



# VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency  
4601 Telephone Road, Suite 117,  
Ventura, CA 93003

Mailing Address: 4651 Telephone Rd, #200  
Ventura, CA 93003-8393  
(805) 658-4193

[www.vccw.net](http://www.vccw.net)

## DRAFT AGENDA

Date: Monday, April 23, 2012

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 on which they wish to speak. Each speaker will be allowed three minutes to address the Commission. The entire public comment period is limited to thirty (30) minutes total.

### 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  
Rosandra Esquivel  
Joni Holling
- DISTRICT II  
Lee Riggan  
Kitty Dill  
Vacancy
- 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- 6:30 p.m. Mission Statement The Ventura County Commission for Women encourages, supports and facilitates the empowerment and education of Ventura County Women. Riggan
2. Roll Call Flores  
 ABSENTEE POLICY: The Bylaws Article 4, Section 4.1 & 4.2 read: Notice of absence must be given to the Chair at least 24 hours prior to the meeting. Recommendation for removal may be made when the bylaws have been knowingly violated or as a result of three (3) absences from regular monthly meetings during each year, beginning on July 1.
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. April – Sexual Abuse Awareness Month Recognition – Presentation by the Coalition for Family Harmony Crisis Response Intervention Coordinators Rachel Parks & Janine Ivy.
6. Approval of Minutes of Meetings of November 15, 2011, October 22, 2011, & March 26, 2012 Flores/Phillips
7. Receive Treasurer's Report Lawrence
  - a. Restricted funds held by VCCF
  - b. Restricted & Unrestricted funds in the VCCW Bank Account
8. Budget Committee Report – VCCW Draft Budget for review, additions & Adoption Lawrence, Phillips, Dill
9. Receive Corresponding Secretary's Report Howard/Goodrow
  - a. Communications Received (hard copy, email & phone calls)
  - b. Communications Sent (Greetings)
 These are items presented to the Commission for information. They may be referred for acknowledgement, investigation, or response as appropriate.
10. Vice Chair Report Goodrow
  - a. Representative(s) Report & Advocacy Recommendations (Goodrow, Hurd, Howard)
    1. CAWA
    2. RRN
    3. ACCW
    4. NACW
    5. Ventura County Women's Forum Collaborative
11. Chair Report Riggan
  - a. Report of Accomplishments & Activities
  - b. Amended Bylaws submitted for approval to Board of Supervisors for Sec 5.1D
  - c. County Plans for Moving VCCW Office
  - d. BiNational Health Week – October 2012
  - e. Report on Board of Supervisors' Actions & District
12. Public Relations Committee Durisseau, Phillips, Bagley, Guizar, Dill
  - a. Press Release on new commissioners (release for March)
  - b. Press release development for Launch
  - c. Receipt of Media Resource List & Template
  - d. Media Plan Status (as per Strategic Plan)
    1. Status of Women & Girls – releases for Radio, TV, papers; develop interview questions for Radio/TV; Plan for speaker opportunities
    2. July Installation of 2012-2013 Officers - Develop invitations to Bd of Supervisors
13. Recognition Fundraising Committee Guizar, Funk
  - a. Report on the goal to hold a Recognition Fundraising Event in 2013 (Tasks include: Data base development; Sponsorship; Venue options; Caterer options; Budget draft; Selection of proposed date; Recognition guidance; Program)
14. Committee for VCCW Operating Policies & Procedures Riggan, Dill
  - a. Discuss the establishment of the Committee and Appointments of the Co-chairs  
Purpose – VCCW Operation Polices for Study Session called by Board of Supervisors



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15. Status of Women & Girls of Ventura County Committee Report Durisseau, Goodrow  
Lawrence
- a. Consultant Contract & Scope of Work
  - b. Status Launch Plan
  - c. Job Description for Student Assistants
  - d. Capstone Community Partners Response for Professor Downey
  - e. Recognition of Professor Downey's input, questions, concerns
  - f. Focus Group Expert (Kaia Tollefson) meeting/arrangement
  - g. Demographic Expert (Chris Williamson) meeting/arrangement
  - h. Budget modification
  - i. VCCF Progress Report to Board of Supervisors
16. Oversight Committee on the Status of Women & Girls – Riggan
- a. Discussion of establishment of the Committee with members Riggan & Esquivel, Holling Purpose: Oversight of Project
17. Discussion/Presentation Durisseau, Riggan,  
Esquivel
- a. Discussion of the Brown Act in terms of Email Protocol and Communications
  - b. Discussion/Presentation of Management Plan for the VCCW Study of the Status of Women and Girls
18. Consent Agenda Items. 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.
- a. Approve establishment of Committee for VCCW Operating Policies & Procedures & Appointment of Co-Chairs Riggan & Dill
  - b. Approve establishment of Oversight Committee for the Status of Women & Girls Study & appointment of Co-Chairs Riggan & Esquivel
  - c. Approve VCCW Budget
  - d. Approve requesting VCCF to serve as Fiscal Sponsor for Recognition Fundraiser
19. Action Items
- a. Approve Status of Women & Girls Committee Recommendation for Consultant Contract & Scope of Work
  - b. Approve Status of Women & Girls Management Recommendations
  - c. Approve VCCW Oversight Plan for Status of Women & Girls Study Committee
  - d. Approve Launch Plan for Status of Women & Girls Study
  - e. Approve Press Release & Public Relations Plan
20. Commissioners District & Ambassadorship (Written &/or 2-Minute Oral Reports &/or news clippings on actions effecting women & families in the districts (e.g. council meetings, organization events, activities current & planned)
21. 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.
22. Upcoming Events:
- a. VCCW Regular Meeting on May 28, 2012
20. Adjournment 9:00 p.m.

**Posted April 20, 2012**

In compliance with American Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meetings, or to participate at Commission meeting, please 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.

(28 CFR 35.102-35.104; AD/ Title II



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## DRAFT AGENDA ADDENDUM

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1. Addendum to Agenda Item 17. Discussion
- c. Consideration of Alternative Consultant K&M Enterprises
2. Addendum to Agenda Item 19. Action Item
- b. Approve selection of the Consultant for the Status of Women & Girls Project

Riggan

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