

NINTH MONTH REPORT OF ACCOMPLISHMENTS & ACTIVITIES –PART ONE

PRESENTED BY LEE RIGGAN, CHAIR 2011-2012

JULY 2011 – JULY 2012 TO

VENTURA COUNTY COMMISSION FOR WOMEN

March 26, 2012

**HISTORY OF OUR CONTRIBUTION TO THE DEVELOPMENT OF THE
STATUS OF WOMEN & GIRLS IN VENTURA COUNTY PROJECT**

It is important that the history of what VCCW and its members do to accomplished the goals it accepts and approves. Part of this history will be an oral/written tracking, committee reports, as well as copies of reports to funding sources for those special projects. The Status of Women & Girls in Ventura County is one such fortunate project that has received \$20,000 grant plus \$2,500 contribution requested by the VCCF and approved by the VCCW from the VCCW/VCCF Fund.

Vision

Each newly appointed Commissioner often wonders about the needs of women and girls in Ventura County and now that they are on the Commission how they may help to address those needs during the time of their commission service. Many of the commissioners spoke of this and wanted to work on a needs assessment. Commissioner Diana Goodrow had the same wish. She had been appointed in 1997 and served as the VCCW Chair for three terms (2003-2006). She asked Lee Riggan, commissioner from District 2, to work with her on this.

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| ❖ 2003-2006 Chair Diana Goodrow | ❖ 2009-2010 Chair Shante Morgan-Durisseau |
| ❖ 2006-2007 Chair Phillips/Pallant | |
| ❖ 2007-2008 Chair Mary Pallant | ❖ 2010-2011 Chair Debra Bagley |
| ❖ 2008-2009 Chair Janet Barron | ❖ 2011-2012 Chair Lee Riggan |

Resources

Commissioner Diana Goodrow was aware of the many resource materials offered through the other Women's Commissions throughout the United States and shared those with Commissioner Lee Riggan. Some of those resources were utilized by the two to begin the work and are listed here below:

Werschkul, Misha, Gault, Barbara, and Hartmann, Heidi, 2004. *Assessing the Status of Women at the County Level: A Manual for Researchers and Advocates*. Institute for Women's Policy Research.

Werschkul, Misha and Williams, Erica, 2004. *The Status of Women in the States*. Washington DC: Institute for Women's Policy Research.

Werschkul, Misha and Williams, Erica, 2004. *The Status of Women in Your County: A Community Research Tool*. Michigan: Institute for Women's Policy Research & The James A. & Faith Knight Foundation.

McDaniel, Morgan, 2006. *Status of Women in San Diego County 2006 Report, Politics – Employment – Autonomy – Health*: San Diego County Commission on the Status of Women.

Philosophy

The Commissioners agreed that they wanted the study to be a "living" document in that it would be utilized by many organizations in order that the needs identified could be addressed. They did not want the study to gather dust sitting on the shelf. In order to accomplish this it was agreed to involve many organizations in the development of the study to assure the commitment of others. This involvement could be financial and/or volunteer services. VCCW would assume the leadership role in the study. VCCF was the most logical organization to approach first as a partner in this effort. Universities, colleges, and other educational institutions could also be recruited. The commissioners themselves would also be involved in the work required and would operate as speakers presenting the findings to the community.

Action

By general consent at the June 2, 2007 VCCW meeting it was agreed that a committee develop a VCCW 2009 Status on Women in Ventura County Project proposal using Research Assistants and Interns including a budget for its development for inclusion in the Board of Supervisors Annual Presentation in October. Volunteers for the Committee were Commissioners Deborah De Vries, Ph.D., Lee Riggan, Diana Goodrow, and Shoshana Brower. Other members of the VCCW at the time were Cecilia Fargo, Mary Pallant, Sharon Hillbrant, Nancy Lee Phillips, Elvia Guizar, Jan Lawrence, and Ina Howard.

Research materials: The two commissioners, Diana Goodrow and Lee Riggan, read and scanned the research material and agreed that the San Diego report authored by Morgan McDaniel would be used as the guide for the VCCW Study: "The Status of Women & Girls in Ventura County." They prepared a concept paper proposing the project to the Ventura County Community Foundation (VCCF).

The Special Committee (Nancy Lee Phillips and Diana Goodrow) reported on their meeting with Ventura County Community Foundation (VCCF). VCCF is the Fiscal Sponsor for the VCCW Fund. (The County of Ventura would be the VCCW Fiscal Agent.) VCCF will provide VCCW with their Chart of Accounts and accounting system directions. Any actions and documents to be issued using their non-profit number must first have their approval. They will serve as a depository for large grants and projects such as the sponsorship of the proposed Report on the Status of Women in Ventura County, and the Women's Forum but not weekly cake sales. The VCCF policy on fund raising is found on their website. The VCCF encouraged the Special Committee to consider coordinating with non-profits in partnerships and sponsorships. Being a Public Agency is a positive factor for VCCW.

At the May 3, 2008 VCCW meeting, Commissioners Riggan and Goodrow submitted a written report on the Status of Women 2009 Report and led a discussion. Commissioner Goodrow is continuing to seek budget models for the Report. The Committee meeting date of May 7 was cancelled and a new date is to be set. Membership was extended to include Commissioner Lawrence.

At the July 12, 2008 VCCW meeting Commissioners Goodrow and Riggan reported that the concept letter, budget, and other documents had been sent to Hugh Ralston and Roz McGrath on the findings of the VCCW Status of Women & Girls in Ventura County 2009 Report Committee. The Committee was invited to discuss these findings with the VCCF Director and the Women's Legacy Fund Board on July 15th at 9:30 a.m. Commissioner Goodrow expressed her concern regarding the inability to obtain a model budget from already completed studies

VCCF responded by expressing their interest and by proposing a study budget at \$75,000 with a university's participation and asked that VCCW raise \$10,000. As we were preparing to study this proposal the VCCW elects a different Chair for the Committee on Status of Women.

In the June – July-August 2008 period, one year after the establishment of the Committee on the Status of Women & Girls Report, the VCCW commissioners chose to appoint/elect Commissioner Shante Morgan-Durisseau as chair, asking the two co-chairs, Goodrow and Riggan to step down. The new chair felt that the study could be done at a lower cost and with the volunteer collaboration of a university and their students. The VCCW also wished to remain in control of the project and attempted for several years to negotiate with VCCF to forge a bond that would place VCCW in a lead or equal partnership position.

At the June 7, 2008 VCCW meeting the Committee on the Status of Women & Girls Commissioners discussed their progress. Commissioner Shante Morgan-Durisseau (who had joined the VCCW on July 7, 2007) reviewed assigned areas for the Women 2009 Report as follows:

Marin & U.S. Census – Morgan-Durisseau

Rock County, WS – Peters

Sonoma – Barron/Goodrow

San Diego/San Francisco – Goodrow

Montgomery, MD – DeVries

Commissioner Shante Morgan-Durisseau led the discussion. Commissioner Goodrow is continuing to seek budget models for the Report. The Committee set a meeting date of June 11, 2008, 12:30 p.m. at Café on A. Membership includes Commissioners Goodrow, Riggan, Peters, Morgan-Durisseau, Barron, Lawrence, DeVries, and Hurd.

At the VCCW Executive Committee meeting of Jan 31, 2009 Janet Barron Chair on the Status of Women Report said that a meeting was held with Catherine Lee and Hugh Ralston and attended by VCCW representatives, Commissioners Janet Barron and Diana Goodrow. Details of the meeting will be reported at the regular commission meeting. Points to emphasize are: matching funds, proposal from Dr. Susan Murphy, Veronica Guerrero and Adina Nack at CLU, MOU and questions from WLF. The next meeting with VCCF will be Wednesday, February 11, 2009.

Needed: The reports on the February meetings of both VCCW and VCCF will be included when available.

At the VCCW meeting of August 9, 2009, Chair Shante Morgan-Durisseau reported submitting the letter to Hugh Ralston of VCCF regarding the expanded dialogue of commitment to the status of women report.

At the September 12, 2009 VCCW meeting, reporting on the Status of Women Report, Commissioner Janet Barron reported that she has not talked to Hugh Ralston, VCCF CEO, since the last letter. Commissioner Lee Riggan reported that the Women's Legacy Fund is anxious to work with us on this project. Commissioner Janet Barron will work with Committee Chair Shante Morgan-Durisseau and follow up. Commissioner Diana Goodrow asks that any correspondence should be shared with VCCW members.

At the December 12, 2009 VCCW meeting, Committee Chair Shante Morgan-Durisseau reported her discussion with VCCF CEO Hugh Ralston on The Status of Women and Girls project. She said that VCCF is still interested, but currently has a lot on the plate. She feels conversation on the subject would move forward the first of the year.

At the July 10, 2010 VCCW meeting, Chair Shante Morgan-Durisseau gave an update on the Status of Women & Girls Report:

- Prof. Dennis Downey-CSUCI has received an initial O.K. from the Dean to research our Status of Women report as a community service project.
- The project would be researched by undergraduates and VCCW needs buy in from Hugh Ralston- VCCF.
- CSUCI could possibly help with funding thru the Office of Civic Engagement.
- Commissioner Deborah DeVries may be able to help coordinate the project through the Dean's office.
- Discussion by Commissioners on details of report.
 - Chair will call a committee meeting.
 - Letter of opportunity for other organizations to participate is needed.
 - 2010 census info will be available March 2011 in time for report.

At the August 16, 2010 VCCW meeting, the Status of Women and Girls Study Chair, Shante Morgan-Durisseau reported that CSUCI Sociology Prof. Dennis Downey has tentatively agreed to support study by designating students participating in University Course 498 to do research. He would serve as the professor overseeing the research. He has spoken with the Dean of the College who is excited by the project. He estimates the cost to pay for his release time and possibly stipends to be as low as \$5,000. Commissioner Shante Morgan-Durisseau distributed draft of 8/10/10 letter to VCCF and WLF asking for update and decision on plans for project. Commissioner Lee Riggan said she had been told the VCCF and WLF no longer supported the Commission study. Commissioner Durisseau said she would investigate and requested any comments or corrections on the draft letter by 8/20/10.

At the February 28, 2011 VCCW meeting during the Public Comment period CSUCI Sociology professor Dennis Downey and four of his students introduced themselves. Downey reviewed his class Capstone project which is to compile information on women and girls in Ventura County for the first comprehensive study of women and girls. He said Phase I of the project will pull together secondary data, census data, and information from organizations in Ventura County. The information will be compiled into a user-friendly document. Commissioner Lee Riggan asked Professor Downey to record the budgets for county commissions and discern/compare the budgets of commissions with women serving. Commissioner Diana Goodrow explained that it was VCCW's job to make requests of the Board of Supervisors. Commissioner Lee Riggan said the report is an opportunity to promote opportunities on the commission and other places for women to serve. She said the report will be for others to utilize. Professor Downey said Phase I will skim the surface but Phase II might offer opportunity for more in-depth examination. The report will be completed by mid-May.

At the May 23, 2011 VCCW meeting the Draft Report was presented. The CSU Channel Islands Sociology Capstone Project four students, Mia De Paula, Celene Fuller, Marisol Rincon, and Bernadette Kajaty under Professor Dennis Downey's guidance researched, compiled and completed the report, "An Assessment of the Status of Women in Ventura County, 2011." In the Executive Summary they stated, "The report is a compilation of publicly available secondary data designed to assist the VCCW in evaluating the general status and particular needs of women in the county." The students met with the Commission as a whole and thanked "the members of the

VCCW for partnering on the project – particularly Shante Morgan Durisseau and Debra Bagley who worked initially with the team to specify the project.” The City of Oxnard Senior Planner, Chris Williamson, was also acknowledged for his assistance.

On July 20, 2011 the VCCW “Status of Women & Girls Research Proposal” was submitted to the Social Justice Fund. The proposal was written by Commissioners Lee Riggan (first draft) and Jan Lawrence (final draft to comply with page requirement and simplicity of project). Commissioner Shante Morgan-Durisseau advocated for the VCCF to once again serve as the Fiscal Sponsor, which they finally agreed was within their capability. The maximum funding offered by this RFP was \$10,000.

At the October 22, 2011 Retreat Commissioners set up four Teams to work on the Status of Women & Girls Research Project. These teams were:

1. Politics – Shante Morgan-Durisseau, Nancy Lee Phillips, Debra Bagley
2. Employment – Ruth A. Funk, Jan Lawrence
3. Basic Needs – Ina Howard, Diana Goodrow, Lee Riggan
4. Health & Safety – Elvia Guizar, Ana Cristina Flores, Carmen Hurd

Correspondence from VCCF indicated that the Women’s Legacy Fund were interested in funding the VCCW’s proposal and that the Fairburn fund was willing to contribute \$10,000 should all the conditions be met. Shante Morgan-Durisseau was requested to have VCCW present the proposal to the WLF.

VCCF staff, Tina Knight, worked with Commissioners Lee Riggan and Diana Goodrow, and provided the forms required for submittal and requirements needed for the first presentation before the WLF Committee. Commissioner Lee Riggan adapted the Social Justice Fund Proposal to the requirements of the WLF RFP. Commissioner Shante Morgan-Durisseau wrote in the additional dollar amount of \$10,000 into the budget sheet and into the final paragraph of the proposal making the funding request agree with what was being offered, \$20,000.

At the Special VCCW Meeting of December 14, 2011 the VCCW 2011-2012 Chair Lee Riggan presented in a meeting packet for review and approval the following informative material:

1. Research Project on the Status of Women & Girls VCCF Information on Fiscal Sponsorship for the VCCW listing #1 Original Structure Proposed; and Alternative Options A, B & C.
2. Tina Knight, VCCF staff email providing further explanation on the status of the WLF approval, the status of the Fairburn Fund approval, the Fee Variance, the Determination of VCCW as an instrument of government, Option A clarification, the Multiple Options, and the Question on submitting the donor-advised fund form.
3. November 30, 2011 letter to Tina Knight, VCCF, explaining the approval by VCCW of the contribution of \$2,500 as the Commission’s contribution to the Status of Women & Girls Research project; a description as VCCW Chair understood it of the tasks VCCF would be responsible for should the Original Option (#1) be selected. In addition, Tina was asked who would do the writing of required reports, required policies and procedures to be followed. An estimated funding timeline was drafted with dates which appears to be correct. Additional responsibilities were defined for VCCW to carry out.
4. The Grant #20120123 Final Report re Funding received for the 2011 Retreat submitted December 15, 2011 with attached report, agenda, Strategic Plan for 2011-2012, copies of invoices for expenditures, and the VCCW Treasurer’s Report.
5. The Status of Women & Girls application to the WLF including the Grantee Program Plan, Budget.

6. A sample Consulting Agreement researched by the VCCW 2011-2012 Chair Lee Riggan.
7. 2011-2013 Calendar for the allocation of the Strategic Plan Tasks which includes the Status of Women & Girls Research.
8. Status of Women & Girls Scope of Work Chart drafted by VCCW 2011-2012 Chair.
9. Consultant Position SAMPLE from the Social Justice Fund Grant was provided by VCCF.

(Date to be determined) The first presentation to WLF Grant Committee was given. VCCW was represented by Status of Women & Girls Report Committee Co-Chairs Commissioners Shante Morgan-Durisseau, Diana Goodrow, VCCW 2011-2012 Chair Lee Riggan, and CSUCI Graduate Mia De Paul who presented the "An Assessment of the Status of Women in Ventura County, 2011." VCCW Chair Lee Riggan prepared two PowerPoint Presentations in order to explain the proposed project. Each person gave their portion of the presentation, with Committee Co-Chair Shante Morgan-Durisseau giving the introduction.

(Date to be determined) The second presentation to WLF Committee was given. Tina Knight provided the directions. VCCW was to give a 7 minute presentation and respond to questions over the next 8 minute period. Commissioners Shante Morgan-Durisseau, Diana Goodrow, and VCCW-2011-2012 Chair Lee Riggan met several days prior to this date and planned the presentation and possible/anticipated questions. Riggan wrote up the planned presentation document. The presentation was a success and receipt of the funding was not dependent upon the Board of Supervisors and their ratification of the efforts of VCCW, its proposal, the receipt of the offered grants, approve and authorize the VCCF serve as the fiscal sponsor to administer the grant, and direct the County CEO to schedule a study session with the Board of Supervisors to discuss the VCCW's future. VCCW desired direction, policies and procedures, under which we may operate. The next steps were to seek this outcome.

Monday, December 19, 2011, VCCW 2011-2012 Chair, Lee Riggan, presented Ratification Request letter to Chair/Supervisor Linda Parks, and to CEO's office requesting ratification of the proposal and grants anticipated, by the Board of Supervisors and to Tina Knight at VCCF, & GSA office regarding posting VCCW meeting notice meeting with Tina Knight & understanding the fees.

The February 10, 2012 meeting with the Ventura County Board of Supervisors Chair, John Zaragoza was held to establish the policies and procedures for VCCW to apply for and receive funding as a Ventura County Commission responsible to the Board of Supervisors. The VCCW 2011-2012 Chair Lee Riggan, VCCW Vice Chair Diana Goodrow, and Zaragoza's VCCW representatives Ina Howard and Carmen Hurd sought and received approval to place on the Board of Supervisors' agenda a request for the ratification of the Status of Women & Girls in Ventura County Research Project.

The March 6, 2012 presentation to the Ventura County Board of Supervisors on the "Status of Women & Girls in Ventura County Report – Politics, Employment, Autonomy, Health Research" presented by the VCCW 2011-2012 Chair Lee Riggan and Commissioner Shante Morgan-Durisseau. Also representing VCCW was Commissioner Carmen Hurd.

The March 7, 2012 meeting at VCCF with Hugh Ralston, CEO, Assistant LaToya Ford and VCCW representatives, VCCW 2011-2012 Chair Lee Riggan, Status of Women & Girls Co-Chairs Shante Morgan-Durisseau and Diana Goodrow, Commissioners Debra Bagley and Ina Howard. From this point on the VCCW Chair will assist the VCCW in overseeing the implementation of the grant by the Committee checking to make sure we are on track. Co-Chairs

Commissioner Shante Morgan-Durisseau and Diana Goodrow will manage the project. It was unanimously agreed to the completing of the following tasks:

1. Agree to the scope of work developed with Mia and Shante; this will serve as the exhibit for the contract with the consultant.
2. Contract – will be developed by VCCF
3. Determine if MOU or letter is needed to tell County will be our Fiscal Sponsor and “manager” to oversee the work VCCW is doing. We don’t know yet how much they are going to charge us. He said it depends on how much work they have to do for us.
4. Draft a time sheet for the Contractor – VCCF will draft it; VCCW will approve it.
5. LaToya and Rick will be our monitors
6. Claire and her office will handle our billing
7. Publicity – Shante will draft and send to VCCF the release
8. We will have a Launch Event with students perhaps at CSUCI which VCCF will coordinate the first part of April
9. Who signs – County Chair – how this is done – Hugh will contact Stan to determine
10. The contract with the Consultant is to be signed April 1 for the Consultant to begin her work.

Oversight Responsibilities

The Ventura County Commission for Women will be responsible for the oversight of the Committee on the Status of Women & Girls in Ventura County. This means that we as the Commission are responsible for the outcome of the project and must see that the goals, objectives, tasks, scope of work are accomplished in a manner agreed to and within the timeline of the project. We are responsible for reviewing the work done as reported by the Committee by a particular time period and approving the issuing by VCCF of the payment to the consultant. The Chair of the VCCW will place the Committee’s report(s) and recommendation on the agenda. In addition to our oversight responsible, we must participate, accomplishing the work required of our Teams.