

Marin Women's Commission — Business Meeting Minutes Draft

Tuesday, November 29, 2022 – 7:00pm to 9:00pm

Join Zoom Meeting

<https://us06web.zoom.us/j/92571429989?pwd=UXhScW5YNDBzSlq2RDVOcHB5cGNmdz09>

Meeting ID: 925 7142 9989 **Passcode:** 737578
+1 669 900 6833 US (San Jose) +1 408 638 0968 US (San Jose)

ROLL CALL:

Elizabeth Davis (ED)
Laura Anderson (LA)
Barbara Anderson (BA)
Amy Schroeder (AS)
Sally Stocks (SS)
Leslie Belingheri (LB)
Sherene Chen (SC)
Magali Limeta (ML)
Samantha Ramirez (SR)

AGENDA

- I. **Call to Order/Established Quorum at 7:07pm**
ED, LA, BA, AS, SS, LB, SC Present.
ML and SR joined after quorum had been established.
- II. **Approval of Meeting Minutes for October 25, 2022**
MOTION to approve with the following edit(s): AS/LA m/s/p
#12 – The name Ravishe is incorrectly spelled and should be spelled ***Raveche***
- III. **Approval of Agenda for November 29, 2022** LB/LA m/s/p
- IV. **Open Time for Members of the Public to Speak on Items not on the Agenda**
No members of the public present
- V. **Speaker: Roger Crawford, Equal Employment Opportunity Director, Marin County**
Roger: Speaking on representation of women in Marin County
(in the context of moving away from the consent decree)
 - 2 year action plan includes hiring, retention & promotions
 - People of color & women of color
 - Mentoring program & other ways to develop & create inclusive environment
 - 5 steps for every classification
 - When you get to step 5, everyone's classification is the same
 - Disparities not immediately apparent

- Won't see disparities in average worker who has worked a number of years
 - Won't see disparities in promotion rates
 - Disparities may happen when initial offer is made during initial hiring process
 - Will see disparities in pension rates
 - Makes a difference when people are hired in at different steps
- 5 year Business Plan
 - Goal is to interview women & person(s) of color for every upper level position that becomes available
 - For reference:
 - Upper-level Management
 - Department Heads
 - Assistant Department Heads
 - Middle Management
 - Supervisors of supervisors
 - Primarily in HHS
 - Entry Level
 - Supervising line staff (i.e. eligibility workers, library desk staff supervisor, etc.)

Request for additional information:

- Education level of women typically hired within the county (Not an EEO data point, NeoGov data point) and how does this tie in with pay
- Preponderance of certain jobs? (i.e. more men in maintenance jobs?)
- Request numbers in addition to percentages
- Exit surveys
- Request for the slide deck used in this presentation

(LB) Who will be taking Chris Shaw's position?

- (Roger) Hiring for 2 positions
 - One position is finalized
 - Will begin recruitment of second position via NeoGov shortly

VI. Icebreaker

Lead by Commissioner Leslie Belingheri

Commissioners discuss their favorite book in under one minute

VII. Grant Committee Update

Presented by Commissioners Sherene Chen and Leslie Belingheri

(BA) Suggestion to move to grant update next (8pm) because presenting commissioner has a hard stop at 8:15PM

Leslie:

- Good News- We have received the 25K grant. Thanks to Crystal for uncovering where it was
 - 1) Next step - We can move forward with projects
 - Sherene & I will meet with grantor soon
 - Will ask to extend reporting requirements
 - Received money now and others rec'd in April
 - Requesting extension until October of next year

- Spending & reporting protocol of sub committees
 - What will reporting protocol look like
 - Pictures, reports & details of how we are building capacity
 - Keep your records to provide when we ask for them for reporting purposes
 - Official file in drop box includes:
 - Award grant
 - Progress report (everything in report & discussed in meeting), etc.
 - 2) Next thing – Will send in email through proper channels
 - If one of us has expenses, how to handle these
 - Solange answered a good portion of questions
 - Everyone should [sign up with county to become a vendor](#) and fill out proper form(s) in order to be paid
 - If we know we plan to use a particular vendor – have them sign up in advance to get the ball rolling now
 - 3) Communication – Need to communicate about what our plans are going forward
 - Encourage everyone to go to Dropbox & read application
 - Goal is capacity building.
 - We should all know about this
 - Will take all of us moving forward & reporting back

VIII. **Budget Review and Fundraising**

Presented by Commissioner Sally Stocks and Crystal Martinez

- Our account is not evergreen and needs to be spent down by the end of each fiscal year
 - Grant money located through DOF and will be in the account and accessible any day
- Vendor system & payables within the County
 - Must be set up as vendors within the county system to be repaid
- Solange Grey in HR is “go to” person for questions
 - Talking to Solange about admin & Marin Women’s Commission account
- Budget is \$13,500 every year
 - Primary use is supporting MTGC
 - MWC pay 10K towards conference annually and ask BOS to match
 - Pandemic canceled MTGC & resulted in leftover funds
- Roughly 15k (for financial conference and MTGC)
 - Funds put into the account with the understanding it would be spent down
 - Has been in existence for over 6 years
 - Puts us in a great position to make MTGC a recurring event, can pre-pay next year’s MTGC
 - Don’t yet have confirmation that it zeroes out every year
- Paypal Account – need to confirm with Chris Shaw how to access this

IX. **Listening Tour Committee Update**

Presented by Commissioners Sherene Chen, Amy Schroeder, and Liz Davis

- Connected with Felecia Gaston
 - Sorority working to empower girls in Marin City
 - Listening tour committee will meet with Felecia (and her team) in January to work out details

X. **Marin Teen Girl Committee Update**

Presented by Commissioners Magali Limeta, Samantha Ramirez, and Crystal Martinez

- Next meeting for MTGC is a week from Sunday, last meeting of the year
 - 20 girls have committed
 - Plan for workshops and contacts made with those we'd like to work with
- Documenting the process of how to run MTGC as we go along
 - Conscious planning on Crystals part to make it easier for those running it in the future
 - Digital copies of everything
 - DropBox
 - Google drive
 - Request that nothing be moved in the drive
 - Everyone has access
 - Request to (re)share the link

XI. Consent Decree Update

Presented by Commissioners Amy Schroeder and Barbara Anderson

Madeleine is waiting on the court. There may be a decision in January

XII. CEDAW Committee Update

Presented by Commissioners Amy Schroeder and Leslie Belingheri

Amy:

- Unable to make aides meeting on Monday, but can go in January
- Draft for CEDAW is mostly complete
 - Want to send draft to Women's Commission members, Jamilah, Raveche, and Board of Supervisors before BOS Aides meeting
- Will share with Commissioners first before the others
- Still on target even though timing has been pushed out

XIII. Board/Commission Community Training Committee Update

Presented by Commissioners Magali Limeta and Samantha Ramirez

(BA) Is training still on schedule for February 16?

Leslie:

- (suggested titling) Women Run for Office, Boards & Commissions
- Event will fit well under listening tour grant
- Magali presented great idea
 - Women who have successfully run for office to encourage others on how to run & how to serve on a commission
- Partnership with Denise (Director for Institute of Leadership Studies and in charge of Business school) at Dominican has moved quickly
- Got partners in place before we had a plan
- Will be in Creekside Room in Dominican
 - Dates will be April 4,5 or 6 (5th is Passover, but had to give Dominican 3 dates)
 - Light refreshments from 5.30 to 7pm
 - Denise & a few others will moderate
 - ILS will partner with us & provide \$700
 - Required to use Dominican's catering service
 - \$15 per ticket
 - Managed by Magali through Eventbrite
 - Proceeds will go to MTGC
 - Tickets are Holding space and will track the number of guests

- Need \$500 to go towards this effort
 - Will need to approve the \$500 contribution – believe it fits within our grant funds
- Scholarships?
 - Will have something available for students and those who cannot afford \$15
- Sherene: contacted by AAW – about gov trek – is this something different? Would commission support or promote gov trek? (2023) teaching them how to run for office? Will send out information to all of you (and Crystal) good opportunity to promote @ MTGC – and its free
- Leslie: This is not training it is inspirational & the goal is to leave people being interested in serving on board or commission – Entry level informational session.
- Laura – Has the youth voice been considered? Have had student trustee from each high school previously.
Have we received response about insurance for event at Dominican? **Need Follow Up** on this. (Leslie will dig into this)
- Leslie will get clarification on Youth Commission being involved (for next meeting; Tam Unified School District)
- Barbara: RE: Eventbrite – Need to get county involved so funds are not going to a personal account and then to the Commission
Has been linked to PayPal account in the past and want to make sure this is still an option/available (Request to email to Leslie)
- Liz: Question about fundraising dollars → where should these go? Don't have answer yet, but want to ensure public/private funds are not mixed
- Leslie: Formally requesting approval for the \$500 for Dominican. \$500 for Dominican approved.
- Additional Suggestions:
 - Communication/marketing via constant contact email list, Facebook, etc.
 - Re-usable banner with Women's Commission Logo
 - Have a tablecloth & easel board

XIV. **Open Time for Commissioners and Q&A**

- Liz – Fundraising for MTGC
 - Developing a fundraising pitch
 - Slide deck can be used for going to different groups outlined in fundraising proposal
 - Requesting feedback
 - Saved to Dropbox
- Amy – giving Tuesday – Spahr center is doing 40k for 40 (President of Board of directors)
- **Next icebreaker:** picture of you & story behind it

Next meeting is Jan 24th

XV. **Holiday Party In Person!**

Presented by Commissioners Laura Anderson and Samantha Ramirez

Perry's in Larkspur
6pm reservation for 8

XVI. **Adjournment**

9:01