



VENTURA COUNTY COMMISSION FOR WOMEN EXECUTIVE COMMITTEE

REPORT ON THE MEETING WITH LINDA CATHERINE LE PREPARATION FOR & FRAMEWORK OF THE VCCW FISCAL AND ADMINISTRATIVE REVIEW

DATE OF MEETING: August 29, 2012

The VCCW Chair, Lee Riggan, and the Recording Secretary, Diana Goodrow, met with Linda Catherine Le, MPPA, Program Management Analyst, County Executive Office, on Wednesday, August 29, 2012 at 3 p.m., in the Ventura County Government Center, Hall of Administration, County Executive Office – Atrium Conference Room, Fourth Floor. In order to prevent any Brown Act violations, the number of Executive Committee members attending the meeting was limited to only two. The purpose of the meeting was to prepare for the Study Session with the Board of Supervisors to clarify issues and concerns and to outline the Study Session.

PURPOSE: At the meeting of March 6, 2012 the Board of Supervisors directed the County Executive Office to schedule a study session with the Board of Supervisors to discuss the Commission's future as requested by the Commission and directed the County Executive Office to conduct a fiscal and administrative review and report back to the Board at the Study Session.

A. FRAMEWORK

1. 72 hours prior to the October 23, 2012, meeting the Board Letter and attachments will be available on line and a copy will be emailed to the VCCW Chair who will forward the attachment to all Commissioners by email and hard copy to Commissioner Howard.
2. On October 23, 2012 at the designated time, all Commissioners able to, will gather before the Board of Supervisors' meeting room with Linda Catherine Lee and will deliver to her, if they wish, their "Speaker's Cards" (allowing them to speak) which she will deliver to the Clerk of the Board.
3. Commissioners will seat themselves comfortable in the room before the Board of Supervisors.
4. At the appropriate time, the One Hour Study Session will begin with Linda Catherine Lee who will speak to the Board on the following:
 - i. Fiscal & Administrative Facts
 - ii. VCCW History
 - iii. Findings & Analysis
 - iv. Recommend that the Board set the Direction & clarify the mechanisms for the VCCW to act
5. VCCW Chair will speak at the podium, and members of the Executive Committee may stand with her to also speak.
 - i. Validate the findings of the CEO
 - ii. Highlight any other issues, for example:
 1. Policies & Budget
 2. Procedure for Bylaws Change
 3. Annual Report
 4. Boomerang Funding System
 5. Website link
 6. VCCW Goals
 7. Training on the Brown Act & Ethics

- iii. Ask for direction & clarification of the mechanisms for the VCCW to act
- 6. Commissioners will be called to speak by the Board of Supervisors utilizing the "Speaker's Cards"

B. PREPARATION

- 1. **Vetting of issues and concerns – More than half of the 2 hour meeting was taken in clarifying the current operation of the Commission. There were questions on the following:**

- i. The website statement for donations; who authorized the statement and who acknowledges the donations; what is the current balance;
- ii. History of & sources of the VCCW funds; Discretionary (VCCW/VCCF Funds, WLF/Fairburn Fund) & Non discretionary (checking account) funds;
- iii. VCCF fee for service
- iv. Utilization of the Women's Forum funds:
 - 1. Support of 3 Forums
 - 2. Flowers Aren't Enough
 - 3. 2011 Retreat
 - 4. VCCF Fee for the Status of Women & Girls & contribution to the Study
- v. When was VCCW defunded
- vi. History of VCCW's involvement with the Board of Supervisors
- vii. History of physical locations, office and meeting facilities & any MOUs
- viii. Committees purpose and membership number; Ad Hoc and Standing;
- ix. Website authorization for donations

- 2. We are to provide:

- i. A brief description of the organizations VCCW has a membership in;
- ii. Provide a copy of the letter defunding VCCW
- iii. Attorney's correspondence regarding the Forum funds
- iv. Copy of Treasurer's Report

- 3. We may place on the Agenda for the September Regular Meeting, or call a Special Meeting between now and the Oct 23rd, to prepare the VCCW commissioners for the Study Session and make additions the Commissioners wish to add to the list above on the scope and responsibilities of the Commission for Women.

C. DATE: TUESDAY, OCTOBER 23, 2012 TIME CERTAIN TO BE DETERMINED. VCCW will be notified August 30, 2012.

D. Commissioners: It is important that all of us attend this meeting. This is our opportunity to be heard by the Board of Supervisors about the needs of the Commission in order to improve our operation and to provide a better service to women & families in Ventura County, and to be more effective in advising the Board of Supervisors.