



NOTICE OF MEETING

California Commission on the Status of Women and Girls Executive Committee Meeting

June 11, 2018

11:00am-1:00pm

**CA Commission on the Status of Women and Girls
900 N Street, Room 390
Sacramento, CA 95814**

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

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

- Butterfield Stage Conference Room, 41000 Main Street, Temecula, CA 92590
- Assemblymember Dr. Shirley Weber, 1st Vice Chair – State Capitol, Room 3123, Sacramento, CA 95814
- Jerry L. Pettis Memorial VA Hospital, 11201, Benton Street, Loma Linda, CA 92357
- San Francisco City Hall, 1 Dr. Carlton B. Goodlett Place, Hearing Room 400, San Francisco, CA 94102

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. 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
- IV. Approve February 12, 2018 Executive Committee Meeting Minutes
- V. Personnel Update
 - a. Executive Director Position
- VI. Discuss Commission Calendar
- VII. Executive Committee Standing Items
 - a. Fiscal & Operations



- i. Budget and Accounting
 - 1. Review Budget Encumbrances
 - ii. Operations
-
- b. Programs and Policy
 - i. Pay Equity Task Force
 - ii. STEAM
 - 1. STEAM Symposium
 - 2. MWM-CA
 - iii. Website Portal
 - iv. Legislation
 - 1. SB 320 (Leyva)
 - 2. SB 1150 (Jackson)
 - 3. Other bills as necessary
- VIII. Public Comment – including matters not on the agenda*
- IX. Closed Session if necessary
- a. If necessary, consideration of personnel matters pursuant to Government Code section 11126(a) (1).
 - b. If necessary, consideration of potential litigation matters pursuant to Government Code section 11126(e) (1).
- X. Adjourn

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

Disability Access

Any person with a disability who wishes to receive this Notice and Agenda in an alternative format, or who wishes to request auxiliary aids or services to participate in the meeting of the Commission, in accordance with State or Federal law, should contact Stephanie Tseu 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 Stephanie Tseu at [916-651-5405](tel:916-651-5405) or Stephanie.Tseu@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 Tseu at the California Commission on the Status of Women and Girls at Stephanie.Tseu@women.ca.gov or [916-651-5405](tel:916-651-5405).

To view this agenda online please visit our website at www.women.ca.gov.



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

- State Capitol, Room 3123, Sacramento, CA 95814
- Rinconada Library, Leland Manor Room, 1213 Newell Road, Palo Alto, CA 94303
- Temecula Public Library, Study Room, 30600 Pauba Road, Temecula, CA 92592

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- I. Welcome and Call to Order – Chair
After some logistical complications, the meeting was called to order by Acting Chair Wilkins at 11:26am.
- II. Roll Call
After welcoming everyone to the telephonic meeting, Acting Chair Wilkins asked Stephanie Tseu to call roll. Acting Chair Wilkins, 2nd Vice Chair Assemblymember Shirley Weber, and Commissioner Marina Illich were present. Commissioner Ofelia Willis is unable to join the meeting and there is a vacancy in the First Vice Chair position.
- III. Establish Quorum
A quorum was established after roll call.
- IV. Approve November 27, 2017 Executive Committee Meeting Minutes



Acting Chair Wilkins gave Commissioners a couple minutes to review the draft meeting minutes from the November 27, 2017 Executive Committee Meeting. After review, 2nd Vice Chair Assemblymember Shirley Weber motioned to approve the minutes and Commissioner Marina Illich seconded the motion. Commissioners voting “aye” – Acting Chair Alisha Wilkins, 2nd Vice Chair Assemblymember Shirley Weber and Commissioner Marina Illich. There were no “no” votes.

V. Personnel Update

a. Executive Director

Acting Chair Wilkins provided an update regarding the vacant Executive Director position as well as current CCSWG staff compensation. She spoke with an executive search firm that declined with work for the Commission pro-bono but offered great suggestions for where to find qualified candidates when the job gets posted again. She will be reaching out to Senator Mitchell’s office regarding the possibility of her office assisting with some background work suggested by the executive search firm. After discussion, the Executive Committee decided not to post the Executive Director job announcement until after the existing staff compensation has been addressed.

b. Staff Compensation

Acting Chair Wilkins also updated the Executive Committee on what steps have been taken to adjust the pay of current staff to align with the work being performed, not just the work on their duty statements. Out of Class compensation is not possible in this circumstance however, Acting Chair Wilkins is working with DGS HR to reclassify the Fiscal and Operations Director and the Policy Director positions to Specialist positions to accurately compensate staff for their actual workload. There was discussion regarding whether this approach is the best long term approach as it may change some of the job duties of the Executive Director position. Additionally, Acting Chair Wilkins is pursuing a onetime \$500 bonus for each of the staff as acknowledgement and recognition of the work performed thus far without an Executive Director and other support staff. An update and full proposal will be brought the March 19 Full Commission meeting.

c. Commission Calendar

The Commission calendar was provided as a resource only. Attention was brought to the March 19 meeting as it was moved from March 12 due to the Legislature’s Woman of the Year celebration.

VI. Executive Committee Standing Items

a. Fiscal & Operations

i. Budget and Accounting



Fiscal and Operations Director Emily Van Atta provided an update to the Executive Committee on the Fiscal and Operations of the Commission. Governor Brown's January budget contained approximately \$552,000 for the Commission. This is the same amount of money as last fiscal year. Staff will be monitoring the budget process going forward to ensure the amount remains the same.

A zero balance bank account with Bank of America has been created and staff will be working to put a "donate" button on the Commission's website. After a meeting the Coastal Commission for advise on how they manage their Zero Balance Bank account and fundraise, staff was encouraged to explore how to obtain a donation box on franchise tax board tax forms as a way of fundraising, a method the Coastal Commission has had success fundraising through.

For the remainder of this year, should the Executive Director position remain vacant through the end of the fiscal year, the Commission will have approximately \$80,000 in budget savings. The Fiscal and Operations Director, with the Administrative Subcommittee will identify how to encumber this money prior to June 1st to ensure it is not lost. Suggestions for how we could spend the surplus were given, including: renewing the contract with UC Davis for Danielle Deveau-Sires with Million Women Mentors CA.

The Executive Committee voted to authorize staff to negotiate the 2018/2019 contract, not to exceed \$35,000, with University of California, Davis regarding Million Women Mentors. Acting Chair Wilkins made the motion and Assemblymember Weber seconded. Commission Illich voted aye and there were no no votes.

Another option is to pay for 1-2 STEM town halls similar to what the Commission did last year, but offer less money. This will require a vote of the full Commission and will be added to the March 19 Full Commission meeting agenda.

ii. State Leadership Accountability Act Overview

The State Leadership Accountability Act is a report that all state agencies are required to fill out. The Commission is delinquent but with the current staffing level, it was agreed that this report would not be a priority until after the March 19 Full Commission meeting. Then the Administrative Subcommittee would work with staff to complete.



iii. Governance Policy Review

Should the job duties of the Executive Director position change, the Governance Policy would need to be amended as well as those duties are housed in the Governance Policy as well.

iv. Commission Secretary

Commission staff discussed that given the workload and responsibilities of the office, an office technician would be an ideal fit to fill the role of Commission Secretary. This position would perform many of administrative duties that current staff are doing for Commission meetings, announcements, and general office upkeep. This proposed position will be brought to March 19 Full Commission meeting. Acting Chair Wilkins stressed that it is not financially prudent to have the current staff performing these duties and looks forward to reworking the current staff responsibilities and presenting those, with a supporting budget, to the March 19 meeting.

b. Programs and Policy

i. Pay Equity Task Force

Policy Director Stephanie Tseu updated the Executive Committee on the Commission's programs and policies. The Pay Equity Task Force voted to approve several documents at the January 10 meeting. The next Pay Equity Task Force meeting is scheduled for March 7 at the same location with videoconference locations in San Francisco and Los Angeles. All documents must be approved at the March 7 meeting so materials can be shared on the website. The website creation has not started yet but should begin soon. Additionally, the Senate office of Research finalized their case study on the Pay Equity Task Force. Senator Hannah-Beth Jackson's office has the study and the Pay Equity Task Force will be reviewing it at their next meeting.

ii. STEAM

Policy Director Stephanie Tseu has taken over the STEAM policy issue. Two new monthly STEAM calls have been instituted. The first call is a small group of STEAM experts who discuss what and how the groups should work together. The other call is with a larger group of STEAM experts. The larger group's first call will take place February 14.



iii. Website Portal

Commission staff has reached out to California State University, Sacramento to see how the Commission can secure a team of students who are in need of a student project to focus on the redesign and content building out of our website. If there are extra funds, we can also pay Department of Technology \$5,200 to design up to 100 page (we have 98 pages). An update will be provided at the March 19 Full Commission meeting.

iv. Legislation

As a result of priorities and lack of staff, the Research/Legislative Subcommittee has suggested prioritizing the work of the Pay Equity Task Force and STEAM ahead of legislation. Staff will be following and engaging in legislation in May. The subcommittee will continue holding regular calls during this time though.

v. Communications and Outreach

Staff will be providing Commissioners with monthly updates via email. Additionally, the newsletter was sent out on February 5, 2018. The newsletter is now scheduled to be sent out the first Monday of each month.

VII. Public Comment – including matters not on the agenda*

Omar Shepherd a Project Manager in the STEM/CTE Unit of the Orange County Office of Education spoke about Orange Counties desire to do girls focused STEM activities but expressed difficulties for the school district to girl only events. He came to the Commission hoping to raise this issue and get advice on the topic. Commission staff will follow up with Mr. Shepherd offline.

VIII. Closed Session if necessary

- a. If necessary, consideration of personnel matters pursuant to Government Code section 11126(a) (1).
- b. If necessary, consideration of potential litigation matters pursuant to Government Code section 11126(e) (1).

IX. Adjourn

Meeting was adjourned at 12:50pm.

Item B

Information Item

Operations Update

SUMMARY OF THE ISSUE(S):

- Review Executive Director hiring work plan presented to Full Commission on May 14th.
- Review Executive Director Duty Statement for final approval.
- Executive Committee to outline *minimum* requirements for new Executive Director.
- Review recommendation from Strategic Planning and Staffing Subcommittee.

RECOMMENDATION:

For review and vote.

BRIEF HISTORY OF KEY ISSUE(S):

At the March 19th meeting authority over the hiring process for the new Executive Director was delegated to the Chair and Executive Committee. Edits to the Executive Director Duty Statement have been made based the discussion at the May 14th Full Commission meeting and information gathered from other State Commissions.

A loaned staffer from the Speakers Office will be managing this process per the items outlined in the work plan.

Staffing and Strategic Planning Subcommittee has been reviewing missions/visions of other state Commissions for Women, and is working on drafting a streamlined mission and new vision statement. They also have a recommendation regarding strategic planning (see attached Memo).

RESPONSIBLE PERSON(S):

Alisha Wilkins, Acting Chair
Emily Van Atta, Fiscal and Operations Director
Staffing and Strategic Planning Subcommittee

ATTACHMENT(S):

Attachment B.1: Revised Executive Director Duty Statement
Attachment B.2: Executive Director Hiring Process Timeline
Attachment B.3: Memo from Strategic Planning and Staffing Subcommittee

PROPOSED
The Commission on the Status of Women & Girls
Duty Statement

Employee:

Position: 329-001-5382-004

Classification: Executive Director (Exempt)

Working Title: Executive Director

Location: Sacramento, CA

The California Commission on the Status of Women and Girls (CCSWG) works in a culturally inclusive manner to promote equality and justice for all women and girls by advocating on their behalf with the Governor, the Legislature, and other public policymakers and state agencies; and by educating the public in the areas of economic equity, which includes educational equity, access to healthcare, which also includes reproductive choice, violence against women and other key issue areas identified by the Commission as significantly affecting women and girls.

SECTION A: GENERAL DESCRIPTION

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 as detailed in Government Code, California Code of Regulation, Commission By-Laws and State of California guidelines and policies for state agencies.

In order to reduce the Commission's dependence on state funding and enable the Commission to fulfill its mandate, a priority duty of the Executive Director will be to develop a comprehensive strategy to attract financial support ~~from private donors~~. The Executive Director is responsible for leading the Commission in the development and execution of strategic plans, policies, and processes to further the Commissions goals.

The Executive Director shall perform the duties as outlined in this job announcement and other duties as assigned by the Commission.

Supervision Received

The Executive Director is directly supervised by the Commission Chair but takes workload direction from and generally reports to 17 Commissioners.

Supervision Exercised

The Executive Director supervises two Staff Service Manager I (Specialist) positions and an Office Technician.

PROPOSED
The Commission on the Status of Women & Girls
Duty Statement

Skills Required/Physical Demands

The incumbent must be able to function professionally and effectively under potentially stressful situations and short timeframes. The Executive Director has frequent contact with other state agencies as well as the Legislature and the Governor's Office.

Other Information

The duties of this position are performed indoors. The employee's workstation is located at 900 "N" Street, a multi-story building served by elevators. The workstation can be equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings or training classes. The position requires prolonged sitting or standing, use of telephone and computer; frequent contact with management and staff; development of written, verbal, and electronic communications; presenting to small and large groups; and mobility to all areas of the agency, including occasional travel and overnight stays across the state. The work environment is fast-paced with multiple and conflicting demands, time-critical proposed deadlines, and sensitive and confidential issues. Extra work hours may be necessary beyond the scheduled work hours of Monday through Friday 8:00 a.m. to 5:00 p.m.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.* (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Personnel Analyst.)

**A reasonable accommodation is any modification or adjustment made to a job, work environment, or employment practice or process that enables an individual with a disability or medical condition to perform the essential functions of his or her job or to enjoy an equal employment opportunity.*

Duties of this position are subject to change and may be revised as needed or required.

Employee Signature	Employee Printed Name	Date
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I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature	Supervisor Printed Name	Date
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PROPOSED
The Commission on the Status of Women & Girls
Duty Statement

SECTION B: ESSENTIAL DUTIES

30% Fund Development and Fiscal Management

Fund Development: In order to reduce the Commission's dependence on state funding and enable the Commission to fulfill its financial mandate, a priority duty will be to develop a comprehensive strategy to attract financial support from private donors. Responsibilities include:

- Develop and execute an annual fundraising plan (including specific metrics for funds raised and other goals to be achieved), manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner and within all state guidelines.
- Secure ongoing financial support for programs and initiatives in consultation with the Chair and Commission that aligns with CCSWG's mission and values.
- Ensures that grant initiatives and fund development consider impact, feasibility, and perspective in implantation that is mission specific and takes into consideration the Commissions brand.
- Develop, maintain, and track ongoing relationships with major donors.
- Create and execute the strategy for growing a sustained base of annual individual donors.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.
- Create and manage the fundraising database to make sure gift entry and acknowledgement is done on a timely basis and ensure the donor/prospect profile information is current and accurate.

Fiscal Management: The Executive Director is responsible for fiscal management of the Commission, which includes state, federal, and private funds. The Executive Director shall institute, direct, and monitor fiscal controls in consultation with the Fiscal & Operations Director.

- Ensure sound fiscal management of programs and grants portfolio is consistent with fiscal policies of the Commission and the State of California.
- Lead and develop, in coordination with the Fiscal & Operations Director, and under the direction of the Commission Chair, or designee, or the Executive Committee, all proposed budgets for presentation to the Commission, Department of General Services, Department of Finance, and the Legislature.

30% Commissioner Support

The Executive Director will keep the Commission informed in a timely manner and provide the necessary support for the Commission to do its work. Responsibilities include:

- Leading the Commission in strategic planning and directing the execution of strategic and long-range goals.
- Plan, arrange, attend and staff, or delegate appropriate designee, meetings for the Commission which includes preparation of minutes, fiscal reports, and drafting the agenda with the direction of the Chair and Executive Committee. Organize and schedule all presentations to the Commission.

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PROPOSED
The Commission on the Status of Women & Girls
Duty Statement

- Work in collaboration with the Commission Chair on the creation of agenda and meeting planning.
- Plan, arrange, and attend, or delegate appropriate designee, for advisory subcommittee and ad hoc committees.
- Develop and present commission-facing presentations and reports; support subcommittees, task force, and or other Commission related convenings.
- Prepare for the approval of the Commission an annual report on the Commission's activities for the fiscal year.
- Exercise good judgement, diplomacy, discretion, and highest ethical standards on matters relating to confidential and sensitive issues pertaining to commission operations and when dealing with the Commission.

30% Fund Development and Fiscal Management

~~Fund Development: In order to reduce the Commission's dependence on state funding and enable the Commission to fulfill its financial mandate, a priority duty will be to develop a comprehensive strategy to attract financial support from private donors. Responsibilities include:~~

- ~~• Develop and execute an annual fundraising plan (including specific metrics for funds raised and other goals to be achieved), manage timelines for various fundraising activities to ensure strategic plans and critical fundraising processes are carried out in a timely manner and within all state guidelines.~~
- ~~• Secure ongoing financial support for programs and initiatives in consultation with the Chair and Commission that aligns with CCSWG's mission and values.~~
- ~~• Ensures that grant initiatives and fund development consider impact, feasibility, and perspective in implantation that is mission specific and takes into consideration the Commission's brand.~~
- ~~• Develop, maintain, and track ongoing relationships with major donors.~~
- ~~• Create and execute the strategy for growing a sustained base of annual individual donors.~~
- ~~• Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved.~~
- ~~• Create and manage the fundraising database to make sure gift entry and acknowledgement is done on a timely basis and ensure the donor/prospect profile information is current and accurate.~~

~~Fiscal Management: The Executive Director is responsible for fiscal management of the Commission, which includes state, federal, and private funds. The Executive Director shall institute, direct, and monitor fiscal controls in consultation with the Fiscal & Operations Director.~~

- ~~• Ensure sound fiscal management of programs and grants portfolio is consistent with fiscal policies of the Commission and the State of California.~~
- ~~• Lead and develop, in coordination with the Fiscal & Operations Director, and under the direction of the Commission Chair, or designee, or the Executive Committee, all proposed budgets for presentation to the Commission, Department of General Services, Department of Finance, and the Legislature.~~

PROPOSED
The Commission on the Status of Women & Girls
Duty Statement

15% Staff Management and Development

The Executive Director shall institute, direct, and monitor staff performance and personnel controls. 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. Responsibilities include:

- Effective manager who actively provides direction, guidance, and feedback to strengthen knowledge, develop skills, accomplish tasks, and solve problems, with a demonstrated commitment to diversity and inclusion. A leader who values and models diversity of perspectives and encourages contributions of all team members.
- Ensures staff adherence to administrative, organization and human resources policies and procedures to promote transparency and compliance.
- Develop, coach, supervise and evaluate Commission staff consistent with values and competencies required to be productive and for successful job growth and development, in accordance with the policies of CA Department of Human Resources.
- Fosters a culture that engages and empowers employees to do their best work and understand how their work contributes to the organizations success.
- Models and guides staff on relevant professional areas and works with direct reports on professional development.

15% Internal and External Communication

The Executive Director is responsible for communicating policy and actions taken by the Commission to the public, media, Governor's Office, Legislature, related state agencies, associations or similar external constituencies, and Commission staff. Responsibilities include:

- In coordination with the Policy Director and Commissioners, work to increase the Commission's visibility, accessibility, and connection to the state legislature.
- Assist Policy Director in building the Commission's reputation as the "go to" resource for women's issues with key policymakers.
- Develop recommendations and timelines to establish the Commission as central information center on issues that affect the lives of women and girls.
- Ensures all Commission messaging is in line with Commission approved policies and priorities.
- Develop effective communication strategies to support key initiatives.
- Develop and implement a media strategy to cultivate positive and responsive relationships with the goal of elevating the Commission's voice.
- Maintains social media presence that supports Commission objectives.
- Facilitates and supports Commissioners in effective communication to external audiences.

10% Program Operations and Planning

The Executive Director is responsible for assisting the Commission in the development of strategic plans, policies, and processes to further the Commissions goals. Responsibilities include:

- Demonstrating thoughtful use of resources to performing difficult high quality work.
- Provide all statutorily required reports and data to control agencies like the Governor's Office and Legislature by their required due dates each year.

PROPOSED
The Commission on the Status of Women & Girls
Duty Statement

Preferred Qualifications:

- A Bachelor's degree from an accredited college or university in a related field.
- A Master's degree from an accredited college or university in a related field.
- Experience in executive level management at an advocacy organization; non-profit, local, state or national agency; or as head of a women's program in an accredited college or university.
- Experience working with state government.
- Knowledgeable, passionate, and committed to women's and children's issues in California.

Desired Skills, Knowledge and Abilities:

- Demonstrates a commitment to performing duties in a manner consistent with CCSWG's mission, goals, and values.
- Demonstrates strong executive leadership and prompt action in addressing issues.
- Experience developing fundraising strategies.
- Successful experience leading managing and training guiding diverse teams.
- Exercises initiative in recommending and/or implementing methods, procedures, or policies which contribute to the efficient and effective operation of CCSWG.
- Excellent written and oral skills.
- Demonstrates effective computing skills to complete various assignments and arrange data; Proficiency in the use of Microsoft Office Suite, California's financial operating system (FI\$Cal), spreadsheets and presentation software.
- Demonstrated highest ethical standards and integrity.
- Meaningful involvement with relevant professional, government, or industry associations and agencies.
- Ability to interpret, communicate and apply state policies and procedures.
- Maintains good work habits and demonstrates dependability and punctuality.
- Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations including conflict resolution.
- Works well under pressure by effectively managing competing priorities.
- Demonstrated ability to positively motivate, support, and allocate appropriate resources to perform difficult high quality work.
- Possesses the willingness and ability to assume the responsibilities of and conform to the conditions of employment, as well as the general qualifications of integrity, honesty, sobriety, dependability, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, and ability to work cooperatively with others.

To be signed by the Employee and Immediate Supervisor

I have read and understand the duties and expectations of this position.

Employee Signature

Date

PROPOSED
The Commission on the Status of Women & Girls
Duty Statement

I have discussed the duties of this position with the employee.

Supervisor Signature

Date



EXECUTIVE DIRECTOR HIRING PROCESS WORK PLAN

ACTION	PERSON(S) RESPONSIBLE	DUE DATE
<p>Launch Meeting: Review phases of hiring process, roles and responsibilities of the Executive Director (ED), and qualifications for the new ED. Draft concepts for a Transition Memo. Outline a work schedule for loaned Speaker's staff member.</p>	Executive Committee	6/11/2018
<p>Organizational Assessment and Transition Memo Creation: Create interview questions. Create memo outlining the current status of the organization in all major areas (e.g. programs, infrastructure, fundraising, etc.). The memo includes recommendations for next year.</p>	Executive Committee, Staffing and Strategic Planning Subcommittee, Speaker's Staff, Commission Staff	7/31/2018
<p>Position Announcement: Finalize ED Job Description/Position Announcement.</p>	Assembly Staff	7/2/2018
<p>Outreach: Commissioners call/email all major stakeholders or parties of interest to personally inform them about the ED job posting.</p>	All Commissioners and Commission Staff	7/2/2018 - 7/9/2018
<p>Job Posting Closes: Deliver brief report to Executive Committee on number of job applicants; make sure Chair and Vice Chair have access to online applications.</p>	Speaker's Staff	7/31/2018
<p>Preliminary Screening of Resumes: Review applicants for basic qualification as outlined by the Executive Committee and provide to Executive Committee for review.</p>	Speaker's Staff	8/1/2018
<p>Screen Resumes: Review resumes in preparation for Executive Committee Meeting on August 13th.</p>	Chair, Vice Chair, 2nd Vice Chair	8/10/2018
<p>Top Candidate Selection: Most qualified candidates will be identified at this Executive Committee Meeting and notified of preliminary interviews on September 10th Executive Committee Meeting. Speakers Staff will coordinate and schedule travel.</p>	Executive Committee, Speaker's Staff	8/13/2018
<p>Candidate Research/Scheduling: Collect additional information from candidates as needed. Coordinate travel for interviews on September 10th.</p>	Speaker's Staff	9/1/2018
<p>Candidate Rating Criteria: Scoring sheet developed and disseminated to Executive Committee for final approval. Scoring sheet will be used in all interviews.</p>	Chair, Vice Chair	9/1/2018



EXECUTIVE DIRECTOR HIRING PROCESS WORK PLAN

<p>First Round Interviews Conducted: All Executive Committee Members will need to be in Sacramento for the meeting. Semi-Finalists need to be discussed in closed session this same day to decide if there are viable finalists to recommend to the Commission.</p>	Executive Committee, Speaker's Staff	9/10/2018
<p>Candidate Scheduling: Collect additional information from finalists as needed. Coordinate travel for second round interviews on October 15th.</p>	Speaker's Staff	10/1/2018
<p>Assuming Semi-Finalists - Second Round Interviews Conducted: Finalists from the first round are asked back to interview in front of the Full Commission. Finalists need to be discussed in closed session this same day.</p>	Full Commission	10/15/2018
<p>Terms of Employment Negotiated and hiring letter is sent out confirming appointment, terms and start date.</p>	Chair, Executive Committee	12/3/2018
<p>Transition Memo: Disseminate the memo outlining the current status of the organization in all major areas (e.g. programs, infrastructure, fundraising, etc.). The memo includes recommendations for next year.</p>	Chair, Executive Committee	12/3/2018
<p>On Boarding Process is Planned: This may include ED orientation, welcome reception/activities, as well as, a written working agreement between the board and ED on communication, consultation and decision making parameters, etc.</p>	Chair, Executive Committee, Full Commission, Commission Staff	12/31/2018



M E M O R A N D U M

Date: June 11, 2018

To: Executive Committee

From: The Strategic Planning and Staffing Subcommittee

Subject: **Recommendation for Hiring a Strategic Planning Consultant**

After several in depth conversations, we strongly recommend the hiring of an outside consultant to lead the Executive Committee **and** the new Executive Director through the strategic planning process. An unbiased professional planner brings 3 strengths:

- A comprehensive evaluation of the Commission's needs and objectives;
- The development of an effective planning timeline;
- The preparation of a written strategic plan.

Given the important role of the consultant in developing the plan, we urge the Executive Committee to allow sufficient time to evaluate thoroughly each interested firm. A second document outlining key issues in hiring a planning consultant is attached for your review.

The Commission intends to increase its effectiveness in carrying out its mandate through the hiring of a new Executive Director. We believe that participation of the new Executive Director is critical to the strategic planning process. The Executive Director's commitment to the new plan will greatly increase the Commission's ability to fulfill its important mission. Further, her partnership with Commission staff in the planning process will allow the development of a cohesive team.

In short, we request that the Executive Committee follow parallel courses in hiring the new Executive Director and in developing the strategic plan. Staff and Commission members can outline Mission and Vision statements in advance to facilitate hiring in both cases. Since sufficient funding appears to be available in the new budget year for both positions, we believe that timeline pressure should not be given more importance than quality.

Thank you,

The Strategic Planning and Staffing Subcommittee



June 11, 2018

Strategic Planning and Staffing Subcommittee
Evaluating Consultants for the Strategic Planning Process

Personal characteristics

- Does the consultant's style fit comfortably with the Commission?
- Is the consultant clear and concise in written communication?
- In verbal communications, is the consultant clear and lucid?
- How well does the consultant listen?
- Does the consultant answer questions with direct answers?
- Does the consultant show interest in the Commission's mission?
- Does the consultant seem authentic?
- Is the consultant timely in her responses?

Preparation and Results

- Has the consultant taken the time to learn about the Commission prior to her interview?
- Can the consultant articulate her planning methods and philosophy clearly?
- Can the consultant articulate the Commission's needs and understand our situation?
- Does the consultant understand the Commission's budget restraints?
- Can the consultant provide examples of completed plans and successful implementation?

Process

- Is the consultant willing to adapt her planning process to the Commission or will we have to follow her set process?
- Does the consultant have references from similar planning projects?
- Are staff members (if they help with interview) given the same respect as Commissioners and the Executive Director?

Reference Checks (sample questions)

- How did the planning project work out?
- Were the desired results accomplished?
- Would you hire this person again?
- Would you recommend this person to a trusted colleague?

**CALIFORNIA COMMISSION ON THE STATUS OF WOMEN AND GIRLS
2018-2019 FISCAL YEAR MEETING SCHEDULE**

July	2018
2-Jul	CCSWG Newsletter Send Out
6-Jul	CCSWG Monthly Update
	No Commission Meetings due to Legislative Recess (July 6-August 6)
August	
3-Aug	CCSWG Monthly Update
6-Aug	CCSWG Newsletter Send Out
13-Aug	Full Commission Meeting (Capitol Room, TBD 11:00am-2:00pm)
September	
4-Sep	CCSWG Newsletter Send Out
7-Sep	CCSWG Monthly Update
10-Sep	Executive Committee Meeting (Telephonic Meeting, 11:00-1:00)
October	
1-Oct	CCSWG Newsletter Send Out
5-Oct	CCSWG Monthly Update
8-Oct	Full Commission Meeting (Capitol Room, TBD 11:00am-2:00pm)
28-29-Oct	STEAM Symposium, Long Beach CA
November	
2-Nov	CCSWG Monthly Update
5-Nov	CCSWG Newsletter Send Out
5-Nov	Executive Committee Meeting (Telephonic Meeting, 11:00-1:00)
December	
3-Dec	CCSWG Newsletter Send Out
7-Dec	CCSWG Monthly Update
	No Commission Meetings

**CALIFORNIA COMMISSION ON THE STATUS OF WOMEN AND GIRLS
2018-2019 FISCAL YEAR MEETING SCHEDULE**

January	2019
4-Jan	CCWG Commissioner Monthly Update
7-Jan	CCSWG Newsletter Send Out
14-Jan	Full Commission Meeting (Capitol Room, TBD 11:00am-2:00pm)
February	
1-Feb	CCWG Commissioner Monthly Update
4-Feb	CCSWG Newsletter Send Out
11-Feb	Executive Committee Meeting (Telephonic Meeting, 11:00-1:00)
March	
1-Mar	CCWG Commissioner Monthly Update
4-Mar	CCSWG Newsletter Send Out
11-Mar	Full Commission Meeting (Capitol Room, TBD 11:00am-2:00pm)
April	
1-Apr	CCSWG Newsletter Send Out
5-Apr	CCWG Commissioner Monthly Update
8-Apr	Executive Committee Meeting (Telephonic Meeting, 11:00-1:00)
May	
3-May	CCWG Commissioner Monthly Update
6-May	CCSWG Newsletter Send Out
13-May	Full Commission Meeting (Capitol Room, TBD 11:00am-2:00pm)
June	
3-Jun	CCSWG Newsletter Send Out
7-Jun	CCWG Commissioner Monthly Update
11-Jun	Executive Committee Meeting (Telephonic Meeting, 11:00-1:00)

Item C

Action Item

Fiscal Update

SUMMARY OF THE ISSUE(S):

- Finalize 2017-18 fiscal year encumbrances.
- Discuss 2018/19 surplus.

RECOMMENDATION:

For review and discussion, vote if needed.

BRIEF HISTORY OF KEY ISSUE(S):

At the March 19th meeting the Commission delegated authority to the Executive Committee to work with Commission staff on encumbering remaining 2017/18 funds.

2018/19 Fiscal year estimate (starts July 1, 2018) is based on this year's expenditures and preliminary budget from Department of Finance and Department of General Services.

RESPONSIBLE PERSON(S):

Emily Van Atta, Fiscal and Operations Director

ATTACHMENT(S):

Attachment C.1: 2017/18 Budget Summary and Year-End Expenditures

Attachment C.2: 2018/19 Payroll Forecast

Attachment C.3: Estimated Budget for 2018/19 Fiscal Year

BUDGET SUMMARY						
2017-18 FISCAL YEAR: June 2018						
CATAGORY OF EXPENDITURES	DOF Budget	CCSWG Projections as of Jan 8, 2018**	Revised Projections February 2018	Actuals to Date	Total Year End	Variance (Budget-CCSWG Projection column D)
Personnel Expenses						
Salaries and Benefits	\$436,588.28	\$381,849.69	\$343,175.00	\$299,461.00		
Temp Help	\$0.00	\$0.00	0	\$0.00		
Commissioner Per Diems	\$5,000.00	\$5,000.00	\$5,000.00	\$3,945.17		
TOTAL PERSONNEL EXPENSES	\$441,588.28	\$386,849.69	\$348,175.00	\$303,406.17		
Operating Expenses						
Administrative Support*		\$102,125.00	\$102,125.00	\$89,995.00		
Phone		\$712.00	\$712.00	\$666.08		
Rent		\$11,280.00	\$11,280.00	\$11,280.00		
Commissioner Travel (Citibank)		\$5,000.00	\$5,000.00	\$8,791.16		
Staff Travel (Citibank)		\$1,000.00	\$1,000.00	\$456.60		
Training		\$2,000.00	\$450.00	\$145.00		
Procurements		\$3,000.00	\$3,000.00	\$3,993.91		
Reimbursements***		\$2,000.00	\$1,500.00	\$10,925.27		
Sponsorships		\$0.00	\$1,200.00	\$1,980.00		
TOTAL OPERATING EXPENSES	\$110,411.72	\$127,117.00	\$126,267.00	\$128,233.02		
TOTAL	\$552,000	\$513,966.69	\$474,442	\$431,639.19		\$77,558.00
Deposits				\$10,191		
*Administrative support includes: DGS, CDT, CalStars, Tab Run Fees, Neopost						
** Staffing projections, rent, travel, and procurements were revised down from original November 2017 Executive Committee Budget Summary.						
***Reimbursements includes vacation pay out to Nancy Kirsher Rodriguez \$6,567.79 and Commissioner Travel Reimbursements						

California Commission on the Status of Women and Girls

Fiscal Year 2017/18 year end expenditures.

Pending bills in **red**, proposed sponsorships in **purple** and other proposed expenses in **blue**.

\$187,704.00	in SCO Account as of April 30th
	YEAR END BILLS OWED
\$8,000.00	CDT
\$53,000.00	DGS
\$45,000.00	Payroll
\$1,880.00	Rent
\$640.00	SCIF (Workmans Comp claim from the 80's)
\$130.00	AT&T
\$2,000.00	Citi Card (Flights and Hotels)
\$1,150.00	Neopost (Account cancelled as of July 1, 2018)
\$5,000.00	Commissioner Per Diems
	SPONSORSHIPS
\$7,500.00	Nat'l Association of Commissions for Women Conference (3 years at 2,500)
\$10,000.00	STEAM Symposium (3 years at 5,000)
\$2,000.00	Association of California Commissions for Women Conference (2 years at 1,000)
\$1,000.00	Center for Civic Participation
\$1,000.00	Civil Rights Institute
\$500.00	Bent Not Broken Inspired (LGBTQ Community Support)
	OTHER ENCUMBRANCES
\$4,000.00	Office Supplies
\$900.00	Copier Ink
\$3,000.00	Photography (current shoot \$1,600, over encumbered to pay for photos of new staff/extra photos in 2018-19 fiscal year)
\$2,000.00	Staff Trainings
\$8,000.00	Office of State Publishing (Meet and Greet Packages)
\$1,500.00	Capitol Morning Report (1 year)
\$200.00	Red Book
\$2,400.00	Legislative Tracking System (2 years of service)
\$35,000.00	Million Women Mentors via UC Davis
-\$8,000.00	Credit pending from DGS
-\$96.00	Balance

8820 Commission on the Status of Women and Girls
 Agency/Unit Code 329-001

FY 2018-19 CSWG PERSONNEL ROSTER																				
CLASS	POSITION NUMBER	NAME	VISA DAT	Authoriz ed	Base Salary	July 2018	Aug 2018	Sept 2018	Oct 2018	Nov 2018	Dec 2018	Jan 2019	Feb 2019	Mar 2019	Apr 2019	May 2019	June 2019	FY 2018-19 TOTAL		
EXEC DIRECTOR	329-001-5382-00	VACANT ¹	N/A	1.0	\$8,194				\$0	\$0	\$0	\$8,194	\$8,194	\$8,194	\$8,194	\$8,194	\$8,194	\$8,194	\$49,164	
STAFF SERVICES MANAGER I	329-001-4800-00	VAN ATTA	Feb-19	1.0	\$5,816	\$5,816	\$5,816	\$5,816	\$5,816	\$5,816	\$5,816	\$5,816	\$6,107	\$6,107	\$6,107	\$6,107	\$6,107	\$6,107	\$6,107	\$71,246
STAFF SERVICES MANAGER I	329-001-4800-00	NIED TSEU	Apr-19	1.0	\$5,689	\$5,689	\$5,689	\$5,689	\$5,689	\$5,689	\$5,689	\$5,689	\$5,689	\$5,689	\$5,973	\$5,973	\$5,973	\$5,973	\$5,973	\$69,121
STAFF SVS AN/GEN	329-001-5157-00	VACANT ²	N/A	1.0	\$4,096	\$0	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$2,868	\$31,548
ATTORNEY IV	329-001-5780-00	JOHNSTON	N/A	0.1	\$69.68/hr.	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$1,226	\$14,716
ATTORNEY IV	329-001-5780-00	VACANT ³	N/A	0.1	\$63.47/hr.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
RETIRED ANNUITANT	329-001-4552-90	RUONA ⁴	N/A	0.0	\$37.95/hr.	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$455	\$5,465
GRAD STUDENT ASST	329-001-4872-90	BELKNAP ⁵	N/A	0.0	\$16.44/hr.	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL AUTHORIZED POSITIONS				4.2																
TOTAL SALARY						\$13,187	\$16,055	\$16,055	\$16,055	\$16,055	\$16,055	\$16,055	\$24,249	\$24,540	\$24,540	\$24,824	\$24,824	\$24,824	\$241,261	
ESTIMATED BENEFITS						47.81%	\$6,086	\$7,458	\$7,458	\$7,458	\$7,458	\$7,458	\$11,375	\$11,514	\$11,514	\$11,650	\$11,650	\$11,650	\$112,727	
TOTAL PERSONAL SERVICES						\$19,273	\$23,512	\$23,512	\$23,512	\$23,512	\$23,512	\$23,512	\$35,624	\$36,053	\$36,053	\$36,474	\$36,474	\$36,474	\$353,988	

NOTES:

- ¹ Vacant position (1.0 Exec Director) forecasted as filled effective 7/1/2018
- ² Vacant position (1.0 Staff Svs An/Gen) forecasted as filled effective 12/1/2018
- ³ Vacant position (0.1 Attorney IV) forecasted at \$0 for FY 2018-19
- ⁴ Retired Annuitant (Ruona) forecasted at 12 hours/month. No benefits calculation for Retired Annuitant
- ⁵ Graduate Student Assistant (Belknap) forecasted at 125 hours/month (maximum of 1,500 hours per year). No benefits calculation for Graduate Student Assistant

Total Projected Salary Expenditures:	241,261
Projected Board Member Expenses:	
Total Projected Benefits Expenditures:	112,727
UBTOTAL OF PROJECTED FY 18-19 PERSONAL SERVICES:	353,988
BL xx-xx: 3.60 Employer Retirement Contributions FY 2018-19 Projection:	5,000
BL xx-xx: Employee Compensation Adjustments - Item 9800 FY 2018-19 Projection:	17,000
TOTAL PROJECTED FY 18-19 PERSONAL SERVICES:	375,988
Updated FY 2018-19 General Fund Appropriation as of 1/10/2018:	574,000
ESTIMATED REMAINING FY 2018-19 GENERAL FUND BUDGET:	198,012

BUDGET SUMMARY
2018-19 FISCAL YEAR ESTIMATION

CATAGORY OF EXPENDITURES	2018-19 DOF Budget	CCSWG Projections	Actuals to Date	Total Year End	Variance (Budget-CCSWG Projection column D)
Projected Increase of \$22,000 for retirement contributions	\$574,000.00				
Personnel Expenses					
Salaries and Benefits (includes \$22,000 increase)	\$457,894.00	\$375,988.00			
Temp Help	\$0.00	\$0.00			
Commissioner Per Diems	\$0.00	\$5,000.00			
TOTAL PERSONNEL EXPENSES	\$457,894.00	\$380,988.00			
Operating Expenses					
Administrative Support*		\$115,000.00			
Phone		\$720.00			
Rent		\$12,634.00			
Commissioner Travel (Citibank)		\$10,000.00			
Staff Travel (Citibank)		\$3,000.00			STEAM Symposium and NACW conference
Training		\$0.00			Money encumbered in 2017/18
Procurements		\$1,000.00			
Staff Reimbursments***		\$6,000.00			
Issue Areas		\$0.00			Money encumbered in 2017/18
TOTAL OPERATING EXPENSES	\$116,106.00	\$148,354.00			
TOTAL	\$574,000	\$529,342.00			\$44,658.00
Deposits	10,191				

*Administrative support includes: DGS, CDT, CalStars, Tab Run Fees