The January 17, 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 6:07pm.

**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

Kaitlyn Dutton SCWG Appointment

Akon Walker SCWG Appointment

Cornelia Gibson City of Fairfield

Tiffani Thomas City of Suisun

Judi Ruggiero-Ferrara City of Vacaville

Mary Lou Batchelor City of Dixon

Stephanie Beardsley Solano County, District 3

Doriss Panduro SCWG Appointment

**Members Absent (1)**

Kay Kelley

**Staff, Speakers, and Guests Present**

Brigetta Corsello County Administrative Representative

Sabine Goerke-Shrode Solano County, District 3 Representative

Kathleen Wilde

Edith Thomas

Jack Batchelor

**COMMENTS FROM MEMBERS OF THE PUBLIC**

Commissioner Vaughan introduced Communication subcommittee discussions which were continued in committee reports within the regular calendar.

There was a discussion regarding the approval of the SCWG by-laws and to incorporate meeting minutes in the consent calendar.

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 Vaughan and seconded by

 Commissioner Batchelor – Vote: 16-0

III. Approval of the SCWG Meeting Minutes dated November 15, 2018

 Motion to approve the minutes by Commissioner Ali and seconded by

 Commissioner Cheek – Vote: 16-0

**REGULAR CALENDAR**

1. Election of Treasurer

 There was a discussion for election of a treasurer where upon Commissioner

 Ruiz was nominated.

 Action: Motion to approve Commissioner Ruiz as treasurer was made by

 Commissioner Thomas and seconded by Vice Chair Petty

 Vote: 16-0

2. Committee Reports

 A. Executive Committee

 There was no meeting of the Executive Committee – No report

 B. Communications Committee

 Report by Commissioner Vaughan—Communications Report attached.

 A discussion ensued on the logistics of decisions made within committees

 as they relate to the commission at large and their availability to the public. The conclusion was that reports are to follow Brown Act rules and made

 available to the public if action has been taken.

 The Commission has an email account that is linked to Facebook and

 other social media. The email address is

 solanocommissionwomengirls@gmail.com

 There was a suggestion that the executive committee add reporting items

 and voting items to the Commission agenda. Finally, the communications

 committee meets on the second Tuesday of each month at 6pm. Meeting

 venue rotates among committee members.

 C. Membership Committee

 Report by Commissioner Beardsley—Membership Report attached.

 The membership committee is completing their charter to which they

 added two items: onboarding and identifying training needs. The

 committee will vote on changes during their February meeting.

 D. Status Report Committee

 Report by Commissioner Hamilton—Status Report attached.

 The committee will meet on January 28, at 5:30pm in Vacaville

 419 Mason Suite 114, to prepare for the February 1, planning meeting.

 There was a discussion on the criteria to request records through

 Government agencies through the Freedom of Information Act.

3. Mini Work Shop Session

 To prepare for the February 1, planning meeting the commission broke out into

 groups to brainstorm. Following are the results:

 a. Generate lists of organizations/programs and services that exist, contact

 information/target population…

 b. Awareness days…(days/week/months) activities/events

 c. Most significant needs

 d. Gaps

 e. Key opinion leaders/stakeholders

 i. North County: Vacaville, Dixon, Rio Vista

 ii. Central County: Fairfield, Suisun

 iii. South County: Benicia Vallejo

 iv. County Wide Organizations

 Commissioners Panduro, Ruiz, Beardsley, and Hamilton will prepare a template,

 organize gathered information, and organize planning session.

4. Future Agenda Items

 There will be a planning meeting on February 1, 2019, from 1-5pm.

 The membership committee will complete their charter.

 The logo will be discussed at the planning meeting.

**ADJOURNMENT**

The meeting was adjourned at 8:09pm. The next meeting is scheduled for Thursday, February 21, 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