

VENTURA COUNTY COMMISSION FOR WOMEN

county of ventura

3482 Loma Vista Road
Ventura, CA 93003
(805) 654-5396

Mailing Address:

Public Social Services Agency
3161 Loma Vista Road
Ventura, CA 93003

Attention:
Special Programs
Commission for Women

June 15, 1982

Board of Supervisors
Ventura County Government Center
800 South Victoria Avenue
Ventura, California 93009

SUBJECT: INFORMATIONAL STATUS REPORT:
ANNUAL REPORT TO THE BOARD OF SUPERVISORS

DISCUSSION:

The Ventura County Commission for Women requests time on the June 15 Agenda to present our annual report. At that time, we will be prepared to discuss this year's work on our main charge from the Board of Supervisors: the child care project. We also wish to inform the Board of the extensive work we have accomplished and the network that has been established with Ventura County's women's organizations and groups.

Any questions for further information can be obtained from Yvonne Bodle or Virginia Connell, Co-Chairs of the Commission, at 642-3211, extension 236, and 495-5590, respectively, or Beverly French, staff secretary, at 654-5396.



YVONNE GALLEGOS BODLE
Co-Chair



VIRGINIA M. CONNELL
Co-Chair

YGB:VMC:bf

Commission Members:

District 1

Lauren A. Anderson
Lupe Gonsalves
Jo Anne Le Fils-Moore

District 2

Virginia M. Connell
Rosemary Bird DeLeonardis
Stephen T. Wiman

District 3

Yvonne Gallegos Bodle
Sandra Smith Ryder
Erin Healy Sheffield

District 4

Mary Baird
Dorothy J. Engel
Brook A. Hubbell

District 5

Mary Jane Johns
Ida M. Richardson
Rita Hernandez Romero

PRESENTATION OF ANNUAL REPORT
TO THE BOARD OF SUPERVISORS

JUNE 15, 1982

Virginia Connell, Co-Chair of the Commission for Women, briefly presented an overview of the Commission's work for the past year. She then introduced Finance Officer Erin Sheffield.

Sheffield summarized the Commission's budget status as of May 1982. Sheffield enumerated the hours spent, miles driven, and actual expenses defrayed by volunteer in-kind contributions. The County has received three dollars in contribution for every dollar that it has spent on the Commission.

Connell then introduced Chair of the Child Care Project Committee, Dorothy Engel, who summarized the work of that Committee during the last year. Engel reported that there are 17 members working together to help establish child care in industry. On February 27 an orientation meeting called "Operation Search" was held in Thousand Oaks to recruit new workers for that project. A personnel meeting with professionals was held on May 13 in Camarillo to review the employer packet to be presented to employers. New ideas were considered at that meeting and the strategy plan was revised to include a more effective marketing plan for the employer packet. Four new task groups were also formed. Engel told the Board they need help with cost analysis and effectiveness to present to employers. By August first the new packet will be ready to present to employers. The Child Care Committee will ask the Board to declare September as "Quality Child Care Month." There will also be a County conference on employer-sponsored child care, which is going to be planned for the Spring of 1983. There followed a brief discussion with the Board of funds needed for printing of the employer packet and other costs of the conference. Supervisor Dougherty expressed his support for allotting those funds. The Board decided to let the Commission ask for those funds in August during the budget hearings.

Connell expressed the Commission's appreciation for the work of the Child Care Committee. She briefly reported on the work of the Communications Committee and their endeavor to print the newsletter. She indicated that the first edition really stirred a positive response to the Commission's work. The Committee is working with the Resources Development Committee to develop more sponsors to defray cost of publishing the newsletter.

Connell also reported on the work of the Legislative Analysis Committee. Every month, the Committee considers current legislation to present for the Commission's support. They are also now getting input from the Women Lawyer's Association, as well as working with County Legislative Analyst Blake Boyle to present certain bills before the Board for their support.

Supervisor Erickson praised the good work of the Commission during its first year. Supervisor Jones indicated that the Commission's performance during its first year justifies the approval the Board gave to that group when it was formed.

The request of the Child Care Committee to go to the County's newspapers about advertising of child care was approved by the Board.

VENTURA COUNTY COMMISSION FOR WOMEN

REPORT TO THE BOARD OF SUPERVISORS

1981-82 FISCAL YEAR

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ANNUAL REPORT TO THE BOARD OF SUPERVISORS

IN THE BEGINNING

The first meeting of the Ventura County Commission for Women was held on Saturday, September 26, 1981. Administrative Analyst Jean Getchell explained the role of the Commission as relating to the Board of Supervisors. She indicated that the Commission would be a means by which individuals and women's organizations could report to the Board of Supervisors on conditions affecting the life of women, and that the Commission would be the organization responsible for reviewing, analyzing, and making recommendations to the Board on issues related to women. The Commission would serve the Board of Supervisors in an advisory capacity; would study conditions demonstrating discrimination due to sex or marital status; would provide a coordinating function with respect to the many community groups working to improve the quality of life for women; and, would perform other work as assigned by the Board of Supervisors.

OFFICERS AND COMMITTEES DESIGNATED

The selection of officers at that first meeting were:

Co-Chairs:	Virginia M. Connell Yvonne Gallegos Bodle
Finance Officer:	Erin Healy Sheffield
Executive Secretary:	Sandra Smith Ryder

Also, Committees of the Commission were set up for the following functions and chairs and members assigned to each:

By-Laws Committee:	Virginia Connell (chair) Yvonne Bodle Lupe Gonsalves
Communications Committee:	Sandra Ryder (chair)
Legislative Analysis Committee:	Virginia Connell (chair) Lupe Gonsalves Stephen Wiman
Resources Development Committee:	Erin Sheffield (chair) JoAnne Le Fils-Moore

Child Care Project
Committee:

Dorothy Engel (chair)
Brook Hubbell
Stephen Wiman
Mary Baird
Ida Richardson
Lupe Gonsalves
Mary Jane Johns
Carol Keochekian

ACCOMPLISHMENTS

The Commission for Women started their year with a budget of \$8,245 to fund all their activities, produce a newsletter for women, plus fund a part-time secretary. The Commission, in turn, matched this generosity with \$22,460.80 of in-kind support from their contribution of 1,989 volunteer hours, traveling over 7,500 unpaid miles and spending over \$500 on Commission business themselves. (See Resources Development Committee report.)

The Commission is happy to report that much progress was made on all the designated committees. A report from each is attached. But, in a nutshell, the Child Care Project Committee has analyzed Ventura County's need for child care completely; the Resources Development Committee has almost tripled the finances available to support the Commission through voluntary effort, have established a women's network throughout the County, and have submitted a \$300,000 grant proposal; the Communications Committee has published an exciting newsletter; the Legislative Analysis Committee kept abreast of all legislation affecting women and children and has established a close liaison with our elected officials in Sacramento; and last, but not least, the By-Laws Committee prepared and had accepted by the Board of Supervisors its operating manual, "The By-Laws."

AND FOR OUR NEXT ACT

The outlook for the 1982-83 fiscal year already looks to be busier than the first for the Commission for Women. The Child Care Project Committee has just begun to put its strategy plan into operation, and is ready to go into its second phase.

The Communications Committee also looks forward to publishing the next issues of the newsletter, reaching out to more women across the County, and expanding the women's network which was established during the Commission's first year.

It has been suggested that for the Commission's second year, a Sexual Harassment Project Committee be established. The Commission will consider such a project at their June meeting.

REPORT ON STAFF SECRETARY'S WORK

The Commission Office, located at 3482 Loma Vista Road, Ventura, is staffed by a half-time secretary who is responsible for the following duties:

1. Responding to phone calls which come into the office.
2. Greeting and helping individuals who come into the office.
3. Opening and answering mail.
4. Mailing to Commissioners any appropriate information which comes into the office each week through the mail.
5. Preparing, typing and mailing news releases regarding Commission meetings and special events.
6. Preparing, typing and mailing minutes of Commission meetings to the press, libraries, Board of Supervisors, etc.
7. Preparing and mailing Committee reports for Child Care Committee.
8. Xeroxing and mailing bills for Legislative Analysis Committee.
9. Preparing and typing financial statements and memos for the Finance Officer.
10. Preparing and mailing any correspondence directed by the Executive Secretary or other Commission members.
11. Prepare and xerox all materials to be handed out at monthly Commission meetings.
12. Carry out any assignment directed by a Commissioner.

In addition to these day-to-day duties, the secretary has taken care of the following during the last year:

1. Attend Saturday meetings of the Commission and take the minutes.
2. Attend and help host special meetings of the Child Care Project Committee.
3. Prepare, type and mail grant proposal.
4. Establish bulk mailing rate with the Post Office.
5. Prepare extensive mailing lists for newsletter and other mailings to women's organizations, etc.
6. Prepare newsletter for bulk mailing and take to Post Office.
7. Deliver newsletters to local city halls, chambers of commerce, day care centers, etc.
8. Interview various organizations for articles for newsletter.
9. Go to library and prepare bibliography of literature available on women and women's issues.
10. Prepare letters to Board of Supervisors and deliver to the Clerk of the Board.
11. Retype and revise the By-Laws of the Commission many times.
12. Type special projects for the Child Care Committee.
13. Make arrangements for Commission meetings.

RESOURCES DEVELOPMENT COMMITTEE

MEMBERS OF COMMITTEE:

Erin Healy Sheffield
JoAnne Le Fils-Moore

Other Commissioners who help at times:

Steve Wiman
Virginia Connell
Ida Richardson

At the Commission's first meeting, it was pointed out that part of the Commission's role was to establish communications with professional societies, chambers of commerce, schools and other groups designated by the Board of Supervisors. Also, in-kind support from individuals and organizations was to be solicited to help with budgeting of funds for the Commission. The Resources Development Committee has served the Commission in these areas, concerning itself with setting up a communications network with women's organizations throughout the County, and also working closely with the Finance Officer to help raise donations for the Commission's work.

At the October 24, 1981, meeting, the Committee stated its interests are two-fold: financial resources and human resources. It was decided that public members would be sought for the Committee. Expert and experienced help is needed from financial advisors, tax consultants, CPAs, etc. The Resources Development Committee also decided to establish a speaker's bureau to represent the Commission to other women's groups and organizations.

Also, the Committee has been investigating possible sources for grants available to the Commission. One federal grant has already been applied for, and others will be applied for in the future.

Following is a list of the Ventura County women's organizations and groups that the Commission has established a communications network with. Also, there is a list of all the individuals and groups that have contributed to be sponsors for the newsletter, and letters showing the requests made for financial and human resources, as well as a chart showing the in-kind support given to the Commission.

COMMISSION FOR WOMEN
IN-KIND CONTRIBUTION SUMMARY SHEET

JUNE 15, 1982

COMMISSION MEETINGS

15 Commissioners	
x 10 Meetings	
x 4 Hours/Meeting	
x \$10/Hour	
TOTAL:	\$6,000.00

CHILD CARE MEETINGS

8 Members	
x 11 Meetings	
x 2 Hours/Meeting	
x \$10/Hour	
TOTAL:	\$1,760.00

OUTSIDE VOLUNTEER TIME

1,989 Total Hours	
-776 Hours in Meetings	
1,213 Volunteer Hours	
x \$10/Hour	
TOTAL:	\$12,130.00

Mileage Expended by Commissioners	\$2,067.70
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Out-of-Pocket Expenses Paid by Commissioners	<u>\$ 503.10</u>
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GRAND TOTAL	\$22,460.80
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CHILD CARE PROJECT COMMITTEE

The Child Care Project Committee was first established on September 26, 1981, and its goals included: financial analysis of the cost effectiveness and cost benefit of employer-provided child care; meetings with industry and other large businesses to develop employer-provided child care; work with the Private Industry Council on transportation/child care as a barrier to employment to women on welfare.

At the Commission meeting on October 24, 1981, Committee Chair Dorothy Engel stated the Committee's goal as: to identify existing child care resources and develop a countywide child care resource network.

Following is the strategy plan developed by the Committee, a report on the Committee's progress and accomplishments by Chair Dorothy Engel, special meeting notices, minutes from the Committee's monthly meetings, and dealings with the Board of Supervisors.

CHILD CARE PROJECT COMMITTEE

COMMISSION MEMBERS:

Dorothy Engel (chair)
Brook Hubbell
Steve Wiman
Mary Baird
Ida Richardson
Lupe Gonsalves
Mary Jane Johns
Carol Keochekian

PUBLIC MEMBERS:

Cheryl Bohley
Chris Eakins
Jarryl Larson
Susan Minich
Bonnie Warrington

At the request of the Board of Supervisors, the Commission for Women formed the Child Care Project Committee in Septmeber 1981 as its first major undertaking. The list of measurable objectives given to the Committee proved valuable in directing the Committee to establish its goals quickly.

WHAT IS OUR JOB?

The basic goal of the Committee is to provide a free service to employers for development of employer-subsidized child care on or near the work site. This proved to be a complex undertaking, requiring the use of a work plan developed by Committee member Dr. Brook Hubbell (copy attached). Some basic principles we've followed are:

1. Affordable child care should be available to anyone who wants it.
2. There should be a wide range of child care within each community in the County.
3. Within each community, there should be a source of information about child care so parents can make informed choices.

WHO WORKED?

Over the ten months that the Committee has been working, an average of thirteen people have served on the Committee: eight Commission members and five community members (see list of members above). The Committee augmented its work force by another 25-30 people who contributed their time and brain power. Recruitment was conducted through several means: recommendations of Commission and Committee members, a mailing to community organizations (which netted over 30 responses), an orientation meeting in Thousand Oaks in February 1982 attended by 56 people, and regular monthly publicity notices about our meetings.

HOW WE WORKED

The Child Care Project Committee met ten times, usually the Saturday before the Commission meeting, in order to present our recommendations for validation. At the February 27 orientation meeting, "Operation Search," community people and organizational representatives attending were asked to serve on five task groups: (1) new sites for child care, (2) survey of child care centers, (3) special programs search, (4) employer packet design, and (5) special needs search. (See copy of program attached to this report.) These task groups completed their work in early May, in time to present a draft of an employer packet to a selected employer representative testing group on May 13 chaired by our Private Industry Council liaison member, Chris Eakins. At the next Committee on May 15, the Committee regrouped for the next phase of its work, as follows:

1. Marketing strategy
2. Brochure revision
3. Proposed County employer child care conference
4. Publicity -- feature articles on employer programs
-- public awareness of quality child care available.

All ten Committee meetings were publicized and open to the public.

WHAT HAS BEEN ACCOMPLISHED?

1. Most of our work plan has been completed on schedule and the remainder is being worked on.
 - A. Data collection on existing licensed child care completed; report and map are available.
 - B. Collection of State and County licensing regulations and local ordinances -- analysis targeted for next year.
 - C. Search for suitable new sites for child care -- report is available.
 - D. Research on existing employer-supported child care programs -- annotated bibliography developed and targeted for more work next year.
 - E. Employer packet designed and written -- testing group has recommended changes requiring major revisions immediately.
 - F. Search for special programs for afterschool care or recreation utilized by parents (usually not licensed since government regulations don't apply. -- Supplemental findings given to Interface for its directory.)

2. Information about our work is reaching those who provide child care as well as those who need it. Providers calling us are usually concerned with increasing their ability to serve more parents or in establishing contact with businesses who may refer employees to them. Day care mothers, many of whom belong to the Day Care Association, have several questions about the quality of care children are receiving and urging more careful supervision of day care homes, while at the same time questioning the rigid enforcement of regulations.

WHAT CAN WE DO NEXT YEAR?

Several important tasks can be tackled next year:

1. Development and implementation of an employer marketing plan -- including a countywide conference in January or February.
2. Printing of employer brochure and fact sheets regarding child care sponsored by employer.
3. Development of needs assessment procedure for employee groups to determine child care needs.
4. Provision for evaluation of services of child care providers.
5. Further analysis of licensing regulations with a view to recommending change.
6. Conversion of annotated bibliography to computer for quick access by employer preparing proposal for child care program.
7. If professional staff not available, training for volunteers as consultants in assisting employers with proposals.
8. Ongoing publicity program for different audiences:
 - A. Parents -- what quality child care should be.
 - B. Providers -- Who needs child Care? Are those services there? (Special needs such as sick child, infant, summer or school vacation times.)
 - C. Employers - who else is doing it in the business world? What does it do for you?

COMMUNICATIONS COMMITTEE

Committee Members:

Sandra Smith Ryder
Lauren Anderson

At the first meeting of the Commission, Jean Getchell pointed out that part of the Commission's role was to publish a bi-monthly newsletter for distribution countywide. That newsletter has been the main goal and accomplishment of the Communications Committee.

This Committee also helped the Resources Development Committee to establish a communications network with women's groups and organizations throughout Ventura County. Part of the Committee's work has also included soliciting organizations and individuals for advertising and sponsorship of the newsletter.

The Communications Committee had prepared an information packet to present to the Board of Supervisors requesting support for a directory of women's organizations and the goods and services provided by women. However, at the November 14, 1981, meeting of the Commission, a motion was made to strike that recommendation and, instead, to support and approve the directories published by other organizations.

The Communications Committee published its first newsletter in April 1982, and a copy is included with this report. The newsletter was distributed to libraries, the press, chambers of commerce, day care centers, women's centers, legislators, city halls, women's organizations and all interested individuals.

LEGISLATIVE ANALYSIS COMMITTEE

MEMBERS OF COMMITTEE:

Virginia Connell, Chair
Steve Wiman
Lupe Gonsalves
Bonnie Warrington (public member)

The Legislative Analysis Committee first started off with Steve Wiman working by himself to present applicable current legislation to the Commission. As his work increased, Lupe Gonsalves and Ginny Connell joined him, and then Bonnie Warrington also volunteered, and together they research appropriate legislation and bring it to the attention of the Commission for its consideration and possible action. It was decided that the Commission needs to know about pending legislation that is offensive or discriminating against women, since it is the Commission's job to make recommendations to the Board of Supervisors about these matters. The procedure which is followed is to recommend to Legislative Analyst Blake Boyle that the Commission supports a particular bill and he then passes that recommendation along to the Board of Supervisors for their consideration.

Lupe Gonsalves has been appointed as a liaison with Assemblyman Imbrecht's office, so the Commission can keep abreast of pending bills. Ms. Gonsalves also visited the State Capitol and the State Commission on the Status of Women in Sacramento, to make direct contact with those legislators and State Commissioners. The State Commission's monthly newsletter, California Women, offers much information on pending legislation.

The Commission has supported SB 1330 through Legislative Analyst Blake Boyle, and also Virginia Connell went before the Board of Supervisors to encourage support of Women's History Week, March 7-13, 1982.

Some of the bills presented to the Commission by the Legislative Analysis Committee are as follows:

- AJR 62 - Support of military spouses.
- SB 1330 - Domestic violence funds.
- SB 913 - Child Care legislation.
- SB 779 - Employer-sponsored child care.
- SB 459 - Setting of salary ranges.
- HR 2387 - Child Care legislation on a national level.
- AB 1985 - Sexual harassment.
- AB 2369 - Child care and development program.
- AB 2174 - Harassment in general; restraining orders.
- AB 1166 - Funding for Human Relations Commission.
- SB 1835 - Equal pay act.
- SB 537 - Seat restraints for children.

Following is a report from Committee member Lupe Gonsalves and also letters to the Board of Supervisors. This Committee will also be involved in studying a sexual harassment policy for Ventura County during the next year.

LEGISLATIVE ANALYSIS COMMITTEE

REPORT BY LUPE GONSALVES

STATE CAPITOL VISIT - NOVEMBER 9, 1981

Former Assemblyman Joe A. Gonsalves, and Anthony Gonsalves, State Representatives, toured the State Capitol with me and made an appointment for me to speak with Senator Sieroty, author of several child care bills and chairman of the Education Committee. Senator Sieroty was not able to meet with me, although his Assistant Administrator was available. Discussion on funding for child care was discussed. He said, "the competition for grants is fierce and the chances for funding is rather slim." He also suggested speaking to Frances Walker, with the State Department of Child Development in Sacramento, for further information.

CALIFORNIA STATE COMMISSION ON THE STATUS OF WOMEN - NOVEMBER 9, 1981

I met with Vicki L. Caron, Manager/Information Services with the State Commission. Topic discussed: Grants and the possibility of Atlantic Richfield issuing grants. I stressed that the main objective of the Ventura Commission for Women this fiscal year is that of identifying existing child care resources and developing a countywide child care resource network.

Ms. Caron asked if we would put the State Commission on our mailing list for our newsletter. There followed a brief discussion of California Women, a newsletter published by the State Commission on the Status of Women. Especially noteworthy was the material on legislative issues.

Assemblyman Chuck Imbrecht extended an introduction for me to legislators of the Assembly and Senate, welcoming me to visit the Capitol.

MEETING WITH ASSEMBLYMAN IMBRECHT - December 11, 1981

On December 11, Erin Sheffield, Yvonne Bodle and I met with Assemblyman Imbrecht to discuss child care programs and bills now pending regarding child care. Imbrecht is a strong advocate in the child care area. He shows sensitivity and concern for working parents. He mentioned use of his office for any research on any bills, or calling his secretary for any information the Commission may need. In the future, if the Commission decides to get in contact with him regarding his reconsideration of any issue or bill, before he casts his vote, we can call him through the Patch Line (that's a direct line to the Capitol).

It was decided that I would be the Commission's representative or liaison person to Assemblyman Imbrecht's office.

SUPPORTING LEGISLATION THROUGH BLAKE BOYLE

A recommendation was directed to be sent to the Board of Supervisors, through Blake Boyle, registering support for SB 1330, increasing marriage license fees and limiting the use of the part of the fee that is specified for domestic violence funds. I met with Blake Boyle, who recommended that the Commission support this amendment. Co-Chair Virginia Connell went before the Board of Supervisors regarding this issue. The State Commission was asked to encourage a revision of the law on this matter, and a letter was directed to Senator Presley so stating.

VENTURA COUNTY COMMISSION FOR WOMEN

county of ventura

3482 Loma Vista Road
Ventura, CA 93003
(805) 654-5396

January 5, 1982

Board of Supervisors
Ventura County Government Center
800 South Victoria Avenue
Ventura, CA 93009

SUBJECT: ADOPTION OF BY-LAWS FOR VENTURA COUNTY
COMMISSION FOR WOMEN

RECOMMENDATION:

Adopt the attached By-Laws as the working procedures of
the Ventura County Commission for Women.

DISCUSSION:

The Ventura County Commission for Women has met and drafted
the attached By-Laws as their working procedures for the
Commission for Women.

The Ventura County Commission for Women has been established
to serve the Board of Supervisors in an advisory capacity for
the following purposes:

1. Review, analyze and make recommendations to the Board
of Supervisors on issues relating to women.
2. Provide a coordinating function with respect to the
many community groups working to improve the quality
of life for women.
3. Study any conditions demonstrating discrimination due
to sex or marital or parental status.
4. Perform work assigned by the Board of Supervisors.

Mailing Address:

Public Social Services Agency
3161 Loma Vista Road
Ventura, CA 93003

Attention:
Special Programs
Commission for Women

Commission Members:

District 1

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Board of Supervisors
January 5, 1982
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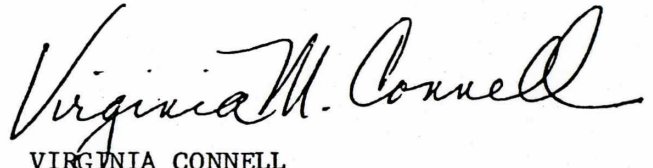
The Commission has been meeting regularly and is now organized and functioning. The Child Care Project is the Commission's chief task and the project is well under way.

If there are any questions, please contact Yvonne Bodle or Virginia Connell, Co-Chairs of the Commission, at 642-3211, extension 236, and 495-5590, respectively, or Jean Getchell, Administrative Analyst, at 654-2862.



YVONNE GALLEGOS BODLE
Co-Chair

YGB:VC:bf



VIRGINIA CONNELL
Co-Chair