



DATE: October 5, 2016

TO: Chair Alcala

FROM: Nancy Kirshner-Rodriguez

CC: Commissioners
CCSWG Staff

RE: Updated policies for Staff Coordination and Commissioner Support

Now that the CCSWG has four full time staff and two retired annuitants as well as IAAs with the CA Library CRB, UC Davis, the CDE and the DLSE that include regular working partnerships with these agencies we are establishing policies and procedures for internal and external clarity. Last month we adopted policies to guide the quality of work products as well as external procedures to enhance our ongoing Staff Coordination and Support of Commissioners and Commission Administrative, Policy and Program Priorities: Please find the external procedures below and let me know if you have any questions.

Commissioner/Staff liaisons:

- 1) Each Individual CCSWG Commissioner is now assigned a lead staff liaisons to supplement Commissioners regular interaction with me, as listed on Page 2.
- 2) The CCSWG Staff Liaison is responsible for the following:
 - a. Providing a link between the work of the Commission, individual Commissioners, Commission subcommittees, partner agencies, advocacy groups, policymakers, and the public via ongoing communication and information sharing.
 - b. Ensuring Commissioner has accurate and up-to-date information that is both useful and/or necessary to serving as a CCSWG Commissioner; ensuring information is provided in a professional and timely manner.
 - c. Following up with Commissioner regarding upcoming Commission meetings; ensuring Commissioner has all necessary information and that logistical considerations/concerns are addressed.
 - d. Identifying and/or arranging and/or providing support for public speaking engagements, this includes drafting talking points, staffing the Commissioner at events, attending events on the Commissioners behalf, and seeking opportunities

for the Commissioner to speak and represent the Commission.

- e. Providing updates to the Commissioner when necessary.
- f. Being available for all inquiries and items of concern from the Commissioner, and to receive information provided by the Commissioner to the Commission and/or Commission staff. Responding to inquiries and concerns in a timely manner.

Commissioner	Staff Liaison(s)
LUPITA CORTEZ ALCALÁ, Chair	Nancy Kirshner Rodriguez
ASSEMBLYMEMBER CRISTINA GARCIA First Vice-Chair	Bethany Renfree
LAURI DAMRELL, Second Vice-Chair	Bethany Renfree
KAREN NELSON, Member at Large	Stephanie Flores
ALISHA WILKINS, Member at Large	Emily Van Atta
KAFI BLUMENFIELD	Stephanie Flores
KATIE BUCKLAND	Emily Van Atta
ASSEMBLYMEMBER NORA CAMPOS**	Nancy Kirshner Rodriguez
GEENA DAVIS	Bethany Renfree
SENATOR (ret.) MARTHA ESCUTIA	Nancy Kirshner Rodriguez
MARINA ILLICH	Emily Van Atta
ASSEMBLYMEMBER JACQUI IRWIN	Emily Van Atta
SENATOR HANNAH-BETH JACKSON	Bethany Renfree
SENATOR CAROL LIU**	Nancy Kirshner-Rodriguez
SENATOR HOLLY MITCHELL	Stephanie Flores
COMMISSIONER JULIE SU	Bethany Renfree
OFELIA ALVAREZ-WILLIS, MD	Stephanie Flores

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**Termed out 2016

Subcommittee Staffing Support

- 1) Each assigned staff member shall communicate with the subcommittees on a bimonthly basis to ensure the work of the subcommittee is organized and ongoing.
- 2) For Program and Policy Subcommittees, the assigned staff member shall develop an initial draft of a strategic plan to present to each assigned subcommittee, if the subcommittee is not already engaged in a Commission program/project/policy such as the Pay Equity Task Force. The strategic plan will present options for subcommittee work.
- 3) The assigned staff member(s) shall review the draft with the Executive Director and Commission Legal Counsel then initiate electronic or telephonic communication with each assigned subcommittee member to schedule a time for a 2017 planning meeting. The initial communication shall include a draft of the strategic plan and shall illicit feedback from each of the subcommittee members on what else they would like included in the plan, or if any items should be removed.
- 4) During the planning call the subcommittee and staff liaison along with Executive Director shall decide upon one or two programs/projects/policy options for the subcommittee to further explore and develop a comprehensive plan for implementation. These options can include, among many options, oversight over the implementation of current law (i.e. Pay Equity Task Force), creating partnerships with outside organizations, state agencies, institutions, or advocacy groups to further the interests of women and girls in a particular area or field (i.e. Million Women Mentors), or leveraging current resources to expand work in a particular policy area (i.e. appointments to State Advisory Committee on Sexual Assault Victim Services (SAC)).

Subcommittee

Staff

ADMINISTRATION/BUDGET/COMMUNICATIONS

Including operations and operating procedures, human resources, and review of expenditures, press policy

- Lupita Cortez Alcala
- Cristina Garcia

Nancy Kirshner Rodriguez*
Stephanie Flores
Emily Van Atta

FUNDRAISING

Including direct solicitation, events, grant-writing, and other funding sources to supplement State funding

- Lauri Damrell

Emily Van Atta*
Nancy Kirshner Rodriguez

Katie Buckland

LEGISLATION/RESEARCH

Including legislation of interest to the Commission and informational hearings

Hannah-Beth Jackson

Alisha Wilkins

Bethany Renfree

OUTREACH

Including targeted constituencies for new partnerships

Ofelia Alvarez-Willis (Veterans, Military)

Marina Illich (Private Sector Leaders)

Stephanie Flores

PROGRAM/ POLICY SUBCOMMITTEES

GENDER IN THE WORKPLACE AND EMPLOYMENT

Julie Su

Lauri Damrell

Bethany Renfree

TITLE IX

Jacquie Irwin

Katie Buckland

Emily Van Atta*
Bethany Renfree

SEXUAL ASSAULT/FAMILY VIOLENCE

Alisha Wilkins

Karen Nelson

Bethany Renfree*
Stephanie Flores

STEM

Lupita Cortez Alcala

Kafi Blumenfield

Stephanie Flores*
Nancy Kirshner Rodriguez

POVERTY

Holly Mitchell

Karen Nelson

Stephanie Flores

*Lead Staff

Please let me know if you have any questions regarding these procedures.