



VENTURA COUNTY COMMISSION FOR WOMEN

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July 23, 2012

Ventura County Board of Supervisors

County Government Center
800 S. Victoria Avenue
Ventura, CA 93009

Re: Progress Report on the Status of Women & Girls Study

For the Period: March 7 to June 30, 2012

As Per Board of Supervisors on March 6, 2012 that the VENTURA COUNTY COMMUNITY FOUNDATION PROVIDE A PROGRESS REPORT TO THE BOARD OF SUPERVISORS

Summary of Progress:

1. Established methodology and procedures between VCCF and VCCW for the conduct of the study on the Status of Women & Girls in Ventura County.
2. Established the internal methodology and procedures for monitoring how the study is conducted for the VCCW.
3. Approved the hiring of consultant firm, and initiated the study May 1, 2012.
4. Phase 1 at end of June, 51% completed (total study excluding distribution 30% completed)
5. Phase 2 planning begun during this period
6. Distribution funding issues have arisen; funding needed to assure distribution to funders and to the wider Ventura County audience around areas of real need and opportunity.

Detail of Accomplishments:

A. March

March 7, 2012:

On March 7, 2012 there was a meeting at VCCF with Hugh Ralston, VCCF President/CEO; Assistant LaToya Ford; VCCW representatives; VCCW 2011-2012 Chair Lee Riggan; Status of Women & Girls Co-Chairs Shante Morgan-Durisseau and Diana Goodrow; and Commissioners Debra Bagley and Ina Howard in attendance. From this point on it was agreed that the VCCW Chair will assist the VCCW in overseeing the implementation of the grant. In addition, it was decided that the Committee will work with the consultant and report progress to the Chair; Co-Chairs Commissioner Shante Morgan-Durisseau and Diana Goodrow. These same women will also manage the project. It was unanimously agreed to the completing of the following tasks:

1. Development of the scope of work by VCCW;
2. Development of the Contract by VCCF;
3. Prepare MOU or letter to inform Board of Supervisors of the Fiscal Sponsor Relationship and duties to oversee the study. The fee was not determined at this time;
4. Drafting of a time sheet for the Contractor by VCCF and approved by VCCW;
5. VCCF monitors identified as LaToya Ford and Rick Pearson;

6. VCCF Fiscal office (Claire) will handle the billing;
7. Publicity will be drafted by the VCCW Public Relations Committee; releases will be approved by VCCW Chair, VCCF President/CEO, and others as necessary;
8. Development of a Launch Event with CSUCI was considered for April;
9. Determination of signatory authority was to be resolved by VCCF;
10. Start date for Consultant was planned for April 1. (This did not occur.)

B. April

April 23, 2012: - VCCW approved the alternate consultant, K&M Enterprises after a presentation at April 23, 2012 regular meeting. K & M Enterprises: Research and Fund Development is one of the nation's largest and most successful full-service fund development companies. The team of professionals at K & M has raised nearly one-half billion in grant and special event funds for company clients since 1992. It is registered as fundraising counsel with the California Attorney General's Office. Kristina Brook, MA, Owner of the firm agreed to: 1) accept the available funds to carryout the research and provide a written report including graphic layout of the report; and 2) to hire the CSUCI student who participated in the initial Capstone Project for VCCW. The starting date for the contract was approved to be moved from April 1 to May 1, 2012.

C. May

Week of May 14, 2012:

1. Meetings were held during the week of May 14, 2012 by the K&M Enterprises with the four VCCW Power Teams to clarify the expectations and objectives of all.
2. A May 16, 2012 conference call with the Committee members and VCCF staff regarding the Consultant Contract and Oversight final clarifications needed. A follow-up call with K&M's Owner, Kristina Brook on payment and oversight strategies confirmed the payment and oversight methods that would meet the requirements of VCCF, VCCW, and K & M Enterprises.

May 21, 2012:

At the regular meeting of the VCCW the following Management Structure was approved for the Operation of the Project: "Status of Women & Girls in Ventura County"

- ❖ Fiscal Sponsor – VCCF – They will process the agreed upon monthly installment payment to the Consultant upon receiving the VCCW approved invoice. Notification will be through the Committee Spokesperson.
- ❖ Oversight – VCCW – Chair & Treasurer will receive monthly reports from the Committee on the progress and the completion of tasks. The Oversight Grid will be used to check off this progress. This checked grid will serve as the progress report to the full VCCW and to VCCF.
- ❖ Oversight Responsibilities:
The Ventura County Commission for Women will be responsible for the actions of the Committee on the Status of Women & Girls in Ventura County. The Commission is responsible for the outcome of the project and must see that the goals, objectives, tasks, scope of work are accomplished in a manner agreed to and within the timeline and budget of the project. It has responsibility for reviewing the work done as reported by the Committee for a particular time period and for approving the issuing by VCCF of the payment to the consultant. The Chair of the VCCW will place the Committee's report(s) and recommendation on the agenda.

- ❖ Power Teams - In addition to the oversight responsibility of VCCW, the commissioners will participate in order to accomplish the work required of the four Power Teams::
 - (1) Power to Make Decisions (Political Participation);
 - (2) Power in Occupation Selection & Flexibility (Employment & Wages);
 - (3) Power to Meet Basic Needs (Economic & Social Autonomy);
 - (4) Power to Stay Healthy & Safe (Health & Well-Being).
- ❖ Committee Co-Chair/Spokesperson will speak for the VCCW to outside entities including the VCCF and K&M Enterprises. She will coordinate the work on the Project and will delegate project tasks to other Commissioners.
- ❖ Committee Co-Chairs will work together to share ideas and agree on direction in which to accomplish the project. They will keep the full committee involved and maintain timely reports to the full VCCW. They will bring their recommended revisions to the VCCW for discussion and action.
- ❖ Consultants, (K&M Enterprise), will coordinate project with the Committee and report their progress on tasks in order for the Committee to track accomplishments. The K & M Enterprise consultants assigned to this project are Kara Hillock, Lisa Studley, and Mia de Paula (graduate CSUCI Capstone Student).

Payment Method:

K&M Enterprises proposed two possible methods for their payment schedule: 1) 50% at beginning of the contract and 50% upon completion; or 2) equal monthly installment payments over the project period of five months. VCCW agreed to make five equal monthly installments of \$3,800.00 to be paid each month on the 30th based on their submitted invoice. At the time of invoicing, K & M is also providing an update to the scope of work showing progress being made each month.

The VCCW through the Committee agreed to track the tasks completed. K & M consultants will keep track of their dates and times of services and a fully detailed invoice of services rendered will be submitted at the end of the project. The approval of monthly invoices will be made based on K & M's progress documented using the overall agreed upon scope of work as a guideline. It was agreed that additional tasks might need to be added to the scope of work as the work unfolded and that also proposed tasks could possibly be deleted from the scope of work if they were not necessary based on agreement of both parties as the work unfolded. Again, the final detailed invoice from the consultants will include hours required for completion. If completed in fewer hours than the 760 anticipated, excess fees will be reimbursed. Hours exceeding the funding available will be an additional donation to the study by K&M Enterprises. K & M Enterprises is discounting its traditional baseline hourly rate by \$55/hour. This means, that if all 760 hours are rendered, the equivalent of \$41,800 in service hours will be donated in-kind to the VCCW. This one-time in-kind contribution is being made to the VCCW in honor of K & M's longstanding professional relationship with the current chair of the VCCW, Lee Riggan. In addition, Kristina Brook is a founding member of VCCF's Women's Legacy Fund and as such wishes to contribute to the study by discounting her firm's traditional hourly baseline rate.

The VCCW & VCCF approved tracking the project progress using the Oversight Grid, tracking the tasks as opposed to tracking monthly hours, and monthly invoicing of equal payments of \$3,800.00 over the five-month project period.

D. June

June 23, 2012

At the Regular Meeting of VCCW on June 23, 2012

1. VCCF Fiscal Sponsor Relationship Agreement was completed and approved by VCCW & VCCF. VCCF submitted the agreement to the Ventura County Chief Executive Office along with the Consultant Contract and Scope of Work.
2. VCCW was asked to prepare the Progress Report for submittal to VCCF and the Ventura County Chief Executive Office upon approval of the Committee. This will address the requirement of the Ventura County Board of Supervisors as directed at their March 6, 2012 meeting.
3. Oversight
 - a. Oversight Grid – attached.
 - b. Accomplishments by the K & M Enterprises: June 9-15, 2012
 - i. Gathered leadership and decision-making data researching the availability of voter registration and voter turnout data; confirmed that voter registration forms do not include sex or race/ethnicity. Statistical claims about voter trends related to women and/or racial/ethnic groups are based on self-report census data after each election. The 2010 Census data has only been tabulated at the national level. Calls were made to Census Help-line to see if county level reports about voter registration and turnout can be created. A 2007 report from the Ventura County Board of Supervisors, "County of Ventura, 2007 Summary of Boards, Commissions, Committees and Districts" identified 63 entities, which have members appointed by the Board of Supervisors. Gender & ethnicity of the appointees are being researched.
 - ii. Health & Safety data gathered; county crime statistics are not typically broken out by the sex and/or ethnicity of the victim. There is no one countywide source for crime statistics. Crime statistics are gathered by the Ventura County Sheriff's Department for only part of the county. Crime statistics for the cities of Oxnard, Ventura, Simi Valley, Port Hueneme and Santa Paula are each tabulated separately and uniquely from one another. Data has been requested from each of these three city police departments not under the Ventura County Sheriff's Department. Several city police departments provided statistics which involved their staff hand counting some of the data. Other entities, such as the Ventura County Medical Examiner, provided raw data to categorize and tabulate. Ventura County Public Health is currently updating their cause of death statistics and may be able to provide all of the data needed by the deadline. They will try to gather as much data as possible. They can gather some data by sex and some health data by race/ethnicity, but they are not able to separate some of the data requested by sex AND race/ethnicity.
 - iii. Data related to the sex and race/ethnicity of Ventura county elected officials has been updated; data on sex and ethnicity makeup of the 63 commissions is now being determined.
 - iv. Education and Employment data is being gathered.
 - c. Accomplishments by the K & M Enterprises: July 6, 2012
 - i. Health & Safety data gathered: identified national mental health data related to women in the military; gathered statistics regarding women and traffic accidents, gathered information about federal and state lung and breast cancer rates; researched DUI data related to women; researched identify theft data.

- ii. Leadership and decision-making research is in process awaiting Deputy Clerk of the Board of Supervisors' list of all appointments.
 - iii. Generated possible dates, times and location(s) to conduct focus groups.
 - iv. Gathering list of contacts from VCCW commissioners for the creation of a master list of focus group participants for the four power area topics.
 - v. Gathering resource information of agencies/organizations that focus on women and/or girls in their mission or in a program.
- d. Distribution
 - i. The Final Report should be ready by end of August/mid-September.
 - ii. The first presentation of the Status of Women & Girls should take place in September before the Ventura County Board of Supervisors. It will be given by the 4 Power Teams and should be scheduled on one of the September meeting dates (11th, 18th, or the 25th).
 - iii. The second presentation will be at the Women's Legacy Fund Luncheon has been set for October 10, 2012.
- 4. According to Hugh Ralston, VCCF President/CEO, "This is a historic project, never done before in Ventura County, but with the leadership of the Commission's task force, and support of the Women's Legacy Fund and the Ventura County Community Foundation, the study will happen this year, and we look forward not only to the results, but to using those results to fulfill the study's purpose:
 - a. Highlighting the needs facing women and girls;
 - b. Bring the facts/research into a wider discussion of public sector priorities within the county;
 - c. Help frame decisions by funding sources like the Women's Legacy Fund around areas of real need and opportunities;
 - d. Engage a wider audience in Ventura County around issues that are being addressed successfully, and those still needing support and attention."

Project goals:

The project name is "Status of Women and Girls in Ventura County Report - Politics, Employment, Autonomy, Health Research." This project will provide the data necessary to develop programs to reduce systemic social inequalities and lead to positive social change by informing and advising policy-makers on the matter of gender equity in Ventura County, provide other agencies valuable information, establish a baseline of measurement for future data, and demonstrate the necessity of collecting statistics on women of all races and ethnicities. It will allow community leaders to strategically target origins of differences between men and women. It will serve as a vehicle for change; removing barriers women face to allow them economic self-sufficiency and social independence.

This project report will define a woman's status in her community as her power to: make decisions and policies, meet her basic needs, and be healthy and safe. To examine Ventura County women's ability to achieve this, local data will be collected on women's political participation, employment and wages, economic and social autonomy, and her health and well-being. This report also will provide information about the demographics of Ventura County (VC) women.

Progress made toward each goal March 6 – June 30, 2012:

In conclusion, the following has been accomplished in carrying forth the direction of the Board of Supervisors in pursuit of the research on the Status of Women & Girls in Ventura County.

1. Contract with VCCF as directed at the March 6, 2012 Board of Supervisors meeting allowed the VCCW and VCCF to agree to the following:
 - a. Fee Agreement
 - b. Meeting on Working Agreement

- c. Oversight requirement
2. Oversight management
 - a. Plan
 - b. Oversight Grid
3. Contract with K & M Enterprises, sole proprietorship and women-owned business begun in 1992 in Ventura County
 - a. Beginning date May 1, 2012 determined.
 - b. Payment Method selected
4. Accomplishments of K&M Consultants
 - a. Phase I – Power Team orientation & Gather Statistical Data
 - b. Phase II – Develop & coordinate preparation for Focus Groups & Key Informant Interviews
 - c. Phase III – Resource development for Expert Input initiated
5. Accomplishments of the 4 Power Teams
 - a. Involvement in planning (Phase I) – Membership determined at October 2011 Retreat
 - b. Focus Groups – Resources provided (Phase II)
 - c. Experts – Resources provided (Phase III)
6. The next steps –
 - a. Phase II&III - Conduct Focus Groups & Expert input & Key Informant interviews
 - b. Phase IV – Write findings, conclusions, recommendations, and final draft of report
 - c. Phase V - Distribution
 - i. September – Board of Supervisors
 - ii. October 10 – Women’s Legacy Fund
 - iii. Access (for downloading) to the report will be placed on www.vccw.net
 - iv. Seek additional funding for publishing Status of Women & Girls in Ventura County booklet
7. Completion of report is planned for the end of August or by mid September

Internal and external factors that have limited portions of the study’s data collection efforts:

1. Registration and voter turn out data do not include sex and race/ethnicity data.
2. County crime statistics are not typically separated out by sex and race/ethnicity of the victim
3. There is no one countywide source for crime statistics. County and cities data tabulated separately and uniquely from each others.
4. The Ventura County Medical Examiner could only provide raw data that had to be categorized and tabulated
5. The Ventura County Public Health Department is in process of updating cause of death statistics and some data is not available by sex AND race/ethnicity. The department hopes to have the update completed in time to be included in this study.

Attached is the Fiscal Report on Budget, Revenue, & Expenditure report showing actual expenditures for the project from March 6, 2012 – June 30, 2012.

Expenditures: VCCW payments were made to the Fiscal Sponsor and to the Consulting Firm. Two payments of \$3,800.00 for a total of \$7,600.00 paid to K & M Enterprises on May 30 & June 30, 2012. One payment of \$1,125.00 was made to VCCF.

Person completing report: VCCW 2011-2012 Chair, Lee Riggan

Project Committee: Co-Chair/Spokesperson Shante Morgan-Durisseau; Co –Chair Diana Goodrow; Commissioner Jan Lawrence

Attachments:

Oversight Grid

Project Budget Revenue & Expenditure Report

VCCF & VCCW Fiscal Sponsorship Agreement