response in this email.

Per our meetings, your office asked why the amounts for past year 2015-16 in Governor's budget did not reflect the same amounts as the year-end financial statements. The expenditures for 2015-16 FY in the Governor's proposed Budget did not include the expenditures for the carry-over 2014-15 FY in the amount of \$41,000 and therefore, the savings should have reflected \$44,000 instead of \$85,000. (see attachment: CSW – Governor's Budget Amounts and Year-end Financial Statements)

To complicate matters, after the 2015-16 year-end statements and Governor's Budget reports were completed, it was discovered that the year-end statements needed to be adjusted for items that were over looked as shown on the attached spreadsheet. After these adjustments, the final 2015-16 FY expenditures (includes the carryover 2014-15 amounts) were revised from \$511,000 to \$518,000 and a savings from \$44,000 to \$37,000. (see attachment: CSW – Year-end Financial Statements and Subsequent Adjustments)

**In summary, the final amounts for 2015-16 FY should be reflected as follows:**

Budget	\$555,000 (includes 2015-16 EY \$512,000 + 2014-15 EY carryover \$43,000)
Expenditures -	<u>\$518,000</u> (includes 2015-16 EY \$480,000 + 2014-15 EY carryover \$38,000)
Balance	\$ 37,000

Note: Amounts in this email are rounded to the nearest thousands.

If you should have any questions, please contact Amy Chung or me.

**Eugene Louie**  
**Accounting Administrator II**

**Administration, Office of Fiscal Services**  
**Contracted Fiscal Services**

State of California » Department of General Services  
707 3rd Street, Suite 6-100  
West Sacramento, CA 95605  
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**Phone** 916.376.5262

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**From:** Van Atta, Emily@CCSWG

**Sent:** Wednesday, December 21, 2016 9:34 AM

**To:** Louie, Eugene@DGS

**Cc:** Chung, Amy@DGS; Ruona, Barbara@CCSWG; Kirshner-Rodriguez, Nancy@CCSWG

**Subject:** Following up from our meeting on the 15th

Hi Eugene,

I just wanted to follow up with you about providing the formal Memo from CFS clarifying the financial situation which Amy was so key in helping us get to the bottom to at our meeting on December 15<sup>th</sup>.

We need a Memo to provide proof of the resolution of the "missing" funds and reconciliation of our account to present to our Commissioners by December 30<sup>th</sup>.

Thanks!

**Emily Van Atta**

Fiscal and Operations Director



900 N Street | Sacramento, CA 95814

**Phone** (916) 651-5405

**Fax** (916) 376-6362

**Website** [www.women.ca.gov](http://www.women.ca.gov)



Commission on the Status of Women & Girls  
Governor's Budget & Year-end Financial Statements  
Budget & Expenditures  
as of June 30, 2016

	<u>Appropriation</u> (a)	<u>Expenditures</u> (b)	<u>Encumbrances</u> (c)	<u>Prior Year</u> <u>Encumbrances</u> (d)	<u>Budgetary</u> <u>Expenditures</u> (e)=(b)+(c)-(d)	<u>Balance</u> (f)=(a)-(e)
<b>Year-end Financial Statements</b>						
<b>2014-15 Enactment Year</b>						
Per Year-end Financial Statements as of 6/30/2016	42,519.46 (a)	26,194.08	61,566.36	47,203.61	40,556.83	1,962.63
<b>2015-16 Enactment Year</b>						
Per Year-end Financial Statements as of 6/30/2016	512,000.00 (b)	313,008.86	156,952.98	-	469,961.84	42,038.16
<b>Per Year-end Financial Statements Summary:</b>						
2014-15 Enactment Year (EY) (Carryover)	42,519.46	26,194.08	61,566.36	47,203.61	40,556.83	1,962.63
2015-16 Enactment Year (EY)	512,000.00	313,008.86	156,952.98	-	469,961.84	42,038.16
<b>Totals for 2015-16 FY</b>	<b>554,519.46</b>	<b>339,202.94</b>	<b>218,519.34</b>	<b>47,203.61</b>	<b>510,518.67</b>	<b>44,000.79</b>
<hr/>						
<b>Governor's Budget</b>						
<b>Governor's Budget reported:</b>						
2014-15 Enactment Year (EY) (Carryover)	42,519.46					42,519.46
2015-16 Enactment Year (EY)	512,000.00	313,008.86	156,952.98	-	469,961.84	42,038.16
<b>Totals for 2015-16 FY</b>	<b>554,519.46</b>	<b>313,008.86</b>	<b>156,952.98</b>	<b>-</b>	<b>469,961.84</b>	<b>84,557.62</b>
<hr/>						
<b>Governor's Budget Summary for 2015-16 FY (rounded to the nearest thosuands)</b>	<b>555</b>				<b>470 (c)</b>	<b>85</b>

Note:

(a) - balance carryforward from prior fiscal year 2014-15.

(b) - amount appropriated including executive orders for fiscal year 2015-16

(c) - amount does not included expenditures of \$40,556.83 (\$41 rounded to nearest thousands) from 2014-15 enactment year carryover.

Commission on the Status of Women & Girls  
Year-end Financial Statements  
Budget & Expenditures  
as of June 30, 2016

	<u>Appropriation</u> <u>(a)</u>	<u>Expenditures</u> <u>(b)</u>	<u>Encumbrances</u> <u>(c)</u>	<u>Prior Year</u> <u>Encumbrances</u> <u>(d)</u>	<u>Budgetary</u> <u>Expenditures</u> <u>(e)=(b)+(c)-(d)</u>	<u>Balance</u> <u>(f)=(a)-(e)</u>
<b>2014-15 Enactment Year</b>						
<b>Per Year-end Financial Statements as of 6/30/2016</b>	42,519.46 (a)	26,194.08	61,566.36	47,203.61	40,556.83	1,962.63
Adjustments:						
(1) Correct encumbrance for amounts already paid on encumbrance			(47,203.61)		(47,203.61)	47,203.61
(2) Transfer of expenditures from 2015-16 EY to 2014-15 EY		44,185.40			44,185.40	(44,185.40)
<b>Adjusted Totals</b>	<b>42,519.46</b>	<b>70,379.48</b>	<b>14,362.75</b>	<b>47,203.61</b>	<b>37,538.62</b>	<b>4,980.84</b>
<b>2015-16 Enactment Year</b>						
<b>Per Year-end Financial Statements as of 6/30/2016</b>	512,000.00 (b)	313,008.86	156,952.98	-	469,961.84	42,038.16
Adjustments:						
(3) Correct encumbrance for amounts already paid on encumbrance			(8,500.00)		(8,500.00)	8,500.00
(2) Transfer of expenditures from 2015-16 EY to 2014-15 EY		(44,185.40)			(44,185.40)	44,185.40
(4) Restore encumbrances reduced at year-end by a GL journal			62,500.00		62,500.00	(62,500.00)
<b>Adjusted Totals</b>	<b>512,000.00</b>	<b>268,823.46</b>	<b>210,952.98</b>	<b>-</b>	<b>479,776.44</b>	<b>32,223.56</b>
<b>Summary Per Year-end Financial Statements as of 6/30/2016:</b>						
2014-15 Enactment Year (EY) (Carryover)	42,519.46 (a)	26,194.08	61,566.36	47,203.61	40,556.83	1,962.63
2015-16 Enactment Year (EY)	512,000.00 (b)	313,008.86	156,952.98	-	469,961.84	42,038.16
Totals	<b>554,519.46</b>	<b>339,202.94</b>	<b>218,519.34</b>	<b>47,203.61</b>	<b>510,518.67</b>	<b>44,000.79</b>
<b>Summary for 2015-16 FY including subsequent adjustments:</b>						
2014-15 Enactment Year (EY) (Carryover)	42,519.46	70,379.48	14,362.75	47,203.61	37,538.62	4,980.84
2015-16 Enactment Year (EY)	512,000.00	268,823.46	210,952.98	-	479,776.44	32,223.56
Totals for 2015-16 FY	<b>554,519.46</b>	<b>339,202.94</b>	<b>225,315.73</b>	<b>47,203.61</b>	<b>517,315.06</b>	<b>37,204.40</b>

Note:

- (a) - balance carryforward from prior fiscal year 2014-15.  
(b) - amount appropriated including executive orders for fiscal year 2015-16

**Explanation to adjustments:**

The adjustments are a result of inadvertently including encumbrances for amounts already paid on the encumbrance and therefore overstating the encumbrance balances for the budget appropriations for enactment years (EY) 2014-15 and 2015-16.

The discovery of the encumbrances being overstated for the 2014-15 enactment year appropriation creates an opportunity to transfer expenditures from 2015-16 enactment year appropriation to the 2014-15 enactment year appropriation. And, consequently the Commission will be able to restore encumbrances for the 2015-16 enactment year (EY) appropriation after the transfer of expenditures from 2015-16 EY to 2014-15 EY. The Commission will be able to restore encumbrances totaling \$62,500 that CFS initially reduced for the 2015-16 enactment year appropriation. This will enable the Commission to incur expenditures for these added encumbrances.

**Detail to adjustments:**

Correct encumbrance for amounts already paid on the encumbrance:

(1) 2014-15 EY PO 1 - Dept of General Svcs \$24,500.00

(1) 2014-15 EY PO 2 - CA State Assembly \$20,724.34

(1) 2014-15 EY PO 3 - CA State Library \$1,979.27

(3) 2015-16 EY PO 9 - CA State Assembly \$8,500.00

Transfer of expenditures from 2015-16 EY to 2014-15 EY

(2) Operating expenditures to be transferred from 2015-16 EY to 2014-15 EY

Restore encumbrance reduced at year-end by GL journal:

(4) 2015-16 EY PO 18 - Education \$25,000.00

(4) 2015-16 EY PO 19 - Dept of Industrial Relations \$37,500.00

The individual POs were not affected, but only the encumbrance amount on the accounting and yr-end reports.

**Action needed to be taken:**

Commission staff will need to close PO 8 in the 2016-17 Fiscal Year (FY)

Commission staff will need to close PO 8 in the 2016-17 Fiscal Year (FY)

Commission staff will need to close PO 8 in the 2016-17 Fiscal Year (FY)

Commission staff will need to close PO 9 in the 2016-17 FY

CFS will send in 2016-17 FY a SCO Transaction Request to transfer expenditures from 2015-16 EY to 2014-15 EY

CFS will reverse a GL journal to restore encumbrance amount for PO 18. The reversal entry will be in 2016-17 FY

CFS will reverse a GL journal to restore encumbrance amount for PO 19. The reversal entry will be in 2016-17 FY

## **Introduction**

Attached is the breakdown of the Commission on the Status of Women and Girls Interagency Agreement with the Department of General Services (DGS) Contracted Fiscal Services (CFS), Human Resources (HR) and Enterprise Technology Solutions (ETS). The CCSWG is one of 40 agencies with CFS Contracts.

Although this contract is created and signed as one lump sum agreement, CFS, HR, and ETS bill the Commission separately. CFS directly withdraws money from the Commission's account according to their schedule of payments, whereas HR and ETS do not necessarily follow the same protocol for billing, requiring more oversight from the Commission to assure we are billed appropriately. Our contract is quite boiler plate and lists some services that we might not actually need or receive.

DGS provides services that the Commission staff cannot fully execute; however, the Commission is responsible for initiating most tasks and sending materials to DGS for completion. This is a very labor intensive process both electronically and manually. This has been a complicated relationship in the past due to high staff turnover at DGS, the introduction of FISCAL to CFS clients before CFS and the Commission lacking a full time staffer to oversee day-to-day agency operations and effectively manage the relationship with DGS.

Adding the new role of Fiscal and Operations Director, the Commission now has a former longtime DGS employee managing the DGS relationship, acting as a consolidated point of contact for a wide variety of tasks including, billing, times sheets, per diem and travel expense claims for submissions, and proving oversight of these processes to completion. DGS continues to experience high staff turnover in the offices we work with, however, having this relationship managed by the Fiscal and Operations Director will assure that the Commission is doing its part to make sure day-to-day operations run smoothly.

## **Attachments**

Document A is a three year look at our DGS Interagency Agreements.

The 2014-15 interagency agreement was signed for \$54,000 and, not having provided the Commission a full range of services up to that point in time, DGS roughly estimated services based on the size of the agency and perceived need. The \$54,500 included \$30,000 for Fiscal Services, \$5,500 for Human Resources (HR) and \$19,000 for Enterprise Technology Solutions (ETS) for tech support services.

At the end of the 2014-15 FY it was clear to DGS that they had greatly underestimated the Fiscal Services needs of the Commission. The Interagency Agreement for 2015-16 increased due to Fiscal Services workload hours doubling. The 2015-16 Interagency Agreement was for \$88,000 and included \$60,000 to Fiscal Services, \$8,000 to HR and \$20,000 to ETS.

For 2016-17 FY the Commission's DGS Interagency Agreement holds constant at \$88,000 even though DGS Fiscal Services rates increased slightly due to benefits increases for their staff.

For the future, we should expect to see a rise in rates in the 2017-18 FY as a standard price adjustment for all services in the DGS Price Book will take place at this time.

Document B is a breakdown of the DGS services and staff filling the services.

The goal of Document B is to help build an idea of what a “bare bones” agency staff truly looks like, and if the Commission were to bring certain services in house what type of position and pay range would be required for us to operate completely autonomously?

None of the DGS staff work full time on our Interagency Agreement, however, we can get an idea from Document A how much time they put into the Commission. Some positions cannot be combined due to the positions requiring a separation of authority; this is especially true for Fiscal Services.

A few things to factor in when considering bringing a position in house would be:

Do we have the appropriate software in place to complete the job function from A to Z (such as an integrated system with State Controller's Office)? How much is it/what does it require to get the appropriate software/technology?

If we have software/technology to support the workload, can we afford to hire experienced staff? Or provide the necessary training for the job?

How much of the Commission budget do we realistically want to spend on administrative duties? Administrative staff do not perform outreach or brand building functions.

## **Document B: DGS Services and Staff**

### **Fiscal Services**

#### **Titles of people who work for us:**

- Budget Analyst (Andrew Padilla)
- Accountant Trainee – Accounts Payable (Ednaly Agpalo)
- Account Manager – General Ledger Reporting (Andy Vang, formerly Cynthia Couch)
- Accountant Trainee – General Support (Ashley Cruz)

The **Budget Analyst** is our liaison with Department of Finance and helps create our budgets year to year and plan for future budgets.

Our **Accountant** processes our invoices we submit through FI\$Cal and works with the State Controller's Office to make sure payments are processed. She reports Accounts Payable information to our Account Manager.

The **Account Manager** is in charge of the high level accounting reconciliation and reporting, she also works in concert with the State Controller's Office to complete these tasks. She provides high level accounting information to our Budget Analyst for budgeting purposes.

All three of these positions are distinctly different requiring a different level of training. Additionally, they are required to be separate positions in order to have a clear separation of approval powers.

**What we pay to DGS for Fiscal Services:** \$60,000 a year (\$5,000 per month)

#### **Estimated CalHR Pay Range for these positions:**

(Ednaly and Ashley) ACCOUNTANT TRAINEE, Monthly Pay Range: \$3,388.00 - \$4,161.00

(Andy) ACCOUNTING ADMINISTRATOR I (SPECIALIST),  
Monthly Pay Range: \$5,053.00 - \$6,325.00

(Andrew\*) STAFF SERVICES ANALYST (GENERAL),  
Monthly Pay Range \$2,945.00 – \$4,932.00

\*Budget Analyst is a Staff Services Analyst Classification

## **Document B: DGS Services and Staff**

### **Description of Services Provided by Fiscal Services**

#### **Budget**

- a. Prepare budget
- b. Prepare Schedules and Budget Package for Governor's Budget (Department of Finance)
- c. Maintain budget balances and monitor budget
- d. Prepare budget revisions
- e. Project appropriations balances
- f. Prepare monthly forecasters of year-end expenditure projections

\*DGS does not attend budget hearing on our behalf or prepare Budget Change Proposals for the Commission

#### **Accounts Payable**

- a. Review and input claims into accounting system
- b. Audit Vendor invoices and Travel Expense Claims with client agency
- c. Maintain claim filed register
- d. Maintain Vendor payment file
- e. Prepare, if necessary, late payment penalty records
- f. Reimburse and manage Revolving Fund (If applicable)
- g. Maintain 1099s
- h. Maintain and keep a copy of Document Approvals and Security Authorization Forms (DGS-1)
- i. Maintain and keep a copy of the Claim Schedule Authorization Card

#### **Contracts and Purchase Documents**

- a. Maintain payment records
- b. Review and certify availability of funding

#### **Receipts**

- a. Receive, code and input receipts in FI\$Cal system
- b. Make deposits
- c. Prepare remittance to State Treasurer's Office
- d. Perform Bank Reconciliation
- e. Follow up on dishonored checks

#### **Asset Management**

- a. Process Asset Depreciation
- b. Process Asset month-end and post to General Ledger

## **Document B: DGS Services and Staff**

### **General Ledger and Financial Report**

- a. Review, code and input journal entries
- b. Primary contact for State Controller's Office (SCO) staff
- c. Archive accounting records in accordance with client agency's record retention schedule
- d. Reconcile various accounts with SCO records
- e. Analyze and input adjustment journal entries
- f. Produce monthly reports and annual financial statements
- g. Reconcile subsidiary records
- h. Prepare accruals for year-end reports with client agency
- i. Monitor cash balance
- j. Maintain and post Employee Accounts Receivable (when necessary)

### **FI\$Cal Systems**

- a. Maintain chart of accounts in FI\$Cal System
- b. Maintain and update accounting tables to reflect changes
- c. Perform year-end close and year-end open process

### **Labor/Payroll**

- a. Disbursements of master payroll
- b. Prepare salary advance checks
- c. Pick up payroll checks at the State Controller's Office
- d. Record payroll expenditures



## **Document B: DGS Services and Staff**

### **Human Resources**

#### **Titles of people who work for us:**

- Classification and Pay Analyst (Nancy Wong)
- Personnel Specialist (Liz Shelley, formerly Norah Case)
- Personnel Manager (Oltipa McDaniel)
- Return to Work Specialist (Stephanie Sadler)

**What we pay to DGS for HR services:** \$8,000 a year (\$667 per month)

#### **CalHR Pay Range for these positions:**

(Nancy, Liz and Stephanie) PERSONNEL SPECIALIST, Monthly Pay Range: \$2,720 - \$4,511

(Oltipa) PERSONNEL SUPERVISOR I, Monthly Pay Range: \$3,939 - \$4,932

### **Description of Services Provided by Human Resources**

#### **Classification and Pay**

- a. Interpret policy, classification and pay (both civil service and exempt) and advise on a wide range of personnel management issues.
- b. Act as a liaison with control agencies (i.e. CalHR, SCO, and Department of Finance) on matters pertaining to personnel management.
- c. Assist with workforce planning, succession planning and upward mobility.
- d. Review and provide advice on staff organization and allocations.
- e. Review and provide advice on organization structure, allocations guidelines, layoff process and various recruitment options.
- f. Process documentation to establish, reclassify and abolish budgeted positions; and establish, increase or decrease temporary help/overtime funds.
- g. Review and make decisions on requests to fill vacancies; and reclassify or transfer positions.
- h. Develop and propose new classifications or revision to existing classifications.
- i. Maintain records on position history.

#### **Labor Relations**

- a. Provide contract interpretation and consultation with Union representatives.
- b. Process grievance and Unfair Labor Practice responses.
- c. Conduct meet/discuss and meet/confer sessions.
- d. Assist with development of proposed language and representation during collective bargaining.

## **Document B: DGS Services and Staff**

### **Testing**

- a. Plan and process online examinations (cost is included only if client participates in the initial planning stages with DGS and SPB; and if not, additional costs are incurred directly to the client by SPB).
- b. Prepare examination bulletins.
- c. Review applications.
- d. Collaborate with departmental consultants on examination development and administration.

### **Constructive Intervention**

- a. Provide advice on appropriate action related to medical cases, adverse actions, workplace violence, leave of absence requests and employee issues in general.
- b. Consult on disciplinary issues that may lead to adverse actions (writing actions and representing the agency for adverse action appeals before the State Personnel Board must be performed by the agency or contracted out by the agency to the Attorney General's Office or the CalHR Legal Services Office).
- c. Consult and assist in the processing of Absent Without Leave letters.

### **Transactions**

- a. Process appointments, promotions, transfers and other changes affecting employee status.
- b. Audit the Monthly Retroactivity Report from the SCO.
- c. Respond to employment verification requests.
- d. Provide payroll related services such as:
  - i. Post, reconcile and audit attendance records to assure proper payment to all employees.
  - ii. Request and process intermittent employee and overtime pay.
  - iii. Determine proper salary rates upon employee's appointment, promotion, range change or transfer.
  - iv. Process garnishments.
- e. Process employee benefits such as:
  - i. Provide information on (and enroll employees in) health, vision and dental plans.
  - ii. Maintain and verify vacation and sick leave balances for all employees.
  - iii. Process disability leave, workers' compensation and retirement claims.
  - iv. Verify employment information relevant to employment claims filed by former employees with the Employment Development Department.
  - v. Determine CalPERS membership eligibility.
- f. Provide CLAS (California Leave Accounting System) related services as a client entity covered in the DGS contract with SCO.

## **Document B: DGS Services and Staff**

### **Return to Work**

- a. Provide liaison services between State Compensation Insurance Fund and Board/Commission regarding worker's compensation claims.
- b. Provide advice with regard to worker's compensation, Family Medical Leave Act (FMLA), and Reasonable Accommodations.
- c. Handle requests with regard to reasonable accommodation matters.
- d. Provide appropriate forms for FMLA requests.
- e. Provide training for reasonable accommodation, worker's compensation and FMLA.

## **Document B: DGS Services and Staff**

### **Enterprise Technology Solutions (ETS aka IT Services)**

#### **Titles of people who work for us:**

- IT Account Manager (William Forbes)
- Supervisor, IT Budgets, Network, and VoIP (Ben Gomez)
- Network Administrator (Juan Diaz)
- Website Assistance (Mike Do)
- IT Project Manager (Minh Phan)

**What we pay to DGS for ETS:** \$20,000 a year (\$1,667 per month)

#### **CalHR Pay Range for these positions:**

(William, Mike and Juan) STAFF INFORMATION SYSTEMS ANALYST (SPECIALIST),  
Monthly Pay Range: \$5,295 - \$7,172

(Ben and Minh) STAFF INFORMATION SYSTEMS ANALYST (SUPERVISOR),  
Monthly Pay Range: \$5,727 - \$7,530

### **Description of Services Provided by ETS**

DGS' ETS provides information technology services such as server administration, network administration, data backup, data maintenance, and data monitoring, programming and application support, reporting services, and website management and maintenance. The specific services provided through this Agreement for support of CSWG's information technology requirements are described below:

- a. Provide desktop support for workstations, standard applications, and network printers configured per ETS standards by Help Desk and/or on-site technicians available at the time of the request. ETS actively provides virus protection software, system and application patching, security updates, and monitors workstations for viruses and malware. In addition, ETS ensures information security is maintained per DGS and State of California ISO requirements and Department of Technology policy.
- b. CSWG workstations will be included with ETS' refresh lifecycle, but CSWG is responsible for the cost of the hardware replacement.
- c. Provide email support and administration via California Email Services (CES).
- d. Provide support for file shares and electronic storage on the DGS Network.
- e. Provide server administration, backup and recovery, maintenance, and monitoring to ensure that CSWG's services are at acceptable levels of accessibility.
- f. Provide network and Internet connectivity and support on the DGS network.

## **Document B: DGS Services and Staff**

- g. Technical Liaison with the Department of Technology and/or vendors for the Wide Area Network (WAN).
- h. Provide mobile device support and Active Sync over CSWG approved personal devices.
- i. Provide surplus equipment services.
- j. IT purchasing/procurement responsibilities, utilizing CSWG billing code(s).
- k. IT oversight reporting in partnership with CSWG including all Department of Technology reports.

### **Other Services**

CSWG agrees to reimburse DGS for other support services not specified above if the parties mutually agree in advance to the services and reimbursement rate to be applied.

For example, if we need to use the One-Time Procurement office to purchase supplies DGS Procurement would charge us a small percentage (currently about 1%) of the total contract price which would be agreed upon prior to making the purchase.

It is also important to note that the Budget Contingency Clause in the contract nullifies the contract should CCSWG not have sufficient funds due to a reduced and deleted budget.

**All Salary Data was taken from the CalHR Pay Scale sheet:**

[http://calhr.ca.gov/Pay%20Scales%20Library/PS\\_Sec\\_15.pdf](http://calhr.ca.gov/Pay%20Scales%20Library/PS_Sec_15.pdf)

## Document A: Department of General Services Contract Break Down Three Year Billable Rates and Hours

	2014-15 Fiscal Year				
		Hours	Amount		
<b>2014-15 Fiscal Services:</b>			<b>30,000.00</b>	83.42 per hour	
	GL Accounting	150			
	Accounts Payable	144			
	Accounting Support	30			
	FI\$Cal	50			
	Budget	24			
	<b>Total Fiscal Services Hours</b>	<b>398</b>			
<b>2014-15 Human Resources:</b>			<b>5,500.00</b>	90.45 per hour	
	<b>Total Human Resources Hours</b>	<b>61</b>			
<b>2014-15 Enterprise Technology Solutions:</b>			<b>19,000.00</b>	139.63 per hour	
	<b>Total ETS Hours</b>	<b>136</b>			
<b>2014-15 DGS Contract Total:</b>			<b><u>54,500.00</u></b>		

Human Resource and Enterprise Technology Solutions hours have been estimated by the Commission based on contract dollar amounts.

Comments from Department of General Services (DGS) on 2014-15 Contract.

### **General Comments:**

- Salaries & health benefits increased 2%
- Retirement benefits increased 2.8%
- FI\$Cal implementation
- Methodology - FY 14/15 contract amount based on a 12% increase to FY 13/14 contract

# Document A: Department of General Services Contract Break Down Three Year Billable Rates and Hours

2015-16 Fiscal Year					
		Hours	Amount		
<b>2015-16 Fiscal Services:</b>			<b>60,000.00</b>	89.47 per hour	
	GL Accounting	240			
	Accounts Payable	167			
	Accounting Support	66			
	FI\$Cal	15			
	Budget	180			
	<b>Total Fiscal Services Hours</b>	<b>668</b>			
<b>2015-16 Human Resources:</b>			<b>8,000.00</b>	90.45 per hour	
	<b>Total Human Resources Hours</b>	<b>88</b>			
<b>2015-16 Enterprise Technology Solutions:</b>			<b>20,000.00</b>	139.63 per hour	
	<b>Total ETS Hours</b>	<b>143</b>			
<b>2015-16 DGS Contract Total:</b>			<b><u>88,000.00</u></b>		

Human Resource and Enterprise Technology Solutions hours have been estimated by the Commission based on contract dollar amounts.

## Comments from DGS on 2015/16 Contract

General Comments:				14/15 vs. 15/16 Variance:			
•Salaries & health benefits increased 2.5%				•2014-15 accounting hours and costs were underestimated			
•Retirement benefits increased 2.8%				•2015-16 hours and costs increased due to change in methodology and to reflect accurate service levels			
•FI\$Cal implementation				•2015-16 budget hours reflect accurate service levels which includes a full array of technical services not included under 2014-15 contract as well as the transition to FI\$Cal			
•Methodology - billable hours x hourly rate							

# Document A: Department of General Services Contract Break Down Three Year Billable Rates and Hours

	2016-17 Fiscal Year				
		Hours	Amount		
<b>2016-17 Fiscal Services:</b>			<b>60,000.00</b>	89.97 per hour	
	GL Accounting	240			
	Accounts Payable	167			
	Accounting Support	66			
	FI\$Cal	15			
	Budget	180			
	<b>Total Fiscal Services Hours</b>	<b>668</b>			
<b>2016-17 Human Resources:</b>			<b>8,000.00</b>	90.45 per hour	
	<b>Total Human Resources Hours</b>	<b>88</b>			
<b>2016-17 Enterprise Technology Solutions:</b>			<b>20,000.00</b>	139.63 per hour	
	<b>Total ETS Hours</b>	<b>143</b>			
<b>2016-17 DGS Contract Total:</b>			<b><u>88,000.00</u></b>		

Human Resource and Enterprise Technology Solutions hours have been estimated by the Commission based on contract dollar amounts.

Comments from Department of General Services (DGS) on 2016/17 Contract

## **General Comments:**

- Projected Retirement Benefits increase of 2.0%



## Fundraising Outreach 2017 NKR

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number	Company/Organization	Current Contact
1	Comcast	Ken Maxey, Carole Dahmen-Eckery, Ingrid Nelson
2	LYFT	Emily Castor
3	Safeway	Rachel Zenner
4	Southwest Airlines	Kim Devlett
5	Platinum Advisors	Holly Fraumeni
6	Salesforce	Carmela Clendining
7	UBER	David Plouffe
8	Blue Shield	Tom Epstein is my contact but he just retired
9	Charles Schwab	Pamela Brewster
10	Starbucks	Kimberly Winston
11	AT&T	Bill Devine, Teddy
12	CA Cable TV Association	Carolyn McIntyre
13	Deloitte	Teresa Briggs
14	Sutter Health	Melissa Freund White
15	Walgreens	Jennifer
16	Wells Fargo	Alfredo Pedroza, Karen Woodruff
17	Apple, Inc.	Marlene Garcia
18	Google	Caitlin Adair, Rebecca Prozan, Brianna
19	American Airlines	Donna Estacio
20	JP Morgan Chase	Kari Dohn Decker
21	Kaiser	John Garcia
22	Lennar	Denise Lapointe
23	Manatt Phelps	John Ross, Richard Costigan
24	PG&E Corporation	Travis Kiyoto, Papia
25	Technet	Andrea Deveau
26	CH2MHill	Vijay Kumar
27	Levi Strauss	Becca Prowda
28	Microsoft	Cathy Campbell
29	Target	Martha Miller

## Fundraising Outreach 2017 NKR

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30	United Airlines	Melinda Yee Franklin
31	Bridgepoint Education	Kathy Van Osten
32	Chevron	Blair Blackwell
33	Orrick	Lauri Damrell
34	Clorox Company	Victoria Jones
35	Delta Dental	Jeff Album
36	Facebook	Sheryl Sandberg
37	Gap, Inc.	Margot Shaub
38	Golden One	Donna Bland
39	SEIU	Mary Hernandez
40	Walmart	thru L. Damrell
41	CVS	TBD
42	Parsons Brinckerhoff	Stuart Sunshine
43	Holland & Knight	Jennifer Hernandez, Eve O'Toole
44	Hornblower	thru E. Saberi
45	Jones Day	Jane Froyd
46	Recology	Eric Potashner, John Braslaw,
47	Sports Basement	Shelley Berniker



## Job Posting



Commission on the Status of Women

### JOB ANNOUNCEMENT POSTING

JC-46537 - ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

Final Filing Date: 1/6/2017

#### Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

#### Position Details

Job Control #:	JC-46537
Position #(s):	329-001-5393-002
Classification:	ASSOCIATE GOVERNMENTAL PROGRAM ANALYST \$4,600.00 - \$5,758.00 A
# of Positions:	1
Work Location:	Sacramento County
Job Type:	Permanent, Full Time

Work Shift: 8:00 a.m. - 5:00 p.m.

Work Week: Monday - Friday

#### Department Information

The CCSWG identifies and works to eliminate inequities in state laws, practices and conditions that affect California's women and girls. The 17 member Commission regularly assesses gender equity in health, safety, employment, education and equal representation, the military and the media. The Commission provides leadership through research, policy and program development, education, outreach and collaboration, advocacy and strategic partnerships.

#### Job Description and Duties

[Click here to open Duty Statement](#)

#### Application Instructions

Final Filing Date: 1/6/2017

#### Who May Apply

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach "surplus letters" to their applications.

Applications will be screened and only the most qualified applicants will be selected for an interview.

#### How To Apply

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

#### Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Commission on the Status of Women  
Attn: Nancy Kirshner-Rodriguez  
900 N Street, Suite 390  
Sacramento, CA 95814

Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

### **Required Application Documents**

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.
- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

### **Contact Information**

The Hiring Unit Contact is available to answer questions regarding the position or application process.

- **Hiring Unit Contact:**  
Nancy Kirshner-Rodriguez  
(916) 651-5405  
[nancy.kirshnerrodriguez@women.ca.gov](mailto:nancy.kirshnerrodriguez@women.ca.gov)
- Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**  
DGS

(916) 323-0000

DGS.EEO@DGS.ca.gov

- California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

#### Mailing and Reporting Location

CCSWG

Attn: Nancy Kirshner-Rodriguez

900 N Street, Suite 390

Sacramento, CA 95814

**Please specify RPA#005-CCSWG and JC-46537 on your state application.**

[Print Job Posting](#)

[Start a New Search](#)



#### Are You Eligible for This Job?

If you do not currently have eligibility for this job, you may obtain eligibility by taking an examination.

[View Available Examinations](#)



#### Application Methods

You can apply for this job via the following method(s):

- Electronic (through your CalCareer Account)
- By Mail



#### Use Your CalCareer Account



Manage your applications and update your information with ease through your CalCareer Account. If you do not have a CalCareer Account, it is easy to create one. Use the buttons below to either log in or create a new account.

[Log In to My CalCareer Account](#)[Create My CalCareer Account](#)

## Alternate Application Process

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While we recommend that you utilize your CalCareer Account to take advantage of all the tools available, you may choose to apply for this job without using your account. In this case, print and complete the Job Application Package Checklist and include it if you submit a hard copy application.

[Job Application Package Checklist](#)

[Blank Application Form \(STD 678\)](#)



## Additional Documentation

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Class Specification(s):

- [ASSOCIATE GOVERNMENTAL PROGRAM ANALYST](#)

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[PRIVACY POLICY](#)

[ACCESSIBILITY](#)

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# 2017 Spring Internships Available

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## **California Commission on the Status of Women and Girls**

900 N Street, Suite 390, Sacramento, California

Openings: Spring 2017 Internship(s)

Deadline for Applications: January 15, 2017

## **Background**

The Commission on the Status of Women and Girls is non-partisan State agency that serves a 17 member Commission (CCSWG). As a small state agency, there are many opportunities for an intern to get real, hands-on experience with policy and programmatic work at CCSWG. Interns will get a sense of what it means to be a part of a government agency and policy making commission. If you are passionate about the advancement of women and want to be in the middle of creating opportunities for change, CCSWG is an excellent place to work and learn simultaneously about state priorities for women's policy.

Interns will be assigned a primary issue area, however, interns will also have the opportunity to learn about and assist with projects in all the policy areas of the Commission including:

- Civil and political rights of women
- Educational needs of women and girls
- Gender equity in the media
- Gender Equity in the workplace and employment
- Health and safety of women and girls
- Women in the military, women veterans, and military families

## **Duties and Responsibilities**

In any program or policy assignment, an intern will likely carry out many of the following tasks:

- Research and write briefing memos on a variety of subjects
- Prepare, organize, attend, and/or facilitate meetings with other state government staff, community partners, and/or members of the public;
- Data tracking, analysis, and evaluation;
- Work with Commission staff and Commissioners on special projects;
- Office Administration

## **Desired Qualifications**

- Familiarity with women, girls, and human rights issues preferred;
- Excellent research and writing skills required;
- Self-starter and attention to detail;
- Ability to prepare clear, accurate and well-organized narrative and statistical reports and other documents;
- Ability to effectively prioritize and organize multiple assignments and projects



## **Intern Projects**

The CCSWG attempts to select projects that are of interest to the intern and/or in a policy area in which the intern already has some expertise.

Past interns have worked on the following projects. These projects are ongoing and may be assigned to new interns:

- A compilation and analysis of the state's Title IX Coordinators.
- A compilation and analysis of proposed legislation and existing statute impacting women and girls in California.
- Building an electronic database of vetted resources for women and girls throughout California to be published on the Commission website.

## **Internship Program Details**

An internship will provide you with valuable experience, a chance to meet senior state officials and policymakers, and the opportunity to network and make contacts for future jobs. Though we are unable to offer a stipend to interns, we are happy to comply with any requirements that allow students to receive academic credit. The Commission can also provide letters of recommendation.

Internships are unpaid. The Commission is able to accommodate up to 2 interns during the school year (January – May). Interns should expect to commit, at most, 20 hours per week, depending on scheduling and academic requirements. The Commission will provide an in-office workspace, though it may be shared with other interns. Our standard office hours are 9:00 am to 5:00 pm, Monday-Friday. Parking is metered street parking. Specific start and end dates, as well as work schedules, will be determined with the selected intern. The CCSWG is an equal opportunity employer.

The Commission is located the California State Library Annex at 900 N Street, Suite 390 Sacramento, CA 95814.

## **Application Procedure**

The CCSWG is now accepting applications for internships. The deadline for applications is January 15, 2017. Applicants should submit the attached Applicant Information form, a cover letter, resume, and three references (name, relationship, and phone number only). Your cover letter should indicate policy or program areas you are interested in.

**Please email your application package to:** [info@women.ca.gov](mailto:info@women.ca.gov) with the subjectline, "Internship Application (*First and Last Name*)".

***If you prefer, you may mail your application package to:***

**CCSWG**

**Attn: Internship Program**

**900 N Street, Suite 390**

**Sacramento, CA 95814**

## Applicant Information

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

### School Information

College/University \_\_\_\_\_

School Address \_\_\_\_\_

School Contact name and phone \_\_\_\_\_

Academic Major \_\_\_\_\_

Graduation Year \_\_\_\_\_

Preferred Start/End Dates \_\_\_\_\_

Preferred days/hours \_\_\_\_\_



## **CCSWG Interagency Agreements Update 2016-2017**

### **Engaging Women and Girls in STEM**

#### **CA Department of Education \$50,000**

- Learning Module for teachers to address unconscious bias and ways to engage girls in STEM during the continued roll out of the Next Generation Science Standards.
  - Status: Under development –available for review in February 2017, Anticipated May release and rollout through 2017
- STEM Symposium, Engaging Girls in STEM session with more than 75 participants. Organized by CCSWG with support from CDE STEM team. Helpful test for upcoming Town Halls.
  - Status: Complete October 2016
- Sponsoring Share Fair Participants at CDEF 2016 STEM Symposium
  - Status: Complete October 2016
- Engaging Girls in STEM Town halls in Collaboration with CDE and Local Offices of Education
  - Status: In planning stages for
    - February 22, 2017 Downey, CA
    - April 20, 2017 Riverside Co. CA
    - April 27, 2017 San Joaquin Co. CA

#### **The University of California at Davis \$35,000**

- Expansion and Staffing support of Million Women Mentors-CA Initiative
- Integrated Work plan for all CCSWG STEM initiatives
  - Status: Staff Hired November 2016
  - Status: Work plan under development

### **Pay Equity**

#### **California Research Bureau \$65,000**

- staff services of Dr. Tonya Lindsey to cover 75% of Dr. Lindsey's time
  - Status: Dr. Lindsey is currently working on the Interim Report of the CA Pay Equity Task Force scheduled for release on April 4, 2017
  - Status: Dr. Lindsey has produced several background research documents for the Task Force and has also serves as staff for several of the subcommittees

#### **Department of Industrial Relations/ Division of Labor Standards Enforcement \$50,000**

- Department of Labor Standards Enforcement for the design, development, and production of outreach materials associated with the work of the California Pay Equity Task Force.
  - Status: Planning beginning January 2017 for a November/December rollout



June 13, 2016

**Memorandum for Commission Chair Lupita Cortez Alcala and First Vice Chair Cristina Garcia**

**From: Nancy Kirshner-Rodriguez, Executive Director**

**Re: Recommended Expenditures for remaining 2015-2016 Funds**

As you know, the Commission received an allocation of \$512,000 for the FY 2015-2016 fiscal year and approval to hire 2.1 new staff members for a total of 4.2 PY. When the fiscal year started in July 2015, I was the only full time staff member. Significant support from the DGS HR staff over the next 10 months has gotten us to a point today where we have hired an AGPA and an SSA and have 3 fulltime staff, our .1 RA attorney and a part time retired annuitant addressing the migration to FISCAL and overseeing accounting at the Commission. In addition, we have advertised and received applications from more than 90 individuals for the final AGPA position which seeks a full time staff person with significant state service to oversee our Financial, Personnel and Operating responsibilities. There is no question that in 2016-2017 we will be on track to expend all funds provided from the General Fund, however, for the 2015-2016 fiscal year we identified up to 230,000 in funds that the Commission could direct to one time partnerships with other state agencies to further our program and policy work. IAA's for these proposals are in the Commission Meeting Materials for today's meeting.

**Proposals seeking Commission Approval for Expending Remaining Funds:**

**\$50,000**—IAA with California Department of Education for development of STEM curriculum for teachers, and by extension students, on engagement of girls and women through the Next Generation Science Standards curriculum. The curriculum would be launched at the Stem Symposium, taking place October 9, 10, and 11 at the Anaheim Convention Center. In addition, the IAA would fund a coding demonstration at the STEM symposium, statewide outreach to LEA and a series of town halls seeking to identify specific steps policymakers, educators, business and community partners can pursue together to further the engagement of young women in STEM educational fields and disciplines.

**\$35,000** —IAA with the University of California at Davis for the Million Women Mentors Initiative. The funds would be used to provide staff support, enhanced web support and materials creation for one year for the Million Women Mentor's California effort. UC Davis would match the funding provided by the CCSWG.

**\$65,000**—IAA with the California Research Bureau for the staff services of Dr. Tonya Lindsey. Dr. Lindsey is a sociologist with a background in gender analysis. She has contracted with the Commission on projects such as a literature review on the gender wage gap and a research brief on women board directors. This IAA would cover 75% of

Dr. Lindsey's time for 9 months, and would include salary and benefits. Dr. Lindsey would provide her expertise as a staff member to the Commission's newly established California Pay Equity Task Force. She could also provide further data analysis on the gender wage gap. Lead pay equity advocates have expressed a desire for the Commission to play an active part in addressing the pay equity data collection gap.

**Up to \$50,000**—IAA with Department of Labor Standards Enforcement for the design, development, and production of outreach materials associated with the work of the California Pay Equity Task Force.

**\$5000 to the CDE Foundation for sponsorship and support of the 2016 STEM Symposium (October 2016 Anaheim, CA)**

**\$5000 to Cover expanding the Makerspace at the STEM Symposium (to be worked out)**

**2015-2016 Funds approved at previous meetings for expenditure:**

**\$5,000 to CA Center for Research on Women and Families annual Women's Policy Summit (January 2016)**

**\$5,000 to CA Women's Law Center for Aging, Women and Poverty in California Forum**

Co-sponsored by the California Women's Law Center, the California Commission on Aging and the California Commission on the Status of Women and Girls the Forum took place on Friday, June 3, 2016 at the Skirball Cultural Center in Los Angeles from 8:30 a.m. – 3:30 p.m.

The goal of the 2016 Aging, Women and Poverty Forum is to develop policy recommendations to improve the economic status of older women and to help younger women avoid a similar fate. The forum brought together 150 attendees from around the state representing diverse disciplines in order to cultivate a set of policy recommendations. The forum included plenary speakers and three expert panels. The panels focused on

- Informing to build a common understanding and dialogue around older women and poverty in California.
- Understanding the intersection of poverty and elder justice that reaches beyond abuse prevention into the vulnerabilities created by economic and social inequities.
- Examining the gender imbalances created by current retirement and economic security policies, practices and programs.

**Up to \$50,000 for Technology improvements –Computers, Phones, Laptops, projector.** We anticipate spending @ \$25,000.

# Item C

## Information Item

### Communications

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#### **SUMMARY OF THE ISSUE(S):**

Internal and External Calendars for 2017 as well as Newsletter for New legislative session

#### **RECOMMENDATION**

The Executive Committee will review the external calendar for 2017.

#### **BRIEF HISTORY OF KEY ISSUE(S):**

The Commission creates an annual external calendar for public use.

#### **ANALYSIS:**

This external calendar includes Commission Business meetings, Executive Committee meetings, Pay Equity Task Force meetings, major holidays, days of significance to women's history, and monthly themes.

The Commission Newsletter Issues and Impact has undergone some aesthetic changes for the 2017 year and will continue to be distributed every month on a modified schedule found in the External Calendar.

#### **RESPONSIBLE PERSON(S):**

**Stephanie Flores, Communications and Outreach Adviser**

#### **ATTACHMENT(S):**

Attachment C.1: Commission External Calendar 2017

Attachment C.2: Commission Newsletter January 2017

California Commission on the Status of Women and Girls  
Proposed 2017 Calendar

DATE	EVENT	LOCATION
<b>January</b>	THEME-Mentorship	
	Human Trafficking and Slavery Prevention Month	
	National Mentor Month	
	1-Jan Anniversary of the CA Fair Pay Act	
	9-Jan Executive Committee Meeting	Sacramento
	11-Jan Commission on Aging Breakfast Reception	Sacramento
	12-Jan International Human Trafficking Day	
	17-Jan Martin Luther King Day of Service	
	19-Jan Pay Equity Task Force Meeting	Sacramento
	20-Jan Pay Equity Subcommittee Outreach Meeting	Sacramento
	21-Jan National Mentor Day	
	22-Jan Anniversary of Roe V Wade	
	23-Jan Full Commission Meeting	Sacramento
	26-Jan CCSWG Newsletter	
<b>February</b>	THEME- Black Women in CA	
	Black History Month	
	Women's Heart Health Association Month	
	Teen Dating Violence Awareness Month	
	14-Feb V Day	
	15-Feb Susan B Anthony Day	
	16-Feb Pay Equity Task Force Meeting	Sacramento
	22-Feb Town Hall La County -CDE	Downey
<b>March</b>	23-Feb CCSWG Newsletter	
	27-Feb Executive Committee Meeting	Sacramento
	THEME-Labor and Business	
<b>April</b>	Women's History Month	
	8-Mar International Women's Day	
	13- 24 Mar UN CSW	
	15-Mar Asian American Women's Equal Pay Day	
	16-Mar Pay Equity Task Force Meeting	TBD
	27-Mar Full Commission Meeting	Sacramento
	30-Mar CCSWG Newsletter	
	31-Mar Cesar Chavez Day	
<b>April</b>	THEME- Advancing Equity	
	Child Abuse Prevention Awareness Month	
	Sexual Assault Awareness Month	
	First Week of April- Women and Girls in STEM Week	Sacramento, Davis
	4-Apr Pay Equity Task Force Meeting	Sacramento
	4-Apr Equal Pay Day	Sacramento
	24-Apr Executive Committee Meeting	Sacramento
<b>April</b>	27-Apr Denim Day	Sacramento
	27-Apr CCSWG Newsletter	

<b>May</b>	THEME- API Women in California	
	Asian America and Pacific Islander Heritage Month	
	Small Business Month	
	Older Americans Month	
	Mental Health Month	
	9-13 May Women's Health Week	
	22-May Full Commission Meeting	Sacramento
	25-May Pay Equity Task Force Meeting	TBD
	25-May CCSWG Newsletter	
	29-May Memorial Day	
<b>June</b>	THEME- Educational Opportunities	
	Graduation Month	
	1-Jun Pay Equity Task Force Meeting	TBD
	26-Jun Executive Committee Meeting	Sacramento
	29-Jun CCSWG Newsletter	
<b>July</b>	THEME- Celebrating Freedom	
	4-Jul Independence Day	
	19-20 July Seneca Falls Convention	
	26-Jul Anniversary of the Signing of the Americans with Disabilities Act	
	27-Jul CCSWG Newsletter	
<b>August</b>	THEME- Civil Rights	
	6-Aug Anniversary of Voting Rights Act	
	17-Aug Pay Equity Task Force Meeting	TBD
	23-Aug African American Women's Equal Pay Day	
	24-Aug Women's Equality Day	
	25-Aug CCSWG Newsletter	
	28-Aug Full Commission Meeting	Sacramento
<b>September</b>	THEME- Latina's in CA	
	Hispanic Heritage Month	
	Ovarian Cancer Awareness Month	
	4-Sep Labor Day	
	14-Sep Native American Women Equal Pay Day	
	14-Sep Pay Equity Task Force Meeting	TBD
	22-Sep American Business Women's Day	
	25-Sep Executive Committee Meeting	Sacramento
	28-Sep CCSWG Newsletter	
<b>October</b>	THEME- Women's Health and Safety	
	Domestic Violence Awareness Month	
	Bullying Awareness Month	
	Breast Cancer Awareness Month	
	TBD Commission Business Meeting	Southern California
	Ruth Bader Ginsburg joins the U.S. Supreme Court as its second	
	4-Oct woman Justice 1993	
	6-Oct Pay Equity Task Force Meeting	TBD



Toni Morrison becomes the first African American woman to win  
8-Oct the Nobel Prize for Literature 1993  
27-Oct CCSWG Newsletter  
31-Oct Halloween

**November**

THEME- Native American Women in CA  
National American Indian Heritage Month  
TBD Trans Awareness Week  
1-Nov Latina Equal Pay Day  
1-2 Nov Dead of the Dead  
11-Nov Veterans Day  
13-Nov Pay Equity Task Force Meeting  
24-Nov Thanksgiving

Sacramento

25-Nov International Day of the Elimination of Violence Against Women  
30-Nov CCSWG Newsletter

**December**

THEME- Reflection  
1-Dec Rosa Parks Day  
3-Dec International Day of Disabled Persons  
10-Dec Human Rights Day  
10-11 Dec CA STEM Symposium  
14-Dec Bill of Rights Day  
21-Dec CCSWG Newsletter  
25-Dec Christmas

San Francisco

January 2017

## Happy New Year from the Commission on the Status of Women and Girls!



### In this issue

- 2016 Recap
- Women in the Workforce Conference
- Commission Strategic Planning

Thanks to the leadership and commitment of our Commissioners The Commission had a very successful year and we expanded our Policy leadership and partnerships. What follows is a recap of Commission priority initiatives and areas of significant impact. Please contact us to become involved in our 2017 program.

**CA Pay Equity Task Force** Commissioners Lauri Damrell and Julie Su provided invaluable guidance and insight in the creation of the Task Force. Without their dedication to pay equity the work of the Task Force would not be possible.

**Engaging Women and Girls in STEM** We initiated our pledge to increase the number of women and girls in STEM through our partnership with UC Davis and the California Department of Education focused on the Million Women Mentors California initiative and our continued co-sponsorship of the 2016 CA STEM Symposium.

**Aging Women and Poverty** The Commission co-sponsored the Aging Women and Poverty forum with the Commission on Aging and California Women's Law Center to shed light on the impact of poverty on aging women in California. A Policy Brief focused on needed action will be released next week.

Additionally, the Commission greatly expanded our social media and web presence, and provided ongoing support for implementation efforts of laws pertaining to women and girls. The Commission believes in power of collaborations, which is key to achieving equality for all, and we plan to continue to honor that value in 2017. It will be the year to strengthen the bonds we have made and create new ones.



Commission Staff pose with Commissioner and Assemblymember Cristina Garcia



Chair Lupita Cortez Alcalá, Major Ofelia Alvarez-Willis, and Assemblymember Garcia.



Commissioner and Former Senator Carol Liu listens to students at the Girls Academic Leadership Academy



## Commission Advancing Policy — 2016 Successes



Chair Lupita Cortez Alcalá gives keynote address at the CA STEM Symposium



Assemblymember Cristina Garcia addresses the Task Force with Senator Hannah Beth Jackson, co-chairs Lauri Damrell and Labor Commissioner Julie Su



Student Intern Jonar Bocalbos describing his internship project to the Commission at a Commission Business Meeting



Commissioner and Senator Hannah Beth Jackson speakers at the Stronger California Press Conference alongside Senator Liu, and other legislators,

The Commission had a 2016 with the launch of successful partnerships and projects, including:

- ♦ greatly expanding the focus on STEM education for women and girls. Our partnership with University of California Davis to bring the Million Women Mentors movement to California launched on January 21, 2016 at PayPal's San Francisco headquarters. MWM-CA program has expanded across California, with a pilot program launched by the Southern California Leadership Committee. UC Davis was honored with a State Leadership Award at the 2016 Nation Million Women Mentors Summit in Washington D.C.
- ♦ co-sponsoring the 2016 California STEM Symposium in Los Angeles. The Commission traveled to sunny Southern California along with representatives from UC Davis and Careergirls.org who participated in our visibility and panel discussion Engaging Girls in STEM moderated by Commission Chair Lupita Cortez Alcalá. While in LA, the team visited students participating in the [Women's Institute for Young Girls](#), a program established by Senator Holly Mitchell, housed at the [Girls Academic Leadership Academy \(GALA\)](#). Commissioner and former State Senator Carol Liu led the meeting and group discussion focused on strategies to improve the number of girls in STEM.
- ♦ launching the CA Pay Equity Task Force to discuss meaningful implementation of the California Fair Pay Act, led by Commissioner co-chairs California Labor Commissioner Julie Su and Lauri Damrell employment attorney at Orrick. The Task Force members reflects the diverse interests of stakeholders and will release an interim report in April 2017.
- ♦ co-sponsoring the Aging, Women and Poverty in California Forum with the Commission on Aging and the California Women's Law Center to increase awareness of the impacted poverty has on older women and to develop a gender responsive agenda for older women. Commissioner Kafi Blumenfield participated as a panelist and Senator Carol Liu was honored for her dedication to improving the lives of Seniors in California.
- ♦ holding Legislative Committee Informational hearings on educating girls in STEM and computer science and the effect of the gender wage gap for women of color.



## Women in the Workforce Conference



*Nancy Kirshner Rodriguez moderates panel with Heather Robsahm, Kelly Jenkins Pultz, Jennifer Reisch, Elizabeth Newman, and Roberta Steele*

The San Francisco Department on the Status of Women, along with the Consulate Generals of Mexico and Israel, and the National Council of Jewish Women San Francisco Section held a Women in the Workforce Conference on November 16th at the Africa American Art & Cultural Center in San Francisco. Executive Director Nancy Kirshner Rodriguez moderated the morning panel “U.S. and California State Status of Women in the Workforce”, which featured Heather Robsahm, Senior Director of Talent Management GAP Inc.; Kelly Jenkins Pultz, US Department of Labor Women's Bureau; Roberta Steele, U.S. Equal Employment Opportunity Commission's Regional Attorney, San Francisco District Office; Jennifer Reisch, Legal Director of Equal Rights Advocates; Elizabeth Newman, Women's Policy Director, San Francisco Department on the Status of Women. The conference discussed current challenges that impact women all over the world and highlighted the importance of economic empowerment in the global pursuit of gender equity.

## Commission Strategic Planning Retreat



*Staff Counsel Marian Johnson listens to Strategic Planning Facilitator Scott*

On December 13, Commission staff attended a three-day strategic planning retreat at Orrick's Sacramento office. The retreat was facilitated by Scott Daley of Daley Insight. Commission staff developed a strategic plan for 2017 and emerged with a clear vision for implementing equitable laws and change in California. Our focus will be discussed at the Executive Committee Meeting being held on January 9th, 2017 in the State Capitol, Room 125. For more information visit [women.ca.gov](http://women.ca.gov).



# JANUARY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1 Anniversary of CA Fair Pay Act	2	3	4	5	6	7
8	9 Executive Committee Meeting	10	11 International Human Trafficking Day	12	13	14
15	16 Dr. Martin Luther King Jr Day	17	18	19 Pay Equity Task Force Meeting	20 Pay Equity Task Force Meeting Subcommittee	21 National Mentor Day
22 Anniversary of Roe V. Wade	23 Commission Business Meeting	24	25	26	27	28
29	30	31				

## Announcements and Events

- **The Commission on the Status of Women and Girls is looking for a Policy Director!** The position is classified as an Associate Governmental Program Analyst (AGPA) and all individuals applying must pass the test for the AGPA classification To apply, visit [jobs.ca.gov](http://jobs.ca.gov).
- **Million Women Mentors CA** is looking for mentors! MWM works to increase the number of women and girls in STEM through mentorships. All professionals are welcome! To register as a mentor visit their website [mwm-ca.org](http://mwm-ca.org)

Interested in sharing your news with our supporters? Send an email to [stephanie.flores@women.ca.gov](mailto:stephanie.flores@women.ca.gov) to have your message featured in our newsletter.

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# Item D

## Information

### Legislation

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#### **SUMMARY OF THE ISSUE(S):**

2015-2016 Draft Compilation of New California Laws impacting Women and Girls

#### **RECOMMENDATION:**

For information and discussion

#### **BRIEF HISTORY OF KEY ISSUE(S):**

As you know, prior to 2010, a key focus for CCSWG was reviewing and taking positions on State Legislation each session.

Following a two year legislative session, the CCSWG regularly provided a summary of new state laws impacting women to local commissions and others on the Commission's ListServ. One of the projects the CCSWG staff undertook this fall was a new compilation with a gender lens of the 2015-2016 laws.

CCSWG staff are planning ways to make the information more interactive and available on our website so others can link to the information. In addition, we are creating a tool to help inform CCSWG discussions about options for future monitoring and compliance by the Commission.

#### **ANALYSIS:**

While numerous summaries of new laws passed in CA and signed by the Governor are developed there is not a comprehensive compilation using a gender lens. We can work in the new legislative session to document what constituencies use this tool and how we can further improve the information we provide.

**RESPONSIBLE PERSON(S):** Nancy Kirshner-Rodriguez (until a new Policy Director is hired)

#### **ATTACHMENT(S):**

Attachment D.1: Draft Compilation of New CA Laws impacting Women and Girls

Attachment D.2: 2007 Summary for comparison and discussion

# **California Commission on the Status of Women and Girls**

Compilation of Laws Impacting Women:  
2015-16 Legislative Session

DRAFT

## Introduction

As 2017 begins California continues to lead the nation in protecting and advancing gender equality.

The 2015- 2016 legislative session saw our lawmakers champion efforts to redress pay inequity, restore funding to the state's childcare infrastructure, and repeal discriminatory laws, including the CalWORKs Maximum Family Grant Rule.

The 17 member California Commission on the Status of Women and Girls (Commission) includes legislators who sponsored several of the key pieces of legislation Governor Jerry Brown signed into law. The Commission supported these efforts by spearheading and continuing activities that advance and protect equity, access, and justice for California's women and girls. In the last two years, these activities have included convening leaders in employment law and employees' rights on the Commission's California Pay Equity Task Force; expanding our work with the California Department of Education and UC Davis to advance women and girls in Science, Technology, Engineering, and Mathematics (STEM) disciplines and professional fields; and joining with the California Commission on Aging and California Women's Law Center to bring attention to the needs of aging women living in poverty.

As a part of the Commission's ongoing role examining laws, practices, and conditions impacting women and girls in California, we support compliance with and implementation of new laws. The compilation of newly enacted laws corresponds to the Commission's priority areas: the educational needs of women and girls; gender equity in the media; gender in the workplace and employment; health and safety of women and girls; women in the military, women veterans, and military families; the effect of social attitudes and pressures and economic considerations in shaping the roles to be assumed by women in society; and state laws in regard to the civil and political rights of women.<sup>1</sup> It is not a comprehensive list of all legislative actions having an impact on California's women and girls, but it identifies potential avenues where further Commission involvement could be needed and effective.

We also hope this compilation will provide a roadmap for advocates and supporters of gender equality to focus their attention.

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<sup>1</sup> The bill histories, committee analyses and voting records referenced can be accessed on the California Legislative Information website at <http://leginfo.legislature.ca.gov/>. Legislative policy committees also publish comprehensive summaries of bills heard in their committees, organized by legislative session, on the California Senate and Assembly websites.



For more information about the Commission, our partnerships and initiatives, and to find a comprehensive list of resources for women and girls throughout our state, contact us at (916) 651-5405, or visit our website at [www.women.ca.gov](http://www.women.ca.gov).

DRAFT

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## Civil and Political Rights of Women

### **AB 560 Gomez**

Chapter 151, Statutes of 2015

Civil actions: immigration status.

An act to add Section 3339.5 to the Civil Code, relating to civil actions.

*For the purposes of enforcing state labor, employment, civil rights, and employee housing laws, the immigration status of a child seeking recovery under any applicable law is irrelevant to the issues of liability or remedy. In a civil action or proceeding, prohibits discovery or other inquiry into a child's immigration status, with some exceptions.*

[http://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill\\_id=201520160AB560](http://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=201520160AB560)

### **AB 830 Eggman**

Chapter 202, Statutes of 2015

Civil actions: gender violence.

An act to amend Section 52.4 of, and to add Section 52.45 to, the Civil Code, relating to civil actions.

*This bill provides the existing remedies available to victims of gender-related violence to victims of sexual orientation-based violence and otherwise defines "gender," in accordance with the Unruh Civil Rights Act, to include "gender expression" and "gender identity."*

[http://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill\\_id=201520160AB830](http://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=201520160AB830)

### **AB 856 Calderon**

Chapter 521, Statutes of 2015

Invasion of privacy.

An act to amend Section 1708.8 of the Civil Code, relating to privacy.

*This bill renders a person liable for physical invasion of privacy when that person knowingly enters upon the land of another, including by entry into the airspace above the land, without permission, in order to capture any type of visual image, sound recording, or other physical impression of a person engaging in a private, personal, or familial activity and the invasion occurs in a manner that is offensive to a reasonable person.*

[https://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill\\_id=201520160AB856](https://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=201520160AB856)

### **AB 1887 Low**

Chapter 687, Statutes of 2016

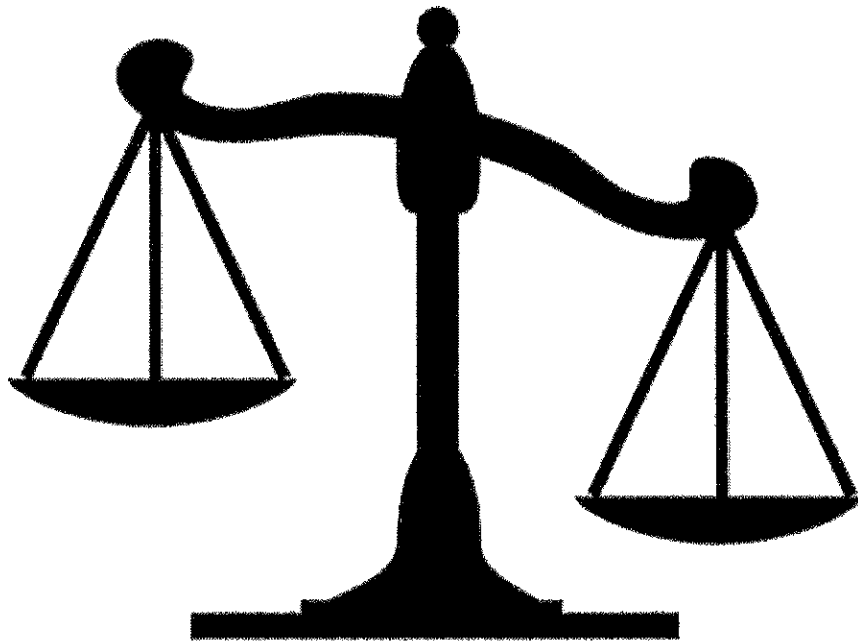
Government: discrimination: travel.

An act to add Section 11139.8 to the Government Code, relating to discrimination.

*This bill prohibits a state agency, including the Legislature, from requiring any of its employees, officers, or members to travel to, or approving a request for state-funded travel to, any state that, after June 26, 2015, has enacted a law that discriminates or has the effect of discriminating against persons on the basis of sexual orientation, gender identity, or gender expression. The bill requires the Attorney General to develop, maintain, and post a list of applicable states on its Internet site and makes it the responsibility of state entities to consult the list in order to comply with the restrictions imposed by the bill.*

[http://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill\\_id=201520160AB1887](http://leginfo.legislature.ca.gov/faces/billCompareClient.xhtml?bill_id=201520160AB1887)

State of California  
Commission on the Status of  
Women



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Summary of 2007  
Laws Affecting Women

## Introduction

The first year of the 2007/2008 legislative session was significantly impacted by California's economic situation as it has been for several years. A budget deficit remained, and fiscal constraints meant that numerous proposals died in fiscal committees because of their potential cost to the State. California is continuing to experience an economic downturn that will consume much of the Legislature's attention and affect policy decisions in the coming year. As we approach the 2008 legislative session, the impact of potential budget cuts on programs and services for women and their families will remain a priority for the Commission.

Our 2007 legislative agenda included 90 priority bills and resolutions. Of that number, the Commission supported 82 measures and opposed 8. The Legislature sent 39 of our priority support bills and resolutions to the Governor Schwarzenegger. He signed 21 of those into law and vetoed 13. The Legislature also approved 5 of our priority resolutions (the Governor does not take action on these measures). Measures opposed by the Commission would have negatively impacted access to abortion, sex education, and access to public assistance under CalWORKs. None of these measures reached the Governor's desk. Important measures signed by the Governor address gender-specific programs and services for women in prison, discrimination and harassment in public schools, community sex education programs, name changes for those entering into a marriage or domestic partnership, and CalWORKs homeless assistance for victims of domestic violence.

During 2007, the Commission monitored approximately 300 bills for potential impact on California women and their families. This "Summary" highlights those bills that were signed into law by Governor Arnold Schwarzenegger. Most of these laws became effective on January 1, 2008. Resolutions, which do not have the force of law, are assigned a chapter number by the Secretary of State when passed by the Legislature, but do not require the Governor's signature. The Commission's priority bills are noted by an \*asterisk.

Bill histories, committee analyses and voting records on any of these measures can be obtained by visiting [www.leginfo.ca.gov](http://www.leginfo.ca.gov). For more information on the Commission, including bills the Commission is currently tracking, contact us at 916-445-3173, or visit our website at [www.women.ca.gov](http://www.women.ca.gov).

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## **Child Care**

### **AB 298**

Maze

### ***Chapter 565***

Placement of children; relative caregivers

Gives greater priority to relative caregivers of children under the jurisdiction of the juvenile court with respect to placement of those children.

### **AB 340**

Hancock

### ***Chapter 464***

Placement of children; unified family approval process

Creates a pilot program for a unified family approval process to replace the existing multiple processes for licensing foster family homes, approving relatives and nonrelative extended family members as foster care providers, and approving adoptive families.

### **\* AB 905**

Arambula

### ***Chapter 110***

Subsidized child care; eligibility period

Authorizes the Superintendent of Public Instruction to extend the period of eligibility for subsidized childcare by an additional 60 days for families whose basis of need for care is that they are seeking employment and it was determined that the initial eligibility period was not sufficient to find employment given local employment conditions.

### **AB 1571**

DeSaulnier

### ***Chapter 415***

Alternative payment programs; reimbursement

Increases the amount of funding that an Alternative Payment Program may request in reimbursement from the California Department of Education for serving more children than are provided for in the child care funding contract.

### **\* SB 104**

Machado

### ***Chapter 288***

Crisis nurseries

Extends the sunset date to January 1, 2011 for the regulation of crisis nurseries, which provide short-term care for children when there is a family crisis or stressful situation, as a category of community care facilities, and requires crisis nurseries to submit an annual report to the Department of Social Services.

## **Education**

### **\* AB 394**

Levine

### ***Chapter 566***

Discrimination in public schools

Promotes a non-discriminatory learning environment in public schools by providing local educational agencies and the Department of Education the necessary clarification and resources to ensure compliance with the California Student Safety and Violence Prevention Act of 2000.