

Ventura County Commission for Women
Draft Minutes Regular Meeting
April 23, 2012, 6:30 p.m.
Camarillo Police Department, 3701 Las Posas Rd, Camarillo 93010

1. Call to Order/Mission Statement

Chair Lee Riggan called the meeting to order at 6:38 pm and read the VCCW Mission Statement. Recognizing the absence of the secretary, Commissioner Phillips was asked to take minutes.

2. Roll Call

Present - Diana Goodrow, Rosandra Esquivel, Joni Holling, Lee Riggan, Kitty Dill, Nancy Lee Phillips, Elvia Guizar, Ruth A. Funk (arrived at 6:43 pm), Jan Lawrence, Shanté Morgan-Durisseau, Debra Bagley, Ina Howard (arrived at 6:50 pm), and Carmen Hurd.

Absent - Ana Christina Flores.

Others Present - Ashley Wagner, Office of County Supervisor Kathy Long, Kara Hillock and Lisa Bauquier Studley from K & M Enterprises.

3. Adoption of Agenda

On a motion by Commissioner Lawrence, seconded by Commissioner Hurd, and passed unanimously, the agenda was adopted as amended adding items indicated in the addendum with item c. becoming item b. and item b. becoming item c, addition of 19.b. as presented in addendum, and removal of item 18 c. and to have 17.b. before item 14.

4. Public Comments

Ashley Wagner addressed the board expressing gratitude for the opportunity to attend the meeting. She also expressed Supervisor Long's support of the commission and interest in attending meetings and encouraging Supervisor Parks to also attend Commission meetings. There was discussion of asking Supervisor Long to install the new officers later in the year.

5. April - Sexual Abuse Awareness Month Recognition - Rachel Parks and Janine Ivy, Crisis Response Intervention Coordinators, gave a presentation on the activities of the Coalition for Family Harmony and answered questions from the Commission. Chair Riggan presented Ivy with a certificate of appreciation for her presentation.

6. Approval of Minutes of Regular Meetings November 15, 2011, October 22, 2011 & March 26, 2012.

The minutes of October 22, 2011 and November 15, 2011 were not available. On a motion by Commissioner Phillips, seconded by Commissioner Funk and passed unanimously, the minutes of March 26, 2012 were approved as presented.

7. Receive Treasurer's Report

a. Restricted funds held by VCCF

b. Restricted and Unrestricted funds in the VCCW Bank Account

Commissioner Lawrence indicated there were no changes in the account transactions since the last meeting.

8. Budget Committee Report - This item was not addressed.

9. Received Corresponding Secretary's Report

a. Communication Received - an oral update was provided

b. Communications sent - an oral update was provided

10. Vice Chair Report

An oral update was provided.

11. Chair Report - the materials submitted at the meeting were reviewed

- a. **Report of Accomplishments Activities**
- b. **Amended Bylaws submitted for approval to Board of Supervisors for Sec 5.1D**
- c. **BiNational Health Week – October 2012**
- d. **Report on Board of Supervisor's Action s& District** – Ashley Wagner indicated she would check on the status of the Study Session and report back to the Commission.

12. Public Relations Committee

- a. Commissioner Dill gave an oral report of the documents provided to commissioners. Commissioner Morgan-Durisseau resigned as chair of the committee and recommended Kitty Dill as her replacement. There was consensus to have Commissioner Dill take on the role of chair. Commissioners Phillips and Morgan-Durisseau indicated they would continue on the committee. Commissioner Esquivel indicated she would no longer serve on the committee.

13. Recognitions Fundraising Committee

Commissioner Guizar provided an oral report on the committee's work.

14. Committee for VCCW Operation Policies and Procedures

After discussion, there was consensus to have Ashley Wagner determine if there were guidelines already in place for commissions and if policies and procedures already existed.

There was consensus to discuss item 17 at this point in the agenda.

17. Discussion/Presentation

b. Consideration of Alternative Consultant K&M Enterprises.

Kara Hillock and Lisa Bauquier Studley provided an overview of the services their firm could provide for the Status of Women and Girls Study. They indicated they could provide a reduced rate to stay within the budget. They indicated they had not received the report done by CSUCI and that having that data and report would significantly impact their ability to stay within budget.

Brooks and Bauquier Studley left the meeting after their presentation.

15. Status of Women & Girls of Ventura Couty Committee Report

Commissioner Morgan-Durisseau provided an oral report.

16. Oversight Committee on the Status of Women & Girls

After lengthy discussion, there was consensus that there was no need for an oversight committee. A vote was taken to confirm who was the spokesperson for the Study and Shante Morgan-Durisseau was confirmed as the spokesperson (Phillips, Guizar, Funk, Lawrence, Morgan-Durisseau, Bagley, and Hurd voting for Morgan-Durisseau and Goodrow, Esquivel, Holling, Riggan, Dill, Howard voting for Riggan). It was agreed that Morgan-Durisseau was the official spokesperson for the commission on everything related to the Status of Women and Girls of Ventura County Report. All communication would come from Morgan-Durisseau unless otherwise directed by her. The chair would be kept in the loop as needed to ensure communication with the commission.

17. Discussion/Presentation

- a. **Discussion of the Brown Act in terms of Email Protocol and Communications** – This item was not discussed.

c. Discussion of Management Plan for the VCCS Study of the Status of Women and Girls –
No discussion.

18. Consent Agenda – All consent items were pulled for action as they were not routine items.

- a. Approve establishment of Committee for VCCS Operating Policies & Procedures = Appointment of Co-Chairs Riggan & Dill –** This item was previously discussed and determined to not need a committee until research was received from the county supervisors' office.
- b. Approve establishment of Oversight Committee for the status of Women & Girls Study & appointment of Co-Chairs Riggan & Esquivel –** This item was previously discussed and it was determined that was no need for an oversight committee and that Commissioner Morgan-Durisseau was the official spokesperson for the study.
- c. Approve VCCW Budget –** This item was removed from the agenda.
- d. Approve requesting VCCF to serve as Fiscal Sponsor for Recognition Fundraiser –** On a motion by Guizar, seconded by Lawrence, the commission moved to approve requesting VCCF to serve as Fiscal Sponsor for the Recognition Fundraiser. The motion passed unanimously.

19. Action Items

- a. Approve Status of Women & Girls Committee Recommendation for Consultant Contract & Scope of Work**
Commissioner Lawrence moved to approve the consultant contract as presented with final review of the Scope of Work by the Study Co-Chairs and Commission Chair. The motions was seconded by Ina Howard and passed unanimously.
- b. Approve Section of the consultant for the Status of Women & Girls Project**
Commissioner Lawrence moved to approve selection of K & M Enterprises as the consultant for the Status of Women & Girls Project. The motions was seconded by Ina Howard and passed unanimously.
- c. Approve VCCW Oversight Plan for Status of Women & Girls Study Committee –** There was previous consensus that this oversight plan was not needed.
- d. Approve Launch Plan for Status of Women & Girls Study –** This item was previously approved at the prior meeting.
- e. Approve Press Release & Public Relations Plan –** No Discussion or action.

20. Commissioners' Discussions, Information Items, Announcements & Future Agenda Items –
Commissioners provided updates.

21. Upcoming Events

- a. VCCW Regular Meeting May 22, 2012.** There was discussion that the originally scheduled meeting for May 28 was on Memorial Day and there was consensus to change the date to May 22.

22. Adjournment

The meeting adjourned at 9:35 pm.

Approved and entered into the record, May 22, 2012

Nancy Lee Phillips, Acting Secretary