The March 21, 2019 meeting of the Solano Commission for Women and Girls (SCWG) was held in the Multipurpose Room (1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533

**CALL TO ORDER**

The meeting of the Solano Commission for Women and Girls was called to order at

6:03pm.

**ROLL CALL**

**Members Present (16)**

Olivia Ruiz Solano County, District 1

Ana Petero Solano County, District 2

Jennifer Hamilton Solano County, District 4

Laura Petty Solano County, District 5

Gayle Vaughan City of Benicia

Elease Cheek City of Vallejo

Rochelle Sherlock Solano County Office of Education

Sakina Ali SCWG Appointment

Cornelia Gibson City of Fairfield

Kay Kelley City of Rio Vista

Tiffani Thomas City of Suisun

Judi Ruggiero-Ferrara City of Vacaville

Mary Lou Batchelor City of Dixon

Doriss Panduro SCWG Appointment

Kaitlyn Dutton SCWG Appointment

Akon Walker SCWG Appointment

**Members Absent (1)**

Stephanie Beardsley Solano County, District 3

**Staff, Speakers, and Guests Present**

Clarissa Deputy County Council, Advisor to SCWG

Marisol Lopez

Kathleen Wilde

Nicole Howe Executive Director for Ombudsman Services for Contra

 Costa and Solano

Sabine Goerke-Shrode Solano County, District 3 Representative

Edith Thomas

Frances McCullough President, Library Foundation

**COMMENTS FROM MEMBERS OF THE PUBLIC**

No public comments

I. Additions/Deletions to the Agenda

 There are no additions or deletions to the agenda.

II. Approval of the Agenda

 Motion to approve the agenda by Commissioner Ali and seconded by

 Commissioner Walker – Vote: Unanimous

III. Approval of the SCWG Meeting Minutes dated February 21, 2019.

 Motion to approve the minutes by Commissioner Vaughan and seconded by

 Commissioner Batchelor – Vote: Unanimous

**REGULAR CALENDAR**

1. Brown Act Training

Clarissa conducted step-by-step training of the Brown Act using a PowerPoint presentation. Hard copies of the presentation were distributed. Meetings are to be held on a regular schedule and open to the public. Logistics were discussed regarding access to meeting venue.

The definition of quorum was discussed as it applies to SCWG’s bylaws. Agendas must be posted on the front page of websites. It was encouraged that minutes are also posted. Discussions ensued as to the application of the Brown Act in SCWG bylaws. The process of public comments, teleconferencing, closed sessions, and consequences of non-compliance with the Brown Act were addressed.

1. Request for Public Records Training

Clarissa discussed the process for requesting public records and information. The recommendation is that the commission form an ad hoc committee to look for records with specific goals and to ensure that said committee, is less than a quorum. The ad hoc committee ought to have a specific plan. In the case of SCWG, the committee would be the Status Report committee and the request be made to County Counsel to ensure specificity and plan. To whom, when, what forum to which to serve the request and whether the request is informal or via the Freedom of Information Act (FOIA) was also addressed concluding that the County Counsel is the most efficient method of obtaining records.

1. Demographic Data for the Status Report on Women and Girls

Commissioner Hamilton presented demographic and income level data gathered for the Status Report. This information is based on the 2010 Census and may be accessed at:

<https://factfinder.census.gov/faces/tableservices/jsf/pages/productvieiw/xhtml?src=CF>

As a result of the planning meeting, the next steps have been broken down into the following tasks:

April – Senior population

May – Health, Safety and Disabilities

June – Crime and Violence, Education and Employment

Lizette will present data on education and employment.

1. Social Media Training

Tabled until next meeting.

1. Committee Reports
2. Executive Committee - No Report
3. Membership Committee – Chair Batchelor asked that all commissioners complete ethics training.
4. Events Committee – Chair Gibson discussed the primary goal that resulted from brainstorming activities to address issues that include the following:

- Celebrate diversity for women and girls inspired by “Strong is the New

 Pretty”

- Target population – 0-19 theme

- Five (5) girls from each city - “she is Solano Strong”

- Photographers and videographers

- Unveiling ceremony – fall 2019.

- October = primary events month coinciding with the one-year anniversary of

 SCWG

- Items going forward…nomination forms. Create a flyer

- Committee charter to be written

- Marketing: stakeholders’ list to solicit nominations

- Press release.

- Going to the schools

- Photo exhibit in celebration of girls

- Event will highlight aspects of girls

- Quotation – story

- Unveiling along with a reception in October

Discussion ensued regarding the budget by fundraising and securing sponsors. The committee will meet on April 1.

Commissioner Vaughan suggested that the Communications committee will work in conjunction with the Events committee.

d) Status Report Committee – See Commissioner Hamilton’s report

e) Communications Committee – Chair Vaughan reported on the status of the

 logo contest which is published on the SCWG Facebook page. There

 was also a discussion regarding publishing the logo contest instructions in

 several languages. Also addressed was Commissioners’ bios for the website.

1. Future Agenda Items

Status report update

Social media training

Events Committee report

**ADJOURNMENT**

The meeting was adjourned at 8:12pm. The next meeting is scheduled for Thursday, April 18, 2019, from 6-8pm.

Multipurpose Room (Room 1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533