

## **Presentations, Proclamations, and Commendations Proposed Policy & Procedures**

### **Background:**

Various government bodies and public organizations offer recognition to others for various reasons. The VCCW Chair offered a resolution for VCCW, proclaiming an organization's excellence, prior to a vote being taken. The VCCW asked that a policy and perhaps procedures be developed and drafted for discussion for the September regular meeting.

### *Research*

### **Resolution:**

*Wikipedia*: "A firm decision to do or not to do something. A formal expression of opinion or intention agreed on by a legislative body, committee, or other formal meeting, typically after taking a vote." "A resolution is a written motion adopted by a deliberative body. The substance of the resolution can be anything that can normally be proposed as a motion. For long or important motions, though, it is often better to have them written out so that discussion is easier or so that it can be distributed outside of the body after its adoption. An alternate term for a resolution is a resolve."

*Robert's Rules of Order*, "Motions Submitted in Writing: Resolutions. And speaks of the use of a preamble using 'Whereas and Resolved'" page 100-102.

### **Presentations:**

Presentations or awards, perhaps for excellence, may recognize contributions that exemplify outstanding effort that might stress practical, documented work that demonstrates leadership and promotes the empowerment and education of Ventura County Women.

([www.gfoa.org/index.php?option=com\\_content&task=view&id=32&Itemid=56](http://www.gfoa.org/index.php?option=com_content&task=view&id=32&Itemid=56))

**Proclamations:** "An official declaration", a "formal announcement" *Wikipedia*: "In English law, a proclamation is a formal announcement ('royal proclamation'), made under the great seal, of some matter which the King in Council or Queen in Council desires to make known to his or her subjects..." A Presidential Proclamation is a statement issued by a President on a matter of public policy....generally defined as, 'The act of causing some state matters to be published or made generally known....Generally there are two types,...'ceremonial,' which designate special observances or celebrate national holidays, and 'substantive,' which usually relates to the conduct of foreign affairs and other sworn executive duties." Examples of famous proclamations are "George Washington's Proclamation of Neutrality in 1793 and Lincoln's Emancipation Proclamation in 1863." Other more recent proclamations were President Richard Nixon pardon (1974), pardon of Vietnam War draft evaders (1977), clemency of Lewis "Scooter" Libby's prison sentence (2007), Bush's proclamation to honor veterans of World War II, and Reagan's proclaiming "Save Your Vision Week."

### **Commendations**

*Wikipedia*: An award for some meritorious service. There are military commendations and federal government civilian awards. NASA is one department that accepts nominations for commendations. Their website offers Recognition Tools which include suggestions for writing a winning nomination, making good award selections, etc. This could perhaps provide a guideline for VCCW to develop policies and procedures in which it might offer commendations to its own members. "*NASA employees are dedicated to doing a good job – and our leadership communication role is to make sure they know what that good work is.*"

**Policy:** It should be the policy of VCCW that "Presentations, Proclamations, Commendations and Resolutions" must follow Robert's Rules of Order. The procedures to follow must still be developed. An Ad Hoc Committee may be appointed for this purpose. This committee may also answer who is VCCW to recognize and is VCCW to only recognize and honor women, and women's organizations or accomplishments of others that impact women and families?





# VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency  
4601 Telephone Road, Suite 117,  
Ventura, CA 93003

Mailing Address: 4651 Telephone Rd, #200  
Ventura, CA 93003-8393  
(805) 658-4193

[www.vccw.net](http://www.vccw.net)

## VENTURA COUNTY SUPERVISORS

### DISTRICT I

Steve Bennett

### DISTRICT II

Linda Parks

### DISTRICT III

Kathy Long

### DISTRICT IV

Peter C. Foy

### DISTRICT V

John C. Zaragoza

## COMMISSION MEMBERS:

### DISTRICT I

Diana Goodrow

Vacancy

Vacancy

### DISTRICT II

Lee Riggan

Suzi Caron

Amy Walker-Davis

### DISTRICT III

Nancy Lee Phillips

Elvia Guizar

Ruth A. Funk

### DISTRICT IV

Jan Lawrence

Shanté Morgan-

Durisseau

Debra Bagley

### DISTRICT V

Ina Howard

Carmen Hurd

Ana Cristina Flores

## MINUTES

1. A regular meeting of the Ventura County Commission for Women was held at the Camarillo Police Department Community Room at 3701 Las Posas Road, Camarillo, CA 93010, on August 29, 2011. The Chair called the meeting to order at 6:38 p.m.; As the Recording Secretary was not present and there were no volunteers, the Chair served as Recording Secretary. The Chair read the Mission Statement.

CALL TO ORDER

2. Present in response to Roll Call were: Corresponding Secretary Ina Howard, Commissioners Nancy Lee Phillips, Ruth A. Funk, Shante Morgan-Durisseau, Debra Bagley. A Quorum was not present. Community members present were: Betsy Berry, Jeanette Hosek, Marda L. Fargotstein,, Vera King, and Deanna Hackman.

ROLL CALL

3. The Agenda was followed as printed.

AGENDA

4. There were no Public Comment

5. Presentations, Proclamations, and Commendations: The AAUW Thousand Oaks Branch was presented with a Resolution proclaiming the AAUW Thousand Oaks Branch "A Role Model of Excellence - A Catalyst For Positive Change." Present to accept was Betsy Berry, incoming President. Also present were AAUW members Vera King, Jeanette Hosek, Mard L. Garfatetai.

RESOLUTION

A quorum was declared with the arrival of Commissioner Jan Lawrence at 6:50 p.m.

QUORUM

6. The Minutes of July 25, 2011 were tabled.

7. Treasurer Jan Lawrence reported there were \$110.00 in unrestricted funds in VCCW bank account, and \$4,800 in Restricted funds held by VCCF. Commissioner Lawrence reported that the Ventura County Credit Union was offering VCCW the best banking services and at no cost and recommend the VCCW bank account be moved to VCCU.

TREASURER'S  
REPORT

8. Corresponding Secretary Howard reported there was no appropriate correspondence received. Correspondence (a Birthday greeting, was sent to Commissioner Ruth A. Funk.

CORRESPONDING  
CHAIR REPORT

9. The Chair submitted a written report and spoke on the following items:

CHAIR'S REPORT

(1) Report on Board of Supervisors Meetings re: Issues on Women & Families;

(2) Meeting with Supervisor Linda Parks re: Annual Report & 30<sup>th</sup> Anniversary, and donations to the County are tax deductible as per Internal Revenue Code 170(c)(1) that pertains to the charitable donations to a political subdivision of the State (such as a County). The section referred to states: "(c) *Charitable contribution defined* For purposes of this section, the term "charitable contribution" means a contribution or gift to or for the use of - (1) *A State, a possession of the United States, or any political subdivision of any of the foregoing, or the United States or the District of Columbia, but only if the contribution exclusively public purposes.*"

(3) Report on Ventura County Staff email communication initiated with Sonia Kroth with H.S.A.;

(4) Ethics Training Status will not be offered at the County until November or December 2012 & Documentation

(5) Recommended Recognition of Rodney Fernandez, Executive Director, Cabrillo Economic Development Corp;

(6) Bi-National Health Week;

(7) Southern California Edison "ENLACES: Helping Our Communities Succeed And Strengthening Our Nonprofit Sector"

(8) Ventura Housing the Homeless opportunity for VCCW support.

10. The Vice Chair Report was tabled.

VICE CHAIR REPORT

11. Ventura County/Community Issues, The following issues were presented by the Chair and discussed: (1) Local labor petition to Ventura County Board of Supervisors and (2) Bi-National Health Week Conference Sponsorship & 2 Booths in October;

LOCAL LABOR

Community member Deanna Hackman spoke to the Commissioners about concerns regarding the lease to Hooters Restaurant in Thousand Oaks. After much discussion Deana Hackman was thanked for presenting her concerns and perspective to the public through the VCCW meeting. The Commission was thanked for the report prepared on Hooters by the Chair.

BI-NATIONAL  
HEALTH WEEK

HOOTERS ISSUE

Commissioner Flores arrived at 7:15 p.m.

FURTHER  
ATTENDANCE

Commissioner Goodrow arrived at 7:30 p.m.

12. Commissioners District & Ambassadorship

a. District 1 Commissioner Flores reported on a Ventura Avenue United Leadership Team, a Women's Group that is part of CAUSE, that are meeting Tuesday, August 31, at 6:30 p.m. at Bell Art Factory, about safety in the Park for their children.

DISTRICT REPORTS

b. District 2 Commissioner Riggan reported on the agenda items at meetings of the Thousand





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Oaks City Council that seemed to effect women and families. These items included funding for a preschool program at Conejo School Road & two other locations, the Mobile Home Rent Stabilization Ordinance amendments, School Crossing Guard Program Review, the Thousand Oaks Business Roundtable that meets every two months on the 2<sup>nd</sup> Tuesday at 8 a.m. – 9:30 a.m., Funding of \$50,000 for the Ventura County Housing Trust Fund (a new nonprofit), and submittal of a HOME Investment Partnership Program application for tenant-based rental assistance.

- c. District 3 No Report
- d. District 4 Commissioner Lawrence reported that she represented VCCW at the Police Foundation Golf Tournament raising funds for Police Dogs; She also reported on the Rancho Simi Recreation & Park District 50<sup>th</sup> Anniversary Fireworks Celebration, Commissioner Morgan-Durisseau reported on Delta Sigma Theta Sorority, Inc. 2<sup>nd</sup> Annual Delta Prayer Breakfast to be held Saturday, September 24; Commissioner Morgan-Durisseau is President. Commissioner Bagley reported on Simi Valley Community Council meeting (SVCC) of 30 organizations. She represents VCCW on the Council. They meet the 2<sup>nd</sup> Thursday's (svcommunitycouncil.org).
- e. District 5 Commissioner Flores reported on the power struggle of men against community women who organized a meeting to address the safety of their children in a Public Park in Oxnard; Commissioner Howard reported on women in high positions in Public Safety (Police & Highway Patrol) in Oxnard, Port Hueneme, & Fillmore. She also reported on the news article on Commissioner Phillips' business.

## 13. Advocacy Committee Report & Recommendations (CAWA, RRN, ACCW, NACW, VCWFC)

Commissioner Goodrow reported on the Ventura County Women's Forum Collaborative and the 2012 Human Rights of Women Forum whose theme is "Human Rights Are Women's Rights." VCCW is a member of the Collaborative.

ADVOCACY REPORT

## 14. Project Planning & Ad Hoc Reports by Committee Reports & Discussion

- a. Revitalization of VCCW Section 1 Responsibilities & Evaluation
  - 1. Responsibilities of VCCW 2. Pre-Evaluations Received & Report Card GradeBy General Consent the VCCW moved that Revitalization of VCCW be moved to the October Retreat Agenda.

REVITALIZATION OF  
VCCW

- b. Status of Women Report
  - 1. Budget; 2. Outcome Anticipated 3. VCCW 4 Teams

STATUS OF WOMEN

By General Consent the VCCW Commissioners moved the Status of Women budget and Outcome Anticipated be addressed by the Status of Women Committee (Durisseau, Goodrow, Flores, Lawrence, Riggan) to complete the response to the WLF by email due to the time constraint, and that the VCCW 4 Teams development be brought to the October Retreat Agenda.

- c. Strategic Planning Retreat Report for October 22 at Mira Vista Village, 2740 E. Ponderosa Dr, CA 93010 facilitated by Cynthia King on Objectives

PLANNING RETREAT

Commissioners discussed the Strategic Planning Retreat Report. Nine members in attendance committed to attend. The Business meeting will be held at 8 a.m. to 9 a.m., the Retreat will begin at 10 a.m. and adjourn at 3:30 p.m. The arrangement of the room will be determined by the Facilitator. 3M Flip chart paper may be placed on the wall. Catering will be handled by Commissioner Flores with various contributions of items by Commissioners contribution. The fee for each Commissioner was estimated to be \$35 to be paid at the Retreat.

- d. Publicity Report  
Commissioner Durisseau said the Committee had no report.

PUBLICITY

- e. Bylaws & Standing Rules Report  
By General Consent the Bylaws & Standing Rules Report was tabled to the September meeting.

BYLAWS 8  
STANDING RULES

- f. Website Report  
Commissioner Phillips said the Committee had no report

WEBSITE  
30<sup>TH</sup> ANNIVERSARY

- g. 30<sup>th</sup> Anniversary honoring VCCW, Supervisors & 16 organizations (Plan & Conduct as a collaboration & kick-off of Council of Women Leaders)  
The Board of Supervisors will celebrate the 30<sup>th</sup> Anniversary of VCCW with the Annual Report Presentation; VCCW will send invitations to the supporting individuals and



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ANNUAL REPORT

organizations, and provide refreshments in the lobby of the Administration building.

- h. Annual Report Presentation to Board of Supervisors (with 30<sup>th</sup> Anniversary) –  
It was clarified that the Annual Report Presentation Committee will be responsible for the Presentation and the 30<sup>th</sup> Anniversary Committee (Executive Committee) will be responsible for the Anniversary celebration, and coordinated through Commissioners Bagley and Riggan.

15. Consent Agenda Items 16. Action Items a – e. All matters on the Consent Calendar are expected to be non-controversial and will be enacted by one motion. There will be no discussion of these items. If discussion is required, that item will be removed from the Consent Calendar and will be discussed after the balance of the Consent Calendar has been approved and before the beginning of the items following Consent.

By General Consent all items were removed from the Consent Agenda.

## 16. Action Items

## ACTION ITEMS

- a. Accept Revitalization of VCCW Section 1 (Annual Pre & Post Commission Assessment Process)

By General Consent this item was moved to the October Retreat Agenda.

- b. Approve VCCW Organizational Operation Structure Handbook, *The Operating & Policy Procedures* for Section 1: Responsibilities & Assessment

By General Consent this item was moved to the October Retreat Agenda.

- c. Approve Strategic Planning Retreat objectives

It was moved by Commissioner Funk and seconded by Commissioner Goodrow to approve the Strategic-Planning Retreat. The motion passed unanimously by voice vote with no abstentions.

- d. Approve a VCCW Booth at the Bi-National Health Week October 14 in Santa Maria & the Both at the Ventura College Health Fair on October 1.

It was moved by Commissioner Flores and Seconded by Commissioner Phillips to approve the VCCW Booth at the BHW at Santa Maria and at Ventura College. The motion passed unanimously by voice vote with no abstentions.

- e. Approve Recommendation to Board of Supervisors Favoring Local Labor

It was moved by Commissioner Phillips and Seconded by Commissioner Flores to approve the Recommendation to the Ventura County Board of Supervisors To Incorporate the Local Hire Component in the Construction of the VCMC Replacement Hospital Project. The motion passed unanimously by voice vote with no abstentions.

## ADDENDUM AGENDA

## ADDENDUM

Action Item f. Approve Moving the VCCW Bank Account to the Ventura County Credit Union

It was moved by Commissioner Phillips and Seconded by Funk to approve moving the VCCW Bank Account to the Ventura County Credit Union. The motion passed unanimously by voice vote with no abstentions.

## 17. Commissioners' Discussion, Information Items, Announcements & Future Agenda Items

## FUTURE AGENDAS

Items Commissioners wish to have considered for a future agenda may be suggested under this item and, if agreed to, the item(s) will be placed on the appropriate upcoming agenda(s). Other comments and announcements by the Commissioners may also be made at this time.

- ❖ Announcement: Commissioner Phillips reported on the Camarillo Art & Jazz Festival on September 10<sup>th</sup> with tickets for \$25.
- ❖ Agenda: Policy Development for Proclamations, Resolutions, Protocols
- ❖ Agenda: Ratification of Resolution

18. Upcoming Events: Regular Meeting on Monday, September 26, 2011, Nov 28, 2011 & Saturday, Oct 22 (Regular meeting & Retreat for Annual Evaluation & Planning)

NEXT MEETING  
September 26

19. Adjournment By General Consent the meeting adjourned at 9:18 p.m.

## ADJOURNMENT

Ana Cristina Flores, Recording Secretary  
Lee Riggan, Ad Hoc Assistant to the Recording Secretary

Approved as  
Printed/Corrected  
On \_\_\_\_\_



## **Agenda Item 9. Chair Report**

### **Ventura County Board of Supervisors re: Issues on Women & Families**

#### **Report on Board of Supervisors Meetings:**

The Chair reviews the Board of Supervisors agendas and reports for the Month of September for which there were only two meetings.

*September 13, 2011*

- Item 11: Auditor-Controller - Adoption of Resolution Adopting Tax Rates for Fiscal Year 2011-2012
- Item 14 & 15: Health Care Agency – Ambulatory Care agreements and authorizations for services and equipment including program support from the Ventura County Medical Resource Foundation.
- Item 16 & 17 Human Services Agency – Approval & Authorization for modification to the Workforce Investment Act Strategic 5-Year Local Plan for Program Year 2011-12 & to continue the Establishment of a Regional Approach for funding opportunities.
- Item 25: Sheriff's Department Ratification, Approval, & Authorization of a grant application submitted to the U.S. Dept. of Homeland Security for Emergency Operations Center Grant Program.
- Item 27: Resolution Proclaiming September 2011 as "National Preparedness" Month.
- Item 28: Resolution Honoring Sharon Miller for her generosity in donating Miller's Kitty Kottage in honor of her daughter, Cathy Jo.
- Item 30: Resolution recognizing the 66<sup>th</sup> Anniversary of United Way Ventura County & Proclaiming September as "Live United" Month in Ventura County.
- Item 31: Recommendation to Provide Funding for capital improvements to keep McGrath State Beach Park open.
- Item 32: Resolution proclaiming September 2011 as "Alcohol and Drug Addiction Recovery" Month.
- Item 36: Conference with 14 different Labor Negotiators Held in closed session
- Item 39: Health Care Agency: Ratification, Approval, & Authorization for Health Care Agency to sign contract with DHCS for implementation of the Low Income Health Program, ACE Program & agreements with Clinicas Del Camino Real, Inc., California Prison Health Care Services (for inmates), and authorization for 4 new positions.
- Item 40: Human Services Agency Approval of appointments to the Workforce Investment Board of VC.
- Item 42: Board of Supervisors recommendation of Bennett & Long for CEO to work with AAA and STAR recipients in need of AAA services as a result of loss of their STAR COLA.
- Item 43: CEO Response to the 2010-2011 Ventura County Grand Jury Reports: "Bullying in the Workplace," "Inmate Processing & Suicide Prevention in the Ventura County Jail," "Emergency Communications Interoperability," "Election Process," & "Under-Enrollment in Proposition 36."
- Item 44: CEO Approval of 2011-2016 Countywide Strategic Plan

*September 20, 2011*

- Item 11: CEO Approval & Authorization for Early Retiree Reinsurance Program Participation Agreement with Health Net & Ventura County Health Care Plan.
- Item 23: Resolution Proclaiming September 2011 as "Hunger Action" Month.
- Item 24: Resolution of Intent declaring the County of Ventura's Intent to enact an ordinance to comply with and participate in the alternative Voluntary Redevelopment Program to permit the continued existence and operation of the Redevelopment Agency of the County of Ventura.
- Item 26: Conference with 10 Labor Negotiators in closed session.
- Item 30: Health Care Agency- Behavioral Health – Authorization to convert a fixed-term Program Administer I Position to a regular position & establish one Nurse Practitioner III position.
- Item 39: Received and File Correspondence from Lee Riggan, Chair, Ventura County Commission for Women Regarding Incorporating Local Hire Component in the Construction of the Ventura County Medical Center Replacement Hospital Project – Public Works Agency.

**SONIA KROTH, VENTURA COUNTY VCCW LIAISON MEETING**

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***Representing VCCW***

***Lee Riggan, Chair***

***Diana Goodrow, Vice Chair***

**Purpose of Meeting**

As incoming officers of the Ventura County Commission for Women, the Chair and Vice Chair met with the VCCW/Ventura County Liaison, Sonia Kroth, Community Relations Manager, Ventura County Human Services Agency. Her office is at 855 Partridge Drive, Ventura, CA 93003, 805-477-5337, [sonia.Kroth@ventura.org](mailto:sonia.Kroth@ventura.org).

**Requests:**

Consideration by the County to become a sponsor for the Status of Women & Girls Study;

Countywide locations for VCCW/Focus Group Public meeting sites in the 5 districts;

Assistance in obtaining Demographics for the study ([www.vchsa.org](http://www.vchsa.org));

Requisition possibilities and procedures

Documentation for Appointments of Commissioners

The meeting was very positive with information shared by all. The County has opened a Satellite office in Thousand Oaks on Hillcrest Avenue at Under One Roof where CalFresh, MediCal, and CalWORKS services are offered. The County has conducted 9 successful focus groups, "The Voice of Employees" in which Ms. Kroth took part. She felt having a "captured" or committed participants would be an important factor to the group's success. Ms. Kroth volunteered to send us a list of public meeting places that VCCW might consider for its Focus Group meetings. She felt that the definition of a "public place" was one paid for with public funds and open to the public. Recycled materials were mentioned by both parties as a possible source for VCCW to obtain such items as binders. Some requests were outside of Ms. Kroth's jurisdiction but she gave suggestions for our further research.

In addition to serving as the VCCW liaison, Ms. Kroth also partners with other organizations including Foster Parents, and Coalition for Gang Violence Prevention. Internally her tasks include recruiting volunteers to review applications/proposals seeking grants for youth, reviewing Spanish Language documents, and assisting groups in accessing County services such as the Mixteco population.



### TRACKING VCCW 2011 AMBASSADORSHIPS

DISTRICT	NAME	July 2011	August 2011	September 2011			
1	Diana		CAUSE VCWFC VC Reproductive Rights Network Women's Legacy Fund				
2	Lee		Bi-National Health Week Business & Professional Women PromotorasY Promotores Foundation Board of Supervisors meetings Women's Legacy Fund				
	Amy						
	Suzi						
3	Nancy						
	Elvia		PromotorasY Promotores Foundation (PYPF)				
	Ruth						
4	Shante		Delta Sigma Theta Sorority Prayer Breakfast 9/24 Women's Legacy Fund VCCF Fiscal Sponsorship				
	Debra		Simi Valley Community Council 2 <sup>nd</sup> Thurs Women's Legacy Fund				
	Jan		Police Foundation Golf Tournament for Police Dogs				
5	Ina						
	Ana Cristina		Ventura Ave United Leadership Team Westside Community Council Parks Subcommittee meeting				
	Carmen						

**Agenda Item 12. District 2 Ambassadorship Report**  
**Thousand Oaks City Council Agendas re: Issues on Women & Families**

**Commissioners District & Ambassadorship Report**

The District 2 reviews the Thousand Oaks City Council agendas and reports for the Month of September for which there were two meetings.

*September 13, 2011*

Item 5.A. Commendation – Retiring Assistant City Manager Hong

Item 8. A. Voluntary Alternative Redevelopment Program & Enforceable Obligation Payment Schedule in order to permit continued existence and operation of Redevelopment Agency of City of Thousand Oaks.

Item 9.A. CDBG Program 2010 Consolidated Annual Performance & Evaluation Report

Item 9. B. Zone Change to change from 12 dwelling units to 15 dwelling units per net acre on Oakview Drive at Chiquita Lane.

Item 17: Adjournment in memory of – Men and Women lost in tragedy of September 11, 2001.

*September 27, 2011*

Item 9.C. Avenida de los Arboles Traffic Calming Restriping Recommendations (my street)

Item 9.D. FY 2009-10 & FY 2010-11 Citywide Goals & Objectives Two-Year Summary Report (including Top Ten City Council Priorities, FY 2010-11, Budget Performance Measures and Benchmarks)



I'M GETTING  
WRITER'S BLOCK  
TRYING TO COME UP  
WITH YOUR GOALS  
FOR THE YEAR.

JUST WRITE  
ANYTHING.

WE BOTH KNOW  
I'LL IGNORE THE  
GOALS AND WORK  
ON WHATEVER YOU  
ASSIGN TO ME.

HOW WILL I KNOW  
IF YOU DO A GOOD  
JOB IF YOU DON'T  
HAVE GOALS?

SAME WAY  
AS ALWAYS.

YOU'LL COMPARE YOUR  
LACK OF KNOWLEDGE  
ABOUT WHAT I DID  
TO THE GOALS YOU  
IMAGINE YOU MIGHT  
HAVE CREATED IF YOU  
COULD HAVE SEEN THE  
FUTURE.

THEN YOU'LL GIVE  
ME AN AVERAGE RAISE  
JUST LIKE EVERYONE  
ELSE WHO DIDN'T  
INVENT NUCLEAR  
FUSION.

WORKS  
FOR ME.

IT'S BETTER  
TO NOT OVER-  
THINK THESE  
THINGS.





## VCCW RETREAT 2011 PLANS

Saturday, October 22, 2011

**Purpose:** To determine our role and responsibilities; To build our team; To build community support.

**Success:** The retreat will be a success when it addresses the following issues:

1. 9 a.m. – 9:55 a.m. - Business – These will be addressed in our Business meeting:

Agenda Item	Content	Presenter	Time
a. Training	The Ralph M. Brown Act, 2011 Update This Act was passed in 1953 by the California State Legislature to guarantee the public's right to attend and participate in meetings of local legislative bodies. The Bagley-Keene Act mandates open meetings for State government agencies.	Gerald Olsen, Professional Registered Parliamentarian (PRP).	20 minutes
b. Discussion	Fundraising– Should VCCW do fundraising; what are funds needed for; discussion should be conducted from the perspective of time, funding, and staffing limits.	Ad Hoc Committee:	10 minutes
c. Discussion	Interns for VCCW Consider interns for the VCCW administration and for projects such as the Status of Women Study. (5 minutes)	Ad Hoc Committee: Flores & Goodrow	5 minutes
d. Discussion	Four (4) Teams for the Status of Women Study: How should this be done; who will participate; how will others be recruited to help; how will it be overseen and what relation will the teams have with the consultant?	Ad Hoc Committee: Durisseau & Goodrow	10 minutes
c. Discussion	How shall we handle county/community issues, e.g. Hooters; What format shall we have for policies and procedures for handling these issues, how they come to the VCCW, how they get aired, who presents them; what response does VCCW give; Should VCCW have a space on its agenda where concerns of the community be brought?	Ad Hoc Committee: Flores &	10 minutes
Adjourn			

Break (5 minutes)

2. 10 a.m. – 3:30 p.m. – RETREAT:

a. Team Building



1. Getting to know each other – Professionally & Personally
2. Evaluation of VCCW and our contribution during the last year (review questionnaire results)
- b. Strategic Planning – Determining our Roles & Responsibilities & Building Community Support & Producing our 2011-2012 Calendar
  1. What is VCCW's role in recognizing the accomplishments of women and the women's organizations.
  2. Fund Raising – Do we need funds; what do we need funds for; how shall we go about getting funds; should this be a focus for VCCW this year?
  3. What shall be our focus, our goal, this year 2011-2012? How shall we know the year has been a success?

**Participants:**

1. Who will attend? Will all Commissioners attend? So far 9 members will attend.
2. Rules on using the space: We have a \$100 deposit to leave the facility clean. Review the lease agreement, of which our Recording Secretary has a copy.
3. Does everyone support to the retreat and the objectives? Are there any proposed changes or additions?
4. Will you stay for the whole retreat day?

**Location:**

1. Location: Mira Vista Village, 2740 E. Ponderosa Dr., CA 93010. Park on Temple entrance in spaces facing the street.
2. How do we want to arrange the room and can we? Can we move the pool table to the side of the room? We need some folding tables and chairs.
3. Are the chairs comfortable?
4. What type of control do we want over lighting and HVAC?
5. We will have lunch, arranged by Flores, will catered by a church; Commissioners will pay with a donation. Riggan will bring water? Or tea, sodas? Or coffee? What will our contribution to this be? Approximately (\$250/# commissioners + \$5+ each for lunch, water is donated, others may bring coffee, tea; Also donated will be napkins, plastic utensils, paper dishes, and garbage bag. On loan is a 10 cup pot to hear water)
6. Can we hang flip chart paper on the walls? Yes.
7. How will we handle breaks, breakfast, and lunch? Work through the lunch break.

**Equipment:**

1. What equipment is needed? Who will provide it?
  - a. Portable easel- Cynthia
  - b. Markers – Cynthia
  - c. Chart pads (3M) – VCCW (Commissioner Goodrow will pick up)

2. Who will provide it and who will operate it? – No other equipment will be needed.

**Facilitator:**

1. Cynthia King will be our facilitator
2. Cynthia's experience: Cynthia was our 2009 Facilitator and members were impressed with her abilities. She prepared the agenda and recorded and typed the final report listing our Plan of Action. Cynthia will give us more information on her background, personal and professional.

**Recording and Reporting:**

1. The meeting will not be recorded.
2. The retreat report will include a calendar of goals/actions, activities/outcomes, and who will be responsible, e.g. co-chairs, others.
3. Cynthia King did the report for her facilitation as she did last time.
4. The Recording Secretary will do the minutes for the business meeting.

**Budget:**

ITEM	AMOUNT
Meeting space	\$100 deposit
Equipment rental	Facilitator will provide easel
Supplies	3M Pads provided by VCCW, Markers by Facilitator
Breaks and meals	\$10 est. Catering, water, soda, etc.
Facilitator Fee	\$250 paid by Commissioners donations
Other	

Time: We have the room from 8 a.m. to 5 p.m.

Set up: 8 a.m. (Riggan & Howard) Clean up 4-5 p.m. (Volunteers)

Business meeting: 9 a.m. to 10 a.m.

Retreat: 10 a.m. to 3:30 p.m.

**2009 RETREAT OBJECTIVES**

1. Developing common understandings about what it means to be a "team" and what is involved in authentic collaboration.
2. Developing shared "Norms" for the Commission.
3. Futuring: Looking ahead to our future goals for the coming year.

**2011 RETREAT OBJECTIVES**

We are at a different place now than we were at 2009. We must do the following:

1. To determine our role and responsibilities;
2. To build our team;
3. To build community support;





## VENTURA COUNTY COMMISSION FOR WOMEN

### COMMISSION LEE RIGGAN PROFILE 2011

Name	Lee Riggan
Address	901 E. Avenida de los Arboles, Thousand Oaks, CA 91360
Phone Number(s)	805-889-2623 (C)
Email Address	<a href="mailto:leeriggan@dock.net">leeriggan@dock.net</a>
Education	<ul style="list-style-type: none"><li>• MA, BA, AS</li><li>• Occupational Training in Weatherization, Energy, CAD, Graphic Design</li><li>• Research, Accounting, Organizational Development</li></ul>
Professional Experience	<ul style="list-style-type: none"><li>• Energy Efficiency, Nonprofit Management, Planning &amp; Program Development, Program Operations, Grant Writing</li></ul>
Memberships	<ul style="list-style-type: none"><li>• Ventura County Commission for Women, District II</li><li>• Ventura County ACS/ARES Area 2</li><li>• Ventura County Women's Forum Collaborative</li><li>• Ventura County Women's Political Council</li><li>• Tax Preparation Volunteer – AARP 2009-1011</li><li>• Board member Promotoras Y Promotores Foundation</li><li>• State Association, Zeta Chi Parliamentarian Unit</li><li>• Business &amp; Professional Women of Conejo Valley</li><li>• Humor &amp; Drama Toastmasters Club, Club 7352, District 33</li></ul>
Civic Involvement	<ul style="list-style-type: none"><li>• NWPC 2006 11 Remarkable Women &amp; One Good Guy Honorees</li><li>• Ventura BPW – 1987 – Achiever of the Year Award</li><li>• Business &amp; Professional Woman of the Year 1985</li><li>• VCCW - 1983 – Outstanding Achievement in Community Service</li></ul>
Professional Credentials	<p><b><u>CREDENTIALS &amp; TRAINING</u></b></p> <ul style="list-style-type: none"><li>• BPI Building Analyst and Building Envelope Preparatory Course (2010)</li><li>• CHEERS T-24 Rater Training Solar PV Module (2009)</li><li>• Energy Auditing &amp; Assessment of Residential Buildings</li><li>• HVAC System Diagnostics &amp; Balancing &amp; Performance Testing</li><li>• New construction and HVAC alterations (2005 &amp; 2008 Standards)</li><li>• AC&amp;R Safety Coalition 8/27/2008 Certificate No. 04881993420 10 Training &amp; Certified in safe handling of R-410A</li><li>• HVAC Technician Certification EPA Clean Air Section 608 P117562DD5588F691 Certified Type Universal</li><li>• California Community College Instructor and College Counselor from the State of California, 1979-Life Time Credential</li><li>• Notary Public of the State of California Commission Number 1532519, 12/2004-12/2008 &amp; 2008-2012</li><li>• United States of America Federal Communications Commission, Amateur Radio License, KE6VEO, June 1995 - 2015</li></ul> <p><b><u>Contractor's License B-General Building Contractor License No. 858289, issued May 3, 2005 Inactive</u></b></p> <ul style="list-style-type: none"><li>• Outreach, Assessment, Advanced Weatherization &amp; Minor Home Repair Training Certificate of Accomplishment, 1991, 1993, 2004.</li><li>• Lead-Safe Weatherization Train the Trainer Course, March 2003</li><li>• Blower Door Driven Weatherization/Combustion Appliance Safety Training Program, 2004</li></ul>

Hobbies	Reading, writing, & arithmetic
Special Interests	<b><u>PUBLICATIONS:</u></b> <ul style="list-style-type: none"> <li>• M.A. Thesis: THE EFFECTS OF DIET ON CONCENTRATION</li> <li>• News Chronicle Newspaper Feature Items (Knights of Columbus; English for the Foreign Born; Maudy Thursday)</li> <li>• Editor: RNAP Communicator Newsletter; Com-Line Newsletter; Conejo Valley Political Action Newsletter</li> <li>• Les Goldberg, Living Judaism My Way, As told to Lee Riggan &amp; Kai Scott; Biography</li> </ul>
Special Skills	<b><u>OTHER SKILLS:</u></b> <ul style="list-style-type: none"> <li>• Roofing, minor plumbing, minor auto maintenance;</li> <li>• Computer skills: Microsoft, Excel, PowerPoint, Publisher</li> </ul>





## VENTURA COUNTY COMMISSION FOR WOMEN

### COMMISSION MEMBER ELVIA GUIZAR PROFILE

Purpose: "Talent Profile".

Name	Elvia Guizar, RN
Address	2005 E Bard Road, Oxnard, CA 93033
Phone Number(s)	512-5012 (C)
Email Address	<a href="mailto:elvia.guizar@ventura.org">elvia.guizar@ventura.org</a> <a href="mailto:elvia_guizar@yahoo.com">elvia_guizar@yahoo.com</a>
Education	Registered Nurse
Professional Experience	<ul style="list-style-type: none"><li>• Ventura County Public Health Department</li><li>• 1998-2003 served as Prenatal Outreach and Education Coordinator to increase the outreach efforts collaborating with other agencies in Ventura County.</li><li>• Coordinated the <i>Promotoras/es de Salud, (Community Health Promoters)</i> a group that provides health outreach to the Hispanic community, specially the hard to reach population, who have little access to health care, validating the traditional health believes of the Hispanic community and integrating them into our researched medical practices of today.</li></ul>
Memberships	<ul style="list-style-type: none"><li>• Ventura County Commissioner for Women</li><li>• Promotoras y Promotoras Foundation</li><li>• Club Copandaro-Oxnard</li><li>• Institute of Mexicans Abroad Institute –Advisor 2006-08</li></ul>
Civic Involvement	<b>Serve as volunteer as follows:</b> <ul style="list-style-type: none"><li>• American Red Cross, since 1999</li><li>• March of Dimes</li><li>• National Faculty Trainer the March of Dimes Program "Comenzando Bien" Healthy Beginnings</li><li>• Co-Chaired the Multi-Cultural Fair</li><li>• Past Board member of Casa Latina</li><li>• Recently appointed the Representative of Mexicans Abroad, in Ventura, Santa Barbara and San Luis Obispo for the term of 2006-2008</li><li>• Promotoras Y Promotores Foundation Development Advisory Committee</li><li>• Ventura County Family Violence Prevention Partnership</li><li>• Safe Kids Coalition.</li></ul>
Volunteer Experience	<ul style="list-style-type: none"><li>• Binational Health Week Coordinator for the Tri-Counties of Ventura, Santa Barbara and San Luis Obispo Counties with the Mexican Consulate from 2002 to Present, with the guidance of the California-Mexico Health Initiative, California Policy</li></ul>

	<p>Research Center University of California.</p> <ul style="list-style-type: none"> <li>• 2001 - A founder of Mexteco/Indigena Community Organizing Project to assist Oaxacan immigrants in Ventura County</li> <li>• 2000 - A founder of Promotoras y Promotores Foundation non-profit organization to increase outreach, health awareness to our community as well as disease prevention strategies.</li> <li>• Training coordinator for the Mixteco Promotoras/es Training Program for the Mixteco Immigrant Health Education and Literacy Project (MIHELP) in Ventura County Public Health.</li> </ul>
Hobbies	Dancing, Zumba Instructor, International Dancing &. Music
Special Interests	<p>Ms. Guizar has made and continues to make contributions to women in the migrant community in the area of personal and community health. She has recruited hundreds of "Promotores" or Community Health Volunteers to carry the message of preventative health skills and resources to the homes of migrant women and founded two organizations toward this purpose. She has volunteered for over 3 years as the Binational Health Week Coordinator for the Tri-Counties of Ventura, Santa Barbara and San Luis Obispo Counties. Ms. Guizar was appointed by the Mexican Consulate as the Representative of Mexicans Abroad, in Ventura, Santa Barbara and San Luis Obispo and served for the term of 2006-2009.</p>
Special Skills	<p><b>Bilingual in Spanish &amp; English, Red Cross Instructor for First Aid and CPR.</b></p> <p><b>Awards:</b></p> <p>1999 "Volunteer of the Year" from March of Dimes.</p> <p>2002 "Nurse of the Year Award" from Ventura County Medical Resource Foundation.</p> <p>2004 "Diversity Ambassador of the Year" Clara Barton award by American Red Cross.</p>



# **Ventura County Commission for Women**

## **Committee Report**

**Date of Report: September 26, 2011**

**Name of Committee Bylaws & Standing Rules**

**Committee Chair: Lee Riggan**

**Committee Co-Chair (if applicable): Debra Bagley**

**Committee Members & Partners: Jan Lawrence**

### **Status Report:**

**I. Goal (Is it From Planning Document or Board Assigned & Date of Assignment)**

To review the Bylaws and Standing Rules to update; To adjust the dates needed for elections in order to have installation in July and the starting of Officers' terms in July. To determine solution to cancellation of meetings due to no quorum.

**II. General Overview of Objectives: (includes those proposed or already approved)**

See below: Bylaws, Proposed Changes and Explanation.

**III. Activities Completed: (includes any items which were pending from previous month)**

No meetings have been held.

**IV. Status of Activities in Progress & those still to address**

A draft of recommended bylaws changes has been prepared for review by the VCCW addressing dates for election.

Further work will be done to define Executive Committee or other items to determine solution(s) to cancellation of meetings due to no quorum.

**V. Barriers & Revisions to original plans**

**VI. Revision to Committee membership**

**VII. Committee Needs: (Describe any needs and suggested solutions for consideration.)**

**VIII. Recommendations for Commission Action Consideration (if any)**

It is moved that VCCW accept the first report on the purposed Bylaw changes.

The Committee plans additional changes to be brought forward in order to prepare one package to present to the Board of Supervisors once Commissioners approve the changes.

Bylaw changes require the following actions:  
Section 6.4 Bylaws

- A. Amendments must be submitted in writing for a first (1<sup>st</sup>) reading on a regular agenda of the Commission.
- B. After a second (2<sup>nd</sup>) reading on at a subsequent meeting, a two-thirds (2/3) majority vote of the seated commission members is required for approval of the recommended amendment.
- C. Recommendations to amend the bylaws will be forwarded to the County of Ventura for presentation to the Board of Supervisors for formal approval.

IX. Submitted By: Lee Riggan

**Bylaws: Section 5.1 Executive Committee**

- A. The Executive Committee shall be composed of five (5)-members, preferably one representative from each Supervisorial District.
- B. The three (3) Commissioners from each Supervisorial District shall meet in June, prior to the annual July meeting, to select their representative to the Executive Committee. If there is no one able to serve as the representative, a commissioner from another district may be chosen to serve on the Executive Committee.
- C. The Executive Committee shall consist of a chairperson, a vice-chairperson, a treasurer, a recording secretary and a corresponding secretary.
- D. All officers shall be elected from among the Executive Committee members by a majority vote of all Commissioners present at the July meeting and shall serve a term of one year.
- E. Should the Chair be unable to fulfill her term, for any reason, the position will be filled by the Vice Chair for the remainder of the term of office.
- F. Should any other vacancies occur on the Executive Committee, one of the remaining Commissioners from the district in which the vacancy occurred can be nominated to fulfill the term of office. The position must be confirmed by a majority vote of Commissioners present at the meeting in which the nomination was made.

CURRENT BYLAWS	PROPOSED BYLAWS	EXPLANATION
5.I.B. The three (3) Commissioners from each Supervisorial District shall meet in June, prior to the annual July meeting, to select their representative to the Executive Committee. If there is no one able to serve as the representative, a commissioner from another district may be chosen to serve on the Executive Committee.	The three (3) Commissioners from each Supervisorial District shall meet in <del>June</del> , <u>May</u> prior to the annual July meeting, to select their representative to the Executive Committee. If there is no one able to serve as the representative, a commissioner from another district may be chosen to serve on the Executive Committee.	To prepare the incoming officers for the new year to be installed at the annual meeting in July.
5.I.D. All officers shall be elected from among the Executive Committee members by a majority vote of all Commissioners present at the July meeting and shall serve a term of one year.	All officers shall be elected from among the Executive Committee members by a majority vote of all Commissioners present at the <del>July</del> <u>June</u> meeting and shall serve a term of one year.	To prepare the incoming officers for the new year to be installed at the annual meeting in July.