



**NOTICE OF MEETING**

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

**Executive Committee Meeting**

**Monday, April 8, 2019**

**11:00 a.m. – 1:00 p.m.**

**Sacramento State - Downtown**

**304 S St, Sacramento, CA 95811**

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:

- The State Capitol, Room 3123
- 400 W. 30<sup>th</sup> Street, Los Angeles, CA 9007
- 41000 Main St, Temecula, CA 92590
- 2980 N Bonnyview, Redding, CA 96001

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 June 11, 2018
- IV. Operations
  - Strategic Planning
- V. Public Comment – including matters not on the agenda\*
- VI. Closed Session
  - Executive Director Review
    - i. If necessary, consideration of personnel matters pursuant to Government Code section 11126(a) (1).
    - ii. If necessary, consideration of potential litigation matters pursuant to Government Code section 11126(e) (1).
- VII. Adjourn

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

#### Disability Access

Any person with a disability who wishes to receive this Notice and Agenda in an alternative format, or who wishes to request auxiliary aids or services to participate in the meeting of the Commission, in accordance with State or Federal law, should contact Christina Bangoy at 916-651-5405 no 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 Christina Bangoy at [Christina.Bangoy@women.ca.gov](mailto:Christina.Bangoy@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 Christina Bangoy at the California Commission on the Status of Women and Girls at [Christina.Bangoy@women.ca.gov](mailto:Christina.Bangoy@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).

## **Meeting Minutes**

### **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
- California 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](http://www.women.ca.gov). Time limitations for discussion and comment will be determined by the Chair.

I. Welcome and Call to Order – Chair

Chair Wilkins welcomes the Executive Members to the meeting.

Commissioner Willis has recently returned from deployment and the Executive Committee welcomed her back and thanked her for her service. Commissioner Willis shared that she was near in the desert in the Middle East and that she administered medical assistance to approximately 500 soldiers while on deployment.

Chair Wilkins announced the nominating committee – Chair Wilkins and Commissioner Vázquez. If

others would like to participate, please contact Commission staff. The nominating committee will bring nominations to the floor at the August meeting for a vote.

#### Roll Call

Chair Wilkins asked Policy Director Stephanie Tseu to call roll. Commissioners in attendance were Chair Wilkins, Assemblymember Weber, and Commissioner Willis. Commissioner Illich joined at 11:25pm and Commissioner Vázquez was absent.

#### II. Establish Quorum

A quorum was established.

#### III. Approve February 12, 2018 Executive Committee Meeting Minutes

Chair Wilkins to give the committee a few minute to review the previous meeting's notes.

There were no edits or changes to the February 12, 2018 meeting minutes. Chair Wilkins asked Policy Director Stephanie Tseu to record the motion.

Assemblymember Weber made the motion and Commissioner Willis seconded. Commissioners Wilkins, Weber, and Willis all voted aye. There were no 'NO' votes.

#### IV. Personnel Update

##### a. Executive Director Position

Chair Wilkins provided an update on her efforts regarding the Executive Director job duty statement. The major change was in the fund development area, which was moved to the front of the document instead of towards the end.

After continued discussion, Chair Wilkins asked for a motion to approve the job description/duty statement with edits from the Full Commission which are represented in the materials being reviewed by the Executive Committee. Assemblymember Weber made the motion to approve the duty statement with Chair Wilkins as second. Commissioners voting AYE were Wilkins, Weber and Willis. There were no 'NO' votes.

Chair Wilkins and Fiscal and Operations Director Emily Van Atta led the discussion regarding strategic planning. The Executive Committee reviewed a Memo from the Strategic Planning Subcommittee advising that we wait on strategic planning until a new Executive Director has been hired and that we hire an outside consultant to conduct strategic planning rather than try to do it internally. The Executive Committee agree to these points.

Chair Wilkins asked for a motion and vote to create a RFP for a strategic planner and to delay the strategic planning effort until after the Executive Director is hired. Commissioner Illich made the motion and Chair Wilkins seconded. Those voting in favor were Commissioners Wilkins, Illich and Willis. Assemblymember Weber had stepped away from the meeting at this time.

V. Discuss Commission Calendar

Chair Wilkins and Policy Director Stephanie Tseu discussed the proposed 2018-2019 fiscal year meeting calendar. Due to Commissioner Vazquez's schedule, the Executive Committee discussed the possibility of moving the Executive Committee meetings to another day of the week. Ultimately, the Executive Committee decided to keep their meetings on Mondays. Stephanie Tseu will send out calendar invites to both the Executive Committees and the Full Commission to ensure the dates are on Commissioner's calendars.

VI. Executive Committee Standing Items

a. Fiscal & Operations

i. Budget and Accounting

1. Review Budget Encumbrances

The Commission has a small surplus its 2018-19 budget due to staff vacancies. Commissioners were presented with a recommendation of how to most efficiently use the surplus. After a discussion, the Executive Committee voted to have Chair Wilkins work with Fiscal and Operations Director Emily Van Atta to decide how to spend the surplus. Commissioner Illich made the motion and Assemblymember Weber seconded. Commissioners Wilkins, Weber, Illich voted in support. Commissioner Willis stepped away from the meeting during this time.

At this time attention turned to a line item on the budget sheet, \$26,000 set aside to UC Davis for the contract with Million Women Mentors, California. Commissioners expressed discontent with the results of this initiative to date and asked that we end of the contract with MWM-CA and find other ways to work with UC Davis to produce something supportive to our work at the Commission. Chair Wilkins made the motion, Assemblymember Weber seconded. Commissioners Wilkins, Weber, Illich voted 'aye'. There were no 'NO' votes. Commissioner Willis stepped away from the meeting during this time.

b. Programs and Policy

i. Pay Equity Task Force

Policy Director Stephanie Tseu updated the Executive Committee on efforts to finalize the materials of the Pay Equity Task Force. Task Force members have been unable to identify a date where enough members could participate to finalize the documents. Co-Chairs Julie Su and Bethany Renfree are discussing options to ensure the materials get finalized.

Stephanie Tseu also updated Commissioners on efforts to create a panel for the upcoming CA STEAM Symposium.

A brief introduction of the DELTA Impact project was provided and a proposal summary was included in the meeting materials. Commission staff Stephanie Tseu will participate on the leadership team for the Commission.

The State Advisory Committee on Sexual Assault Victim Services (SAC) held a meeting on June 1, but Commissioners were unable to participate but Policy Director Stephanie Tseu was able to join the call via conference line. The next meeting will be in October.

ii. Legislation

1. SB 320 (Leyva)

This bill is scheduled to be heard in Assembly Health Committee on June 12. Commission staff are prepared to attend the hearing and provide answers should technical questions be asked of the author regarding the Commission's involvement in the bill.

2. SB 1150 (Jackson)

This bill was held in Senate Appropriations Committee and will not advance this legislative session.

3. Other bills as necessary

No other bills were discussed.

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

There was no public comment.

VIII. Closed Session if necessary

No closed session was 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

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# Operations

April 8, 2019

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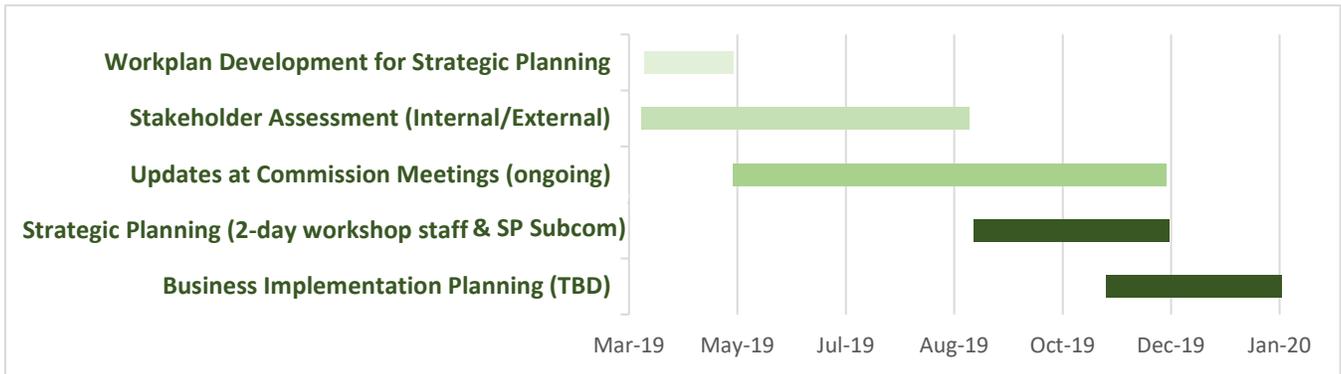
## **SUMMARY OF THE ISSUE(S):**

- Strategic Planning

## **ATTACHMENT(S):**

- A. WORKPLAN V. 04.05.19

WORKPLAN V. 04.05.19



TIMELINE	ACTIVITY	PARTICIPATION
Mar 29	<p><b>Key Informant Interviews</b></p> <p><u>Purpose:</u> Identify key issues for consideration in developing a workplan for the strategic planning process.</p>	Judy Salter (Redding) Alisha Wilkins (Chair)
April 2-3	<p><b>Strategic Planning Workplan Development Meeting</b></p> <p><u>Purpose:</u> Familiarize with key components and approach for strategic planning. Consider:</p> <ul style="list-style-type: none"> <li>• Strategic planning approach</li> <li>• Stakeholder engagement (internal and external)</li> <li>• Communication approach</li> <li>• Workplan development</li> </ul>	CCSWG staff Judy Salter (Redding) Alisha Wilkins (Chair)
April 8	<p><b>Executive Subcommittee Meeting</b></p> <p><u>Purpose:</u> Share draft workplan and solicit input from subcommittee on process/communication.</p>	CCSWG staff Executive Subcommittee
April –August (contingent)	<p><b>Assessment Process</b></p> <p><u>Purpose:</u> Engage internal and external stakeholders to inform the development of the strategic plan.</p> <ul style="list-style-type: none"> <li>• Key Informant Interviews</li> <li>• Stakeholder Assessment Tool development</li> <li>• Data collection period</li> </ul>	CCSWG Commissioners
April	<p><b>One-on-One Conversations</b></p> <p><u>Purpose:</u> Align transition and timelines for appointments and strategic planning</p>	Governor’s Office First Partner’s Office
May 13	<p><b>Commission Meeting</b></p> <ul style="list-style-type: none"> <li>• <u>Purpose:</u> Inform and get feedback from commissioners on key efforts related to strategic planning including review of the strategic plan workplan and related processes</li> </ul>	CCSWG
June 10	<p><b>Executive Subcommittee Meeting</b></p> <p><u>Purpose:</u> Provide an update on assessment period and key themes identified.</p>	CCSWG Staff Executive Subcommittee

<b>TIMELINE</b>	<b>ACTIVITY</b>	<b>PARTICIPATION</b>
<b>July 8</b>	<b>Commission Meeting</b> <u>Purpose:</u> Provide an update on assessment period and key themes identified.	CCSWG
<b>Sept 9</b>	<b>Commission Meeting</b> <u>Purpose:</u> Provide an update on strategic planning process (TBD)	CCSWG
<b>Late summer/early fall 2019 (contingent)</b>	<b>Strategic Planning Sessions (2 days)</b> <u>Purpose:</u> Develop key strategic planning components including mission, vision, values, and goals and identify next steps towards defining the objectives and business implementation plans.	CCSWG Staff Commission Chair Strategic Planning Subcommittee
<b>October 14</b>	<b>Executive Subcommittee Meeting</b> <u>Purpose:</u> Share draft strategic plan with subcommittee before finalizing and presenting to the commission for review and feedback.	CCSWG Staff Ex. Subcommittee
<b>November 11</b>	<b>Commission Meeting</b> <u>Purpose:</u> Present the strategic plan to the commission for review and feedback.	CCSWG