

California Commission on the Status of Women and Girls

Commission Business Meeting

March 8, 2016

MINUTES

CALL TO ORDER: Chair Lupita Cortez Alcalá called the meeting to order at 2:17 p.m. Role was called and a quorum was established. Those attending were Chair Alcalá, Vice Chair Cristina Garcia, Second Vice Chair Assemblymember Nora Campos, Commissioner Karen Nelson, Commissioner Lauri Damrell, Commissioner Assemblymember Jacqui Irwin, Commissioner Senator Hannah-Beth Jackson, Commissioner Senator Carol Liu, Commissioner Senator Holly Mitchell, Commissioner Alisha Wilkins, Commissioner General Ophelia Alvarez-Willis, M.D. Commissioners attending via teleconference from the public teleconference sites were Commissioner Kafi Blumenfield and Commissioner Katie Buckland. Also present was Commission staff Executive Director Nancy Kirshner-Rodriguez, Policy Director Bethany Renfree, staff counsel Marian Johnston, and Special Advisor Nikki Johnson.

AGENDA: The Agenda is reviewed and confirmed by Commissioners. The Agenda is approved by a vote of 13 to 0.

MINUTES: The Minutes of the January 11, 2016 Business meeting are considered. Commissioner Senator Jackson motions to accept the minutes. Commissioner Wilkins seconds. The Minutes are adopted by a vote of 13 to 0.

CHAIR'S REPORT: Chair Alcalá welcomes Retired Annuitant Barbara Ruona to the Commission staff. She acknowledges and thanks Special Advisor Nikki Johnson for all her work with the Commission over the past five months. Ms. Johnson completed her work with the Commission on an Inter-Agency Agreement with the Speaker's Office of Member Services at the end of February 2016.

Chair Alcalá explains the importance of narrowing priorities in order to focus the Commission's work. The Chair is working with the ED on processes and protocol, and in exploring and implementing some of the processes currently in place on the California Student Aid Commission.

Chair Alcalá provides an update on hiring additional staff and filling the remaining positions. The Commission is moving forward, and once the staff is in place the process of prioritizing can begin.

On January 21 she attended the Million Women Mentors California launch at the PayPal office in San Francisco. The Commission's partnership with UC Davis on the Million Women Mentors initiative is part of a national effort connecting young women to mentors in the STEM fields. The current pledge is for California to count 50,000 matches of mentees to mentors.

EXECUTIVE DIRECTOR'S REPORT: Executive Director Nancy Kirshner-Rodriguez extends another welcome to RA Barbara Ruona. Ms. Ruona's expertise and knowledge will be invaluable in addressing outstanding issues and creating processes to implement more efficiency. Ms. Ruona is working on all of the Commission's fiscal responsibilities as an Accounting Administrator 1. She will streamline many of the complex and time consuming processes. Eighty percent of the outstanding invoices have been paid.

ED Kirshner-Rodriguez acknowledges and thanks Assembly consultant Chris Wagaman for being so generous with her guidance and knowledge, and particularly her expertise in navigating the state system. With her support and expertise numerous issues related to the Commission's systems and processes for bill paying were resolved, and the working relationship with the Department of General Services, California Fiscal Services, and FI\$CAL were strengthened.

The Senate Rules Committee appointed Commissioner Katie Buckland and reappointed Commissioners Lauri Damrell, Marina Illich, Alisha Wilkins and Ofelia Alvarez Willis. All Commissioners are now fully confirmed and all positions are filled.

The Commission's budget request is moving forward. Commission staff is continuing to work closely with the Department of Finance analyst and the Department of General Services budget projection team. In the Governor's Budget the Commission was allotted \$512,000 in general fund dollars for operations and staff as well as \$372,000 in spending authority for money raised from private sources to augment state funding and deposit in the Women and Girls fund.

The Commission has 2.1 full time staff and will be posting the new Staff Services Analyst (SSA) position on March 8, 2016. The ideal candidate will have significant public outreach and public affairs experience. Pursuant to the recommendation of the Executive Committee, the fourth full-time staff position will be an Associate Governmental Program Analyst (AGPA) with knowledge and expertise in state systems, and budget, accounting, and expenditures. When these two positions are filled the Commission staff will include two full-time AGPA's, one full-time SSA, and .2 PY allocated for legal counsel.

Discussion: Staff Positions. A discussion ensues regarding concern about a potential PY deficit of \$22,000 once all positions are filled. The second AGPA was written as full-time. It may be difficult to recruit quality and longevity in a part-time position.

Discussion: Contract with DGS. A discussion ensues regarding the Commission's contract with the Department of General Services (DGS), and whether or not a full-time budget-oriented AGPA can assume some of the responsibilities currently being contracted for with DGS. When the contract is reevaluated perhaps some of the savings can be allocated toward employee salaries.

Discussion: Encumbrances. A discussion ensues regarding encumbrances. ED Kirshner-Rodriguez seeks a motion to encumber \$150,000 before June 30th. ED Kirshner-Rodriguez seeks a motion for an expenditure of \$50,000 for technology and office equipment. The

Commission doesn't have spending authority. The focus for encumbering funds through Interagency Agreements (IAA) will be to further Commission priorities, including an IAA with U.C. Davis to support the Million Women Mentors STEM initiative, and an IAA to produce materials for the proposed pay equity taskforce. Commissioner Senator Liu motions to authorize expenditures up to \$50,000 upon approval by the Chair and Vice Chair, to purchase office equipment and furniture, including such items as computers/laptops, telephone systems and equipment for conference calls, printers, projector, portable exhibit display for Commission events and conferences. Commissioner Alvarez-Willis seconds. The motion passes by a unanimous vote.

LEGISLATIVE PRIORITIES: Commissioners discuss the options for policy support and oversight this year. Commissioner Senator Mitchell motions to permit staff to perform operational work on the issue of pay equity and Senate Bill 358 (2015) implementation, and to direct staff to prepare five support letters on the Legislative Women's Caucus priority bills and budget request. Commission Vice Chair Assemblymember Garcia seconds. The motion passes by a vote of 12 to 0.

ADJOURNMENT. Upon motion duly made, seconded, and unanimously passed, Chair Alcalá adjourned the meeting of the Executive Committee at 3:00 o'clock.