



## **NOTICE OF MEETING**

**California Commission on the Status of Women and Girls  
Full Commission Business Meeting  
Monday, May 14, 2018  
11:00 a.m. – 2:00 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:

West Valley Municipal Building, 19040 Vanowen Street, Meeting Room, Reseda, CA 91335  
1600 Atlas Peak Road, Lobby/Reception, Napa, CA 94558

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 - Establish Quorum
- III. Approve Minutes of March 19, 2018 Commission Meeting
- IV. Chair's Opening Remarks and Commissioner Comments
- V. Sexual Harassment Subcommittee Presentation
  - Mandy Benson, M.J. Benson Consulting, Sexual Harassment Prevention Education and Certified Title IX Investigator
- VI. Operations
  - Personnel
    - i. Current Staff Positions
    - ii. Executive Director Position
  - Staffing and Strategic Planning Subcommittee
- VII. Fiscal
  - Budget and Accounting
    - i. Budget update
- VIII. Program and Policy



- Pay Equity Task Force
  - STE(A)M
- IX. Legislation
- X. Legislative Women’s Caucus & Select Committee Update
- XI. Public Comment – including matters not on the agenda\*
- XII. Closed Session if necessary
- If necessary, consideration of personnel matters pursuant to Government Code section 11126(a) (1).
  - If necessary, consideration of potential litigation matters pursuant to Government Code section 11126(e) (1).

\* 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 [Stephanie.Tseu@women.ca.gov](mailto:Stephanie.Tseu@women.ca.gov) or 916-651-5405 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](mailto:Stephanie.Tseu@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).



**GRSC**

## ***Gender Responsive Strategies Commission***



**CALPIA**  
Quality Programs • Changed Lives • Better California

Dear Participant:

The Gender Responsive Strategies Commission (GRSC) conference will be held on Wednesday, March 28, 2018, from 8:00 a.m. to 5:00 p.m., with event registration beginning at 7:30 a.m. at Plates Café, located in Depot Park at 14 Business Park Way #149, Sacramento, CA 95828 (off of Fruitridge Rd. between Power Inn Rd. and Florin Perkins Rd.).

The GRSC conference is being sponsored by the California Department of Corrections and Rehabilitation (CDCR) and the California Prison Industry Authority. A continental breakfast, lunch and refreshments will be provided; and on-site parking is free. For your convenience, a list of "Most Preferred" area hotels is enclosed should you require accommodations.

As part of this event, a tour of the Sacramento Custody to Community Transitional Reentry Program (CCTRP) facility will be offered. The Sacramento CCTRP is located at 4410 Power Inn Road in Sacramento, CA 95826. For those interested in participating in the tour, a security clearance is required.

Please complete the attached RSVP form and send via email to [Mark.Tillotson@cdcr.ca.gov](mailto:Mark.Tillotson@cdcr.ca.gov) by the Close of Business on Monday, March 19, 2018. If you are not a CDCR employee; or if you do not have a current CDCR Contractor Identification Card; or if you have not passed a CDCR background clearance within the last 12 months; please also complete the included background clearance form.

The background clearance form must be received no later than March 21, 2018. Background clearance forms may be sent via email, or via United States Postal Service to: California Department of Corrections and Rehabilitation, PO Box 942883, Sacramento, CA 95811, Attention: Female Offender Programs and Services/Special Housing, Suite 344N.

The GRSC is a cornerstone in the advancement of gender responsive strategies designed to meet the California Department of Corrections and Rehabilitation's over-arching goal of improving offender outcomes through gender responsive, trauma informed rehabilitation; and we look forward to your participation in this important event.

If you have any questions or need additional information, please contact Mark Tillotson, Correctional Counselor II at (916) 323-2877, or via e-mail at [Mark.Tillotson@cdcr.ca.gov](mailto:Mark.Tillotson@cdcr.ca.gov).

Sincerely,

AMY MILLER  
Associate Director  
Female Offender Programs and Services/Special Housing  
Division of Adult Institutions

Enclosures

# MJ Benson Consulting

## Sexual Harassment Prevention



### ***SCOPE OF SERVICES***

---

#### **Sexual Harassment Prevention Trainings**

Mandy provides sexual harassment prevention training using the latest research and pedagogy, which exceeds the legal state and federal training requirements. Mandy engages staff and managers by going beyond simple definitions of harassment and instead educates on the entirety of the issue including empowerment skills to stop a harasser, the motivations and personalities of harassers, options and procedures for victims or targets of harassment, and the responsibilities of the bystanders in the office. This rich and meaningful discussion will leave employees and managers educated and empowered to be a part of the prevention solution.

#### **Consultation**

Mandy is available to respond to any question or concern your HR professional, leadership team, or staff may have regarding sexual harassment. Whether it's a small question, a serious legal concern, or the need for support during a challenging time, Mandy will be there for your organization.

#### **Complaint Officer and Investigation Management**

Mandy can be designated as an appointed Sexual Harassment Complaint Officer and Investigator. Mandy can be retained on an on-call basis to be available at any time to conduct a sexual harassment complaint intake interview, and manage all aspects of an investigation, including notifications, documentation, interviews, and proposed remedies, following all state and federal laws and guidelines.

#### **Coaching**

Mandy is an experienced advocate who successfully coaches workplace harassers to realize the impact of their behavior, and thus change that behavior for the better. Harassers are not always aware of the impact their behavior has on others. Mandy works directly with the harasser to give feedback and direction on offending behaviors, communication strategies, and ongoing support. Mandy also works with the harasser's supervisor to coach them on how to identify and address potentially problematic behavior moving forward and give ongoing support to all involved.

#### **Overall Strategy, Policy Review & Recommendation, and Ongoing Assessment**

Mandy conducts assessments to help you understand your current work culture and norms. Mandy will conduct interviews with recommended employees to better understand their experiences and help you identify potential risks and areas for improvement with recommendations to shift the environment to one that is safe and respectful for the entire team. Included is a review of your current policy and recommendations to expand it beyond the legal minimum to set the tone for a safe, supportive work culture. Finally, Mandy will conduct surveys and questionnaires to measure the cultural shifts over time.

# MJ Benson Consulting

## Sexual Harassment Prevention



### ***MANDY J. BENSON BIO & EXPERTISE***

---

Mandy J. Benson is a Sexual Harassment Prevention Educator and Certified Title IX Investigator. She has been working on Sexual Harassment Prevention since 1998 and holds a Master's Degree in Women, Gender and Social Justice.

Mandy's professional career began as an HR Manager and Director in high tech start up companies in San Francisco, before becoming an HR Consultant with Burr, Pilger & Mayer, LLC where she began providing Sexual Harassment Prevention strategies and trainings for San Francisco high-tech clients. Her career shifted to the advocacy side when she landed a position at the California office of the National Organization for Women (CA NOW) where she served first as Field Director and then President. At CA NOW she led efforts on many statewide campaigns including the Campaigns for Teen Safety (No on Prop 73 and No on Prop 85) and the California launch of the I Heart Consensual Sex Campaign, among others.

Following her Presidency at CA NOW, Mandy directed student leadership programs at Mills College and Stanford University. At Stanford's Women's Community Center Mandy supervised a student sexual assault prevention educational program and served on a campus-wide committee to end sexual assault on campus through the Sexual Assault and Relationship Abuse Office. Mandy is a Certified Title IX Investigator. Recently, Mandy served as the President of the San Francisco Bay Area Chapter of UN Women and the Statewide Field Director for Planned Parenthood Affiliates of California.

# Item B

## Information Item

### Operations Update

---

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

This update will be given by the Chair and give the Commissioners an overview of what has happened with current staff compensation and commission positions since the March 19<sup>th</sup> meeting.

Staffing and Strategic Planning Subcommittee will give a brief update.

Please sign your Per Diem forms and return to Emily Van Atta before June 30th.

#### **RECOMMENDATION:**

Support requested.

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

At the March 19<sup>th</sup> 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 last Commission meeting and information gathered from other State Commissions.

Commission staff have built a strong relationships with other state Commissions during this process and continue to look to them for support and guidance on building a successful framework for our operations.

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.

#### **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

## Executive Director Hiring Process Timeline

Date	Action
6/11/2018	Exec Committee finalizes Executive Director D Duty Statement for advertising.
7/2/2018	ED job published on calcareers.ca.gov.
7/31/2018	ED job posting closes.
8/1/2018	Initial review submitted applications by Asm. staff based on basic qualifications outlined by Executive Committee.
8/6/2018	Chair and Vice Chair begin reviewing applications.
8/27/2018	Candidates identified and notified of preliminary interviews on September 10 <sup>th</sup> .
9/10/2018	Preliminary interviews with Executive Committee. Meeting will be extended beyond normal hours to give time for Commissioners to discuss candidates after interviews. <u>All Exec. Comm Commissioners will need to be in Sacramento for interviews.</u>
10/15/2018	Finalist interviewed at Full Commission meeting (2 or 3 people). Conduct interviews at the beginning of the meeting and then go into closed session to discuss finalists. Decide Commission selection for ED either at the meeting or within the week. *Columbus Day is the second Monday, meeting pushed back to third Monday.
12/3/2018	New Executive Director start date (For state payroll, it's easiest to onboard at the start of the month. If on boarded mid-month the new hire needs to work more than 14 days in the month to qualify for benefits).

**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 obtain financial support.

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 information and 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

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

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

**SECTION B: ESSENTIAL DUTIES**

**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:

- 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.
- 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 the 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 multiple avenues of funding for Commission operations. Responsibilities include:

- Research funding opportunities that align with the short term and long-term funding needs and goals of the agency, persuasively communicating the organization's mission and programs to potential funders.
- Responsible for conducting the full range of activities required to prepare, submit, and manage grant proposals to federal, state, local and foundation funding sources.
- Ensures Agency compliance with all grant requirements.
- Works closely with the State Legislature on opportunities for additional roles/state mandates.

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

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

Committee, all proposed budgets for presentation to the Commission, Department of General Services, Department of Finance, and the Legislature.

**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:

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

- 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.

**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.
- 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

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

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

---

Employee Signature

Date

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

---

Supervisor Signature

Date

**Item C**  
**Action Item**

Fiscal Update

---

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

This update will provide a budget and accounting update.

**RECOMMENDATION:**

Support requested.

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

At the March 19<sup>th</sup> meeting the Commission delegated authority to the Executive committee to work with Commission staff on encumbering 2017/18 surplus funds.

Payroll Forecast: Gross payroll to date, assuming new staff are not on payroll before July 1, 2018.

Budget Summary: Detailed expenses to date, assuming new staff are not on payroll before July 1, 2018.

Also included is the 2018/19 Fiscal Year Estimates (starts July 1, 2018) based on this year's expenditures and preliminary budget from Department of Finance.

**RESPONSIBLE PERSON(S):**

Emily Van Atta, Fiscal and Operations Director

**ATTACHMENT(S):**

Attachment C.1: Payroll Forecast

Attachment C.2: Budget Forecast

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