

County of Riverside
Commission for Women
4080 Lemon Street-5th Floor
Riverside, CA 92501

Minutes for August 28, 2008

Meeting began at 9:05 a.m.

Present:

Lori Stone, Chair – District 3
Lisa Pina, Vice Chair – District 2
Cherie Curzon, Secretary – District 1
Carol Lynn Anderson – Financial Officer – District 2
Michele Broad – District 3
Kathi Scott – District 5
Ruthee Goldkorn – District 5
Lynne Stalmaster Nobles – District 4
Diane Harris – Human Resources Liaison
Sundae Sayles – Human Resources

Absent: Evelyn Brown – District 4

Attending Guest: Dr. Sally Andriamiarisoa, Riverside Community Health Foundation

1. Approval of Action Items:

- A. Approve May 8, 2008 Minutes
Motion: Lori Stone (Chair, District 3)
Second: Michele Broad (District 3)
Favor: All
Oppose: None

- B. Approve May 22, 2008 Minutes
Motion: Lori Stone (Chair, District 3)
Second: Carol Lynn (District 2)
Favor: All (except one)
Oppose: None
Abstain: Ruthee Goldkorn (District 5)

- C. Approve June 5, 2008 Minutes
Motion: Lori Stone (Chair, District 3)
Second: Lisa Pina (Vice Chair, District 2)
Favor: All (except one)
Oppose: None
Abstain: Ruthee Goldkorn (District 5)

- D. Approve July 17, 2008 Minutes
Motion: Lori Stone (Chair, District 3)
Second: Lisa Pina (Vice Chair, District 2)
Favor: All
Oppose: None
- E. Bids and Design for Peechee
Lori said that approval is not needed for the bid, already voted on for the budget. United Press Works was better the county's printing bid for design and printing. Lori said she faxed copy to Supervisor Wilson's Office for Lynne's (District 4) review. Approved for front of "A" and the back of "C" design. Will now take it to printing services.
- Motion: To review and approve Peechee design Michele Broad (District 3)
Second: Lori Stone (Chair, District 3)
Favor: All
Oppose: None
- F. Design and approval of brochure
The Commission reviewed the brochure design for approval before moving ahead for printing.
- Motion: To move this action item for further discussion under P.R. Marketing -
Lori Stone (Chair, District 3)
Second: Cherie Curzon (District 1)
Favor: All
Oppose: None

2. Discussion of Financial Review of 2008-2009 Budget - Carol Lynn Anderson (Budget Officer)

Carol Lynn said that the executive office was going to pay last fiscal year's \$1,700.00 overdue invoice for advertising received on 8/13/08 from the Press Enterprise. Once paid, this item amount will be removed from financials. Lori said that the financials should be moved under action items for monthly approval in the event there are expenses received. Carol Lynn will redline the monthly invoices received and highlight the items awaiting invoices.

3. Discussion of Website - Lisa Piña (Vice Chair), and Michelle Broad

With the Human Resources (HR) transition, Lisa requested to move the administrative rights and the responsibility of maintaining the commission website from RCIT to the HR department support team. HR has IT staff for website design which the commission will not have to incur additional expenses. HRIT and vendor should have a meeting by September to discuss website. Michele Broad and Kathi Scott should be invited to this meeting.

4. Discussion of Brown Act Violation Report – Lori Stone (Chairman)

Lori received an email from Supervisor Wilson's office that the Commission was in violation of the Brown Act in regard to the commissioner's not receiving their agenda 72 hours prior to the meeting. With the transition from Executive Office to HR Team, Lori confirmed that HR posted the public meeting notice 72 hours in advance. She also confirmed that there was not a Brown Act violation if commissioners did not receive their agenda 72 hours prior to the meeting. The Commission does however have to post that the desert office is a teleconference

meeting site. The County Council said that the meeting appeared to be a workshop with testimonials instead of a general commission meeting and since no action was taken at that time, there is nothing the Commission needs to correct. Lori explained that the Commission always wants to be in compliance with the laws. Lori gave appreciation to the HR Team for the transition.

She also mentioned that each commissioner needed to take a Conflict of Interest Ethics Class. Next class would be held on September 17, 2008. Once completed, please provide a copy of the certificate to Diane Harris, HR Liaison to file. Certificate is good for two years. Class can also be taken online.

5. Discussion of Bylaws/ Job Descriptions for Review – Lisa Pina (Vice Chair)

Bylaws revised. Items 1-4 under secretary duties (page 5) of bylaws moved to HR Liaison (team) duties as shown (page 6). The Commission also reviewed the HR Liaison duties (detailed working document). Lori asked Commission to review further and provide feedback. Lisa will present changes of bylaws to County council. Lisa will send Lynne documents in .pdf format for her review. The Commission will take a formal vote next meeting regarding bylaws. The request for 72 hours prior agenda posting not in the bylaws, but is a part of Brown Act that supersedes bylaws.

6. Special Meeting in Regards to Brochure – Sept. 4th, 2008 - 8:30-11:00 a.m.

Lori sent the testimonies to commissioners for review. Meeting to discuss what action items to be taken regarding legislation. Carol Lynn will submit her legislation and administrative action to the commission in writing 72 hours prior if she is unable to attend the next meeting. Commission will submit their information as a part of their report.

Lori asked the Commission to submit report one week before meeting to Diane Harris. Report should include legislation and administrative action to the BOS based on the format. Each report should have specific details regarding the issues and updates of the committees.

7. Committee Reports

A. P.R./Marketing Committee

1) Marketing and collateral Material – Lori said that monies were allocated for marketing from this year's budget. Previous sponsor brochure (now Peechee) will be done in-house. Carol Lynn will separate the budgeted items for the luncheon event. Lisa is coordinating the details of the website.

2) All special events – Currently developing a timeline.

3) Form sub-committees to assist with special events – Michele and Kathi are putting together a committee to assist with the luncheon scheduled for next year. Committee will meet monthly (evenings and/or weekends). Eileen is available. Michele will email Linda Bradley. Lori offered the Sun City office for the meetings.

4) Recruit volunteers to assist with duties - Michele emailed Lynne and Evelyn regarding the application to recruit volunteers. Application should include: What event, Date of event, Luncheon, Open House-Desert, Open House-Riverside, Legislative Forum (all events should be listed to allow volunteer to choose). Volunteer will have to submit a separate application for each event they are interested in working. Volunteer then goes to the Event Chair

to be assigned to assist with a specific event. No live-scan will be required for volunteers; but screening may be required. Lori said that all commissioners will help in soliciting volunteers. Kathi will send Carol Lynn and Lynne a draft volunteer form to use. Carol Lynn will assist Lynne with the revisions. Lori said that a volunteer database and archival system is needed. Lisa said that HR can maintain the database with open access to the commission. Ruthee suggested that the database should provide email information to communicate to potential returning volunteers with blank application attached. All applications will be sent to the central HR location and will be forwarded in groups to Lynne and Evelyn. How these applications to be sent will be decided later. Lisa said that a possible interactive volunteer form may be available to the website to populate the database.

Michele said that an events binder of the coordination process will be created for future use.

Event Dates:

Luncheon/Symposium – October 2009 (Tentative 1st Thursday)

Open-House Riverside – April 14, 2009

Open-House Desert – TBD

Legislative Forum – September 2010

Lori noted that the Commission does not want the Riverside Open-House location at the Spaghetti Factory. Lynne suggested the Mission Inn. Lisa working on the details regarding communicating visibility. Awards being done by Lori and Cherie. They will do a press release on the Woman-of-the-Year for each supervisorial district right after the first of the year. Lori asked to put the application on the website. Non-commissioners to vote only.

5) Procure vendors for marketing materials - Lori asked Michele to contact Judy of RKR and find out the cost to redesign the previous brochure. Carol Lynn asked Michele to bring three bids to the commission for approval.

6) Secure bids on locations for special events - Kathi currently working on a bid with Moreno Valley Convention Center. There will be 300 possible attendees. Kathi is working to secure other bids.

7) Bids and Design for Peechee - Lori said that the Commission will place a label with the contact information back of the Peechee instead of printing the address. Lori is coordinating the details of the Peechee.

8) Design and approval of Brochure – Michele asked the Commission to review and discuss the likes and/or dislikes of the brochure in order to revise and bring updated version to the September 25, 2008 meeting for approval and move forward to printing. Carol Lynn said budget is \$250 for redesign and \$300 for color printing. Lori said to use the “banner style” to be consistent. Lori asked for a volunteer to handle the brochure text. Brochure needs to include: Mission Statement, Events, Contact Info (HR Info (951) 955-3510, 4080 Lemon St., 5th Floor, Riverside, CA 92501), updated Goals, Programs, and Board Logo, etc.. Three ideas will be brought in for review. Lori will coordinate and work with vendor regarding the details of the brochure. Lori will continue to work on the sponsorship brochure.

B. Events Committee

Update Coachella Valley outreach event in early 2009 (Open-House Desert location) – Lynne said that non-profits are being invited that deal with women issues of health education and welfare to engage in a dialogue of mutual partnering and joint venturing. Also a “free” morning interactive outreach workshop will be hosted. Theme: “Wonder’s of Wellness for Women”. Eisenhower, Rancho Mirage location facility has offered three different dates (1/27/09, 2/3/09, 2/10/09); possible time 9a-1p; offering a 25% reduced price; large dining room (approx. \$425); auditorium (approx. \$700). Carol Lynn said that budget for this event of \$1,500 is available. Lori read venue suggestions submitted by Evelyn: UC Riverside, UC San Bernardino. Lori mentioned that the structure of the event will make it successful and not the location of the event. The main goal for this event is to create outreach opportunities and invite participation. Ruthee suggested to revise the theme title to: “Wonder’s of Wellness for Women Building Bridges”.

Lori said to table the (Open-House Desert) concept for further discussion and agenda for next month.

C. Legislation Committee

Lori mentioned that previous legislation was submitted to the Commission for awareness and/or support which included (ex. seniors, children, domestic violence, sexual assault, homelessness, etc.), primarily regarding women and children.

Lisa said that the Commission by roundtable would decide what issues the Commission wanted the board to recognize and meet with Gary Christmas (Liaison from the CEO office), and that every year the Executive Office would produce a board agenda on next years’ state and federal legislative platform. The goal, as a Commission, is to have input as to the platform.

Lisa also said that the Commission should receive current legislation to keep the Commission updated. Lori said that Gary Christmas should be asked as a guest for the October 23, 2008 meeting 10am-11am.

D. Volunteer - No report at this time.

8. Correspondence – None at this time.

9. Announcements

A. Governor’s conference is October 22, 2008. Lisa said that she has purchased twelve(12) tickets [9 commissioners and 3 guests]. 10 Rooms are reserved at the Varden Hotel (remodeled boutique hotel) - \$109 (5 Rooms) and \$143 (5 Rooms). Hotel is two blocks from convention center. Lisa asked Carol Lynn for a check and asked each commissioner to call the hotel and change the reservation to their own personal credit card. Lisa still needs to make reservations for the Night-out-on-the-town. Lisa will send specific details regarding the conference to commissioners.

B. Lori congratulated Commissioner Michele Broad for being selected as the YWCA Woman of the Year. She will be honored on September 18, 2008 at the Riverside Convention Center.

10. Public Comments – None at this time.
11. Adjournment – Meeting adjourned at 11:00 a.m.