



# VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency  
4601 Telephone Road, Suite 117,  
Ventura, CA 93003  
Mailing Address: 4360 E. Main St. #460  
Ventura, CA 93003  
(805) 658-4193  
[www.vccw.net](http://www.vccw.net)

## AGENDA

Date: Monday, August 29, 2011

Location: **Camarillo Police Department, 3701 Las Posas Road, Camarillo, CA 93010**

6:30 P.M.

If members of the public would like to speak about an agenda item, notice should be given to the Commission Chair stating the agenda item number. If the item is not on the agenda, notify the Chair prior to the start of the meeting, or during the Public Comments part of the meeting by giving the topic they wish to speak. Each speaker will be allowed a minimum of three minutes to address the Commission. The entire public comment period is limited to thirty (30) minutes for all speakers.

### VENTURA COUNTY SUPERVISORS

#### DISTRICT I

Steve Bennett

#### DISTRICT II

Linda Parks

#### DISTRICT III

Kathy Long

#### DISTRICT IV

Peter C. Foy

#### DISTRICT V

John C. Zaragoza

### COMMISSION MEMBERS:

#### DISTRICT I

Diana Goodrow

Vacancy

Vacancy

#### DISTRICT II

Lee Riggan

Suzi Caron

Amy Walker-Davis

#### DISTRICT III

Nancy Lee Phillips

Elvia Guizar

Ruth A. Funk

#### DISTRICT IV

Jan Lawrence

Shanté Morgan-

Durisseau

Debra Bagley

#### DISTRICT V

Ina Howard

Carmen Hurd

Ana Cristina Flores

1. Call to Order-Mission Statement 6:30 p.m. Riggan
2. Roll Call Flores
3. Inspiration
3. Pledge of Allegiance to the Flag of the United States Riggan
4. Approval of Minutes of Special Meeting of July 18, 2011 and Meeting of July 25, 2011
5. Adoption of Agenda Riggan
6. Consent Calendar
7. Public Comment – This is the opportunity for the members of the public to address items not on the agenda
8. Receive Treasurer's Report
9. Receive Corresponding Secretary's Report – Coorespondence, Communications & ADA Accommodations Report
10. Commissioners Ambassadorship (Written) Reports &/or news clippings on actions effecting women & families in the districts (e.g. council meetings, organization events, activities current & planned) 7 p.m.
  - a. District 1 5 minutes - Ventura & Ojai
  - b. District 2 5 minutes – Thousand Oaks, Newbury Park, Westlake, Oak Park
  - c. District 3 5 minutes – Fillmore, Santa Paula, Camarillo, Piru, Somis
  - d. District 4 5 minutes – Simi Valley, Moorpark, Santa Susana
  - e. District 5 5 minutes – Oxnard, Port Hueneme
- 11.
12. Chair Report 6:50 p.m. Durisseau
  - a. Report on Board of Supervisors Meetings re: Issues on Women & Families Lawrence
  - b. Report on Ventura County Staff Meeting Howard
  - c. Ethics Training Status & Documentation Report & Office Keys
13. Representative(s) Report & Advocacy Recommendations (Written) 10 minutes 7:25 p.m. Riggan
  - a. CAWA
  - b. RRN
  - c. ACCW
  - d. NACW
  - e. Ventura County Women's Forum Collaborative
14. Project Planning & Ad Hoc Reports by Committee Reports (Provide written reports) 7:35 p.m.
  - a. Revitalization of VCCW Section 1 Evaluation 10 minutes
  - b. Status of Women Report 10 minutes Goodrow  
Riggan/Caron/Walker-Davis
  - c. Strategic Planning Retreat Report 10 minutes Pjillips/Guizar/Funk  
Lawrence/Durisseau/Bagley  
Howard/Hurd
  - d. Publicity Report 10 minutes
  - e. Bylaws & Standing Rules Report Goodrow
  - f. Website Report
15. Action Item 8:45 p.m.
  - a. Approve Revitalization of VCCW Section 1 (Annual Pre & Post Commission Assessment Process) – (Commissioners bring your completed assessment to meeting)
  - b. Approve Committee for 30<sup>th</sup> Anniversary Celebration honoring VCCW, Supervisors, & 16 organizations (Plan & Conduct as a collaboration & kick-off of Council of Women Leaders) Riggan/Goodrow
  - c. Approve Annual Report Presentation to Board of Supervisors with 30<sup>th</sup> Anniversary Durisseau  
Executive Committee



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- d. Approve Strategic Planning Retreat (date, location, facilitator, objectives) Durisseau
  - e. Appointment of Committee to review Bylaws & Standing Rules Riggan
  - f. Approve appointment of Status of Women Committee Co-Chairs Phillips
  - g. Approve appointment of Website Committee
  - h. Approve appointment of Publicity Committee Riggan
  - i. Approve appointment of Advocacy Representative Executive Committee
  - j. Approve submittal of VCCW application for Social Justice Fund
  - k. Approve moving August meeting of Commission to August 29, 2011
16. Discussion/Information Items/Announcements Executive Committee  
17. Proposed Agenda Items Executive Committee  
18. Upcoming Events: Regular Meeting on Monday, August 22, 2011 or August 29, 2011 Riggan  
19. Adjournment 9:30 p.m. Riggan

Notice: In compliance with American Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written document being discussed at the Commission meetings, or to participate at Commission meeting, to contact the Commission office at (805) 658-4193. Please notify the Commission three days prior to the meeting date, for the Commission to make reasonable arrangements and ensure accessibility.

**Posted July 22, 2011**

Durisseau  
Riggan



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Carmen Hurd

Ana Cristina Flores

1. Call to Order-Mission Statement 6:30 p.m. Riggan
2. Roll Call Flores  
 ABSENTEE POLICY: The Bylaws Section xx read:
3. Adoption of Agenda Riggan
4. Public Comment – This is the opportunity for the members of the public to address items not on the agenda
5. Presentations, Proclamations, and Commendation: Riggan
  - a. Rodney Fernandez, Retiring Executive Director, Cabrillo Economic Development Corp.
  - b. AAUW Title IX Study & 100 year Anniversary of California Women's Right to Vote
6. Approval of Minutes of July 25, 2011 Flores
7. Receive Treasurer's Report Lawrence  
 VCCW has Restricted funds held by VCCF & unrestricted funds in the VCCW Bank Account. The report is about both funds.
8. Receive Correspondence/Communications & ADA Accommodations Report Howard  
 These are items presented to the Commission for information. They may be referred for acknowledgement, investigation, or response as appropriate.
9. Chair Report 6:50 p.m. Riggan
  - a. Report on Board of Supervisors Meetings re: Issues on Women & Families
  - b. Meeting with Supervisor Linda Parks re: Annual Report & 30<sup>th</sup> Anniversary
  - c. Report on Ventura County Staff Meeting
  - d. Ethics Training Status & Documentation Report
  - e. Other County Representation of VCCW
    1. BHW
    2. Southern California Edison "ENLACES: Helping Our Communities Succeed A Nonprofit Sector"
10. Vice Chair Report Goodrow
  - a. Procedures for Office Keys
  - b. Membership Recruitment
11. Ventura County/Community Issues for Discussion
  - a. Citizen concerns about the lease to Hooters Restaurant in Thousand Oaks
  - b. Local labor petition to Ventura County Board of Supervisors
  - c. BiNational Health Week Conference Sponsorship & Booth in October
12. Consent Agenda Items 14. Action Items a – g. 6:45 p.m. All matters on the Consent Calendar are expected to be non-controversial and will be enacted by one motion. There will be no discussion of these items. If discussion is required, that item will be removed from the Consent Calendar and will be discussed after the balance of the Consent Calendar has been approved and before the beginning of the items following Consent.



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13. Commissioners District & Ambassadorship (Written) Reports &/or news clippings on actions effecting women & families in the districts (e.g. council meetings, organization events, activities current & planned) 7 p.m. Commissioners
- a. District 1 5 minutes - Ventura & Ojai District 1
  - b. District 2 5 minutes – Thousand Oaks, Newbury Park, Westlake, Oak Park District 2
  - c. District 3 5 minutes – Fillmore, Santa Paula, Camarillo, Piru, Somis District 3
  - d. District 4 5 minutes – Simi Valley, Moorpark, Santa Susana District 4
  - e. District 5 5 minutes – Oxnard, Port Hueneme District 5
12. Advocacy Committee Report & Recommendations (CAWA, RRRN, ACCW, NACW, VCWFC) (Written) 10 minutes 7:25 p.m. Goodrow
13. Project Planning & Ad Hoc Reports by Committee Reports (Provide written reports) 7:35 p.m.
- a. Revitalization of VCCW Section 1 Evaluation 10 minutes Riggan/Goodrow
    - i. Pre – Evaluation received
    - ii. Report Card Grade
  - b. Status of Women Report 10 minutes Durisseau/Goodrow
    - i. Budget
    - ii. Outcome Anticipated
    - iii. VCCW 4 Teams
  - c. Strategic Planning Retreat Report for October 22 at Mira Monte Village facilitated by Cynthia King 10 minutes Lawrence/Flores
  - d. Publicity Report 10 minutes Durisseau/Guizar
  - e. Bylaws & Standing Rules Report Riggan/Someone
  - f. Website Report Phillips/Flores
  - g. 30<sup>th</sup> Anniversary honoring VCCW, Supervisors & 16 organizations (Plan & Conduct as a collaboration & kick-off of Council of Women Leaders) Riggan
  - h. Annual Report Presentation to Board of Supervisors (with 30<sup>th</sup> Anniversary) Bagley/Durisseau
14. Action Items 8:45 p.m.
- a. Accept Revitalization of VCCW Section 1 (Annual Pre & Post Commission Assessment Process)
  - b. Approve VCCW Organizational Operation Structure Handbook, *The Operating & Policy Procedures* for Section 1: Responsibilities & Assessment
  - c. Approve Strategic Planning Retreat objectives
  - d. Approve a VCCW Booth at the BiNational Health Week October 14 in Santa Maria
  - e. Approve the Statement on Hooters Restaurant in Thousand Oaks
  - f. Approve Recommendation to Board of Supervisors Favoring Local Labor
  - g. Approve November 28 & December 26 meeting dates
15. Commissioners' Discussion, Information Items, Announcements & Future Agenda Items
- Items Commissioners wish to have considered for a future agenda may be suggested under this item and, if agreed to, the item(s) will be placed on the appropriate upcoming agenda(s). Other comments and announcements by the Commissioners may also be made at this time.
16. Upcoming Events: Regular Meeting on Monday, September 26, 2011, Nov 28, Dec 26, 2011 & Saturday, Oct 22 (Regular meeting & Retreat for Annual Evaluation& Planning)
17. Adjournment 9:00 p.m.

## Posted August 25, 2011

\*California Corporate Code 5512 (c) regarding quorum states: "...the members of a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum." (Therefore, if a quorum of a Board of Directors with 15 members (seated) is 8 members, and meeting is held with the quorum present, and some members subsequently leave the meeting, a decision can be made by a majority vote of 5 members, where all 5 vote in the same way.)

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