



## COMMISSION ON THE STATUS OF WOMEN

Project Review Meeting  
August 14, 2008 – 12:00 PM  
Human Resources Training Center

County Center

### MINUTES

**COMMISSIONERS PRESENT:** Chris Allen, Christina Brenner, Jan Kiely, Donna Roper, Priscilla Vivio, Liz Acosta (Chair); Rebecca Hollingsworth

**COMMISSIONERS ABSENT:** Pat Boyd; Tiffany Renee

**JUNIOR COMMISSIONERS PRESENT:** None

**STAFF PRESENT:** Dell Jacoby, Nadine Jaillet

#### I. CALL TO ORDER - INTRODUCTION OF COMMISSIONERS AND STAFF:

Acosta called the meeting to order at 12:00 PM.

#### II. PUBLIC COMMENT: None.

#### III. INTRODUCTORY EXERCISES AND REVIEW:

The Commission began this session discussing team development and effective communications. The Commission then moved to ground rules for meetings and a review of project status. During that session, the Commission adopted the following:

- Courtesy Pledge: The Commission discussed the Courtesy Pledge, adopted from Roberta's Rules of Order, along with the results of their Thriving Exercise from the 2007 Strategic Planning meeting. Discussion revolved around two areas: appropriate dress for a Commissioner and consequences of breaching the Pledge. Results of the Thriving Exercise included language regarding appropriate attire and demeanor for Commissioners. Kiely thought appropriate appearance goes to the credibility of the Commission. Hollingsworth felt that needing to be told how to dress makes Commissioners look indecisive. Acosta thought that appropriate professional demeanor should be consistent with the activities of the Commission and suggested the request for professional demeanor be put in the Courtesy Pledge, allowing Commissioners to use their own discretion. Also discussed were the consequences of breaking the Pledge. Brenner asked what consequences are in place for breaching the Pledge and Acosta replied there should be both formal and informal consequences – if behavior shuts down Commission communications, the Chair should call a break to allow cooling off



time (informal.) There is no articulated formal consequence. It was agreed that the Commission will revise the Courtesy Pledge. Famini, Vivio and Brenner will bring recommendations on the revision of the Pledge to include language on professional demeanor and consequences of breaking the Courtesy Pledge. Commissioners also agreed that Commissioners may state if they are feeling uncomfortable with current discussion and ask for a tabling of the issue or a break until perspective returns.

#### **IV. PROJECT REVIEW:**

Acosta introduced project review by reminding the Commission of its hard work to form the 2007-2009 Work Plan and the success of the Report. She also indicated that the Commission is taking on a more public role in women's issues and challenged the Commissioners on how each can own the projects of the Commission as well as those they coordinate or liaise with. "This is our moment to do great things!" The Commission then went through each project to establish current status and next steps for each:

- LAW Task Force: Acosta reported that this task force is in need of additional members and the Commission agreed that the goals of this task force are similar enough with those of the POWER Task Force that it made sense to merge the two. Roper (chair of POWER) and Acosta (Chair of LAW) will meet to discuss merged goals and objectives. The new task force will be called the Legislation and Representation Task Force. Once the merger is finalized, the Legislation and Representation Task Force will seek liaison with other groups sharing similar goals and objectives.
- Non-Traditional Career Exploration Liaison: Brenner reported that this project is now a collaborative effort with Sonoma County Office of Education focused on K-16 structured career development. It was agreed the project will now be designated as a liaison effort instead of a project. Next steps for this effort are to establish a core working group to develop curriculum. Brenner will participate with this core group to represent non-traditional career development for young women. Brenner will bring draft curriculum to Commission meetings as it is being developed.
- Older Women's Task Force: Kiely and Allen reported that the current status of this project is focused on determining what is achievable in the areas of health care, housing and social services advocacy for older women. Next steps include identifying services for older women in Sonoma County. They will meet with Ginny Doyle of Adult and Aging to discuss services. The goal is to develop a roundtable of service providers, document services available, identify service gaps, make recommendations and disseminate service information to the public. They hope to recruit additional members to assist.
- POWER Task Force: Roper reported that the Forum is completed and was successful. The Leadership Institute helped promote this effort. Next steps include a merger with the LAW Task Force (see above) to form the Legislation and Representation Task Force. The new task force will contact Forum participants to discuss goals and objectives for the future.
- Self-Sufficiency Calculator: This project is stalled. A demonstration was arranged by Renee for the Human Services Department (HSD), but was canceled. No follow up contact has been made. Staff contacted HSD Sonoma Works, who is very interested in

pursuing the Calculator. The Commission agreed to set up another demonstration and invite counselors from related community based organizations.

- Speakers Series: Brenner reported that the intent of the series is to establish quarterly presentations highlighting relevant topics. In the last year, the Speaker Series collaborated with community organizations and City of Santa Rosa and County departments bringing Human Trafficking awareness to our community. Participation with that collaborative program has led to a new liaison effort by the Commission, to be designated the Liaison on Community Issues. Brenner will continue as liaison on Community Issues. In the following year, the Speakers Series will focus on fostering public awareness of the Commission through presentations and outreach. Next steps for CHR public awareness include developing a presentation outlining the mission, goals, objectives, and projects of the Commission and to identify venues for presentation. Roper has prepared a PowerPoint presentation on the Report that will be utilized in a similar fashion. Roper is scheduled to present to NOW on September 17. Jacoby also reported that the Commission has been contacted by the State Controller's Office, who wish to present seminars on financial issues pertinent to women in Sonoma County. Staff to forward the information to Brenner.
- Junior Commissioner Project: Famini reported that the applications and announcements have been distributed to Montgomery, Maria Carrillo, and Santa Rosa High Schools. Ursaline, Roseland Academy and Elsie Allen have also been contacted. Staff will send blanket emails with materials to all Sonoma County High Schools and District Offices. Next steps: Famini will form a committee for application review on September 15, 17, 22, and 24. The all day student orientation will be held September 28 at the Santa Rosa Junior College Foundation. The Junior Commissioner monthly meeting schedule is set for the first Tuesday of every month. Famini has requested more commissioner involvement and hopes that at least one additional commissioner will join her for each Jr. Commissioner meeting. The Legislative and Representation Task Force will assist Famini with the project this year.
- Women's History Month: Kiely reported that she has prepared some curriculum and that Vivio is also preparing curriculum. They target November for completion of the curriculum update. Vivio is the new coordinator for the Women's History Project. Women's History Month is March of each year.
- Liaisons to Organizations: This effort will continue with the following liaison assignments: Acosta will liaise with ACCW; Brenner will liaise on Community Issues (new title expanding Human Trafficking liaison); Boyd will continue with Family Violence Council Liaison; Renee will continue with Women's Organizations in South County; a representative needs to be assigned to North County; Brenner will continue with Non-Traditional Career.
- Community Referral Resource Guide: This project is partially completed and will be completed by staff for review by both the Commission on the Status of Women and the Commission on Human Rights, to be used by Commissioners for some of the more common referrals. Discussion reflected some concern over duplication of the new 211 line for referral services. It was decided that the 211 referral number would be added to the card, as the information provided on the card would be limited.

- Commission Development: No action was taken on Commission Development.

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**V. ANNOUNCEMENTS:** None

**VI. ADJOURNMENT:** Acosta adjourned the meeting at 4:55 PM.