

**CALIFORNIA COMMISSION ON THE  
STATUS OF WOMEN AND GIRLS**

**FULL COMMISSION MEETING**

**Monday, July 17, 2017**





**NOTICE OF MEETING**

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

**Full Commission Business Meeting**

**Monday, July 17, 2017**

**12:00 p.m. – 1:00 p.m.**

**State Capitol, Room 127, Sacramento, CA**

One or more of the Commissioner(s) will participate in this meeting at the teleconference sites listed below. Each teleconference location is accessible to the public and the public will be given an opportunity to address the Commission at each teleconference location.

The public teleconference site(s) for this meeting are as follows:

11201 Benton Street, Loma Linda, CA 92357

320 West 4th Street Suite 430 LA 90013

Further Teleconference sites may be added. 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. Approve Minutes of May 22, 2017 Commission Meeting
- V. Chair's Opening Remarks and Commissioner Comments
- VI. Executive Director's Report
  - Fundraising
- VII. Executive Committee 2017-2018 Fiscal Year Elections TAB A
- VIII. FISCAL and Operations Update TAB B
- IX. Program and Policy Updates – Information Only TAB C
  - Pay Equity Task Force

- STE(A)M

- X. Legislative Update – Information Only TAB D
- XI. Legislative Women’s Caucus & Select Committee updates
- XII. Public Comment – including matters not on the agenda\*
- XIII. Closed Session if necessary

\* 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).

# **MINUTES FROM PREVIOUS MEETING**





**May 22, 2017 Full Commission Business Meeting**

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

Commissioners Present: Alcalá, Blumenfield, Damrell, Garcia, Irwin, Jackson, Leyva, Nelson, Wilkins, Alvarez-Willis

Commissioners Absent: Buckland, Illich, Mitchell, Su

- I. Welcome and Call to Order. Chair Lupita Cortez Alcalá called the meeting to order at 11:06am.
- II. Roll Call. Executive Director Nancy Kirshner-Rodriguez does roll call. Quorum is reached.
- III. Establish Quorum – Approve Agenda. A motion was made to adopt the agenda by Commissioner Wilkins, second by Commissioner Damrell.
  - VOTES: Ayes - Alcalá, Blumenfield, Damrell, Garcia, Irwin, Nelson, Wilkins, Alvarez-Willis. Noes – None.
- IV. Approve Minutes of March 27, 2017 Commission Meeting. A motion was made to approve the minutes from the previous Commission Business Meeting. Made by Commissioner Garcia, second by Commissioner Alvarez-Willis.
  - VOTES: Ayes - Alcalá, Blumenfield, Damrell, Garcia, Irwin, Nelson, Wilkins, Alvarez-Willis. Noes – None.
- V. Chair’s Report. Chair Alcalá welcomed Commissioners and members of the public to the meeting. Chair Alcalá announced the need for a nominating committee to elect the next Executive Committee. Commissioners Wilkins, Blumenfield and Alcalá volunteered.
- VI. Executive Director’s Report. Executive Director Kirshner-Rodriguez provided an update on all Commission activities including the updates key Commission activities since the last meeting, an update on the Commission’s budget included in the May revision for 2017-2018. Commission programs and policies, communications and outreach efforts, and Commission interagency agreements.
- VII. Commission Programs and Policies
  - Commissioner Damrell and Executive Director Nancy Kirshner-Rodriguez provided an update on the activities of the California Pay Equity Task Force.
  - Communications and Outreach Adviser Stephanie Flores and Nancy Kirshner-Rodriguez provided an update on STEM activities, including town halls held in Riverside and San Joaquin and training modules.

- Commissioner Wilkins provided an update on the Legislative/Research Subcommittee and presented the proposed bill chart for discussion and adoption. Much discussion ensued regarding the proposed legislation. Several bills were discussed individually and moved from a support to watch or from a watch to a support. The Commission directed the Legislative and Research Subcommittee to work to prioritize approved legislation. There were three votes taken on the bill package due to Commissioner Damrell's request. Those votes were:
  - First, motion to adopt amended bill package, minus AB 168 and AB 1209 which will be voted on separately. Motion was called by Commissioner Leyva, seconded by Commissioner Nelson. VOTES: Ayes - Alcalá, Blumenfield, Damrell, Garcia, Jackson, Nelson, Wilkins, Alvarez-Willis. Noes –None.
  - AB 168 and AB 1209 were voted on separately and a motion was raised by Commissioner Garcia and seconded by Commissioner Leyva.
  - AB 168 - VOTES: Ayes - Alcalá, Blumenfield, Garcia, Jackson, Nelson, Wilkins, Alvarez-Willis. Noes – None. Abstain - Damrell.
  - AB 1209 - VOTES: Ayes - Alcalá, Blumenfield, Garcia, Jackson, Nelson, Wilkins, Alvarez-Willis. Noes – None. Abstain – Damrell.

#### VIII. Fiscal

- Budget. Executive Director Kirshner-Rodriguez and Emily Van Atta provided an update on the Commission's current fiscal situation. Chair Alcalá requested to work with Commission staff to encumber any remaining funds and report outcomes at July meeting. Commissioner Leyva made a motion and Commissioner Damrell seconded.
  - VOTES: Ayes - Alcalá, Blumenfield, Damrell, Garcia, Irwin, Nelson, Wilkins, Alvarez-Willis. Noes – None.
- Fundraising. Additionally, there was discussion regarding the Commission's fundraising efforts. Commissioner Garcia updated the whole Commission regarding the fundraising discussion during the Executive Committee meeting. This included letting Commissioners know that the fundraiser has been moved to the week of August 21. Commissioners requested a detailed fundraising plan for the August fundraiser and requested it be delivered to them by Friday, May 26.

#### IX. Operations

- Operations. Executive Director Kirshner-Rodriguez provided an update on Commission personnel and the status of the interagency agreements.

#### X. Communications and Outreach.

- Materials, local newspaper articles, newsletters, etc., were included in the meeting materials.

XI. Legislative Women's Caucus and Select Committee updates.

- Legislative Women's Caucus. Assemblymember Garcia and Senator Leyva gave an update on LWC's priorities, announced the June 5 screening of Wonder Women and let the Commission know about a new mentoring program for staff in the Capitol.
- Senator Jackson gave an update on the Select Committee on Women, Work and Families. This Select Committee is focused on paid family leave. The next hearing will focus on women on corporate boards.

XII. Public Comment—including matters not on the agenda. None.

XIII. Adjourn. Meeting adjourned at 12:35pm.



# **EXECUTIVE DIRECTOR REPORT**





## **Report to CA Commission on the Status of Women and Girls**

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

**DATE: July 7, 2017**

### **Overview**

We enter the 2017-2018 fiscal year with a strong sense of purpose and confidence that the Commission is on stable footing: ready to engage in enacting many aspects of the Strategic Planning of late 2016 and to build on the ongoing success of the CA Pay Equity Task Force and the Engaging Women and Girls in STE (A) M initiatives. This is all due to the extraordinary leadership of our Commissioners and the commitment and support of many partners.

I want recognize our dedicated and visionary Chair Lupita Cortez Alcalá for all that she has done over the last six years as an officer of the CCSWG. Chair Alcalá initially served as 1<sup>st</sup> Vice Chair with then Chair Geena Davis. Together they led the Commission during uncertain times, partnered with Legislative Leaders and the Legislative Women's Caucus Leaders and Staff; gained new support for the Commission's goals and objectives and then created the partnership with CDE that led to our designation as a co-host of the CA STEAM Symposium. Our STE (A) M work has grown exponentially under Chair Alcalá and we look forward to the next chapter of her service on the Commission with a dedicated focus on STE(A)M. On a personal note, Chair Alcalá has been an extraordinary mentor and colleague and I will be forever indebted to her for her steady hand, constant support and ongoing candor.

Under this Executive Committee Team, Chair Alcalá, 1<sup>st</sup> Vice Chair Cristina Garcia, 2<sup>nd</sup> Vice Chair Lauri Damrell and Members-at-Large Alisha Wilkins and Karen Nelson we also have hired an exceptional team of staff, increased our capacity with interagency agreements and established much need systems and processes. We are also now viewed as a key agency to involve in Gender Equity challenges the State Government is facing and as the Pay Equity Task Force Tools are finalized we can anticipate even greater interest in the Commission Experts like Senator

Jackson and Commissioners Damrell and Su being asked to support other states and national efforts to close the Gender Pay Gap.

We are also again a sought after partner for Local Commissions in CA and the Association of CA Commissions for Women, the Stronger CA Network, CA Work and Family Coalition, CA Coalition for Reproductive Freedom, CA Women's Law Center and the Alliance for Girls. The Commissioners and Staff team are building new relationships inside Government and with organizations across California.

This could not have happened without each of you.

### **Quick Review of June**

- 2017-2018 Budget signed –CCSWG funding at \$530,000, continued authority to fundraise and create funding mechanisms for the Women and Girls Fund.
- New Commissioner Celinda Vazquez appointed by Senate Pro Tem Kevin de León to Public Member Appointee seat for 4 year term
- CCSWG Commissioners and Staff making public presentations
  - Lupita Cortez Alcalá
  - Lauri Damrell
  - Alisha Wilkins
  - Assemblymember Jacqui Irwin
  - Stephanie Flores
  - Nancy Kirshner Rodriguez

### **New Commissioner**

As you know Senate Pro-Tem Kevin de León announced his public member appointee **Celinda Vazquez** with a July 1<sup>st</sup> start date. I've added the announcement below. Please join me in welcoming Commissioner Vazquez to the Commission.

**Celinda Vazquez**, a Democrat from Hawthorne, has been appointed to the Commission on the Status of Women and Girls. Ms. Vazquez is the Vice President of External Affairs for Planned Parenthood Los Angeles/Planned Parenthood Advocacy Project LA. She previously served as Assistant Director of State Government Relations, University of California Los Angeles Government and Community Relations. She is a member of Little Ripples, a project of i-ACT, and the California Latino Legislative Caucus Institute: Madrinas Padrinos Leadership Program. She

also served as a Senate Rules Committee appointee on the California Board of Psychology from 2007 to 2011. Her effective date of appointment shall be July 1, 2017. Her term end date shall be July 1, 2021. Compensation shall be per diem of \$100/day, not to exceed 12 days/year. All members receive reimbursement of actual and necessary traveling expenses.

### **Vacancies**

The Governor's appointments office is currently vetting prospective candidates to fill the vacancy created by Geena Davis' resignation in late March.

The Speaker has one Assembly member appointment open.

### **Executive Committee Elections**

The Nominating Committee met Monday June 26<sup>th</sup>. You received the recommended slate in a memo on June 30<sup>th</sup>. Please review and follow the guidelines as explained in the memo. Elections will take place at the July 17, 2017 meeting.

### **Fundraising**

The first fundraising event will be held August 23<sup>rd</sup> in Sacramento at The Courtyard on O Street. For this event, we will raise funds for the Women and Girls Fund. Invitations will go out on July 14<sup>th</sup>. We are currently contacting individuals and private sector organizations and others to seek sponsorships.

In addition, I met with Jane Froyd and Cathy Livingston, partners at Jones Day, to address specific requirements in the creation of a non-profit 501 C3 which will be the main mechanism for fundraising in future months and years. Jones Day is going to coordinate this process and recommends the new nonprofit trademark its name as well. It will be a several month process because this organization will have a long term ongoing role to support a number of Commission priorities it has been strongly recommended that we not pursue having a fiscal sponsor.

### **Budget and Fiscal**

**The 2017- 2018 State Budget was signed by Governor Brown late on Wednesday. As anticipated the Commission received a general fund appropriation of \$530,000.** You should be extremely proud that our ongoing funding has remained in three consecutive annual state

budgets. Congratulations as well to our Commissioner, Senator Holly Mitchell for her extraordinary leadership in overseeing the budget process as Senate Budget Committee Chair. There were no changes by the Governor in the final budget as passed by the Legislature.

## **Programs and Policy Initiatives**

### **CA Pay Equity Task Force**

The CA Pay Equity Task Force is working to reschedule the June meeting for late July or early August. Unfortunately, there are Task Force members who are unable to attend the previously scheduled September meeting so that date is being rescheduled as well.

Our Policy Director, Stephanie Tseu, has been working closely with Dr. Tonya Lindsey, on the compiling or “blending” of the Task Force’s subcommittee produced documents into the beginnings of the website.

CCSWG Staff and Commissioners are working with GovOps Secretary Marybel Batjer and the team from Cal HR on numerous issues. Last week Commissioner Damrell joined a panel of Government leaders to discuss the state gender pay gap and tools we will be producing through Pay Equity Task Force that could be utilized.

### **STE(A)M Education**

CA4NGSS – On Friday, June 9<sup>th</sup> Communications Adviser Stephanie Flores attended the CA4NGSS Semi-Annual Meeting in Oakland. The group comprised of representatives from state and nonprofit education associations. Stephanie gave a 15 minute presentation to the group about the Commission’s STE(A)M initiatives.

Strategic Planning- On Monday, June 12<sup>th</sup> Commission staff hosted a strategic planning meeting with core members of the MWMCA Steering Committee. The group decided upon the plans for the upcoming CA STEAM Symposium and MWMCA Ambassador training program.

STEAM Symposium- the Commission will host two panel discussions. Panel I is titled “Making the Connection for Action in Your Community” and Panel II is titled “Tools for Engaging Girls in STEM”. Panel I will discuss the Engaging Girls in STEM Town Hall series in detail. Panel II will discuss tools for students, teachers and parents for engaging girls in STE(A)M education and will discuss Million Women Mentors California. Commission staff is also participating in the selection of the workshops to ensure quality and inclusivity.

Million Women Mentors – California- MWM-CA will hold an Ambassador training session on Tuesday, December 12<sup>th</sup> in San Francisco one day after the STEAM Symposium. The Ambassadors will leave with the skills to promote MWM-CA and recruit new members to the program.

E Republic, Governing Institute, KPMG, CCSWG –IT’s HER FUTURE; Assemblymember Jacqui Irwin, an Engineer by training was the key speaker and Emily Van Atta and I participated in the initial discussion of the need for more women in IT in Government. Secretary Batjer and Deputy Secretary Kathleen Webb were speakers and participants as well. The CCSWG was a co-host and KPMG released a study on women in CA Government that provides significant data to support the need for Flexible work and Cultural change in the workplace in State Government. There will be a series of events and follow up in the next year.

## **Communications**

The Paid Family Leave social media campaign written by our spring 2017 intern Ashley completed this weekend on Father’s Day. The purpose of the campaign was to educate the public on California Paid Family Leave policies.

The Commission newsletter for July 2017 went out on Thursday, July 6<sup>th</sup>. August 2017 Newsletter is currently in production and will be distributed on Thursday, August 10<sup>th</sup>. If you would like to advertise or mention an event in our newsletter, please email Communications Adviser [Stephanie.Flores@women.ca.gov](mailto:Stephanie.Flores@women.ca.gov).

The Commission website has been modified. Changes to the About Us and Get Involved pages have been made for clarity. Commission staff will continue to make regular updates to the website to ensure clear, concise and consistent communication with the public.

## **Legislation**

Policy Director Stephanie Tseu has been busy producing draft policy letters to support the list of bills the Commission voted to support at our previous Commission meeting. CCSWG has secured a bill tracking service, Capitol Track, to help track and analyze legislation as it moves through the process. With the help of a bill tracking service we can now track introduced and amended bills, identify bills based on specific words or phrases, help us to know when bills will be heard in committee, and allow the Commission to be better aware of legislation impacting

women and girls in California. We will also be much better positioned to provide information to our Local Commission partners across CA. The Association of CA Commissions for Women has asked repeatedly for us to assist them with identifying and supporting legislation.

The Legislation/Research subcommittee has created a standing bi-weekly call (every other Friday at 3 pm). Our next call is July 24<sup>th</sup>. If you have items for the Legislation sub-committee, please provide them to Stephanie Tseu by COB on Thursday so that she can bring them to the attention of the Subcommittee members, Alisha Wilkins and Senator Hannah Beth Jackson.

### **Accounting/Budget**

The 2016-17 fiscal year end was June 30<sup>th</sup>. Before closing the 2016-17 accounting period fiscal staff did a reconciliation of both the 2015-16 books and 2016-17 books. A few discrepancies were discovered in our accounting between CCSWG and DGS which will be discussed in more detail under the Fiscal portion of the Commission meeting

A forecaster has been prepared for the 2017-18 fiscal year and with a full time staff on payroll, it is estimated we will only have about \$100,000 for other expenses. Due to ongoing structural expenses as well as several other increases we will need more than \$100,000 for agency expenses. We have initiated discussions with the Department of Finance to make some adjustments for infrastructure costs such as rent and contracted services, but fundraising will be necessary to ensure our program partnerships can advance.

### **Operations**

Operations staff compiled a draft Commission Governance Policy as well as a draft Commissioner Onboarding Binder. Now that “budget season” is over, our Fiscal and Operations Director, Emily Van Atta will shift focus to operational job duties.

### **Summer Interns**

Elaina Berman joined the Commission Monday, June 26<sup>th</sup>. She is currently pursuing her Bachelor’s degree in Policy, Planning and Management from the University of Oregon.

Rogel Noel joined the Commission on Monday, June 5<sup>th</sup>. Rogel is an incoming senior at Sacramento Valley High School and aspiring author. Rogel is part of the Improve Your Tomorrow (IYT) program that focuses on increasing the number of young men of color entering college.

### **July and August Calendar Items**

7/17 CCSWG Full Commission Meeting, Sacramento State Capitol (12 pm)

TBD Pay Equity Task Force (working meeting -date being considered)

8/23 CCSWG Fundraiser. IMPACT Awards Sacramento (5:30 pm)

8/28 CA Work and Family Coalition Sacramento Briefing



**EXECUTIVE COMMITTEE  
2017-2018 FISCAL  
YEAR ELECTIONS**





DATE: June 30, 2017  
TO: CCSWG Commissioners  
FROM: Nancy Kirshner-Rodriguez, Executive Director **NKR**  
RE: Nominations for CCSWG Executive Committee

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The Nominating Committee met on Monday June 26, 2017 at 11:00 am to identify and recommend the composition of the CCSWG Executive Committee for FY 2017-2018 which will begin on July 1, 2017 and will end June 30, 2018.

The following individuals have been identified as interested in serving or continuing to serve in leadership positions, and are the nominations slate of the Nominating Committee:

Chair:	Lauri Damrell
First Vice Chair:	Alisha Wilkins
Second Vice Chair:	Jacqui Irwin
Member at Large:	Marina Illich
Member at Large:	Ofelia Alvarez Willis

In accordance with our bylaws, additional nominations may be submitted by any member of the Commission. However, they must be submitted in writing to both the Commission Chair and the Nominating Committee Chair ( Lupita Cortez Alcalá [lupita.alcala@csac.ca.gov](mailto:lupita.alcala@csac.ca.gov) no less than (7) Days prior to the July 17, 2017 election meeting of the Commission. Please copy me at [Nancy.Kirshnerrodriguez@women.ca.gov](mailto:Nancy.Kirshnerrodriguez@women.ca.gov) should you submit a nomination to the Chair.

Nominations may also be made from the floor at the meeting if two-thirds of those Commissioners present vote to open the meeting to nominations from the floor.

Commission Bylaws state that "No later than June 30 of any fiscal year of the Commission, the Chairperson shall appoint a nominating committee ("Nominating Committee") which shall be comprised of no less than three (3) nor more than five (5) Commissioners. A minimum of one member of such Nominating Committee shall be a member of the current Executive Committee (as hereinafter defined). The Nominating

Committee shall select a slate of officers.” The Bylaws sections are included for your review.

## **V. ELECTION OF OFFICERS**

**5.2 Nominations.** No later than June 30 of any fiscal year of the Commission, the Chairperson shall appoint a nominating committee ("Nominating Committee") which shall be comprised of no less than three (3) nor more than five (5) Commissioners. A minimum of one member of such Nominating Committee shall be a member of the current Executive Committee (as hereinafter defined). The Nominating Committee shall select a slate of officers. The Nominating Committee's suggested slate of officers shall be made available to each member of the Commission no less than two (2) weeks prior to the Election Meeting. Additional nominations may be submitted by any member of the Commission; provided, however, that any such additional nomination(s) shall be submitted in writing to the current Chairperson and to the chairperson of the Nominating Committee no less than seven (7) days prior to the Election Meeting. Notwithstanding any other provision contained herein, however, nominations may be made from the floor at any Election Meeting if two-thirds (2/3) of those Commissioners present at such meeting vote to open such meeting to nominations from the floor.

## **VI. COMMITTEES**

**6.2 Executive Committee.** The Executive Committee shall be comprised of the elected officers of the Commission. At no time, however, shall the Executive Committee consist of less than three (3) or more than five (5) members. The Executive Committee shall make recommendations to the Commission and shall implement policies set by the full Commission.

## **IV. OFFICERS AND DUTIES**

**4.1 Officers.** The officers of the Commission shall be a chairperson, ("Chairperson"), a vice-chairperson ("Vice Chairperson"), a second vice-chairperson, ("Second Vice Chairperson"), a member-at-large ("Member-at-Large"), and a second member-at-large ("Member-at-Large").

**4.3 Duties of the Chairperson.** The Chairperson shall:

- a. Preside at all meetings of the Commission;
- b. Appoint the members of all committees of the Commission, except the Executive Committee (as hereinafter defined);
- c. Designate the chairperson of each committee other than the Executive Committee;

- d. Provide leadership in fulfilling the Commission's mandate;
- e. Work regularly with the Executive Director;
- f. Work with the Legislature and the Governor's office to maintain lines of communication;
- g. Serve as liaison with the public; and
- h. Serve as the chairperson of the Executive Committee (as hereinafter defined) and as an ex-officio, non-voting, member of all committees.

**4.4 Duties of the Vice-Chairpersons.** The Vice-Chairpersons shall:

- a. In the absence of the Chairperson, preside at Commission meetings and perform such additional duties as are required by the Commission and necessitated by the absence of the Chairperson;
- b. Serve as acting Chairperson in the event of a vacancy in the office of Chairperson;
- c. Serve as members of the Executive Committee (as hereinafter defined); and
- d. Perform such other duties as the Chairperson may deem necessary and may request to facilitate the conduct of the Commission's business.

**4.5 Duties of the Members-at-Large.** The Members-at-Large shall:

- a. Serve as members of the Executive Committee (as hereinafter defined); and
- b. Perform such other duties as the Chairperson may deem necessary and may request to facilitate the conduct of the Commission's business.

Please let me know if you have any questions.



# **FISCAL AND OPERATIONS**



# **Item B.1**

## **Fiscal**

Fiscal Update, July 17, 2017

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

- 2016-17 Fiscal Year ended June 30, 2017.
- Enacted 2017-18 budget includes \$530,000 for the Commission.
- Exploring options for using surplus in past years accounts.
- After a hold on invoice processing June, they have now been submitted and will be processed shortly. Thank you all the Commissioners for getting your Per Diems and Travel Expense Claims in on time.
- Commission will need to address ongoing funding shortage for operational expenses.
- Purchasing process via DGS and Fi\$Cal clarified and updated.

### **RECOMMENDATIONS:**

We ask the Commission to approve the proposed contract for Fiscal Services with the Department of General Services for \$100,000.00, with the understanding that we intend to negotiate down the price of the total contract.

We ask that the Commission approve the proposed contract for rent with the California State Library for \$14,088.00, with the understanding we intend to negotiate down the price of the total contract.

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

During the reconciliation of the 2015-16 books (Enactment Year 2015), several Purchase Orders were closed in Fi\$Cal. It was discovered money had been encumbered through Purchase Orders that was not spent, so when these Purchase Orders were liquidated it left the Commission with a surplus of \$32,887.18 in our Enactment Year 2015 account.

During this reconciliation it was also discovered that Department of General Services (DGS) billed the Commission approximately \$97,000.00, even though our contract was for \$88,000.00. Our contract did allow for additional billing for procurement services; however, that fee was 1% of the cost of procurements, billed per procurement. We did purchase a copier and new computers in that time. Given the cost of these purchases the procurement fee should have been a few hundred dollars, not a few thousand dollars. We have alerted DGS to the overbilling and we will continue to push for a resolution.

If we get a refund for the overbilling, that would push our EY 2015 surplus up to around \$40,000.00.

During reconciliation of the 2016-17 books (Enactment Year 2016), a small surplus of \$19,901.32 was discovered. This surplus is due to staff leave/vacancies and spending less than expected on things like travel. This surplus has been allocated towards a Capitol Track subscription to enable our Policy Director to effectively track legislation, we are working with the Office of State Printing on a new CCSWG brochure order, paid for our 2017 STE(A)M Symposium tickets and booth, and are encumbering any remaining money to our partnership on California Million Women Mentors with UC Davis.

A forecaster has been prepared, and with a full time staff our payroll expenditures for the year are estimated at \$415,172.96; this leaves about \$101,000.00 for all other expenses including rent and our DGS contract which includes fiscal services, human resources, technology services, and procurement.

DGS has proposed a contract of \$100,000.00 this year. We were notified at the beginning of last year that the contract would be increased from \$88,000.00 to \$97,000.00, but we were surprised when a contract for \$100,000.00 was submitted to the Commission for consideration. It is our current hope to negotiate it down to \$97,000.00. While it would be difficult to move our fiscal services and Human Resources from DGS at this point, we are looking for alternate Technology services (IT) providers to see if we can have someone administer IT for us at a rate less than the current DGS IT figure of \$20,000.00 a year.

Limited funding for operational costs will be an ongoing issue for the Commission unless a permanent funding stream is instituted. State employee positions come with an annual 5% Merit Salary Adjustment (California Code of Regulation §599.683) for 3 to 5 years depending on their classification. Our budget is not adjusted to compensate for Merit Salary Adjustments, thus, with first year staff already taking up more than 75% of the budget, a 5 year plan for paying salaries and other operational expenses should be discussed. Fundraising will be key to continuing partnerships on policy work.

All invoices received after June 1<sup>st</sup> were held in order to allow DGS Accounting close the 2016-17 fiscal year books. We started submitting invoices for payment again on July 3<sup>rd</sup>, so if you have a payment pending, it's now been submitted for processing and you can expect payment in 30-45 days.

One process that experienced significant backlog in our office had been the purchasing of office supplies. Without purchasing authority we must have DGS make purchases of goods for us. There was always confusion around this process, especially with the implementation of the Fi\$Cal operating system. Emily has now clarified the correct process for purchasing through DGS via Fi\$Cal and is documenting the process in the Fiscal and Operations Desk Manual which will streamline orders for office supplies and other goods and services in the future.

**RESPONSIBLE PERSON(S):**

Nancy Kirshner-Rodriguez, Executive Director  
Emily Van Atta, Fiscal and Operations Director

**ATTACHMENT(S):**

DGS Contracted Fiscal Services Proposed 2017-18 Contract  
CA State Library, Proposed 2017-18 Rent Contract

STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

Commission on the Status of Women and Girls

CONTRACTOR'S NAME

Department of General Services

2. The term of this Agreement is: July 1, 2017 through JUNE 30, 2018

3. The maximum amount of this Agreement is: \$100,000  
 One hundred thousand dollars

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

The Department of General Services and Commission on the Status of Women and Girls enter into this agreement, which includes the following.

Exhibit A – Scope of Work	9 pages
Exhibit B – Budget Detail and Payment Provisions	2 pages
Exhibit C – General Terms and Conditions	GIA 610*

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at [www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx](http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

<b>CONTRACTOR</b>		<b>California Department of General Services Use Only</b>
CONTRACTOR'S NAME (If other than an individual, state whether a corporation, partnership, etc.) Department of General Services		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Miles Burnett, Deputy Director		
ADDRESS Administration Division 707 3 <sup>rd</sup> Street, 8 <sup>th</sup> Floor, West Sacramento, CA 95605		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME Commission on the Status of Women and Girls		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Nancy Kirshner-Rodriguez, Executive Director		
ADDRESS 900 N Street, Suite 390 Sacramento, CA 95814		
		<input checked="" type="checkbox"/> Exempt per: SCM § 4.04.A.5

**EXHIBIT A  
 SCOPE OF WORK**

Department of General Services (DGS) will provide fiscal, human resources, and information technology services to the Commission on the Status of Women and Girls (CSWG). DGS provides fiscal, human resources, and information technology services on a full cost recovery basis to state entities that do not have the staff or the expertise to perform these functions and find it cost effective to use DGS' services.

**1. AGREEMENT SUMMARY**

DGS will provide fiscal (accounting and budgeting), human resources, and information technology services for CSWG for the period of July 1, 2017 through June 30, 2018.

**2. AGREEMENT TERM AND EXTENSION OPTION**

The term of this Agreement is one year. Upon mutual agreement, the parties may amend this contract.

**3. PROJECT REPRESENTATIVES**

The project representatives during the term of this Agreement will be:

<b>COMMISSION ON THE STATUS OF WOMEN AND GIRLS</b>	
<b>CONTRACT ADMINISTRATOR</b>	<b>FISCAL OFFICE CONTACT</b>
Nancy Kirshner-Rodriguez Executive Director CCSWG 900 N Street, Suite 390 Sacramento, CA 94129  Phone – (916) 651-5405 <a href="mailto:Nancy.Kirshnerrodriquez@women.ca.gov">Nancy.Kirshnerrodriquez@women.ca.gov</a>	Nancy Kirshner-Rodriguez Executive Director CCSWG 900 N Street, Suite 390 Sacramento, CA 94129  Phone – (916) 651-5405 <a href="mailto:Nancy.Kirshnerrodriquez@women.ca.gov">Nancy.Kirshnerrodriquez@women.ca.gov</a>

<b>DEPARTMENT OF GENERAL SERVICES – Contracted Fiscal Services</b>	
<b>DGS-CFS CONTRACT ADMINISTRATOR</b>	<b>DGS-CFS ACCOUNTING CONTACT</b>
Lydia Hui CFS – Accounting Administrator III Contracted Fiscal Services 707 3 <sup>rd</sup> Street, 6 <sup>th</sup> Floor West Sacramento, CA 95605  Phone – (916) 441-9681 Fax – (916) 376-5218 <a href="mailto:Lydia.Hui@dgs.ca.gov">Lydia.Hui@dgs.ca.gov</a>	Eugene Louie CFS – Accounting Administrator II Contracted Fiscal Services 707 3 <sup>rd</sup> Street, 6 <sup>th</sup> Floor West Sacramento, CA 95605  Phone – (916) 376-5262 Fax – (916) 376-5218 <a href="mailto:Eugene.Louie@dgs.ca.gov">Eugene.Louie@dgs.ca.gov</a>

<b>DEPARTMENT OF GENERAL SERVICES – Budget &amp; Planning Section</b>	
<b>OFS CONTRACT ADMINISTRATOR</b>	<b>OFS BUDGET CONTACT</b>
Justin Smith OFS - Budget Manager Budget and Planning Section 707 3 <sup>rd</sup> Street, 9 <sup>th</sup> Floor West Sacramento, CA 95605  Phone – (916) 376-5133 Fax – (916) 376-5151 <a href="mailto:Justin.Smith@dgs.ca.gov">Justin.Smith@dgs.ca.gov</a>	Lillian Wong OFS - SSM II Budget and Planning Section 707 3 <sup>rd</sup> Street, 9 <sup>th</sup> Floor West Sacramento, CA 95605  Phone – (916) 376-5160 Fax – (916) 376-5151 <a href="mailto:Lillian.Wong@dgs.ca.gov">Lillian.Wong@dgs.ca.gov</a>
<b>DEPARTMENT OF GENERAL SERVICES</b>	
<b>HUMAN RESOURCES CONTACT</b>	<b>INFORMATION TECHNOLOGY CONTACT</b>
Lisa York Classification and Pay Manager Office of Human Resources 707 3 <sup>rd</sup> Street, 7 <sup>th</sup> Floor West Sacramento, CA 95605  Phone – (916) 376-5428 Fax – (916) 376-5390 <a href="mailto:Lisa.York@dgs.ca.gov">Lisa.York@dgs.ca.gov</a>	Jayna Toyama Enterprise Business Manager Enterprise Technology Solutions 707 3 <sup>rd</sup> Street, 3 <sup>rd</sup> Floor West Sacramento, CA 95605  Phone – (916) 375-4813 <a href="mailto:Jayna.Toyama@dgs.ca.gov">Jayna.Toyama@dgs.ca.gov</a>

**4. CANCELLATION PROVISION**

This Agreement may be cancelled at any time by either party, in writing, within thirty (30) days advance notice. If cancelled, payment shall be made only for performance authorized up to the date of cancellation. In the case of early termination, a final payment will be made by CSWG upon receipt of an invoice covering all costs incurred which were previously authorized prior to notice of cancellation or termination.

**5. DETAIL OF SERVICES – DGS' BUDGET & PLANNING SECTION (B&PS)**

The specific services provided by DGS-OFS through this Agreement are for budgeting services as described below. The Contractor (DGS-OFS) agrees to provide documentation for review by the State Agency for the Budget Building Services listed below. The State Agency agrees to provide timely submittal of any supplemental information or supporting documentation necessary to perform the contracted services listed below.

**A. BUDGET BUILDING SERVICES**

The standard budget building services provided under this agreement are listed below.

NOTE: This agreement does not include writing Budget Change Proposal (BCP) narratives; conducting the annual Out of State Travel drill; providing or tracking Legislative Budget Subcommittee Hearing testimony; Legislative bill analysis; Regulations review.

- a. June to July Payroll Drill
- b. Rollover Validation Drill
- c. Past Year Actuals
- d. DF 303, 304, 117

- e. Schedule 8 Reconciliation
- f. Salaries and Wages (7A)
- g. Retirement (CS 3.6)
- h. Employee Comp (Item 9800)
- i. Revenue, Transfers and Loans (RTL)
- j. Galley Preparation/Review
- k. BCP Uploads/BBAs
- l. Budget Revisions/Section Letters
- m. Supplemental Schedules (DF 300, 301)
- n. Schedule 9 Equipment (DF 302)
- o. DOF Miscellaneous Budget Drills
- p. Monthly Fiscal Health Reports (a minimum of six annual reports, as financial information becomes available, beginning in October of each fiscal year through April of each fiscal year).
- q. Fund Condition Statement Preparation

**6. DETAIL OF SERVICES - DGS' CONTRACTED FISCAL SERVICES (CFS)**

The specific detail of accounting services provided by DGS - CFS through this Agreement are as described below:

**A. CONTRACTS**

- a. Review and certify the availability of funding (if requested)
- b. Submit documents for DOF or DGS approval (if requested)
- c. Distribute contracts to appropriate parties (if requested)

**B. PURCHASE ORDERS**

- a. Review chart fields and provide secondary approval

**C. ACCOUNTS PAYABLE**

- a. Audit vendor invoices, P-cards (aka Calcards) and travel expense claims
- b. Review invoices and provide feedback to client agency for invoices lacking proper documentation or in error within 3-5 days
- c. Create and approve payment vouchers
- d. Create journal vouchers to reclassify direct transfer expenditures
- e. Analyze CalATERS voucher build errors and correct errors (if applicable)
- f. Monitor canceled and/or denied vouchers
- g. Receive Payee Data Record (STD. 204), search and enter request for new supplier or update supplier data
- h. Review and verify Reportable Payments (1099) tax information and coordinate with client agency to make adjustments as necessary to correct 1099 report
- i. Prepare late payment penalty reports (if applicable)
- j. Maintain and keep a copy of Document Approvals and Security Authorizations Forms (DGS-1)
- k. Maintain and keep a copy of the Claim Schedule Authorization Signature Card

**D. OFFICE REVOLVING FUND**

- a. Review, process, and issue Office Revolving Fund checks
- b. Maintain outstanding Office Revolving Fund checks and create void/stop payments (if applicable)
- c. Create replenishment vouchers to reimburse the Office Revolving Fund
- d. Perform revolving fund check reconciliation

**E. LABOR/PAYROLL**

- a. Prepare salary advance checks
- b. Pick up and distribute monthly and master payroll checks (warrants) at State Controller's Office (SCO) if applicable
- c. Run labor distribution process and clear labor errors
- d. Record Payroll Expenditures
- e. Perform labor reconciliation

**F. BILLING (INVOICING)/ACCOUNTS RECEIVABLE (A/R)**

- a. Establish the customer accounts
- b. Record Payroll A/Rs or monitor Payroll A/Rs in FI\$Cal after SCO implementation
- c. Create and approve A/Rs in FI\$Cal and send out billings (if applicable)

**G. RECEIPTS (CASHIERING)**

- a. Receive invoice payments and input receipts
- b. Enter deposits and process payments
- c. Prepare/create remittance to the State Treasurer Office (STO)
- d. Perform bank reconciliation
- e. Follow-up on dishonored checks and coordinate with client agency
- f. Process overpayment refund checks
- g. Prepare receivable collections, letters, and write-offs (if applicable)
- h. Input Federal drawdown (if applicable)

**H. ASSET MANAGEMENT**

- a. Process Asset Depreciation (part of month-end closing process)
- b. Process Asset Month-End and post to General Ledger

**I. GENERAL LEDGER**

- a. Create and approve journal entries
- b. Process adjustment/correction requests
- c. Reconcile various accounts with SCO records
- d. Reconcile Subsidiary records
- e. Monitor cash balance
- f. Prepare Plan of Financial Adjustments (if applicable)
- g. Prepare month-end close and provide monthly reports to client agency, including expenditure and financial status reports

- h. Prepare AUD 10a to DOF and SCO to establish new Federal Fund or Special Deposit Fund (if applicable)
- i. Prepare Bond Expenditure/Encumbrance quarterly reports (if applicable)
- j. Prepare Federal Fund quarterly reports (if applicable)
- k. Prepare accruals and contingent liabilities (if applicable) for year-end reports with client agency
- l. Prepare annual financial statements
- m. Prepare Detailed Fund Balance Report
- n. Prepare GAAP report (if applicable)
- o. Prepare Account Receivable Workbook in compliance with SCO requirements (if applicable)
- p. Prepare Management Representation Letter
- q. Contact and coordinate with the State Controller's Office, State Treasurer's Office, and Auditor to resolve accounting transaction and related issues
- r. Archive accounting records in accordance with Client Agency's record retention schedule

#### **J. 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 (YEC) and Year-End Open (YEO) processes
- d. Contact and coordinate with the FI\$Cal Service Center to resolve accounting related system issues

#### **7. DETAIL OF RESPONSIBILITIES – CFS CLIENT AGENCY**

The specific detail of responsibilities of the CFS Client Agency through this Agreement are as described below:

- a. Purchase Order (POs)**
  - Create/input purchase order (POs) in FI\$Cal with the proper and complete coding  
Note: this includes the minimum chart fields of fund, program, budget act reference, account, enactment year, but also project, subtask, and/or reporting structure if applicable
- b. Supplier Maintenance**
  - Obtain Payee Data Record (STD. 204) from vendor, contractor or non-employee if required and submit timely to CFS to add/update Supplier ID in FI\$Cal
  - Coordinate timely with CFS to add Supplier ID in FI\$Cal for any additional or new users of CalATERS
- c. Vendor Invoice**
  - Submit timely and properly completed invoices with required supporting documentation
  - Respond timely to inquiries from CFS regarding issues such as purchase order coding issues or missing supporting documents for invoices
- d. Labor/Payroll and Cost Allocation setup**
  - Notify CFS for any changes in reporting units for employees that will affect payroll
  - Review new fiscal year budget to ensure that allocations and distribution amounts or percentages are aligned with the approved agency budget
  - Provide CFS any changes on cost allocation or program/reporting structure by May to prepare for the new fiscal year

**e. Billing (Invoicing)/Accounts Receivable (A/R)**

- Monitor and collect on A/R Billings and payroll accounts receivables including notifications and collection letters (if applicable)
- Monitor and collect on outstanding salary and travel advances
- Verify that all employee accounts receivable half sheets have been posted into FI\$Cal and provide CFS documentation for missing postings

**f. Proper Role Access and Training**

- Obtain the proper reporting role from FI\$Cal to be able to view and generate monthly fiscal reports
- Complete any FI\$Cal training on how to use FI\$Cal monthly reports
- Complete all FI\$Cal training in the PO and Asset Management (AM) modules
- If applicable, complete all FI\$Cal training in Project Costing, Customer Contracts, and Grants modules
- Complete all FI\$Cal training to properly utilize the PO and AM modules for purchases that require capitalization

**g. Month-end and Year-End Process**

- Monitor and review agency appropriations and account balances including reimbursements to ensure that there is sufficient balances to meet all expenses and obligations
- Review agency accounting records for accuracy
- Review any obligations or invoices to be charged against reverting appropriations
- Review encumbrances (POs) and close/liquidate POs early or within CFS' year-end deadlines
- Provide to CFS adjustments to agency accounts and agency year-end accrual information early or within CFS' year-end deadlines

**8. FI\$CAL DIVISION OF ROLE ASSIGNMENTS (DOR)**

The DOR has been established to clearly define the access roles that are distinct between Contracted Fiscal Services (CFS) Client Departments and the Department of General Services – CFS. The DOR ensures data integrity and that separation of duties are adhered to according to assigned FI\$Cal system roles. The DOR is to be reviewed and signed at the time of the annual Interagency Agreement (IA) renewal by both CFS Client Departments and DGS-CFS. If new roles are established during the IA period, the DOR can be updated and will not require an IA amendment.

**9. DETAIL OF SERVICES - DGS' OFFICE OF HUMAN RESOURCES (OHR)**

The DGS provides advice on a wide range of human resources management issues, including personnel policy interpretation and development, labor relations, classification and pay (both civil service and exempt) and many other aspects of personnel management. The specific services provided through this Agreement are analytical and consultative as described below.

**A. 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 liaison with control agencies (i.e., California Department of Human Resources (CalHR), State Controller's Office (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, allocation 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

**B. 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

**C. 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

**D. 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

**E. 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:
  - Post, reconcile and audit attendance records to assure proper payment to all employees
  - Request and process intermittent employee and overtime pay
  - Determine proper salary rates upon employee's appointment, promotion, range change or transfer
  - Process garnishments

- e. Process employee benefits such as:
  - Provide information on (and enroll employees in) health, vision and dental plans
  - Maintain and verify vacation and sick leave balances for all employees
  - Process disability leave, workers' compensation and retirement claims
  - Verify employment information relevant to employment claims filed by former employees with the Employment Development Department
  - Determine CalPERS membership eligibility
- f. Provide CLAS (California Leave Accounting System) related services as a client entity covered in the DGS contract with SCO

**F. 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

**10. DETAIL OF SERVICES - DGS' ENTERPRISE TECHNOLOGY SOLUTIONS (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.
- 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.

Note: ETS will make every effort to notify and accommodate CSWG when making changes that may impact CSWG network/Internet connectivity.

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.

## 11. RESOLUTION OF CONTRACT DISPUTES

- A. In the event of a dispute, the parties will attempt resolution with the Project Representatives identified herein, with a written explanation of the situation. If no resolution is found, CSWG will file of "Notice of Dispute" with DGS within ten (10) days of the failed resolution at the following address:

Attn: Deputy Director, Administration Division  
Department of General Services  
707 Third Street, 8<sup>th</sup> Floor  
Sacramento, CA 95605

The Deputy Director, Administration Division, or designee shall meet with CSWG for purposes of resolving the dispute. The decision of the Deputy Director, Administration Division, or the designee shall be final. In the event of a dispute, the language contained within this agreement and its attendant Exhibits shall prevail over any other language.

- B. Neither the pendency of a dispute nor its consideration by the Deputy Director, Administration Division, will excuse the parties from full and timely performance in accordance with the terms of the agreement.

**EXHIBIT B**  
**BUDGET DETAIL AND PAYMENT PROVISIONS**

**1. BUDGET DETAIL**

For FY 2017/18, the DGS is authorized to expend up to \$100,000 to perform the fiscal (accounting and budgeting), human resources, and information technology services described in Exhibit A. CSWG will be billed in equal amounts via direct transfers of \$25,000 per quarter.

DGS' Contracted Fiscal Services estimates to expend \$69,000 to provide accounting and budgeting services for CSWG.

DGS' Office of Human Resources estimates to expend \$9,000 to provide human resources services for CSWG.

DGS' Enterprise Technology estimates to expend \$22,000 to provide information technology services for CSWG.

**2. INVOICING AND PAYMENT**

- A. CSWG's use of services provided by DGS constitutes an obligation. CSWG agrees to compensate DGS for actual expenditures incurred and will authorize the payments to be made by direct transfer (DT).
- B. CSWG will provide DGS with the appropriate customer account number to process the DT. DGS will charge in arrears for above stated service periods using the DT process. The charges will be reflected on DT invoices and such invoices shall be submitted to CSWG for review.
- C. Upon receipt of a confirming invoice that provides DT detail, DGS will be notified within seven (7) working days of any dispute related to the transfer. CSWG will inform DGS in writing of the reason for the dispute and the requested action. In turn, DGS shall respond in writing to CSWG's written request for action within seven (7) working days.
- D. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.
- E. Nothing herein contained shall preclude advance payments pursuant to Article 1, Chapter 3, Part 1, Division 3, Title 2 of the Government Code of the State of California.

**3. NON-PAYMENT CLAUSES**

- A. Pursuant to Government Code Section 11255, departments that provide services to another department may recover outstanding receivables by initiating a Transaction Request (TR) with the State Controller's Office (SCO) to transfer funds from the debtor department. The option shall be used on a limited basis and only when the following conditions are met: (1) the invoice was not paid by the requested due date; (2) non-payment provisions are included in the interagency agreement between the departments; (3) the invoice has not been disputed; and (4) a 30-day notice has been provided to the debtor department that a transfer of funds will be initiated for non-payment.

- B. Consistent with Department of Finance Budget Letter No. 10-10, the department receiving the services (or debtor department) shall provide the appropriation to charge if payment is not made timely. The appropriation data must include: fund number, organization code, fiscal year, reference, and category or program. If applicable, also include element, component, and task. It is the responsibility of the department providing the services to ensure that no disputes exist prior to submitting a TR to the SCO.

**4. BUDGET CONTINGENCY CLAUSES**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

**5. RATE ADJUSTMENTS**

Upon mutual agreement of the parties hereto, contracted rates may be adjusted and this Agreement amended to reflect a rate change.



**DIVISION OF FISCAL ROLE ASSIGNMENTS**

To ensure data integrity and separation of duties are adhered to, FI\$Cal system roles that are distinct to either Contracted Fiscal Services (CFS) Departments or the Department of General Services (DGS) – CFS must be clearly defined. Below is the division of FI\$Cal system role assignments between CFS Departments and the DGS – CFS (Accounting and Budgets)



Status  
BU:  
Client:

Active  
8820

COMMISSION ON THE STATUS OF WOMEN AND GIRLS

Business Module	FI\$Cal Role Name/Description	DGS-CFS Budgets Access	Client Departments Access
BUDGET HYPERION	BU Analyst	DGS-CFS Budget Only	All CFS Budget Client Agencies
	BU Viewer		

Business Module	FI\$Cal Role Name/Description	DGS-CFS Accounting Access	Client Departments Access	
PURCHASING (PO)	Department Requester		Yes	
	Department Requisition Processor		Yes	
	Department Requisition Approver 1		Yes	
	Department Requisition Approver 2		Yes	
	Requisition Ad Hoc Approver		Yes	
	Department PAA Processor		Yes	
	Department IT PAC Approver		Yes	
	Department Non-IT PAC Approver		Yes	
	PA Ad Hoc Approver		Yes	
	Department PCO Approver		Yes	
	Department Buyer		Yes	
	Department Advanced Buyer		Yes	
	Department PO Processor		Yes	
	Department PO Approver 1		Yes	
	Department PO Approver 2	Yes		
	Department PO Approver 3		Yes	
	Department PO Approver 4		Yes	
	PO Ad Hoc Approver		Yes	
	Department PO Reporter	Yes		Yes
	Department PO Configuration Maintainer			Yes
	PO Configuration View Only	Yes		Yes
	Department Receiving Processor			Yes
	Department Receiving Inspector			Yes
	Department RTV Processor			Yes
	PO View Only	Yes		Yes
	Department P-Card Req User			Yes
	Department P-Card PO User			Yes
	Department P-Card Reconciler			Yes
	Department P-Card Approver			Yes
	Department P-Card Reviewer			Yes
	Confidential User	Yes		Yes
	Department P-Card Maintainer			Yes
	Department Item Viewer			Yes
	Department Event Buyer			Yes
	Department Event Collaborator			Yes
	Department Event Approver			Yes
	Department Event Ad Hoc Approver			Yes
	Department Solicitation Viewer			Yes
	Department Contract Buyer			Yes
	Department Document Collaborator			Yes
Department Contract Approver 1			Yes	
Department Contract Approver 2			Yes	
Department Contract Approver 3			Yes	
Department Contract Approver 4			Yes	
Contract Ad Hoc Approver			Yes	
Department Contracts Viewer	Yes		Yes	

Business Module	FISCAL Role Name/Description	DGS-CFS Accounting Access	Client Departments Access
ACCOUNTS PAYABLE (AP)	Department Vendor Processor	Yes	
	Vendor Viewer	Yes	Yes
	Department AP Processor	Yes	
	Department AP Approver 1	Yes	
	Department AP Approver 2	Yes	
	Department AP Configuration Maintainer	Yes	
	Department AP Supervisor	Yes	
	Department AP Maintainer	Yes	
	AP Reporter	Yes	Yes
	AP Viewer	Yes	Yes
	Department Pay Cycle Processor	Yes	
	Department Payment Maintainer	Yes	
	Department 1099 Processor	Yes	
	AP Confidential Reporter	Yes	
	Confidential User	Yes	
ASSET MANAGEMENT (AM)	Department Asset Processor		Yes
	Department Asset Manager		Yes
	Department Asset Maintainer		Yes
	Confidential Asset Maintainer		Yes
	Department Asset Depreciation Processor	Yes	
	Department Asset Month-End Processor	Yes	
	Asset Viewer	Yes	Yes
	Department Asset Configuration Maintainer		Yes
	Department Asset Confidential Reporter		Yes
	Department AM Lease Processor		Yes
	Department AM Physical Inventory Processor		Yes
	Department AM Approver 1		Yes
	Department AM Approver 2		Yes
	Receiving Department Transfer Approver		Yes
GRANTS MGMT (GM)	Grant Processor		
	Grant Approver		
	Grant Viewer	Yes	
	Grant Reporter	Yes	
CUSTOMER CONTRACTS (CA)	Customer Contracts Processor		
	Customer Contracts Approver		
	Customer Contracts Billing Job Processor		
	Customer Contracts Revenue		
	Job Processor Customer Contracts Viewer	Yes	
Customer Contracts Reporter	Yes		
PROJECT COSTING (PC)	Department Project Processor		
	Department PC Job Processor		
	PC Reporter	Yes	
	PC Viewer	Yes	
Department PC Configuration Maintainer			
BILLING (BI)/ACCOUNTS RECEIVABLE (AR)	Department Customer Processor	Yes	
	Department Confidential Customer Processor	Yes	
	Customer Viewer	Yes	Yes
	Department BI Processor	Yes	
	Department BI Approver	Yes	
	Department BI Adjustment Processor	Yes	
	BI Viewer	Yes	Yes
	BI Reporter	Yes	Yes
	Department AR Item Processor	Yes	
	Department AR Item Approver	Yes	
	Department AR Payment Processor	Yes	
	Department AR Payment Approver	Yes	
	Department AR Collections Processor	Yes	
	Department AR Collections Approver	Yes	
	AR Confidential Reporter	Yes	
	AR Configuration Maintainer	Yes	
	AR Item Requestor	Yes	
	Department AR FTB Options Configuration Maintainer	Yes	Yes
	Department AR FTB Options Configuration Viewer	Yes	Yes
	Department Deposit Slip Processor	Yes	
AR Viewer	Yes	Yes	
AR Reporter	Yes	Yes	
Confidential User	Yes		

Business Module	FI\$Cal Role Name/Description	DGS-CFS Accounting Access	Client Departments Access
CASH MANAGEMENT (CM)	Cash Transfer Processor	Yes	
	Cash Transfer Approver	Yes	
	Department CM Journal Processor	Yes	
	Department CM Report Viewer	Yes	Yes
	Bank Statement Reconciliation Processor	Yes	
	Department Bank Account Processor	Yes	
	Department Bank Statement Import Processor	Yes	
	Department Confidential Bank Account Approver	Yes	
GENERAL LEDGER (GL)	Department GL Journal Processor	Yes	
	Department GL Journal Approver 1	Yes	
	Department GL Journal Approver 2	Yes	
	Department Operating Budget Processor		
	Department Operating Budget Approver		
	Department Activity Sheet Processor	Yes	
	Department LD Processor	Yes	
	Department LD Maintainer	Yes	
	Allocation Processor	Yes	
	GL Viewer	Yes	Yes
	Appropriation Viewer	Yes	Yes
	Operating Budget Viewer	Yes	Yes
	GL Reporter	Yes	Yes
	Department GL Report Viewer	Yes	Yes
	Department GL Agency Reconciliation Processor	Yes	
	Department GL Configuration Maintainer	Yes	
Department COA Maintainer	Yes		
BOND ACCOUNTING (BA)	DM Processor	Yes	
	DM Viewer	Yes	Yes
LOAN ACCOUNTING (LA)	Loan Approver	Yes	
	Loan Processor	Yes	
	Loan Viewer	Yes	Yes

- Notes:**
- All CFS Clients include the following Business Units (BU's) – 0509, 0511, 0515, 0531, 0552, 0855, 0911, 1690, 2120, 2600, 3125, 3810, 3820, 3825, 3845, 3855, 3875, 3885, 4120, 4185, 4560, 5170, 6125, 6255, 6360, 6445, 7910, 8140, 8620, 8780, 8820, & 8885.
  - BLUE font indicates FI\$Cal roles specific to DGS-CFS only. No CFS Departments can have this role.

<p>As the FI\$Cal Department Authority or Designee (DAD) of <b>DGS</b>, I approve the above Division of FI\$Cal Role assignments.</p> <p>Printed Name: _____ Date: _____</p> <p>Signature: _____</p>	<p>As the FI\$Cal Department Authority or Designee (DAD) of <b>CFS Department</b>, I approve the above Division of FI\$Cal Role assignments.</p> <p>Printed Name: _____ Date: _____</p> <p>Signature: _____</p>
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**AGREEMENT SUMMARY**

STD 215 (REV. 1-2014)

AGREEMENT NUMBER

AMENDMENT NUMBER

CHECK HERE IF ADDITIONAL PAGES ARE ATTACHED

1. CONTRACTOR'S NAME  
**Department of General Services (DGS)**

2. FEDERAL I.D. NUMBER  
**94-6001347**

3. AGENCY TRANSMITTING AGREEMENT  
**Commission on the Status of Women and Girls (CSWG)**

4. DIVISION, BUREAU, OR OTHER UNIT

5. AGENCY BILLING CODE  
**069100**

6. NAME AND TELEPHONE NUMBER OF CONTRACT ANALYST FOR QUESTIONS REGARDING THIS AGREEMENT  
**Nancy Kirshner-Rodriguez, CSWG, (916) 651-5405**

7. HAS YOUR AGENCY CONTRACTED FOR THESE SERVICES BEFORE?  
 NO  YES (If YES, enter prior contractor name and Agreement Number) **Department of General Services' Contracted Fiscal Services, CSWG16-DGS**

8. BRIEF DESCRIPTION OF SERVICES - LIMIT 72 CHARACTERS INCLUDING PUNCTUATION AND SPACES  
**Interagency agreement for fiscal, human resources, and information technology services.**

9. AGREEMENT OUTLINE (Include reason for Agreement: Identify specific problem, administrative requirement, program need or other circumstances making the Agreement necessary; include special or unusual terms and conditions.)  
**The Department of General Services (DGS) will provide fiscal (accounting and budgeting), human resources, and information technology services to the Commission on the Status of Women and Girls (CSWG) for the period of July 1, 2017 through June 30, 2018.**

10. PAYMENT TERMS (More than one may apply.)  
 MONTHLY FLAT RATE  QUARTERLY  ONE -TIME PAYMENT  PROGRESS PAYMENT  
 ITEMIZED INVOICE  WITHHOLD \_\_\_\_\_ %  ADVANCED PAYMENT NOT TO EXCEED  
 REIMBURSEMENT/REVENUE \$ \_\_\_\_\_ or \_\_\_\_\_ %  
 OTHER (Explain) \_\_\_\_\_

11. PROJECTED EXPENDITURES	FUND TITLE	ITEM	F.Y.	CHAPTER	STATUTE	PROJECTED EXPENDITURES
	General Fund	8820-001-0001	17/18	TBD	2017	\$ 100,000
						\$

OBJECT CODE

AGREEMENT TOTAL \$ **100,000**

OPTIONAL USE

AMOUNT ENCUMBERED BY THIS DOCUMENT  
**\$ 100,000**

I CERTIFY upon my own personal knowledge that the budgeted funds for the current budget year are available for the period and purpose of the expenditure stated above.

PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT  
**\$**

ACCOUNTING OFFICER'S SIGNATURE  DATE SIGNED

TOTAL AMOUNT ENCUMBERED TO DATE  
**\$ 100,000**

12. AGREEMENT	TERM		TOTAL COST OF THIS TRANSACTION	BID, SOLE SOURCE, EXEMPT
	From	Through		
Original	07/01/17	06/30/18	\$ 100,000	<b>EXEMPT</b>
Amendment No. 1			\$	
Amendment No. 2			\$	
Amendment No. 3			\$	
<b>TOTAL</b>			<b>\$ 100,000</b>	

(Continue)

**AGREEMENT SUMMARY**

STD. 215 (REV. 1-2014)

**13. BIDDING METHOD USED:**

- REQUEST FOR PROPOSAL (RFP)       INVITATION FOR BID (IFB)       USE OF MASTER SERVICE AGREEMENT  
*(Attach justification if secondary method is used)*
- SOLE SOURCE CONTRACT       EXEMPT FROM BIDDING       OTHER *(Explain)*  
*(Attach STD. 821)*      *(Give authority for exempt status)*      SCM1;Ch3.03.B.2

NOTE: *Proof of advertisement in the State Contracts Register or an approved form  
 STD. 821, Contract Advertising Exemption Request, must be attached*

**14. SUMMARY OF BIDS (List of bidders, bid amount and small business status) (If an amendment, sole source, or exempt, leave blank)**

N/A

**15. IF AWARD OF AGREEMENT IS TO OTHER THAN THE LOWER BIDDER, PLEASE EXPLAIN REASON(S) (If an amendment, sole source, or exempt, leave blank)**

N/A

**16. WHAT IS THE BASIS FOR DETERMINING THAT THE PRICE OR RATE IS REASONABLE?**

DGS is a fee for service agency.

**17 (a) JUSTIFICATION FOR CONTRACTING OUT (Check one)**

- Contracting out is based on cost savings per Government Code 19130(a). The State Personnel Board has been so notified.       Contracting out is justified based on Government Code 19130(b). Justification for the Agreement is described below.

Justification:

N/A

**17 (b) EMPLOYEE BARGAINING UNIT NOTIFICATION**

- By checking this box, I hereby certify compliance with Government Code section 19132(b)(1).

AUTHORIZED SIGNER:

DATE:

**18. FOR AGREEMENTS IN EXCESS OF \$5,000, HAS THE LETTING OF THE AGREEMENT BEEN REPORTED TO THE DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING?**

NO       YES       N/A

**19. HAVE CONFLICT OF INTEREST ISSUES BEEN IDENTIFIED AND RESOLVED AS REQUIRED BY THE STATE CONTRACT MANUAL SECTION 7.10?**

NO       YES       N/A

**20. FOR CONSULTING AGREEMENTS, DID YOU REVIEW ANY CONTRACTOR EVALUATIONS ON FILE WITH THE DGS LEGAL OFFICE?**

NO       YES       NONE ON FILE       N/A

**21. IS A SIGNED COPY OF THE FOLLOWING ON FILE AT YOUR AGENCY FOR THIS CONTRACTOR?**

A. CONTRACTOR CERTIFICATION CLAUSES      B. STD. 204, VENDOR DATA RECORD  
 NO       YES       N/A       NO       YES       N/A

**22. REQUIRED RESOLUTIONS ARE ATTACHED**

NO       YES       N/A

**23. ARE DISABLED VETERANS BUSINESS ENTERPRISE GOALS REQUIRED? (If an amendment, explain changes, if any)**

- NO *(Explain below)*       YES *(If YES complete the following)*

DISABLED VETERAN BUSINESS ENTERPRISES: \_\_\_\_\_ % OF AGREEMENT

Explain: IAA

**24. IS THIS A SMALL BUSINESS CERTIFIED BY OFFICE OF SMALL BUSINESS AND DISABLED VETERAN BUSINESS ENTERPRISE SERVICES?**

NO       YES *(Indicate Industry Group)*

SMALL BUSINESS REFERENCE NUMBER

**25. IS THIS AGREEMENT (WITH AMENDMENTS) FOR A PERIOD OF TIME LONGER THAN TWO YEARS? (If YES, provide justification)**

NO       YES

*I certify that all copies of the referenced Agreement will conform to  
 the original Agreement sent to the Department of General Services.*

SIGNATURE/TITLE

DATE SIGNED





STATE OF CALIFORNIA  
**STANDARD AGREEMENT**  
 STD 213 (Rev 06/03)

AGREEMENT NUMBER <b>CSWG 17-01</b>
REGISTRATION NUMBER

- This Agreement is entered into between the State Agency and the Contractor named below:  

STATE AGENCY'S NAME	Commission on the Status of Women and Girls		
CONTRACTOR'S NAME	California State Library		
- The term of this Agreement is: July 1, 2017 through June 30, 2018
- The maximum amount of this Agreement is: \$ 14,088.00  
 fourteen thousand and eighty-eight dollars and no cents
- The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.
 

Exhibit A – Scope of Work	2 page(s)
Exhibit B – Budget Detail and Payment Provisions	2 page(s)
Exhibit C* – General Terms and Conditions	1 page(s)
Check mark one item below as Exhibit D:	
<input type="checkbox"/> Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)	0 page(s)
<input type="checkbox"/> Exhibit - D* Special Terms and Conditions	
Exhibit E – Additional Provisions	1 page(s)
Appendix I -- California State Library Annex floorplan (1 page)	

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto. These documents can be viewed at [www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx](http://www.dgs.ca.gov/ols/Resources/StandardContractLanguage.aspx)

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<b>CONTRACTOR</b>		California Department of General Services Use Only  <input type="checkbox"/> Exempt per:
CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.) California State Library		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Greg Lucas, State Librarian		
ADDRESS		
<b>STATE OF CALIFORNIA</b>		
AGENCY NAME Commission on the Status of Women and Girls		
BY (Authorized Signature) 	DATE SIGNED (Do not type)	
PRINTED NAME AND TITLE OF PERSON SIGNING Nancy Kirshner-Rodriguez, Executive Director		
ADDRESS 900 N Street, Ste 390, Sacramento, CA 95814		

## EXHIBIT A

### **SCOPE OF WORK**

This Agreement is entered into by mutual accord between the Commission on the Status of Women and Girls (CSWG) and the California State Library (CSL). CSL will provide office space and support services as described below for which CSWG agrees to reimburse CSL according to the terms established.

#### **1. Office Space**

- A. CSL agrees to provide approximately 1,000 square feet of general office space on the third floor of the State Library Annex, 900 N Street, Sacramento (Annex), to be dedicated for CSWG business operations. This space consists of four private offices and two foyer areas identified as rooms numbered 390 through 395 on the floor plan included as Appendix I.
- B. Utilities and routine maintenance (e.g., replacement of light bulbs), as well as custodial and trash disposal services for the CSWG dedicated space that are provided by Department of General Services (DGS) as part of routine building services, are included in the reimbursement rate. The cost of extra services, such as signage modifications, painting, rekeying, event setup and/or cleanup, etc. shall be borne by the CSWG.
- C. The CSWG will have access to common areas of the Annex subject to CSL rules of use relating to space reservation, maintenance and security.
- D. The CSWG agrees that the space is in good condition and accepts the space "as is".
- E. The CSWG will be responsible for the setup and operations of communication equipment such as phones, copiers, fax machines. Phone services will be billed directly to CSWG.
- F. CSL will provide ID badges and access cards for CSWG occupants.
- G. CSL will include the CSWG space and staff in all evacuation plans and exercises and will provide copies of the CSL Emergency manual to CSWG staff.

#### **2. Other Services**

CSWG agrees to reimburse CSL for other support services and materials not specified above if the parties mutually agree in advance to the services and reimbursement rate to be applied. These reimbursable may include (but are not limited to) staff support, digitization services, printing services, editing assistance, publication support, and assistance with displays and presentations.

3. This Agreement is effective July 1, 2017 through June 30, 2018 with a maximum cost not to exceed \$14,088.00. This contract may be extended through a written amendment upon mutual agreement of both parties.

4. The project representatives during the term of this agreement will be:

<b>Requesting Agency:</b> Commission on the Status of Women and Girls	<b>Providing Agency:</b> California State Library
Name: Nancy Kirshner-Rodriguez CSWG Executive Director	Name: Elizabeth Vierra Administrative Services Bureau
Phone: (916) 651-5405	Phone: (916) 651-3094
Fax: (916) 651-5406	Fax: (916) 653-0231
Email: <a href="mailto:Nancy.KirshnerRodriguez@women.ca.gov">Nancy.KirshnerRodriguez@women.ca.gov</a>	Email: <a href="mailto:Elizabeth.Vierra@library.ca.gov">Elizabeth.Vierra@library.ca.gov</a>

Direct all inquiries to:

<b>Requesting Agency:</b> Commission on the Status of Women and Girls	<b>Providing Agency:</b> California State Library
Name: Emily Van Atta	Name: Elizabeth Vierra Administrative Services Bureau
Phone: (916) 651-5405	Phone: (916) 651-3094
Fax: (916) 651-5406	Fax: (916) 653-0231
Email: <a href="mailto:Emily.VanAtta@Women.ca.gov">Emily.VanAtta@Women.ca.gov</a>	Email: <a href="mailto:Elizabeth.Vierra@library.ca.gov">Elizabeth.Vierra@library.ca.gov</a>

## EXHIBIT B

### **BUDGET DETAIL AND PAYMENT PROVISIONS**

#### **1. Service Rate**

Monthly invoices will consist of the following charges:

- \$924.00 per month for **Office Space**
- **Reimbursement at actual cost for additional expenses** incurred to CSL as defined in sections 1.E, and 3 above.

#### **2. Invoicing**

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the Commission on the Status of Women and Girls agrees to compensate the California State Library for expenditures incurred in accordance with the rates specified herein, which is attached hereto and made a part of this Agreement.
- B. Invoices shall include the Agreement Number and shall be submitted not more frequently than monthly in arrears to:

Name: Nancy Kirshner-Rodriguez, Executive Director  
Office: Commission on the Status of Women and Girls  
Address: 900 N Street, Suite 390  
Sacramento, CA 95814

#### **3. Budget Contingency Clause**

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

#### **4. Payment**

- A. Costs for this Agreement shall be computed in accordance with State Administrative Manual Sections 8752 and 8752.1.

	QTY	Monthly Cost	Annual Ongoing Cost
<b>Space</b>			
Approx. 1,000 square feet at 900 N Street, 3rd floor, (includes utilities, custodial services, use of common areas and meeting rooms, loading dock & mailroom access)	12	\$924.00	\$11,088.00
<b>Reimbursement for other services and supplies</b>			\$3,000.00
<b>TOTAL</b>			\$14,088.00

**EXHIBIT C**

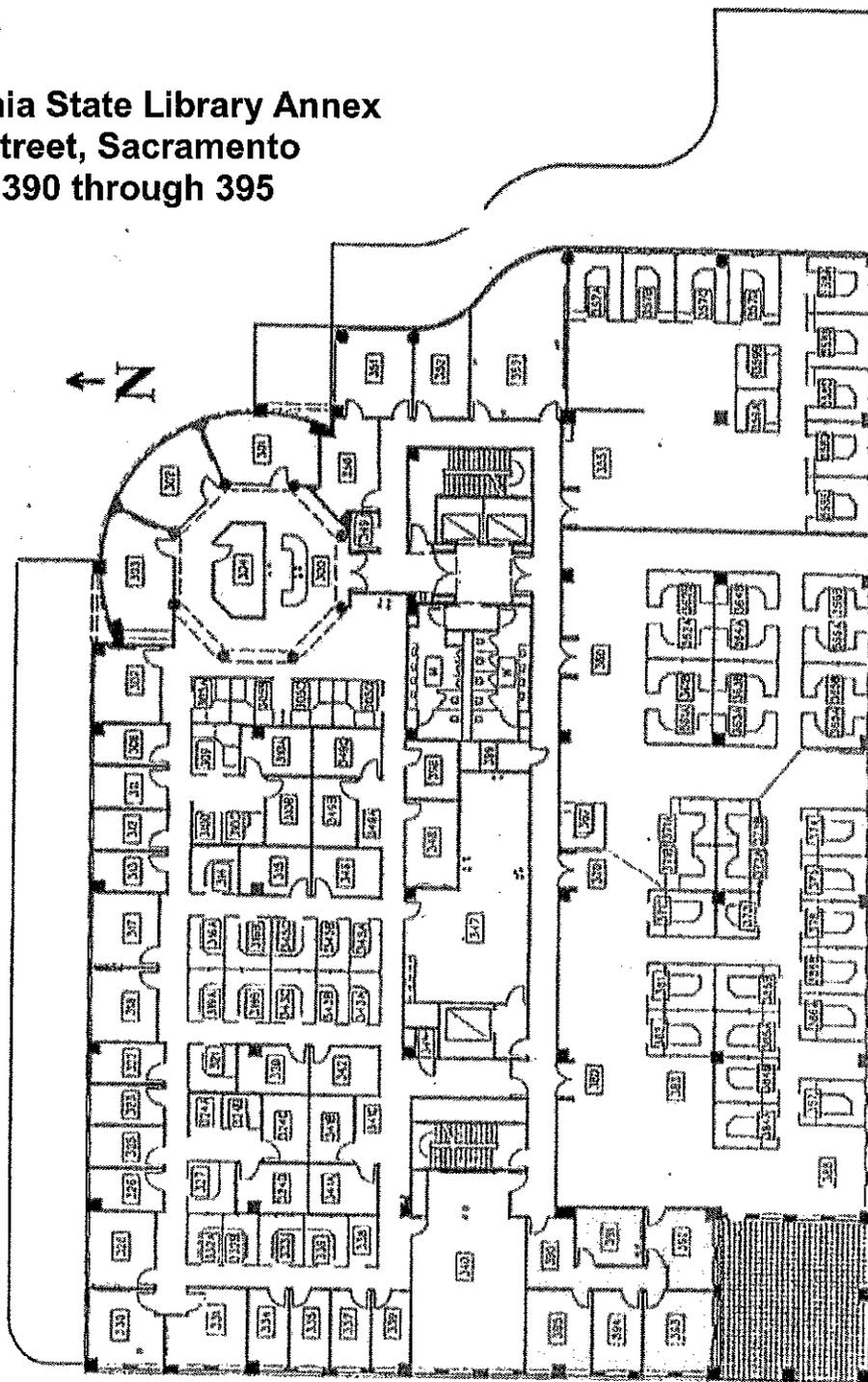
**ADDITIONAL PROVISIONS**

**Right to Terminate**

This agreement may be cancelled at any time by either party, in writing, with thirty (30) days advance notice. If cancelled, payment shall be made only for performance authorized up to the date of cancellation. In the case of early termination, a final payment will be made by the California Commission on the Status of Women and Girls upon receipt of an invoice covering all costs incurred which were previously authorized prior to notice of cancellation or termination.

APPENDIX I

**California State Library Annex  
900 N Street, Sacramento  
Rooms 390 through 395**





# Item B.2 Operations

Operations Update, July 17, 2017

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

- New Governance Policy
- Commissioner Onboarding Binder

## **RECOMMENDATION:**

Please review the Governance Policy.

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

Operations Staff, Emily Van Atta, drafted a Governance Policy based on the Governance Policy currently in place at the Student Aid Commission prior to going out on Pregnancy Disability Leave. The Policy is intended to be a living document and is presented to the Commission with the intent that it will be refined over time, through a process spelled out within the Policy itself.

The Governance Policy will be the first tab in the new Commissioner Onboarding Manual. Requirements for the Onboarding Manual are also outlined in the Governance Policy but will include: The Governance Policy, Commission Statute, Commission By Laws, Bagley Keene open Meeting Act, Conflict of Interest Code, Commissioner Roles and Responsibilities, The Subcommittee Policy, a Sample Meeting Agenda and Parliamentary Procedure, Background on Commission work in STEM and Pay Equity, Commission Calendar, The Life Cycle of Legislation (Public Commissioners only), Instructions for filing Per Diems and Travel Expense Claims (Public Commissioners only), Onboarding Paperwork checklist and forms (Public Commissioners only), Separation paperwork checklist and forms (Public Commissioners only). The Onboarding Manual will be ready for release to Commissioners August 1, 2017.

We currently have two Summer Interns:

High School Senior Rogel Noel, who comes to us through the Improve Your Tomorrow Program at Sacramento's Valley High School. Rogel is currently researching factors affecting homeless women as part of a bigger project on homelessness in California for his IYT cohort.

University of Oregon Sophomore, Eliana Berman. Eliana is from Texas and visiting California for the Summer. She is majoring in Planning, Public Policy, and Management.

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

She was the Vice President of Fundraising for the Oregon Hillel Foundation and expressed an interest in assisting with Commission fundraising, she is also researching issues affecting reproductive justice.

We are anticipating a High School Sophomore joining the Intern team in late August. She reached out to us asking about the possibility of an internship to fulfill the independent study portion of the Rio Americano Academia Civitas Program. Academia Civitas is a four-year honors program at Rio Americano High School. The Civitas program provides students with advanced and specialized learning in the social sciences with the goal of preparing students to be active, responsible, knowledgeable citizens who accept their role as civic minded adults.

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

Nancy Kirshner-Rodriguez, Executive Director  
Emily Van Atta, Fiscal and Operations Director

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

Commission Governance Policy



## **GOVERNANCE POLICY**

**Draft: July 7, 2017**

**Adopted by the Commission on**

The Commission is an advisory body that has statutory responsibility for the California Commission on the Status of Women and Girls (CCSWG) activities on behalf of the people of California and the executive and legislative branches of state government. As such, the Commission will ensure that the CCSWG achieves the desired outcomes set forth in these policies, via strategic plans, policies, partnerships, or other relevant outcomes. The Commission will ensure that CCSWG avoids unacceptable actions and situations, as set forth in the policies herein. The Commission will also take a proactive role in legislative matters in order to maximize the effectiveness of its activities in serving the women and girls of California.

### **Item 1: Governance Philosophy**

Integrity and sound stewardship are paramount in the governance of all Commission activities. The Commission will govern according to all applicable laws and based on policies set forth in this Governance Policy. The Commission will also conduct itself according to the following principles:

- A. Maintain a central theme of serving the interests of women and girls in California when deliberating or making decisions.
- B. Operate in a manner that makes efficient use of organizational resources, including the resources used to support the activities of the Commission itself.
- C. Maintain the highest ethical, legal, and accounting standards.
- D. Be objective and consider intersectional perspectives.
- E. Make decisions in an efficient, timely manner.
- F. As a Commission, make decisions in a collaborative manner, while still adhering the Bagley Keene Open Meeting Act rules.

### **Item 2a: Legislative Commissioner's Role**

- A. The Legislative Commissioners will play a proactive and supportive role in the development of public policy and legislation at the state level.
- B. The Commissioners will also maintain a proactive working relationship with key elected and appointed officials that may not be appointed to the Commission in order to make policy decisions with an understanding of state and federal policy.

- C. Act as an advocate for the Commission within the State Legislature. Inform and educate the Legislature and public on issues affecting women and girls in California.
- D. Focus on outward vision and strategic leadership for building awareness of the Commission and its work through the State.

**Item 2b: Public Commissioner's Role**

- A. Represent the Commission at events related to central themes of the Commission in your local area.
- B. Create or seek out opportunities to inform and educate the public on issues affecting women and girls in California.
- C. Develop and maintain proactive working relationship with key public and private industry leaders in California in order to broaden the Commission's network.
- D. As needed, testify on Bills affecting women and girls in California.

**Item 3: Executive Committee**

- A. The Executive Committee will maintain accountability and responsibility for CCSWG activities and the oversight thereof.
- B. The Executive Committee will evaluate the Executive Director's performance annually in a closed session. This evaluation will be based on performance goals and professional development objectives adopted annually by the Commission.

**Item 4: Commissioner Code of Conduct**

The Commission commits itself and its members to ethical, professional, and lawful conduct, including proper use of authority and appropriate decorum when acting as Commission members.

- A. Commissioners will be responsible for understanding and acting according to the provisions of the Bagley-Keene Open Meetings Act, the Political Reform Act, the conflict of Interest Code, and other laws that may apply to relating to the Commission.
- B. Once the Commission has reached a decision, which is accomplished by majority vote of Commissioners present and constituting a quorum, all

Commissioners will, in their role as Commissioners, speak with a single official voice and act accordingly.

- C. Commissioners will engage in and support consensus-building. Commissioners will not communicate with individual Commissioners in a lobbying manner that generates discord and has the potential to divide the Commission into factions.
- D. In communicating with any external stakeholder (e.g., the public, the media, legislative staff, representatives of financial or educational institutions or associations, etc.), Commissioners will not convey information that is proprietary or confidential, and will protect intellectual property and confidentiality of consumer identity (e.g., students and families). When representing the Commission, as distinct from speaking as individuals, Commissioners will not:
  - 1. Discuss issues, policies, decisions, or programmatic information of any substance without appropriate authorization from the Commission Chair.
  - 2. Take a position contrary to that of the Commission, or represent interests contrary to those of the Commission, without making it explicit that such position or interests are not those of the Commission. If such a position is taken, that Commissioner will inform the Commission Chair in advance whenever possible, or if not possible, within 24 hours thereafter.
  - 3. Conduct significant discussion of issues, policies, or future Commission decisions upon which the Commission has not taken a position in writing, without first conferring with the Commission Chair or his/her designated Commissioner(s) regarding the issues, policies, or Commission decision to be discussed.

#### **Item 5: Officers of the Commission**

Nominees for a Commission Officer position should be knowledgeable of the duties and responsibilities of the office and be willing and able to devote adequate time to the duties of the office.

Any Commissioner may submit a nomination, and self-nominations are permitted and encouraged. Nominations should be submitted per Article V of the Commission By-Laws.

During the election meeting, prior to voting, candidates for office shall be given an opportunity to address the Commission and share their vision for their service as an elected officer. Commissioners and members of the public may comment or otherwise speak on the qualifications of a candidate.

## **Item 6: Subcommittees**

Commission Subcommittees are established to help the Commission fulfill its responsibilities by assessing policy issues, alternatives, and implications to support Commission deliberation. Responsibilities for each Subcommittee will be detailed in the Commission's Subcommittee Policy. The Committees will also carry out tasks as agreed on by the Commission. This policy applies to any group that is formed by Commission action, whether or not it is specifically called a Subcommittee and regardless of whether the group includes Commission members.

- A. Subcommittees may not speak or act for the Commission except when formally given such authority for specific and time-limited purposes.
- B. Subcommittees may not exercise authority over staff, except where specifically authorized by the Commission. Committees are to avoid over-identification with organizational or administrative duties, maintaining a broad oversight of subject matter, and will at all times act in accordance with the policies herein.
- C. Ad Hoc committees can be created to collect ideas and information, and recommend how the Commission may address specific issues or situations.

## **Item 7: Making Requests of Staff**

Commission officers or committees may make reasonable and necessary requests for information or assistance within the areas of responsibility assigned to Commission staff either through job duties or office policy. However, if the Executive Director can substantiate that fulfillment would require an undue amount of staff time or funds, or would be substantially disruptive to normal business operations, the Executive Director may appeal such requests to the Commission Chair.

Individual Commissioners, not acting as officers or on behalf of a Commission committee, may make reasonable and necessary requests for information. However, the Executive Director may decline to fulfill requests that, in the exercise of judgment, the Executive Director deems to require an undue amount of staff time or funds, or to be substantially disruptive to normal business operations. If the Commissioner nonetheless wishes to pursue the request, that Commissioner must make and substantiate the request to the Commission Chair.

## **Governance Process**

On an ongoing basis, the Commission will discuss and decide how to improve the Commission's Governance Process.

- A. At least every two years, the Commission's committee responsible for administrative practices as they pertain to the Commission will review and report to the Commission assessing the Commission's compliance with the Governance Policies herein. This review and report will include assessment of the Commission's application of the overall governance approach, as well as compliance by the Commission Chair, Commissioners, and all Commission committees to the Governance Policies. It will also examine the effectiveness of the Commissioner Orientation and educational opportunities. The committee will present its findings to the Commission, including any recommendations to improve Commission governance policies or processes.
- B. The Commission will cultivate a sense of group responsibility and accountability. The Commission will not use the expertise of individual members to substitute for the judgment of the Commission, although the expertise of individual members may be used to enhance the understanding of the Commission as a body. Nor will the Commission rely on the expertise of staff to substitute for the judgment of the Commission, although staff will be expected to provide complete and thoughtful information to support Commission deliberation and decision-making.
- C. The Commission will enforce upon itself the necessary discipline to govern with excellence, including regular attendance at meetings, thorough preparation by each member for each meeting, adherence to its policy-making principles, and respect of roles. The Commission's goal is to evaluate its governance effectiveness annually and take steps to improve its effectiveness as an advisory body.
- D. Continual education and development for Commissioners, including a comprehensive orientation manual for new members, which will provide:
  - 1. A copy of this governance Policy in order to help provide an understanding of the Commission's governance process.
  - 2. Commission By-Laws, Commission Statute, Bagley-Keene Open Meeting Act, and all applicable law and other governance requirements. The Commission is also be subject to the mandates set forth by the Political

Reform Act (which can be read in its entirety at: <http://www.fppc.ca.gov/the-law/the-political-reform-act.html> , and the California Public Records Act which you can find at:

[http://ag.ca.gov/publications/summary\\_public\\_records\\_act.pdf](http://ag.ca.gov/publications/summary_public_records_act.pdf) .

3. Commission policies that apply to Commissioner roles and responsibilities.
  4. Administrative information and sample paperwork.
  5. A working knowledge of key elements of the CCSWG activities.
  6. A working knowledge of state agency procedures that apply Commissioners and the legislative budget processes.
- E. Commission education and development will also include periodic presentations and/or Commission discussion that:
1. Further informs Commissioners regarding the CCSWG central issues.
  2. Informs Commissioners regarding upcoming public policy and legislative issues.
  3. Supports improvement in the Commission's governance process.
- F. The Commission will maintain a working relationship with, and seek the advice and perspective of, key stakeholder groups and advisory boards across California. This process does not necessarily require a formal structure which involves notice under Bagley-Keene Open Meeting Act.
- G. The Commission will comply with all procedural requirements for state commissions, including those set forth in the Bagley-Keene Open Meeting Act.

## **Planning**

- A. The Commission Chair, 1<sup>st</sup> Vice-Chair, Executive Director and Commissioner staff will ensure development of CCSWG administered strategic, and/or annual plans, and adherence to Governance Policies and Procedures.

## **Program Oversight**

- A. The Commission Chair, 1<sup>st</sup> Vice-Chair, Executive Director and Commission staff will be responsible for fiscal and programmatic oversight of the CCSWG activities to ensure that program funds are spent economically and in accordance with State and federal laws and regulations, and will monitor organizational performance based on the policies herein.

## **Internal and External Communication**

- A. The Commission will maintain ongoing communication through its Commission Chair and Executive Director to Commission staff as needed. This includes giving consideration in its deliberations and decision-making to the perspective of Commission staff, as represented by the Executive Director.
- B. In furtherance of the above Governance Policy and Process regarding public policy and legislation, the Commission Chair, or an appropriate Committee Chair or Commission member, who has been assigned responsibility by the Commission, will participate in significant interactions with key elected and appointed officials, supported by the Executive Director and/or assigned staff.
- C. Except for approved outreach or fundraising events sponsored and/or cosponsored by the Commission, any official publication or public document of the Commission will not include the logos or names of other organizations or individuals in the headings or design without the approval of the Commission Chair.

## **Executive Director Assignment and Responsibilities**

The Executive Director is hired by the Commission, reports to the Commission and serves at the pleasure of the Commission. The Executive Director shall perform the duties outlined in the Executive Director Duty Statement and other duties as the Commission assigns. The Director shall institute, direct, and monitor proper management, fiscal, and personnel controls.

The Commission's Subcommittees, Commissioners, and the Executive Director will have only that authority assigned to them by the Commission or by statute, regulation, or other applicable law.

### **Assignment Policy 1: Planning**

- A. The Executive Director is responsible for assisting the Commission in the development of strategic plans, policies, and processes to further the Commission's goals.

### **Assignment Policy 2: Program Operations**

- A. The Executive Director is responsible, on behalf of the Commission, to provide all statutorily required reports and data to the administration and legislature by their required due dates each year.

### **Assignment Policy 3: Fiscal Operations**

- A. The Executive Director is responsible for fiscal management of the Commission.
- B. In order to reduce the Commission's dependence on state funding and enable the Commission to fulfill its mandate, a priority duty will be to develop a comprehensive strategy to attract financial support from private donors.
- C. The Executive Director shall institute, direct, and monitor staff performance and fiscal controls.
- D. The Executive Director is authorized under state law, to enter into contracts with a third-party service or product vendors in an amount not to exceed \$100,000.00 or more. However, in the event an emergency approval is necessary for a contract over \$100,000.00, the Executive Director may approve such contract with simultaneous notification to the Commission. Such emergency approval shall be ratified at the next regularly scheduled Commission meeting, and if not ratified, the contract shall be canceled. Serial contracts or commitments with the same vendor in a manner that circumvents the intent of this policy are prohibited.

### **Assignment Policy 4: Personnel Practices**

- A. The Executive Director is responsible for hiring, managing, training, corrective action, and, as necessary, termination of Commission staff as prescribed in State law governing civil service employees.

- B. The Executive Director shall institute, direct, and monitor staff performance and personnel controls.

**Assignment Policy 5: Communication with Commissioners**

- A. The Executive Director will keep the Commission informed in a timely manner, and provide the necessary support for the Commission to do its work.

**Assignment Policy 6: Internal and External Communication**

- A. The Executive Director is responsible for communicating commission policy and actions taken by the Commission to the public, the media, the administration, the legislature, representatives of financial or educational institutions or associations, or similar external constituencies, and Commission staff.

# **COMMISSION PROGRAMS AND POLICIES**



# Item C.1

## Information Only

### CA Pay Equity Task Force Update

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

Since the Commission last met in May, Dr. Tonya Lindsey has “blended” subcommittee reports and documents to ensure continuity of terms and language. Additionally, staff have been reviewing the documents and pulling out duplicative information in order to streamline the information. Tonya has begun placing the information into “buckets” such as employee, employer, and union as the beginning organization of the website.

Currently, Task Force members are reviewing the “blended” materials and have been asked to respond to Stephanie Tseu and Tonya Lindsey with any edits or recommendations no later than Friday, July 14.

#### **RECOMMENDATION:**

Information only

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

Staff have met with the Office of State Publishing to help us produce a website dedicated to the tools from the Task Force as well as produce any tangible tools such as brochures, flyers, etc. that the Task Force may want to pursue.

Task Force members are currently checking their calendars in order to schedule the next two meetings. Once those dates are finalized, the Task Force website will be updated and Commissioners will be informed.

#### **ANALYSIS:**

We are well into our plans to release the final website and final tools at a conference prior to or on Equal Pay Day April 10, 2018.

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

Tonya Lindsey  
Nancy Kirshner-Rodriguez  
Stephanie Tseu

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

C.1CA Pay Equity Task Force Update Memo





LUPITA CORTEZ ALCALÁ  
Commission Chair

ASSEMBLYMEMBER  
CRISTINA GARCIA  
First Vice-Chair

LAURI DAMRELL  
Second Vice-Chair

KAREN NELSON  
Member-at-Large

ALISHA WILKINS  
Member-at-Large

KAFI BLUMENFELD  
Commissioner

KATIE BUCKLAND  
Commissioner

MARINA ILLICH  
Commissioner

ASSEMBLYMEMBER  
JACQUI IRWIN  
Commissioner

SENATOR  
HANNAH-BETH  
JACKSON  
Commissioner

SENATOR  
CONNIE M. LEYVA  
Commissioner

SENATOR  
HOLLY MITCHELL  
Commissioner

JULIE A. SU  
Commissioner

OFELIA ALVAREZ-  
WILLIS, MD  
Commissioner

NANCY KIRSHNER-  
RODRIGUEZ  
Executive Director

To: Commissioner Lauri Damrell  
Commissioner Julie A. Su  
Co-Chairs, California Pay Equity Task Force

From: Tonya D. Lindsey, Ph.D., Senior Research Consultant, CCSWG

Cc: Nancy Kirshner-Rodriguez, Executive Director, CCSWG  
Stephanie Tseu, Policy Director, CCSWG  
California Pay Equity Task Force

Date: June 22, 2017

Re: **Blended Task Force Materials**

The attached power point slides are structured as web pages complete with draft text and suggested links to tools. The draft text is taken almost completely and verbatim from materials developed by the Task Force. I have edited here and there as needed, but very rarely. My editing is more pronounced in the looking for work slides. The suggested links to tools in each slide are important. Any slide having one or more references to tools also includes all the Task Force materials fitting for that tool in the "Notes" section of the slide. The Notes sections of the slides present the tool name, the concept, space to fill what the tool will be, and the format for it as well as all of the information from the materials. There is also an index of materials, entitled "Materials," for each tool so the reader knows to scroll down through the materials if there is more than just one set of materials.

Overall, the suggested tools function as buckets for applicable materials that can be further blended as we create or contract for any tools we want made.

### Materials

The attached slide shows include the blending and/or sorting of the following Task Force materials. In addition, I went through my files and emails to find any other information Task Force members or their staff asked to have included (not necessarily listed here). I expect there to be some stray information that someone wants included but was said in passing or was an idea that has yet to be developed into materials:

- Step-by-step employer evaluation template (Jeanna and Jennifer B.)
- Documentation/Data collection items (Peter and D.K.)
- Definitions document (Commissioner Damrell, Doris, Jennifer R. Jennifer B., and Jeanna)
- Jury instructions (Doris)
- Best practice guide for employers about how to resolve pay disparities (Jeanna and Jennifer B.)
- Analytic approaches for pay audit (Kim and DK)
- Model Job Classification Schemes (Kim and DK)
- Wage data (Jeanna and Jennifer B.)
- Guidance for changing employer culture (Jeanna and Jennifer B.)
- Employee and employer questions about federal and state law (Jeanna and Jennifer B.)
- Statutory history of equal pay laws in the United States and California (Marian)
- Diagram of employee questions. (Jennifer R. and Leslie)
- Department of Industrial Relations FAQ's (Doris)
- How *Fair Pay Act* applies to unions and their members (Jennifer R. and Leslie)



- Information requests for collective bargaining (Jennifer R. and Leslie)
- Collective bargaining (Jennifer R. and Leslie)
- Looking for work document (Tamekia and Rhoma)
- List of employee tools from other organizations (Jennifer R.)
- List of organizations doing pay equity work (Jennifer R.)
- List of outreach tools from organizations doing pay equity work. (Victoria, Kelly, and Nancy)
- Glossary (Commissioner Damrell and Rhoma)
- Retention policy (Rhoma)

### Tools

This is the first iteration of the tools. These combinations are suggestions based on how the employer, employee, union/employee organizations, and looking for work buttons developed logically according to either how Task Members envisioned the website structure or, if I did not have that information, how the core documents structured an overarching theme, such as the step-by-step analysis document does. I expect the tool concepts will change and be refined. In the Notes section, I make suggestions about which tools could be further condensed where applicable and also below. There are a couple of tools that could be created or would require materials to be created beyond what we already have:

- *Wage Data tool* includes information from the wage data document. It can refer to market information, and, for all audiences, it can refer to what the gender wage gap is in California.
- *Information/Data collection tool* includes the documentation/data collection items. It could be incorporated into an excel sheet with all the infrastructure data, measuring, record keeping, and job classification information in one tool.
- *Scenarios describing skill, effort, and responsibility tool* includes materials from the step-by-step document and the definitions document. This could be incorporated into the excel sheet with all the infrastructure data, measuring, record keeping, and job classification information.
- *Job analysis tool* includes model job classification schemes. The materials are in process and the most recent draft material included. Pending the subcommittee meeting again to finalize the draft. This could be incorporated into the excel sheet with all the infrastructure data, measuring, record keeping, and job classification information.
- *Pay equity analysis tool* includes analytic approaches for pay audit. The materials are in process and the most recent draft material included. Pending the subcommittee meeting again to finalize the draft. This could be incorporated into the excel sheet with all the infrastructure data, measuring, record keeping, and job classification information.
- *Valid factors tool* includes materials from the step-by-step document. This could be incorporated into the excel sheet with all the infrastructure data, measuring, record keeping, and job classification information.
- *Changing culture tool* includes materials from the guidance for changing employer culture document. This could be a checklist or a more detailed document that incorporates existing resources for each numbered item. Could also link in with the outreach toolkit if one is created.



- *About the Fair Pay Act tool* includes materials from the looking for work, employee and employer frequently asked questions about federal and state law, statutory history of pay equity laws from the Interim Report, diagram of employee questions, and the Department of Industrial Relations FAQs documents. It could explain the Fair Pay Act in terms that are applicable to all audiences. Maybe divide the document into sections for each audience so it can be one tool. This is law as an overview for everyone and anyone. May want a leg counsel interpretation. This should also be everything except detail about the definitions and scenarios (which could be a different document).
- *How Act impacts unions* includes how the *Fair Pay Act* impacts unions and their members. This information has been used to develop the website text, to some degree, based on the outline that the employee organization/union subcommittee developed. Some of it could also go into its own tool?
- *Information requests tool* includes information requests for collective bargaining. Important information people representing employees might want to request from employers.
- *Collective bargaining tool* includes collective bargaining materials. Presents ways to approach gender pay equity through collective bargaining.
- *Job tracking tool* includes information from looking for work document. This could be in an excel sheet to help people looking for work track the jobs they want to apply for, the ones they apply for, following up, names, contacts etc.
- *Informational interviewing tool* includes information from the looking for work document. Important questions and topics for women to ask people who are in careers they want. This could be in an excel sheet to help people looking for work track the jobs they want to apply for, the ones they apply for, following up, names, contacts etc.
- *California associations tool* does not include any materials created yet by Task Force. Associations comes up in the looking for work materials, and this might be a good thing to have on hand and in the website. Name and contact information of all occupation and industry associations in California. Regional. Conference information? This could be in an excel sheet to help people looking for work track the jobs they want to apply for, the ones they apply for, following up, names, contacts etc. New materials.
- *For lawyers tool* includes the definitions and jury instructions documents. This tool is not referenced yet in any slideshow but could be included in the website somewhere. While this would have similar information to the tool overviewing the *Fair Pay Act*, it would include full citations etc. for lawyers.
- *Glossary tool* includes the glossary. A glossary of terms used on the site and in the documents or that are important for the Task Force and Pay Equity. Could use the glossary definitions anytime there is a mouse over on one of the terms on the website.
- *Resource tool* for website consists of list of tools from employee organizations, all of the resources on the Commission's website for the Pay Equity Task Force, those listed in the Interim Report, and any other resources suggested in the various materials that were not accounted for.



- *Outreach toolkit* includes lists of organization doing pay equity work and lists of outreach materials from organizations doing pay equity work. Develop outreach lists. Potentially related to an outreach toolkit like EITC has or any of the examples given. Could include sample press releases. New materials.

DRAFT

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# Item C.2

## Information Item

### STEM Education

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

Engaging women and girls in STEM has been a Commission priority for four years. Through strategic partnerships with the California Department of Education and the University of California Davis, the Commission has been able to expand its outreach and impact on STEM education statewide and increase the number of girls interested in pursuing STEM education and careers

#### **RECOMMENDATION:**

No action is required.

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

On Monday, June 12<sup>th</sup> Commission staff hosted a strategic planning meeting with core members of the MWMCA Steering Committee. The group decided upon the plans for the upcoming CA STEAM Symposium and MWMCA Ambassador training program.

#### **ANALYSIS:**

##### Interagency Agreements and Programs

STEAM Symposium- The Commission is again a Co-Host of the Symposium, this year in San Francisco December 10-11. We will host two panel discussions. In addition, the CCSWG is going to have an exhibit space.

##### Panel I: Making the Connection for Action in Your Community

Engaging Girls in STEM 2.0. Come learn from the CA Commission on the Status of Women and Girls and County Offices of Education about hosting town halls in your communities.

Moderator: Lupita Cortez Alcalá

Panelists:

- Nancy Kirshner-Rodriguez, Executive Director, California Commission on the Status of Women & Girls
- Anthony P. Quan, Consultant III, STEM, Los Angeles County Office of Education
- Bret States, Coordinator III, SIMMS Project Director, San Joaquin County Office of Education
- Yamileth Shimojyo, Coordinator - STEM/Science, Riverside County Office Education

# California Commission on the Status of Women and Girls

## Panel II. Tools for Engaging Girls in STEM

Join statewide STEM leaders and practitioners who have the ingredients for success. Come away with innovative opportunities to spark girl's interest.

Moderator: Lupita Cortez Alcalá

Panelist:

- Beth Broome, UCD, Senior Advisor to the Provost
- Linda Calhoun, Career Girls, CEO and Founder
- Nancy McIntyre, Robotics Education & Competition Foundation
- Michelle Flowers Taylor , Ed.D., USC Viterbi School of Engineering, Institute of Engineering Community and Cultural Competence (IEC3), Director
- Nikole Collins-Puri, Techbridge, CEO

As members of the STEAM Symposium Steering Committee, Commission will also play a role in selecting presentations for the Symposium as part of the review panel.

Million Women Mentors – California- MWM-CA will hold an Ambassador training session on Tuesday, December 12<sup>th</sup> in San Francisco one day after the STEAM Symposium. The Ambassadors will leave with the skills to promote MWM-CA and recruit new members to the program.

### Communications and Outreach

Delta Kappa Gamma – Lupita Cortez Alcalá presented to the DKG California 2017 Legislative Study Session about Million Women Mentors-California and Commission STEM initiatives. The presentation has been included in this packet.

CA4NGSS – On Friday, June 9<sup>th</sup> Communications Adviser Stephanie Flores attended the CA4NGSS Semi-Annual Meeting in Oakland. The group comprised of representatives from state and nonprofit education associations. Stephanie gave a 15 minute presentation to the group about the Commission's STEM initiatives including the Town Halls and Million Women Mentors CA. The presentation has been included in this packet.

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

**Nancy Kirshner-Rodriguez, Executive Director**

**Stephanie Flores, Communications and Outreach Adviser**

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

Attachment C.2: STEM Presentation

## Engaging Girls in STEM

Creating sustainable initiatives for increasing women and girls in STEM



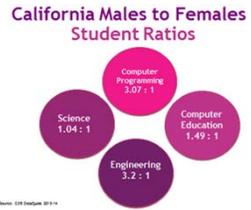

California Commission ON THE STATUS OF WOMEN AND GIRLS

*We create sustainable partnerships, advancing equity, access and justice to empower women's girls voices through out California.*

- Independent State Agency focused on gender equity
- 17 member Commission, including Legislators, Statutory members (Superintendent of Public Instruction, State Labor Commissioner) Gubernatorial Public Appointees, Senate and Assembly Public Appointees

## Why STEM Matters?

- Gender stereotypes keep girls out of STEM education.
- Most girls have lost interest in these fields by middle school, and few high school girls plan to pursue STEM in college.
- The few women who will major in a STEM field and graduate enter a workforce that is historically unfriendly to women.
- It has significant implications for women's financial security, economic growth, and global innovation.



Source: CDE (2014)

## Building a Statewide Initiative

- Leveraging Powerful Partnerships
  - The CA Department of Education identified STE(A)M as a priority in 2011.
  - Superintendent Public Appointee and current Chair Lupita Cortez Alcalá, the California Commission on the Status of Women and Girls initiated CCSWG/CDE partnership in STEM

## California STE(A)M Symposium

- The Commission has been a proud co-host of the CA STEM Symposium from 2013-2017.
- Anaheim, 2016
  - Hosted the Engaging Girls in STEM Panel
  - Sponsored a Girls Coding Demonstration
- San Francisco, 2017
  - Girls and Young Women Pathway
  - Hosting a Town Hall Panel



## Interagency Agreements

- University of California Davis
  - Infrastructure of Million Women Mentors California
  - Director of MWM-CA, Danielle Sires-Deveau
- California Department of Education
  - STEM Symposium 2016 Coding Session and Panel
  - Next Generation Science Standards Train the Trainer Module roll out
  - Engaging Girls in STEM Town Hall Series



- Supported the effort to incorporate girls and young women into the equity and access frame work
- Train the Trainer Learning Module
  - How to better engage girls in classrooms and address gender bias.

### Town Hall Series





San Joaquin County      Los Angeles County

- **Los Angeles County Town Hall.** February 22<sup>nd</sup>. Over 100 students from local elementary, middle and high schools in LA County were invited to explore science opportunities with professional STEM Ambassadors in a roundtable discussion.
- **Riverside County Town Hall.** April 20<sup>th</sup>. The event featured a panel discussion of STEM professionals from a range of disciplines, and a student voice. The exhibiter's fair included project posters from the Riverside County Science Fair presented by the students.
- **San Joaquin County Town Hall.** April 27th. Similar to Riverside format of a panel discussion. Nearly 200 students from 6th through 12th grade attended with families and teachers.

**Interested Counties:**

- Ventura
- Santa Barbara
- Sacramento
- Yolo
- San Francisco
- Contra Costa
- Orange



MENTOR PLEDGE GOAL: 50,000

- MWM-CA believes proving mentors to young women and girls will help them gain confidence and knowledge to explore and succeed in STEM.
- Through the engagement of mentors our goals are to:
  - Increase the percentage of U.S. high school girls planning to pursue STEM careers.
  - Increase the percentage of U.S. young women pursuing undergraduate degrees in STEM fields.
  - Increase the percentage of U.S. women staying and advancing in STEM careers through supporting workforce mentoring programs.



April 3 - 7, 2017

**Women and Girls in STEM Week**

- Initiative started by TechNet
- Beginning in 2015, Women and Girls in STEM is a Senate and Assembly resolution to recognize the first of April as Women and Girls in STEM Week
- 2017 Resolution cosponsored by Commissioners Assemblymember Jacqui Irwin and Senator Holly Mitchell
- Assemblymember Tony Thurmond Roundtable

**"If you could give your 15 year old self advice, what would it be?"**

<https://youtu.be/YOGyAuztuuo>



# Item C.3

## Information Item

### Communications and Outreach

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

Commission Newsletter for July 2017 and Website Update

#### **RECOMMENDATION:**

No action is required.

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

The Commission maintains a calendar, website, social media presence and produces a monthly newsletter to achieve consistent and clear communication of our priorities and activities.

#### **ANALYSIS:**

The Commission newsletter for July 2017 went out on Thursday, July 6<sup>th</sup>. August 2017 Newsletter is currently in production and will be distributed on Thursday, August 10<sup>th</sup>. If you would like to advertise or mention an event in our newsletter, please email Communications Adviser [Stephanie.Flores@women.ca.gov](mailto:Stephanie.Flores@women.ca.gov).

The Commission website has been modified. Changes to the About Us and Get Involved pages have been made for clarity. Commission staff will continue to make regular updates to the website to ensure clear, concise and consistent communication with the public.

The Paid Family Leave social media campaign written by our spring 2017 intern Ashley completed this weekend on Father's Day. The purpose of the campaign was to educate the public on California Paid Family Leave policies. The Commission's summer interns will develop social media campaign, website resources, and other educational material for their assigned policy projects.

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

**Stephanie Flores, Communications and Outreach Adviser**

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

Attachment C.3: Issues and Impact July 2017



## July 2017

In this newsletter

- Commission Nominating Committee
- California Pay Equity Task Force
- Engaging Girls in STEM
- Commissioners in Action



Chair Lupita Cortez Alcalá speaks at Delta Kappa Gamma California 2017 Legislative Study Session about Million Women Mentors-California and Commission STEM initiatives



Commissioner and Assemblymember Jacqui Irwin attend the Governing Breakfast Roundtable titled #ITsHerFuture: Women Leaders in Government

## Commission Nominating Committee

On Monday, June 26th the Commission Nominating Committee convened to discuss and nominate a slate for the 2017-2018 Executive Committee. The meeting was led by current Chair Lupita Cortez Alcalá, who said she is honored to have served as the Chair and is looking forward to continuing her work as a Commissioner on the STEM initiatives. The nominees have been listed below:

Chair	Lauri Damrell
1st Vice Chair	Alisha Wilkins
2nd Vice Chair	Asm. Jacqui Irwin
Member-at-Large	Major Ofelia Alvarez-Willis
Member-at-Large	Marina Illich

The Commission will meet Monday, July 17th in California State Capitol, Room 127 at noon and vote on these nominations. For information, including the notice of meeting and agenda please visit the Commission website at [www.women.ca.gov/AboutUs/CommissionMeetings.aspx](http://www.women.ca.gov/AboutUs/CommissionMeetings.aspx).

## Commission Advancing Policy



### Gender Pay Gap

2nd Vice Chair of the Commission and Co-Chair of the CA Pay Equity Task Force Lauri Damrell presented on the behalf of the Commission at the CalHR Conference in Sacramento on Tuesday June 13th. Commissioner Damrell gave a presentation about the gender wage gap and its impact on women in state service.

### Engaging Girls in STEM



CA4NGSS held its semi-annual meeting on Friday, October 9th in Oakland. The convening included representatives from state agencies, teachers associations, nonprofit advocacy and researchers to discuss best practices of engaging students in STEM education and successful implementation of the Next Generation Science Standards. Communications and Outreach Adviser Stephanie Flores gave a presentation to the group about the Commissions STEM initiatives. The next meeting will prelude the California STEAM Symposium. The California STEAM Symposium will be held in San Francisco at the Moscone West (800 Howard Street) on Sunday and Monday, December 10th-11th. The Commission has continued its partnership with the Californians Dedicated to Education foundation and will host panels and an exhibitor booth at the 2017 Symposium. Please join us in San Francisco this winter to gain best practices for educators and advocates.

## Commissioners in Action



### The California Commission on the Status of Women & Girls Celebrates Juneteeth

Commissioner Alisha Wilkins represented the California Commission on the Status of Women & Girls as a VIP guest at Assemblyman Reggie Jones-Sawyer and SEIU 721 African American Caucus Juneteeth Celebration at the California African American Museum in Los Angeles.



Commissioner Alisha Wilkins served as a special guest speaker on Saturday, June 17th for AFSCME 2620's first convening of their statewide Women's Committee. There she had an opportunity to address committee members working in various parts of our state government from social services to corrections. Commissioner Wilkins also had an opportunity to tag-team with AFSCME California Political Director, Brian Allison on a lunch hour discussion regarding the political process. The Commission thanks AFSCME 2620 Co-chairs Belinda Devall and Maia Downs for inviting us to join them for their first convening; as well as President Abdul Johnson for his leadership in support of the formation of this amazing group of women. We look forward to working with you.

*"Thank you, Commissioner Wilkins, for inspiring all of us today. That was amazing that you came all that way to share your experience & expertise with us!! We gained so much knowledge & are looking forward to working on our issues"—Maia Downs*

# JULY 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4 Independence Day	5	6	7	8
9	10	11	12	13	14	15
16	17 Commission Meeting	18	19 Anniversary of Seneca Falls Convention	20	21	22
23 Parents Day	24	25	26	27	28	29
30 Day against Human Trafficking	31					

The California Governor's Office of Emergency Services (Cal OES), Victim Service & Public Safety Branch is pleased to announce the release of the Request for Proposal (RFP) for the Victim Legal Assistance (KL) Program for fiscal year 2017-18. The KL Program is designed to increase the availability of holistic civil and criminal legal assistance needed to effectively aid adult and youth victims of crime who are seeking relief in legal matters relating to that crime at no cost to the victim. Funds may not be used to provide criminal legal defense services.

**To receive funding through the KL Program, the application package must be received or postmarked by Monday, August 7, 2016.**

The objective of the KU Program is to provide funding to develop and/or enhance collaborative projects that provide quality legal representation to victims of crime at no cost to the victim. Eligible applicants include community-based organizations that provide direct services to victims, and publicly funded organizations not acting in a governmental capacity (such as a Law School or Bar Association; an Indian Tribal Government or Organization/ Consortium; or a Legal Aid or Statewide Legal Services Agency).

**All questions regarding this RFP must be submitted in writing to Derek Thomas via email at [derek.thomas@caloes.ca.gov](mailto:derek.thomas@caloes.ca.gov).**

The RFP can be found on the Cal OES website at <http://www.caloes.ca.gov/cal-oes-divisions/grants-management/search-for-grants>.

- Lupita Cortez Alcalá, Chair • Assemblymember Cristina Garcia, 1st Vice Chair • Karen Nelson, Member-at-Large • Alisha Wilkins, Member-at-Large • Major Ofelia Alvarez Willis • Kafi Blumenfield • Katie Buckland • Lauri Damrell, 2nd Vice Chair • Marina Illich • Assemblymember Jacqui Irwin • Senator Hannah-Beth Jackson • Senator Connie Levya • Senator Holly Mitchell • Julie Su

# **LEGISLATION**



# Item D

## Information Only

Legislative Update

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

The CCSWG has a valuable, statutorily required role in both acting as a central information center on issues that affect the lives of women and girls, and examining laws, practices, or conditions concerning or affecting women and girls in California (CA GC§8245).

### **RECOMMENDATION:**

Information only

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

The CCSWG's statutorily required issue areas are:

Gender in the workplace and employment  
Educational needs of women and girls  
Health and safety of women and girls  
Women in the military, women veterans, and military families  
Gender equity in the media  
State laws in regard to the civil and political rights of women  
Social attitudes and economic considerations

### **ANALYSIS:**

At the last Commission meeting, Commissioners directed the Legislative/Research Subcommittee to work with the Policy Director to prioritize the approved support legislation. The Subcommittee established a bi-weekly call to keep updated and share information. As a result, the Commission has sent six support letters and continues to work on finalizing more support letters. Attached are the support letters sent as of July 7, 2017.

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

Stephanie Tseu, Policy Director

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

D.1 CCSWG Bill Chart  
D.2 CCSWG Support letters



<b>CCSWG BILL LIST</b>							As 7/06/17		
Number	Author	Title	Overview	CCSWG Issue Area	LWC or Stronger CA	Location	Hearing Date		
<b>Assembly Bills</b>									
AB 9	Garcia	No Tax on Tampons	Would end the tax on feminine hygiene products in California	Social Attitudes and Economic Considerations		Assembly Appropriations			
AB 10	Garcia	Access to Menstrual Hygiene Products	Would provide menstrual products, free of charge, in Title 1 schools.	Health and Safety and Social Attitudes and Economic Considerations	Stronger CA	Senate Appropriations	7/10/2017		
AB 46	Cooper	Wage Discrimination	Expands California's pay equity laws for women and minorities to encompass all employees in both the public and private sectors.	Gender in the Workplace and Employment		Senate Judiciary	7/11/2017		
AB 60	Santiago and Gonzalez-Fletcher	The Child Care Protections for Working Families Act	Subsidized child care and development services: eligibility periods	Social Attitudes and Economic Considerations	Stronger CA and Work and Families	Senate Human Services			
AB 168	Eggman	Employers: Salary information	This bill will prohibit employers from seeking a job candidates' salary history and require that employers provide a salary range to a job applicant, upon reasonable request.	Gender in the Workplace and Employment	LWC and Stronger CA	Senate PERS	7/10/2017		
AB 273	Aguilar-Curry	Unlocking Opportunities for Families Bill	Would clarify that English as a Second Language (ESL) and High School Equivalency (HSE) educational programs are acceptable types of training courses for families to qualify for state-subsidized child care and preschool.	Educational Needs and Social Attitudes and Economic Considerations	LWC and WPI and Stronger CA	Senate Human Services	7/11/2017		
AB 480	Gonzalez-Fletcher	CalWORKS: welfare-to-work: necessary supportive services	This bill would clarify that diapers for infants and toddlers are reimbursable ancillary expense for CalWORKS participants with young children in the Welfare to Work program.	Health and Safety	LWC and Stronger CA	Senate Appropriations	6/27/2017		

AB 557	Rubio	Protections for Domestic Violence Survivors on CalWORKS	Implementation of this bill would support domestic violence survivors who are applicants or recipients of CalWORKS by requiring counties to waive certain program requirements for families at risk of escaping a violent environment.	Civil and Political Rights of Women	Stronger CA	Senate Human Services	7/11/2017
AB 569	Gonzalez-Fletcher	The Reproductive Health Non Discrimination Act	This bill would protect an employee's right to make very personal and private reproductive choices without interference from, or retaliation by, an employer.	Civil and Political Rights of Women	Stronger CA	Senate Judiciary	7/11/2017
AB 1209	Gonzalez-Fletcher	Pay Data Transparency	Will require that employers with more than 500 employees to file a Statement of Information with the Secretary of State to report specific information regarding pay gaps between men and women.	Gender in the Workplace and Employment	Stronger CA	Senate Labor and Industrial Relations	7/12/2017
AB 1312	Gonzalez-Fletcher and Berman	Sexual Assault Victims Rights	This bill would ensure that rape kits are not destroyed prematurely, that survivors of sexual assault are aware of their rights and the resources available to them, and codify important additional rights for survivors such as free post-assault contraception.	Health and Safety and Social Attitudes and Economic Considerations	LWC	Senate	
AB 1386	Waldron	Women's Genealogical Cancers	The purpose of the bill is to launch a breast and ovarian cancer screening and awareness short-term program to promote and encourage genetic testing and screening among individuals newly diagnosed with breast and ovarian cancer.	Health and Safety	LWC	Senate Health	7/12/2017

### Senate Bills

SB 63	Jackson	Unlawful Employment Practices: Parental leave	This bill would provide up to 12 weeks of job-protected maternity and paternity leave for more California employees. Specifically, this bill would allow employees who work for a company with 20 or more employees, within a 75 mile radius, to take up to 12 weeks of job-protected leave to care for a new child.	Gender in the Workplace and Employment and Social Attitudes and Economic Considerations	LWC, Stronger CA and Work and Families Coalition	Assembly	
SB 169	Jackson and De Leon	Gender Equity in Education: Title IX Codification	SB 169 would codify the standards articulated in the 2011 OCR Dear Colleague letter and ensure strong state level enforcement.	Civil and Political Rights of Women		Assembly Higher Education	7/11/2017
SB 500	Leyva	Extortion	This bill would clarify that extortion includes coercion involving sexual acts and sexually explicit images. It also clarifies that accessing and, without permission using any data, including sexually explicit recordings or images of another, is a public offense.	Civil and Political Rights of Women	LWC	Assembly	

### Budget

	Access to childcare		Social Attitudes and Economic Considerations	LWC and Stronger CA			
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### Watch

AB 23	Ridley-Thomas	Single gender academies and instructional programs	Authorizes a local education agency to implement single gender academies and instructional programs.	Educational Needs			
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AB 225	Caballero and Steinorth	Earned Income Credit	This bill would expand the California Earned Income Tax Credit maximum financial cut-off to include fulltime minimum wage earners in California.	Social Attitudes and Economic Considerations			
AB 296	Cervantes and Mathis	Task Force on California Women Veterans Health	This bill would create a Task Force within the Department of Veterans Affairs that will specifically study the needs of women veterans.	Women in the Military, Women Veterans, and Military Families			
AB 796	Kalra and Thurmond	SSI/SSP Increases	This bill would restore SSI/SSP grants to 100% of FPL (Federal Poverty Level) by 2019 and provide for annual grant increases.	Social Attitudes and Economic Considerations	Stronger CA		
AB 1109	Kalra	Caps on Loans to Curb Predatory Lending Practices	This bill would cap the annual percentage rate for all high dollar consumer loans between \$2,500 and \$10,000 at 24%, plus origination fee.	Social Attitudes and Economic Considerations	Stronger CA		
AB 1010	Ting	Personal Income Taxes: Earned Income Tax Credit	This bill would expand the California Earned Income Tax Credit or include all households currently eligible for the federal Earned Income Tax Credit by increasing the income eligibility threshold and including earnings from self-employment.	Social Attitudes and Economic Considerations			
AB 1576	Levine	Gender discrimination: pricing: goods	Prohibits gender price discrimination for consumer goods	Social Attitudes and Economic Considerations			
SB 40	Roth	Domestic Violence	This bill would revise the existing provisions of the felony domestic violence statute to separately establish the felony offense of domestic violence where the corporal injury is caused by strangulation or suffocation.	Health and Safety			

SB 54	De Leon	The California Values Act	<p>The purpose of this bill is to protect the safety and well-being of all Californians by ensuring that state and local resources are not used to fuel mass deportations, separate families and ultimately hurt California's economy. No state or local resources will be used to investigate, detain, detect, or arrests persons for immigration enforcement purposes. Provides California schools, health facilities, public libraries and courthouses will remain safe and accessible and each shall establish policies that limit immigration enforcement on their premises.</p>	Civil and Political Rights of Women	Stronger CA		
SB 273	Hill	Child Marriage	<p>This bill would require more stringent judicial screening of child brides and grooms.</p>	Health and Safety of Women and Girls			





Senator Ricardo Lara, Chair  
Senate Appropriations Committee  
State Capitol, Room 2206  
Sacramento, CA 95814

**Re: AB 10 (Garcia) - SUPPORT**

Dear Senator Lara:

The California Commission on the Status of Women and Girls, an independent, nonpartisan state agency advocating for over fifty years protecting and improving opportunities for California women and girls, is pleased to offer support for **AB 10**. **AB 10** will increase access to menstrual products for the girls who need them most in the state of California by making menstrual products freely available in federal Title 1 schools. The Illinois Supreme Court even defined menstrual products as a clinical necessity decades earlier. While California provides these products to female inmates in prisons in recognition that they are necessity, the state does not provide these products in schools.

There are stories of girls missing school four days a month on a regular basis or being forced to improvise materials because they cannot access tampons and sanitary pads. No young women should have to use a sock instead of a pad. In New York City a pilot program to provide these products for free in schools saw a 2.4% increase in attendance. Providing tampons and sanitary pads in schools is fundamentally about ensuring that we provide equal access to education. It makes sure that as a state we are supporting all young women in reaching their full potential, irrespective of their socio-economic status.

By making menstrual products more accessible, we send a strong signal to the women and girls of California that there is nothing to be ashamed of when it comes to their biology. We signal that these products are a necessity, and not a luxury.

For these reasons, the Commission on the Status of Women and Girls is proud to support **AB 10**. If you have any additional questions, please do not hesitate to contact Stephanie Tseu at 916-651-5405 or [Stephanie.Tseu@women.ca.gov](mailto:Stephanie.Tseu@women.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Nancy Kirshner-Rodriguez".

Nancy Kirshner-Rodriguez  
Executive Director

cc: Assemblymember Cristina Garcia

LUPITA CORTEZ ALCALÁ  
Commission Chair

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WILLIS, MD  
Commissioner

Nancy Kirshner-  
Rodriguez,  
Executive Director





Senator Hannah-Beth Jackson, Chair  
Senate Judiciary Committee  
State Capitol, Room 2187  
Sacramento, CA 95814

**Re: AB 46 (Cooper) - SUPPORT**

Dear Senator Jackson:

The California Commission on the Status of Women and Girls, an independent, nonpartisan state agency advocating for over fifty years to protect and improve opportunities for California women and girls, is pleased to support **AB 46**. In 2016, the California Commission on the Status of Women and Girls established the California Pay Equity Task Force to support sound implementation to make supporting the sound implementation of the nation's strongest pay equity law a priority. **AB 46** expands the California Fair Pay Act to public sector employees.

Additionally, the bill would also prohibit the use of prior salary as the sole justification for any disparity in compensation, ensuring that workers' salaries are based on the job requirements, expectations, and qualifications. The Commission on the Status of Women and Girls strongly agrees that employees' pay should be based on job requirements, and not on employees' previous earnings.

**AB 46** ultimately clarifies current language to ensure public employees receive equal pay for equal work.

For these reasons, the California Commission on the Status of Women and Girls is proud to support **AB 46**. If you have any additional questions, please do not hesitate to contact Stephanie Tseu at 916-651-5405 or [Stephanie.Tseu@women.ca.gov](mailto:Stephanie.Tseu@women.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Nancy Kirshner-Rodriguez".

Nancy Kirshner-Rodriguez  
Executive Director

cc: Assemblymember Jim Cooper

LUPITA CORTEZ ALCALÁ  
Commission Chair

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Commissioner

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Rodriguez,  
Executive Director





The Honorable Assemblymember Cecelia Aguiar-Curry  
State Capitol, Room 5144  
Sacramento, CA 95814

**RE: AB 273 (Aguiar-Curry) - SUPPORT**

Dear Assemblymember Cecelia Aguiar-Curry,

The California Commission on the Status of Women and Girls, an independent, nonpartisan state agency advocating for over fifty years protecting and improving opportunities for California women and girls, is pleased to support your bill **AB 273**, the “Unlocking Opportunities for Families” Act. This bill seeks to clarify and remove existing barriers to ensure parents that wish to advance their education and their English language skills are provided quality subsidized child care.

Providing greater access to child care is an investment in California’s present and future. Affordable child care provides greater support to increase the economic mobility of low income women in California, particularly women of color, by their continued employment and education after becoming mothers. Studies have demonstrated that access to quality affordable child care has positive impacts on child development and life outcomes while simultaneously supporting working parents.

**AB 273** will clarify English as a Second Language (ESL) and High School Equivalency (HSE) classes as an acceptable type of training course for families to qualify for child care eligibility under programs funded by the California Department of Education. **AB 273** would give low-income families great access to subsidized child care services while eliminating unnecessary barriers to educational opportunities for young children and their families. This bill would have a minimal cost for implementation to ensure equity and access in child care services and has enjoyed unanimous bipartisan support.

For these reasons, the California Commission on the Status of Women and Girls is proud to support **AB 273**. If you have any additional questions, please do not hesitate to contact Stephanie Flores at 916-651-5405 or [Stephanie.Flores@women.ca.gov](mailto:Stephanie.Flores@women.ca.gov).

Respectfully,

A handwritten signature in black ink that reads "Nancy Kirshner-Rodriguez".

Nancy Kirshner-Rodriguez  
Executive Director

cc: Senate Human Services Committee

LUPITA CORTEZ ALCALÁ  
Commission Chair

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WILLIS, MD  
Commissioner

Nancy Kirshner-  
Rodriguez,  
Executive Director





Senator Ricardo Lara, Chair  
Senate Appropriations Committee  
State Capitol, Room 2206  
Sacramento, CA 95814

**Re: AB 480 (Gonzalez-Fletcher) - SUPPORT**

Dear Senator Lara:

The California Commission on the Status of Women and Girls, an independent, nonpartisan state agency advocating for over fifty years to protect and improve opportunities for California women and girls, is pleased to support **AB 480**.

Diapers are a daily necessity that can cost up to \$100 per child or more each month. Despite being critical to the health and hygiene of young children, diapers are not covered by state and federal assistance such as CalFresh or the Women Infant and Children program (WIC). When diapers are unaffordable, they create a barrier between parents and gainful employment. CalWORKs and other programs help make childcare available, but childcare providers often require a full day's supply of diapers from the parent.

It is also documented that an insufficient supply of diapers puts parents in the position of changing diapers less often than needed, easily causing painful rashes and infections. In fact, there were more than 42,000 medical visits for diaper dermatitis, urinary tract infection, and the related bacterial infection *candidiasis* throughout California in 2015. Nearly 80 percent of these medical visits took place in an emergency room. These preventable and stressful ailments cause additional expenses for families and the health care system.

**AB 480** will assist those already working hard to make their family financially stable. Making diaper cost assistance a supportive service for Welfare-to-Work and Cal-Learn families is a small investment in the overall success of CalWORKs.

For these reasons, the California Commission on the Status of Women and Girls is proud to support **AB 480**. If you have any additional questions, please do not hesitate to contact Stephanie Tseu at 916-651-5405 or [Stephanie.Tseu@women.ca.gov](mailto:Stephanie.Tseu@women.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Nancy Kirshner-Rodriguez".

Nancy Kirshner-Rodriguez  
Executive Director

cc: Assemblymember Lorena Gonzalez Fletcher

LUPITA CORTEZ ALCALÁ  
Commission Chair

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Rodriguez,  
Executive Director





Senator Hannah-Beth Jackson, Chair  
Senate Judiciary Committee  
State Capitol, Room 2187  
Sacramento, CA 95814

**Re: AB 569 (Gonzalez-Fletcher) - SUPPORT**

Dear Senator Jackson:

The California Commission on the Status of Women and Girls, an independent, nonpartisan state agency advocating for over fifty years to protect and improve opportunities for California women and girls, is pleased to support **AB 569**. **AB 569**, the Reproductive Health Nondiscrimination Act (RHNDA), would protect employees who work in California from workplace discrimination based on their personal reproductive health care decisions. For example, it would prohibit an employer from firing an employee for using in vitro fertilization or birth control.

All women should have the ability to make private decisions that affect their reproductive health, economic security, and other aspects of their lives without employers intruding. When employers interfere with health care, patient care is undermined. This bill will ensure that employees and their families can make their own health decisions, including whether, when, and how to start a family and what the size of their family should be, without fear of losing their jobs or facing retribution from their employers because of private, non-work related decisions.

There are countless stories from across the country about women who have been threatened or fired from their jobs for their reproductive health choices, including being pregnant and unmarried, using IVF to conceive, and even using birth control. This bill is about simple fairness and a right to privacy, which is a protected right in our state Constitution. People should be judged at work based on their performance, not on their personal, private reproductive health care decisions. These women are not breaking the law and should not fear losing their jobs because of personal family-planning decisions.

This is both a reproductive rights and economic security matter for women and their families. The reproductive decisions of women should not limit their ability to provide for themselves and their families. For these reasons, the California Commission on the Status of Women and Girls is proud to support **AB 569**. If you have any additional questions, please do not hesitate to contact Stephanie Tseu at 916-651-5405 or [Stephanie.Tseu@women.ca.gov](mailto:Stephanie.Tseu@women.ca.gov).

Sincerely,

A handwritten signature in black ink that reads "Nancy Kirshner-Rodriguez".

Nancy Kirshner-Rodriguez  
Executive Director

cc: Assemblymember Lorena Gonzalez-Fletcher

LUPITA CORTEZ ALCALÁ  
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Rodriguez,  
Executive Director

Assmlymember Jose Medina, Chair  
Assembly Higher Education Committee  
1020 N Street, Room 173  
Sacramento, CA 95814

RE: SB 169 (Jackson & De León) - **SUPPORT**

Dear Assemblymember Medina:

The California Commission on the Status of Women and Girls, an independent, nonpartisan state agency advocating for over fifty years to protect and improve opportunities for California women and girls, is pleased to support **SB 169** (Jackson/De León). **SB 169** would amend the Education Code to codify existing Title IX of the Education Amendments of 1972 (20 U.S.C. Sec. 1681 et seq.) standards into California law, thereby increasing state-level enforcement.

In 2011, the United States Department of Education Office for Civil Rights issued a detailed guidance document in the form of a “Dear Colleague” letter updating the interpretation of Title IX and explaining that sexual harassment covers all physical sexual acts perpetuated against a person’s will or where a person is incapable of giving consent, including forms of sexual violence such as rape, sexual assault, sexual battery, and sexual coercion. The guidance document reminds schools of their responsibilities to take affirmative steps to respond to sexual violence in accordance with Title IX.

Sexual harassment impedes a student’s right to pursue and receive an education in a safe, non-discriminatory environment. The civil rights and protections enshrined in Title IX and its implementing regulations have been an important tool for student victims, survivors, and advocates, helping to make California’s campuses a safe space for students. With the strong and focused support of the federal government and state lawmakers, student advocates have proactively asserted Title IX protections and school administrators have implemented enhanced response policies, education and other prevention initiatives.

The standards codified in federal statute and regulations, or upheld in case law, are in some instances stronger than California’s standards. SB 169 would codify the standards articulated in the 2011 OCR Dear Colleague letter and ensure strong state-level enforcement if federal standards or the enforcement of sex equity laws are undermined, amended, or repealed. For these reasons, the California Commission on the Status of Women and Girls is proud to



support **SB 169**. If you have any additional questions, please do not hesitate to contact Stephanie Tseu at 916-651-5405 or [Stephanie.Tseu@women.ca.gov](mailto:Stephanie.Tseu@women.ca.gov).

Respectfully,

A handwritten signature in black ink that reads "Nancy Kirshner-Rodriguez".

Nancy Kirshner-Rodriguez  
Executive Director

cc: Senator Hannah-Beth Jackson  
Senator President pro Tempore Kevin De León