

## VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency  
4245 Market Street, Suite 204-74  
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

Kitty Dill

Vacancy

#### DISTRICT III

Nancy Lee Phillips

Ruth A. Funk

Vacancy

#### DISTRICT IV

Jan Lawrence

Shanté Morgan-

Durisseau

Debra Bagley

#### DISTRICT V

Ina Howard

Carmen Hurd

Ana Cristina Flores

June 24, 2013

**Ventura County Board of Supervisors**  
**800 S. Victoria Avenue**  
**Ventura, CA 93009**

**SUBJECT: Ventura County Commission for Women Study Session**

### RECOMMENDATION:

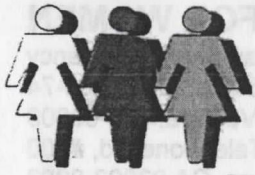
**Provide a Calendar Date and Time for the Board of Supervisors' VCCW Study Session**

### DISCUSSION:

On March 6, 2012 the Board of Supervisors (BOS) called for a Fiscal and Administrative Review of the VCCW by the CEO and to report back to the Board at the Study Session. The Board acknowledged that this was to be done at the request of the Commission to discuss its future. A Study Session scheduled for October 2012 was cancelled.

During the past 15 months since then, the Commission for Women has accomplished the following:

1. Met with Linda Catherine Le, MPPA, Program Management Analyst, County Executive Office, who explained that she is preparing the fiscal and administrative review for the CEO's office and the BOS to be presented at the Study Session.
2. Began the development of Policies and Procedures Document to propose to the BOS for implementation by VCCW.
3. Met with and negotiated the Fiscal and Management Relationship with the VCCF under the leadership of Hugh Ralston, President & CEO, and the assistance of his staff for the implementation and oversight of the grants and consultant contract with K & M Enterprises.
4. Prepared and submitted the Progress Report on July 23, 2012 for the "Status of Women & Girls" to VCCF and the BOS as required.
5. Completed and presented the "Status of Women & Girls in Ventura County" to the BOS (to accept and file) on February 5, 2013, and to the Women's Legacy Fund and the Ventura County Community Foundation on March 28, 2013. The study was covered by the Ventura County Star as follows:
  - a. Front Page – "Inequities in 'Paradise'" May 5, 2013 headline "Gaps in health care, wealth loom for women in Ventura County" by Reporter Kathleen Wilson, [kwilson@vcstar.com](mailto:kwilson@vcstar.com), 805-437-0271;
  - b. Opinion Page – "Action needed on problems faced by women, girls" Editorial May 12, 2013; Opinion Page Editor Mike Craft and Deputy Opinion Page Editor Mike Comeaux, [letters@vcstar.com](mailto:letters@vcstar.com), 805-437-0251
6. With the \$1,250 Distribution Budget for the "Status of Women & Girls" had the document printed in color and bound in 3-ring binders and CD copies for each



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Supervisor; CDs were prepared and presented to VCCF for distribution to the Grantors. The purpose of the Distribution Plan is to assist others in designing actions that will bring resolutions to the problems identified and to provide a data base to assist in seeking funds to carry out those action plans.

7. Presentations were requested and provided to the Federally Employed Women at Navel Base Ventura County Port Hueneme presentation May 30, 2013 and to Business & Professional Women of Conejo Valley at its May and June 2013 meetings.

8. Met with District Supervisors to gain an understanding of the County perspective of the findings and recommendations of the "Status of Women & Girls," to resolve unanticipated issues of jurisdictional boundaries.

9. In the 2011-2013 years Commissioners have contributed over 1,125 hours just in travel to and attendance at regular meetings, and additional uncounted hours in Executive Committee meetings as well as concentrated efforts serving as ambassadors, and researching and writings for the benefit of the Commission and community we serve.

## **VCCW On-Hold**

Now we find today much on our agenda is on-hold. All administrative requests are on hold for the Study Session and BOS approval. Our understanding is that the following are on hold:

1. On Hold: Policies & procedures required in order to contact other county departments
2. On Hold: BOS approval is required to link the AAUW to the VCCW website.
3. On Hold: The removal of the Commissioner who has been absent from Commission meetings for 17 months who neglected to submit a letter of her intent to resign.
4. On Hold: Approval of currently revised Bylaws. The last approved Bylaws are from 1998.
5. On Hold: Discussion of Mothers & Girls Tours has been tabled due to confusion by Commissioners on BOS' required policies and procedures for implementing action.
6. On Hold: Information Technology Services placing a link from the VCCW website to the County site. The approval for establishing the link must come from the Study Session with the BOS, and VCCW is not to make direct contact with the Chief Information Officer.
7. On Hold: A revision of the VCCW Brochure. Policies & procedures for updating the brochure and seeking the required BOS approval would provide direction on how such publications are allowed. The current brochure that has been used for over 15 years can continue to be utilized.
8. On Hold: Library of Congress submittal – CEO liaison email stated the Study belongs to the BOS and needs their approval to submit to Library of Congress.

## **VCCW recommends:**

1. Approval of the On Hold items listed above;
2. Approval of the distribution of the "Status of Women & Girls in Ventura County" to various requesting organizations in addition to the Grantors, by method of presentations and correspondence, as well as through the [www.vccw.net](http://www.vccw.net) ;





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3. Approval of the submittal of the "Status of Women & Girls in Ventura County" to the U.S. Library of Congress, paid for by expenditure of grant funds;
4. Approval of the policy that VCCW press releases on notices of meetings and including agenda items are allowed to various media – print, radio, TV, electronic, etcetera.  
And for News Releases that require contacting the respective appointed BOS members for permission under which VCCW can not independently conduct press releases, provide direction or policy;
5. Approval that the Challenge for local businesses, organizations and individuals will be a personal "Call to Action" resulting from the VCCW presentation of the Status of Women & Girls Study.

Linda Catherine Le has been assigned from the County Executive Office to conduct a Fiscal and Administrative Review to be reported to the Board at the Study Session. The Study Session is for the purpose of the Board of Supervisors to determine the Future of the Ventura County Commission for Women as we requested. It is our desire to be prepared to respond to the planned Study Session and therefore we request a date and time specific for this event and your further assistance with our preparation. It is our mission to encourage, support and facilitate the empowerment and education of Ventura County Women and it is our desire to continue our role as advisors to the Ventura County Board of Supervisors.

Sincerely,

Lee Riggan, Chair  
Ventura County Commission for Women

Kitty Dill  
Vice Chair

Diana Goodrow  
Recording Secretary

Jan Lawrence  
Treasurer

Carmen Hurd  
Corresponding Secretary

Debra Bagley  
Past Chair 2010-2011