

VENTURA COUNTY COMMISSION FOR WOMEN



Lee Riggan
2011-2013 Chairwoman
901 E. Avenida de los Arboles
Thousand Oaks, CA 91360
805-889-2623 * leeriggan@dock.net

January 6, 2013

Supervisor Linda Parks, Second District
County of Ventura
625 W. Hillcrest Drive
Thousand Oaks, CA 91360

Dear Supervisor Linda Parks:

Kitty Dill and I want to express to you our appreciation for your kindness in sharing with us your direction, perspective and suggestions regarding the Status of Women & Girls Study and the direction to prepare for the Commission for Women Study Session. Two key points we heard you state were 1) this is not a "Grand Jury" report, and 2) to stay within our mission and not to overstep our jurisdictional boundaries and to focus specifically on issues impacting women.

It is not our intention to establish an independent women's organization. The Ventura County Commission for Women is a dependent Commission under the Board of Supervisors. It is our wish to continue to serve its mission and address its original purpose, duties and responsibilities established at its formation July 14, 1981. In that regard, and as suggested by you, we have reviewed the documents that established the Commission. We will use them to guide us in our endeavors today. For that purpose we have listed them below and ask for your support and guidance where protocol and ordinances have required changes.

A. The Mission of the Ventura County Commission for Women is to encourage, support, and facilitate the empowerment and education of Ventura County Women.

B. The Purpose (as written in the 2006 Bylaws) of the Commission for Women is to serve in an advisory capacity to the Board of Supervisors to:

1. Make recommendations to the Board of Supervisors on issues impacting and/or relating to women and families.
2. Coordinate efforts with federal, state, and local community groups to improve the quality of life for women and families.
3. Conduct additional studies or tasks assigned or approved by the Board of Supervisors.

C. The Roles & Responsibilities of the Commission for Women as defined by the 1981 Board of Supervisors' Resolution, establishes that the Commission will:

1. Serve as a means by which individuals and the many women's organizations in Ventura County could report to the Board of Supervisors on conditions affecting the lives of women;
2. Serve the Board of Supervisors in an advisory capacity;
3. Study any conditions demonstrating discrimination due to sex or marital status;
4. Provide a coordinating function with respect to the many community groups working to improve the quality of life for women; and,

VENTURA COUNTY COMMISSION FOR WOMEN



Lee Riggan
2011-2013 Chairwoman
901 E. Avenida de los Arboles
Thousand Oaks, CA 91360
805-889-2623 * leeriggan@dock.net

5. Perform work assigned by the Board of Supervisors;
6. Responsible for reviewing, analyzing and making recommendations to the Board of Supervisors on issues related to women;
7. Reflect to the extent possible, the diversity of lifestyles in Ventura County;
8. Shall meet at least once a month;
9. Bylaws adopted by VCCW shall be approved by the Board of Supervisors prior to implementation;
10. Annual program plan and operating budget shall be submitted to the Board of Supervisors at the same time required of other County agencies and departments; and,
11. Any changes to the program plan or operating budget must adhere to the same policies and procedures required by the Board of Supervisors of all County departments and agencies (It is requested that a copy of these Policies and Procedures be provided to the VCCW).

Additional duties of the officers are described in the 2006 VCCW Bylaws (2007 Summary of Bds, Comm, Districts 540C6d01.pdf), and specifically, attention is directed to **Section 5.4 Responsibilities of the Treasurer** which state the Treasurer:

- A. "Shall administer the Commission's checking account, requiring two signatures, one of which shall be the Treasurer's signature; the other being the Chairperson or another member of the Executive Committee. All expenditures must be authorized by a two thirds (2/3) vote of the Commissioners present at the meeting at which the expenditure is discussed.
- B. "Shall present a monthly finance report for each regularly scheduled Commission meeting.
- C. "Shall monitor the financial transactions of the Commission.
- D. "Shall process all authorized expenditures and submit copies of monthly bank statements to the Chair.
- E. "Shall process all authorized expenditures and submit copies of monthly bank statements to the Chair.
- F. "Shall chair ad hoc Finance Committee on an as-needed basis."

Also contained in the 1981 CAO Letter, Ventura County Commission for Women Goals, page 4, is the statement that the organization of the Commission for Women is responsible for the following:

- "Commission meets monthly to develop internal organizational structure.
- "Commission establishes relationship with State Commission on the Status of Women.
- "Commission establishes a communication network with women's groups throughout Ventura County.
- "Commission establishes communication with professional societies, chambers of commerce, schools and other groups designated by Board of Supervisors.
- "Commission forms task forces to work on problems as directed by the Board of Supervisors.
- "Commission performs legislative analysis as directed by the Board of Supervisors.

VENTURA COUNTY COMMISSION FOR WOMEN



Lee Riggan
2011-2013 Chairwoman
901 E. Avenida de los Arboles
Thousand Oaks, CA 91360
805-889-2623 * leeriggan@dock.net

- "Commission establishes an office where the public may visit/call and where information is available or may be requested.
- "Commission provides minutes of monthly meetings to the Board of Supervisors, Chief Administrative Office, Public Social Services Agency, cities, women's organizations, public libraries, the press and other interested groups.
- "Commission publishes a bi-monthly newsletter for distribution countywide.
- "Commission prepares an Annual Report to the Board of Supervisors detailing program accomplishments and accounting of funds."

The 1981 Proposed Budget provided a line item for Conference and Seminar to include the Attendance at the 1982 National Convention of Commissions for Women (Inkind funds from fundraising of \$800.00 provided in the budget line item.) Also, Membership and Dues of \$50.00 was provided for the National Association of Commissions for Women (funding included in the budget). "NACW is the national advocate for government commissions for women, which holds a unique and positive position for women's equity and justice and touches millions of women, playing a significant role in national policy and legislative development."

(<http://www.nacw.org/about/index.php?page=main>)

The following final paragraph of the 1981 CAO letter seems to reflect the purpose of the recommendations coming forth from the seven focus groups composed of community members participating in the Status of Women & Girls Study. "As your Board is aware, the socio-cultural change that has taken place during the last two decades has resulted in men and women assuming a combination of responsibilities that heretofore were associated with only men or only women. More than any other factor, responsibility for economic self-sufficiency has required women to reassess not only the careers and job options available, but also the best means to acquire the education, employment opportunities, child care, transportation and other support necessary to make that economic self-sufficiency a reality. As a response to those growing needs, Commissions on the Status of Women have been established nationwide. Today's request is a reflection of the nationwide need and is a local response by women to not only increase the options available to them, **but also to work on problems affecting the quality of life for all the residents of Ventura County.**" (CAO Letter, July 14, 1981, page 2)

Again, thank you Linda for speaking with Kitty and me about these issues. The Commissioners will bring to VCCW's January 28th meeting the perspectives, recommendations and directions from the meetings in each district that Commissioners had with their Supervisors and direct our efforts toward refining 1) the Status of Women & Girls Study and 2) our contributions to the Commission for Women Study Session. We look forward to your support and guidance where protocol and ordinances have required necessary changes.

Sincerely,

Lee Riggan
VCCW Second District Commissioner