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Date: August 13, 2020

To: Internal Operations Committee

From: Kirsten Upshaw, Contra Costa Commission for Women and Girls

The purpose of this memorandum is to forward to you the following recommendation from the Contra Costa Commission for Women and Girls (CCWG).

- Appoint Shailaja Dixit, as At Large Seat Commissioner on the CCCWG, a term ending August 24, 2024.
- Appoint Silvia Young, as AT Large Seat Commissioner on the CCCWG, a term ending August 24, 2024.

Background

The Contra Costa Commission for Women and Girls was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities on the issues relating to the changing social and economic conditions for women and girls in the County, with particular emphasis on the economically disadvantaged.

The committee consists of 15 members and one alternate including:

- Five district representatives , (one from each supervisorial; districts)
- Ten At Large members; and
- One At-Large Alternate

The five district representative are nominated for a four year term by each other the five members of the Board of Supervisors. The ten At-Large members and the one alternate are nominated by the CCCWG membership committee and forwarded to the full CCCWG. All nominated appointments to the CCCWG are reviewed by the Internal Operations Committee (IOC) and referred to the Board of Supervisors for approval. CCCWG terms are for four years

and they are staggered across the membership. A current CCCWG roster, as of July 15, 2020, is attached for your information (Attachment A).

Current Status of Appointments

The CCCWG has been recruiting applicants on an ongoing basis to fill the vacant seats and we have received several applications through the County bulletin board. Both of our applicants were interviewed January 11, 2020 by the CCCWG membership committee. The committee assessed the applicants based on the following criteria:

- Familiarity with and understanding of the diverse issues facing women in the county
- Specific experience, knowledge or interest in women's issues in the county
- The potential to expand the CCCWG's experience and capacity to develop recommendations for the activities of the commission
- Potential for conflicts of interest
- Diversity with respect to ethnic background, gender and geographic representation

The membership committee unanimously approved the above recommendation for a new appointment.

As of August 10, 2020, there are three (3) At-Large vacancies and the District III and District IV seats are also vacant.

Vacant Seats:

*At-Large #1 full term expiring February 28, 2024

At- Large #8, #10- full terms expiring August 31, 2024

District III

District IV

If the appointments recommended in this memorandum are ultimately approved, two seats will be filled. The remaining vacancies after approval will be the District III and District IV seats, which are full term appointments. The final At-Large seat that will be vacant will be the remaining seat that will need to be filled by the commission.

* At-Large #1 is shown filled by Commissioner Michelle Brown however, she was removed shortly after being added to the commission. She resigned and the proper paperwork was submitted two years ago when the commission was under review by the IOC.

It is our hope that the vacant District seats will be filled so that our ability to maintain a quorum is greater.