



**The Contra Costa County Commission for Women  
IOC Response Memo  
April 2, 2018**

**a. To safely account for Commission funds and eliminate the Commission's dependence on outside agencies for funds administration, DIRECT the County Administrator to create and administer a budgetary organization unit to account for funds granted and donated to the Commission for Women and to work with the Commission Chair and Treasurer on a protocol and procedure to deposit and disburse the funds.**

**Answer:** A request was submitted to the Commission for Women's interim county representative, Susan Smith, March 21, 2018, to find out about setting up an account per our discussion with County Supervisor, Candace Andersen, also March 21, 2018. We are awaiting directions on how to complete these steps and in the meantime, have been advised to submit our response via this memo that does the following;

1. Addresses each of the recommendations made by the IOC Chair and Vice Chair.
2. If the Commission has agreed to any of the recommendations, to describe the next steps and if there is a fiscal impact associated with these actions;
  - a. Any Issues or concerns that the Commission has and would like the IOC Chair and Vice Chair to comment on.

The Commission has not had the chance to review this request as a whole and will respond as a group after our April, 2018 meeting.

**b. To establish an arm's length relationship between the Commission and the Friends of the Commission and other supporting agencies, MODIFY the bylaws of the Commission to stipulate that members of the Commission may not be members of any organization that donates or grants funds to the Commission.**

**Answer:** At this time, the commission has not agreed to have its members withdraw from The Friends. The Friends are a 501 (c) 3 that was formed to do advocacy for women and girls and under that umbrella to act as a fiscal agent for the Women's Commission and to give them support towards their annual budget, as well as, supporting and donating to other organizations that do advocacy for women and girls. The following are examples of different organizations and events The Friends have donated to that are not affiliated with the Commission for Women along with one that supports the Commission for Women;

1. Donate money to the Rosie the Riverter Foundation- Purchasing airfare for a Rosie to fly to Washington D.C., to meet President Obama and Vice President Joe Biden.
2. Paid for scholarships for young women in Girls Inc. to attend all day seminars.
3. Donated money to Female Veteran Stand Down
4. Paid for a leadership classes for our former chair to bring back to the Commission for Women that trained us in how to put on effective seminars. These seminars were in direct alignment with the Commission for Women's mission, *"To educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged ; to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."*
5. Donations to young women phasing out of the foster care system.

**c. To foster leadership among all Commission members, MODIFY the bylaws of the Commission to stipulate that a member may serve as an officer for no more than two consecutive years.**

Answer: A copy of the bylaws was submitted to Supervisor Candace Andersen's office March 21, 2018 to have her staff help us revise the bylaws to reflect the changes recommended, as well as, changes the Commission would like to have added i.e. ensuring new members serve at least one year as Commissioner before being allowed to serve on the Executive Committee.

We would like the record to show that no commissioner has ever served more than two terms.

**d. To sharpen the Commission's focus on its primary mission and to also minimize its dependence on fundraising, CONSIDER whether or not the annual Women's Hall of Fame recognition ceremony is consistent with the Commission's charge and mission, *"To educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged ; to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."***

Answer: The Women's Hall of Fame is a bi-annual event that empowers and recognizes women in the community who are doing extraordinary things to uplift and support women from all economic backgrounds, in our County. While it is a major event, it is not the only event the Commission for Women holds. Up until the negative culture that was created this last year and ultimately, brought the commission to a stand still, we were very active in our community through our Women In Leadership seminars that tackled female entrepreneurship, Women in non-traditional jobs, and women in public service, to name a few.

Going forward, we are bringing back our seminars focusing on advocacy and beginning with a seminar that will be held June 13, 2018 at DVC discussing #METOO and its effects on our

community. We are also working with Soroptimist to bring a showing of the documentary, "Equal Means Equal" along with a discussion on the Equal Rights Amendment and the League of Women Voters to bring community members and candidates together to speak to each other and learn the different platforms they support. We have also submitted to the County Supervisors, several initiatives we would like to support.

**e. To help the Commission consistently maintain a meeting quorum, Consider reducing the membership of the Commission from 20 members (5 District and 15 at large seats) plus one alternate to 15 members (5 District and 10 at large seats) plus one alternate.**

Answer: The commission never had an issue with having a quorum until the commissioners who decided to vacate their posts in July, 2017, left at the same time, The commission feels that dropping our numbers would not help thwart that happening again and would like to keep membership, as is.