The October 17, 2018 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 inaugural meeting of the Solano Commission for Women and Girls was called to order at 6:04pm.

**ROLL CALL**

**Members Present (10)**

Olivia Ruiz Solano County, District 1

Ana Petero Solano County, District 2

Stephanie Beardsley Solano County, District 3

Jennifer Hamilton Solano County, District 4

Laura Petty Solano County, District 5

Gayle Vaughan City of Benicia

Mary Lou Batchelor City of Dixon

Kay Kelley City of Rio Vista

Elease Cheek City of Vallejo

Rochelle Sherlock Solano County Office of Education

**Members Absent (0)**

**Vacant Positions on the Commission (7)**

Vacant City of Fairfield

Vacant City of Vacaville

Vacant City of Suisun City

Vacant SCWG Appointment Adult #1

Vacant SWCG Appointment Adult #2

Vacant SWCG Appointment Youth #1

Vacant SWCG Appointment Youth #2

**Staff, Speakers, and Guests Present**

Jennifer Barton Meeting Facilitator and Founding Member

Michelle Heppner Solano County, CAO

Josette Lacey Solano County, District 1, Aide

Sabine Goerke-Shrode Solano County, District 3, Aide

Phyllis Gordon Contra Costa Commission for Women and Girls

**COMMENTS FROM MEMBERS OF THE PUBLIC**

No public comments.

**REGULAR CALENDAR**

1. Introductions of Members and Guests

 The ten appointed members of the Commission introduced themselves including which

agency appointed them. The guests and staff also introduced themselves.

Jennifer Barton introduced Phyllis Gordon, founding member of the Contra Costa

County Women’s Hall of Fame, Northern California and Representative for the

Association of California Commissions for Women (ACCW), Member of Board of

Directors for National Association of Commissions for Women (NACW), and currently

sits on their Fundraising Committee, who provided the history of the Contra Costa

Commission for Women as well as the statewide perspective and expressed her

excitement for the launching of the SCWG.

2. Overview of the Solano Commission for Women and Girls

 Jennifer Barton provided and overview which included the history and context leading

 to the formation of the SCWG including the Commission’s mission, vision, purpose, and

 goals.

3. Receive a donation from Soroptimist International of Central Solano County and

 Soroptimist of Vallejo in the amount of $5,000 each

 Jennifer Barton noted a group, called the Friends of the Commission, is collecting

 donations on behalf of the SCWG. She further noted the donations are to be used to

 fund a research report on the Status of Women and Girls in Solano County and to

 finance the general work of the Commission. The Solano Community Foundation, a non-

 profit agency, will serve as the fiscal agent for the Commission.

 a. Josette Lacey presented a $5000 check from Soroptimist of Vallejo to

 Commissioners Ruiz and Cheek.

b. Jennifer and Stephanie presented a $5000 check from Soroptimist International of Central Solano to Sherlock and Petero.

 c. Commissioner Kelley presented a $1000 check from Soroptimist of Rio Vista

to Commissioners.

4. Solano County Advisory Board Policies and Principles

 Commissioner Sherlock reviewed Solano County’s Advisory Board Principles and Policies

 document and how they govern the work of the Solano Commission for Women and Girls.

5. Solano County Advisory Board By-Laws

 Commissioner Sherlock reviewed the By-Laws that the Formation Committee crafted

 from existing Women and Girls Commissions throughout the State of California. During

 the discussion, a member of the public, Dana Dean, suggested two changes to the

 proposed By-Laws for clarification purposes. The suggested changes pertained to

 Section D, Cause for Removal, (1) Notification and (4) Process of the Proposed By-Laws.

 Following a lengthy discussion, the Commission approved the proposed By-Laws with

 three changes, including the two suggested changes as well as reordering the section for

 more clarity. Amendments to Article IV, Section D were made as follows:

 a. (1) Notification: In the event of a commission member discontinues to function in the

 area from which appointed or fails to attend three commission meetings in a row, a

 letter will be automatically sent notifying the commission member and appointing

 body. Remove “automatically” and “and appointing body” and Add “a letter will be

 sent by the Executive Board within 10 working days to the Commission member.”

 Move (1) Notification: down and replace (1) with Appointed members (currently 2).

 b. (4) Process: The executive board will review member status and make

 recommendations to the full body regarding removal of any at-large or youth

 members for cause. Cause may include malfeasance in the office, excessive absences, Remove “Cause may include malfeasance in the office, excessive absences,” and Add

 “at the next regularly scheduled meeting.” at the end of the first sentence.

 A motion to approve the By-Laws with suggested changes was made by Commissioner

 Hamilton and seconded by Commissioner Beardsley. By-Laws approved with a 10-0

 vote.

6. Brown Act Review

 Commissioner Sherlock noted that all newly appointed advisory Board members must

 receive training on the Brown Act within one year of appointment. In addition,

 Commissioner Sherlock provided an overview of the Brown Act including a quick

 reference guide for all commissioners. A copy of the Brown Act Quick Reference Guide is

 attached to these minutes and form part of the official record for the meeting.

 Additional required Brown Act training will be provided to the Commissioners later.

 It was also noted that all members are required to complete ethics training within one

 year of appointment and every two years thereafter to comply with the AB1234.

 Commissioners were directed to complete ethics training online and forward certificates

 to the Commission Secretary.

7. Meeting Schedule

 After discussion for a regular meeting schedule, the Commission decided the SCWG

 should meet monthly within ten out of the twelve months with the goal to go dark in

 Summer (July) and Holiday event (December). The Commission also decided to only set meeting dates for the next two meetings (November and December) to allow for input from the seven vacant positions (once appointed) before approving a long-term regular meeting schedule.

 The next two meetings are scheduled for Thursday, November 15, at 6:30pm-8:30pm

 and Thursday, December 20, at 6:30pm-8:30pm.

 The SCWG Commission intends to bring the SCWG By-Laws to the Solano County Board

 of Supervisors for approval on December 11, 2018. The SCWG may review the By-Laws

 at their November meeting for additional changes.

8. Review of Appointment Process for At-Large Members

 A discussion was held on options for appointing the two adult and two youth at-large

 positions that are required to be appointed by the SCWG. A decision was made to form

 a committee for appointing at-large members. The members willing to serve on the

 appointing committee include Commissioners Hamilton, Beardsley, Cheek, and Kelley.

9. Election of Officers

 A motion was made to appoint Commissioner Sherlock as the first Chair of the SCWG by

 Commissioner Cheek and seconded by Commissioner Petty. Approved by a 10-0 vote.

 A motion was made to appoint Commissioner Petty as the first Vice Chair of the SCWG

 by Commissioner Cheek and seconded by Commissioner Hamilton. Approved by a 10-0

 vote.

A motion was made to appoint Commissioner Petero as the first Secretary of the SCWG by Commissioner Beardsley and seconded by Commissioner Vaughan. Approved by 10-0

 vote.

 Jennifer Barton noted it was not necessary to appoint a Treasurer since the funding

 would be managed by the Solano Community Foundation.

 In addition, the SCWG discussed terms of service for each commissioner and decided to

 pull names out of a hat to determine which commissioners would serve two-year and

 which would serve three-year terms. Michelle Heppner was asked to randomly pull

 names and the initial terms of service were set as follows:

 2 Years

 Olivia Ruiz Solano County District 1

 Jennifer Hamilton Solano County District 4

 Gayle Vaughan City of Benicia

 Mary Lou Batchelor City of Dixon

 Vacant City of Fairfield

 Vacant City of Vacaville

 Rochelle Sherlock Solano County Board of Education

 Vacant SCWG Appointment Adult #2

 Vacant SCWG Appointment Youth #1

 3 Years

 Ana Petero Solano County, District 2

 Stephanie Beardsley Solano County, District 3

 Laura Petty Solano County, District 5

 Kay Kelley City of Rio Vista

 Vacant City of Suisun City

 Elease Cheek City of Vallejo

 Vacant SCWG Appointment Adult #1

 Vacant SCWG Appointment Youth #2

10. Future Agenda Items

 The commissioners were provided some sample proposed logos that may be adapted

 for an official logo for the SCWG. A copy, of the sample logos, is attached to the minutes

 for the record.

 A discussion evolved about getting the word out on SCWG and the Commission decided

 to form a Communications Media/Marketing committee to assist. The members willing

 to serve on the appointing committee include Commissioners Ruiz, Vaughan, Cheek,

 Sherlock, and Petero.

**ADJOURNMENT**

The meeting was adjourned at 8:04pm. The next meeting is scheduled for Thursday, November 15, at 6:30pm-8:30pm.

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