



# VENTURA COUNTY COMMISSION FOR WOMEN

## Lee Riggan, 2011-2013 Chair

901 E. Avenida de los Arboles

Thousand Oaks, CA 91360

(805) 889-2623

[leeriggan@dock.net](mailto:leeriggan@dock.net)

### CHAIRMAN'S REPORT

DATE: May 20, 2013

#### A. Accomplishments & Activities

##### a. Administration Issues

- i. **Draft Policies and Procedures** have been written and edited by Lee Riggan (Writer) and Kitty Dill (Editor) and are presented on this evening's agenda. Nancy Lee Phillips has been requested, also, to give them a review. All commissioners are also requested to assist in this process to bring this important document into being in time for the pending Study Session.
- ii. **URGENTLY NEEDED: Board of Supervisors' Study Session:** The October 2012 Session was cancelled or postponed although Linda Catherine Le, MPPA, Program Management Analyst, County Executive Office, has been very busy preparing the study for the CEO's office and the Board of Supervisors. A draft Policies and Procedures is presented at the VCCW meeting this evening to prepare for inclusion in the Final Policies and Procedures that VCCW will operate under with the Board of Supervisors' approval. As of today we have not heard of a new date being set for the Study Session. Ms. Le has sent several emails with concerns and directives. From these emails it appears that the following is required of us:
  1. Submit recommended distribution plans to the BOS for approval.
  2. Submit the proposal to send the Status of Women & Girls Study to the U.S. Library of Congress for approval to the Board of Supervisors
  3. Addressed: There is no violation of the approved by-laws, Section 3.3 (CEO April 2013 email stating there was a violation) as this was addressed in June 2012 with the VCCW action and letter to the Supervisor. The Commissioner's name was replaced on the website.
  4. Press Releases require contacting the respective appointed BOS members for permission; and VCCW can not independently conduct press releases.
  5. All administrative requests are on hold for the Study Session and BOS approval. The following are from these emails:
    - a. On Hold: Policies & procedures required in order to contact other county departments
    - b. On Hold: Policies and procedures to allow the County website to have a VCCW link; and VCCW is not to make direct contact with the Chief Information Officer.
    - c. On Hold: BOS approval is required to link the AAUW to the VCCW website.
    - d. On Hold: Policies and procedures for updating the VCCW brochure which needs to have BOS approval
    - e. It is the CEO's office understanding that the distribution of the study is to the grantors only

- f. There is to be no "Call to Action" resulting from the VCCW presentation of the Status of Women & Girls Study.
- iii. County Email addresses now includes Jan Lawrence
- iv. Policies and Procedures for Study Session have been drafted and submitted to VCCW for review at this May 2013 meeting.
- v. On Hold - Mothers & Girls Tours has been tabled due to confusion on Board of Supervisors' required policies and procedures for implementing action.
- vi. On Hold: Information Technology Services, Mike Pettit, Chief Information Officer, meeting. The ITS department is willing to place a link from the VCCW website to the County site. The approval for establishing the link must come from the Study Session with the Board of Supervisors.
- vii. On Hold: VCCW Brochure assigned to the Public Relations Committee has been put on the back burner in March/April with the issues arising from the postponement of the presentation of the "Status of Women & Girls Report" to the Board of Supervisors. Linda Catherine Le has asked for a copy of the past brochure. The Board of Supervisors must approve any publications and this will be brought to the Study Session. However, in subsequent discussion it was learned that the brochure that has been used for over 15 years can continue to be utilized.
- b. Improve Quality of Life – the Chair gathered information on the following and represented VCCW in some:
  - i. NACW Conference "Goodie Bags" – An application is in process to request VCCU gifts for the July Conference.
  - ii. Run for your Health April 27 VCCW Table was staffed by Lee Riggan, Kitty Dill, and Carmen Hurd. Carmen also ran in the 5K Run.
- c. Tasks Assigned by Board of Supervisors
  - i. Fiscal & Administrative Review by Ventura County CEO
    - 1. There has not been a notification as yet from the Board of Supervisors or CEO regarding our letter submitting the Operating Policies & Budget to address the relationship with the Board of Supervisors and the other responsibilities outside of the Commission and approve by VCCW. The Board of Supervisors directed the County Executive Office to Schedule a Study Session with the Board of Supervisors to Discuss the Commission's Future, as Requested by the Commission **"AND DIRECT THE COUNTY EXECUTIVE OFFICE TO CONDUCT A FISCAL AND ADMINISTRATIVE REVIEW AND REPORT BACK TO THE BOARD AT THE STUDY SESSION"**. (Board of Supervisors, March 6, 2012 Summary). Amended Bylaws will be part of this review.
  - ii. Annual Report – The Chair would like to have a report before June 2013 from the Status of Women & Girls Committee to include in this report in order to present the entire draft to the Commissioners at the June 24, 2013 meeting for their approval.
  - iii. Status of Women & Girls Study
    - 1. VCCW Commissioners meetings with their District Supervisor to learn the County issues around the "Status of Women & Girls Report" were held in Districts 1, 2, 3, 4 & 5. District 2 & 3 said there were concerns about the study and they appeared to arise because the Recommendations (given by the Focus Groups participants) crossed jurisdictional boundaries.
    - 2. VCCF Fiscal Sponsor Relationship



- a. Progress Report – This report was drafted by the VCCW Chair approved and submitted to VCCF and the Ventura County CEO.
  - b. Final Report was completed November 20, 2012.
  - c. VCCW Presentation
    - i. Power Teams presentation to the WLF Luncheon for October 10, 2012 was cancelled.
    - ii. Power Teams presentation to the Ventura County Board of Supervisors for September was cancelled
  - d. Distribution Plan & Budget
    - i. VCCW budgeted \$1,250.00 for a manual presenting the compelling findings and striving to drive more money into Ventura County to resolve identified issues.
    - ii. Copies for the Board of Supervisors cost \$400 and the CDs cost \$350. Commissioners distributed these copies personally.
    - iii. Reported to the Women’s Legacy Fund the completion of the “Status of Women & Girls in Ventura County 2012” Study on March 28, 2013.
    - iv. Further distribution, although part of the approved proposal March 6, 2012 to the Board of Supervisors must await further approval according to the CEO’s Liaison, Linda Catherine Le. Plans for further distribution of Status Study is needed
      - 1. FEW presentation of Study – Federal Employed Women at Port Hueneme Base has requested a presentation for May 30, 2013.
  - e. On Hold - Library of Congress submittal – CEO liaison email stated the Study belongs to the Board of Supervisors and needs their approval to submit to Library of Congress.
  - f. Media Notice
 

The Chair is aware of the major activity of the PR Committee Chair Kitty Dill in making the “Status of Women & Girls in Ventura County 2012” front and center before the folks in the media. Thank you Kitty for this gallant effort which I commend you for.:

    - i. Front Page – “Inequities in ‘Paradise’” May 5, 2013 headline “Gaps in health care, wealth loom for women in Ventura County” by Reporter Kathleen Wilson, [kwilson@vcstar.com](mailto:kwilson@vcstar.com), 805-437-0271;
    - ii. Opinion Page – “Action needed on problems faced by women, girls” Editorial May 12, 2013; Opinion Page Editor Mike Craft and Deputy Opinion Page Editor Mike Comeaux, [letters@vcstar.com](mailto:letters@vcstar.com)
- B. **Report on the Board of Supervisors** – Please check this web site for their agendas.  
<http://portal.countyofventura.org/portal/page/portal/bos/Archives>  
[http://gsa-docushare.countyofventura.org/dscgi/ds.py/Get/File-6366/Agenda\\_Calendar.htm](http://gsa-docushare.countyofventura.org/dscgi/ds.py/Get/File-6366/Agenda_Calendar.htm)