

MINUTES OF THE MEETING OF THE  
COMMISSION FOR WOMEN  
DEPARTMENT OF ADMINISTRATION  
FEBRUARY 25, 2016

The meeting of the Commission for Women was called to order by Chair JoAnn Elston at 10:00am on Thursday, February 25, 2016, in the State Public Works Division Conference Room, 515 E. Musser Street, Carson City, Nevada. The meeting was videoconferenced to Room 204 of the State Public Works Division Conference Room, 1830 E. Sahara Avenue, Las Vegas, Nevada. Exhibit A is the Agenda. Exhibit B is the Attendance Roster. All exhibits are available and on file in the Department of Administration, Director's Office.

**COMMISSION MEMBERS PRESENT IN CARSON CITY:**

JoAnn Elston, Chair  
Karla Scott  
Brooke Westlake

**COMMISSION MEMBERS PRESENT IN LAS VEGAS:**

Richann Bender, Vice Chair  
Colleen Baharav  
Durette Candito  
Brenda Hughes

**COMMISSION MEMBERS WHO ATTENDED VIA TELEPHONE:**

Diane Fearon  
Allison Stephens

**COMMISSION MEMBERS ABSENT:**

Anna Thornley

**STAFF MEMBERS PRESENT:**

Annette Teixeira, Commission Secretary

**OTHERS PRESENT:**

Katie Armstrong, Deputy Attorney General, Attorney General's Office  
Patrick Cates, Director, Department of Administration  
Vickie Rutledge, Budget Analyst, Administrative Services Division, Department of Administration

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Kendra Martin, Personnel Analyst, Division of Human Resource Management,  
Agency HR Services, Department of Administration  
Diane Thornton, Senior Research Analyst, Research Division, Legislative Counsel  
Bureau

Elisa Cafferata, President and CEO of Nevada Advocates for Planned Parenthood Affiliates  
Marlene Lockard, Lobbyist, Nevada Women's Lobby  
Tamara Marino, Office Manager, Women's Research Institute of Nevada, UNLV

**Chair Elston:**

Agenda Item 1, 2, and 3 Welcome, Roll Call, Public Comment

Seeing no public comment at this time, I will now open the meeting on the Commission for Women. Our first meeting of the Commission for Women will focus on information for the Commission to carry out our duties.

**Katie Armstrong, Deputy Attorney General, Attorney General's Office:**

Agenda Item 4: Open Meeting Law Presentation

I have been assigned to the Commission for Women, which means attend each meeting to answer any questions that might arise in the meeting legally regarding the Commission. One of my primary duties is to sit with the Commission and make sure that the Open Meeting Law is complied with. I have a brief overview of the Open Meeting Law in my handout, Open Meeting Law (NRS Chapter 241) (Exhibit C). The Legislature has declared that all Public Bodies exist to aid in the conduct of people's business. It is the intent of the law that their actions are taken openly and their deliberations be conducted openly. Public Bodies working on behalf of Nevada citizens must conform to statutory requirements in open meetings under an Agenda that provides full notice and disclosure of discussion topics and any possible action. Please refer to Chapter 241 for the definition of a meeting and a quorum. This particular body has ten board members, so a quorum for this body is six. Whenever there are six members together, you may take action. But, please be advised that a gathering at a social function is not considered a meeting, but if there are six members at a social function and board business is discussed, this could be a violation of open meeting law. Please review and be cautious of the rules of the Open Meeting Law. I will be reviewing the Commission's Agenda prior to posting for each meeting.

If there is an action that occurs in the meeting that is not on the agenda, the meeting may be considered void. Prompt corrective action is always the best practice. Assessments may apply to the board if a violation occurs that is not rectified by prompt corrective action. To avoid these violations, stick to the agenda; do not deviate from the agenda. Each agenda docs have a place for board member comments at the end, if there is something you would like to bring up for a future agenda. Please be cautious of electronic communications. Information may be sent out to the board members, but staff should blind copy all of the members if it is a group email. This will avoid a conversation that may be construed as an electronic meeting. To avoid this just reply back to the sender of the email. This will avoid the quorum.

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There is an Open Meeting Law tutorial that the Attorney General's Office has just updated and is available on our website. [www.AG.NV.GOV.o](http://www.AG.NV.GOV.o)

**Colleen Baharav:**

Please clarify assessments that may be made if a violation to the Open Meeting Law is made.

**Katie Armstrong:**

Individuals may be held liable and there is a fine that may be assessed. I will provide you with the actual section of NRS 241 that applies to this assessment if there is a violation.

**Richann Bender:**

If we form subcommittees, will there be agendas posted as well?

**Katie Armstrong:**

Yes, all subcommittees do need to follow the open meeting law.

**Patrick Cates, Department of Administration, Director:**

I have been with the State for approximately 21 years and I have had the privilege of supporting other boards and commissions. If I could offer a piece of advice, subcommittees of a commission require just as much overhead and support as the full commission meetings, all the recording, taking of minutes, etc. If you form a lot of subcommittees it can become a big administrative burden and I would ask that you try to conduct your business as a body of the whole or perhaps task one or two members to do research and bring it back to the body of the whole. Please keep in mind that the Commission does come with a lot of overhead.

**Annette Teixeira, Committee Secretary:**

Agenda Item 5: Review of NRS 233I

I work in the Department of Administration's Director's Office and will be doing the support piece of the Commission. I will be reviewing the NRS 233I (Exhibit D) today, which governs the Commission. The Commission is made up of ten members that are appointed by the Governor. The Governor has one chair and one vice chair to appoint to the Commission. The term limits for the members are also listed in NRS 233I of three years, which commences on July 1<sup>st</sup> of the year of appointment. There are appointments on the Commission this year that are termed out as of June 30, 2016. If you are interested in being reappointed, please send an email to the Boards and Commissions email: [boards@gov.nv.gov](mailto:boards@gov.nv.gov) stating your interest.

The Commission shall study the changing and developing roles of women in society, including the recognition of socioeconomic factors that influence the status of women, and recommend proposed legislation.

The Commission may be funded through gifts, grants and contributions from the Federal Government, private agencies, affiliated associations, and other parties for the purposes of carrying out the

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provisions of this chapter and defraying any expenses incurred by the Commission in the discharge of duties.

**Chair Elston:**

All Commission members, please be sure and check your term limits to verify when your term ends. If you do want to be reappointed, please send the email to the Boards and Commissions email.

Our basic focus right now is looking at legislative items that concern women. We do have a short time to prepare if we plan on presenting to the Legislature. We are dealing this time on legislative needs or omissions.

**Vicki Rutledge, Administrative Services Division, Budget Analyst:**

Agenda Item 7: Budget Presentation

I am the budget analyst for the Commission's account. I have just recently been assigned this account. In my research, I have noticed that since 1999 this account has rolled over \$1,504.00. In 1999 the last activity occurred in the account.

**Kendra Martin, Division of Human Resource Management, Personnel Analyst:**

Agenda Item 8: Worker's Compensation Coverage

I am providing copies today of the Worker's Compensation benefits and services under the Division of Human Resource Management (DHRM) for Worker's Compensation. The Commission has filed an application for coverage as volunteers and is covered as of this meeting.

**Annette Teixeira:**

There is a fee for Worker's Compensation coverage to cover volunteers on this Commission. This is a continual charge as long as the Commission is active. Please notify the Department of Administration, Director's office, if there is an incident and they will help you fill out the paperwork. The Director's office will act as your liaison with DHRM to have your claim processed correctly.

**Chair Elston:**

Does this policy provide coverage to and from the Commission meetings, or just onsite?

**Kendra Martin:**

Typically just on site, if you are in the parking lot and there is a slip and fall, sometimes this is covered, and sometimes not. That is why once we get your incident report; DHRM will refer this to our third-party administrator, Cannon Cochran Management Services, Inc. to make the determination.

**Diane Thornton, Nevada Legislature Counsel Bureau, Research Division:**

Agenda Item 9: Timeline to Propose Legislation

The Research Division provides policy analysis, information, and other services to the Nevada Legislature and its members during session and during the interim. I am here today to give a brief overview of the legislative timeline for proposing legislation and deadlines that the Commission needs to take into consideration. I have also brought a document to share today that outlines the Nevada's Legislative Process (Exhibit E).

Legislative Sessions are held biannually, in the odd numbered years and convene on the first Monday in February. Our last Session started February 2, 2015, and ended on June 1, 2015. That is 120 days, which is how long our Sessions last. Our next Session will start on February 6, 2017. We are currently in the interim.

A lot has to happen in between next legislative session. That is what Commissions such as the Commission for Women are created for. Most interim Commissions meet with the end goal of recommending some type of proposed legislation. These are normally ideas on how to improve or fix something, or possibly change a program or law.

Each interim Commission typically meets three to six times during interim. These meetings are crucial to gathering background information, hearing from experts, hearing from the public, and gathering other information so that you may move forward with your recommendations.

The final meeting of your Commission in the interim before the deadlines is usually reserved for your work session. The Commission members will vote on what recommendations you wish to carry forward to the Legislative Session. Some committees are authorized by statute to make recommendations straight to the Legislature and if that is the case, the committee can submit a Bill Draft Request (BDR) to the Legislative Counsel Bureau. Once the BDR is submitted for introduction in the Legislature during Session, it then becomes a bill. One of your main powers and duties is to recommend proposed legislation. However, the Commission does not have authority to submit your own BDR. The question then is who do you propose Legislation to? The Commission has two options: You may either ask the Governor to submit a BDR based on your recommendations, which their office will sponsor. The Governor's BDRs are due on August 1<sup>st</sup>. This is the first deadline you need to take into consideration. The second choice to sponsor a BDR would be a legislator. There are multiple deadlines for legislators. An Incumbent Assemblyman for example has four more BDR's than a newly elected Assemblyman and Senators are allotted more BDR's than Assemblymen. An Incumbent Assemblyman is allotted ten BDRs. On August 1<sup>st</sup> they have 4 BDRs, with the next deadline being December 12<sup>th</sup>, which they may present five more BDRs, with one more additional BDR that has to be in by February 13<sup>th</sup>. A newly elected member only has the December 12<sup>th</sup> and February 13<sup>th</sup> deadlines. Once you find a sponsor you need to watch when that BDR is actually introduced into committee. You need to monitor when that date is. When it actually gets a committee date, you need to make sure

that one or more of the Commission Members are there and present to give testimony on the BDR and bill.

**Chair Elston:**

Agenda Item 10, A, B, C, D: Summary of Conversations

Mary and I called the Institute for Women's Policy in Washington, DC, and the staff Jennifer Clark and Julie Anderson were eager to speak with us. They have just finished in Colorado a survey. They are now working on South Carolina. They would love to have a survey done in Nevada. The only problem is the funding to perform a survey is \$50,000. Their survey is a source of information for the Commission.

There are other resources available, such as Dr. Joanne Goodwin, at UNLV from the Women's Research Institute of Nevada Advisory Board. Dr. Goodwin is very supportive of our Commission. We also have Dr. Mary Stewart at the UNR Women's Studies, with her main focus on violence and education for women. In speaking with both of the professors, they are both enthusiastic about the Commission being reactivated and are there to help.

We also have our Legislators available for help and resources.

**Annette Teixeira:**

Agenda Item 10 E: Department of Administration Website

We encourage all the members and interested parties to use our website located at [www.admin.nv.gov/Boards/Women/Commission For Women](http://www.admin.nv.gov/Boards/Women/Commission%20For%20Women). Members, if you have not submitted your biographies and pictures for your website, please do so at your earliest convenience. You will find the agendas and handout for the Commission's meetings on the website, along with meeting locations and directions to the meetings.

**Chair Elston:**

Agenda Item 11 and 12: Possible Action

All members have received the Status of Women report that has been completed (Exhibit F). The document has a report card, and in some cases we scored low, such as political participation. I propose that at this point we cannot tackle all of the items on the report, but I would like to have each member research all of the various areas that should or could be used by the Commission and used as a source and eventual assistance. This will determine what interests each member has most. I would like each member to email the Commission's support staff, Mary Woods and Annette Teixeira, with a copy to myself of at least two areas that you are the most interested in pursuing. This will allow us to evaluate and possibly have speakers present at the next meeting so that we can review the submissions and determine how to proceed at this point. We will evaluate and focus on a few of the items. To do all of the items of interest would be impossible in the timeline that we have.

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**Chair Elston:**

Agenda Item 13: Public Comment  
I will now take public comment.

**Elisa Cafferata, President and CEO of Nevada Advocates for Planned Parenthood Affiliates:**

I have provided my remarks for the record Exhibit G. I am one of the individuals that testified in support of the Commission for Women in the last Legislative Session. We are excited that the Commission has been reformed. Planned Parenthood operates three health centers in Nevada. We see 28,000 unique patients every year, and in this role we are strong advocates for our patients and our supporters, by extension women in Nevada. We would like to offer assistance to the Commission as a resource if you do have questions on women's healthcare.

My testimony is about two requests that I would like the Commission to consider. The requests do not directly relate to Planned Parenthood, just in general women in Nevada. The first request is to consider creating a program that would increase the diversity of boards and commissions in Nevada. There have been studies done, such as in Alaska that shows that in the 134 boards and commissions they have, only about a third of the members serving on the boards are women. I did not have a chance to research all of the Nevada's Boards and Commissions. I did take a sample, and out of approximately eight boards, there are 90 members on the boards, 61 are men and 29 are women. There is certainly an opportunity to increase the amount of women on Nevada's Boards and Commissions. I would ask that we look at something proactive, with training and recruitment as the main focus to match qualified women to the Boards and Commissions. The focus can be on women, but also the diversity of other Nevada communities of experience, such as color, gender orientation, sexual orientation, urban versus rural, and disability that this Commission could be the voice for.

The second request is more of a personal item. I have been in contact with the Governor's Office regarding the Commission for Women being reformed, and the comment was made that there is not one picture of a woman hanging in the State Capitol. There is the statue of Sara Winnemucca, but possibly another project that this Commission could look at is recognizing women in the State Capitol.

**Marlene Lockard, Nevada Women's Lobby:**

I too was one of the individuals that testified before the last Legislature in support to reinstitute the Commission for Women. There is a lot of work in Nevada to accomplish. We appreciate any help and suggestions. The Women's Lobby offers the Commission our pledge to support and help you as you identify any issues or projects that you might like to move forward with.

There are three top priorities for the Lobby this cycle of the upcoming Legislature: 1) Poverty in Nevada; 2) Preventing violence against women, Nevada is the fifth highest in the Country where women are killed by men in a domestic violence situation with a firearm; and lastly our ongoing support of reproductive rights and protecting those rights. I can provide additional information

on any of these topics. Our primary piece of legislation that a number of women organizations are going to rally around for the 2017 Session is pay equity and equal pay for work. There is a coalition that has been put together by the American Association of University Women in Nevada, the Nevada League of Women voters and the Nevada Women's Lobby to promote pay equity legislation. Last Session there were two bills, one by Senator Pat Spearman and another by Assemblywoman Teresa Benitz-Thompson. Neither of the bills advanced. We would appreciate any support and help from the Commission on advancing that agenda this next Legislative cycle.

Finally, last Session I testified and submitted a report done by the Girl Scouts of America that named Nevada the third worst State in the Nation to raise a girl. I feel that this status is one of the worst we could possibly receive. The Girl Scouts of America made that rating based on the physical health and safety, economic wellbeing, emotional health, and the extracurricular and after school activities. I hope we can all join together and address some of these issues and develop some resolutions that contain a plan to solve and move us up on the grading in our State in some of these categories.

**Tamara Marino, Office Manager, Women's Research Institute of Nevada, UNLV:**

I am here today representing Dr. Joanne Goodwin, from the Women's Research Institute of the Nevada Advisory Board, UNLV. I would like to extend to all of you that the Institute stands ready to assist you. I believe that it is important to keep in mind as you are exploring all of the issues and determining what you would like to focus on as a Commission that understanding the problems that we face in Nevada and addressing them is going to require access to education and access to data. That is at the base of every solution and the Institute is in a unique position to be able to provide both of those from a women's perspective, such as the last Status of Women's report. The last report was done in Nevada in 2004/2005. We were partners in producing this report. The funding is currently \$50,000 to update the report. Our current objective is to look at ways that we might be able to come up with the funding. The data gathered from this report would be of great value to this Commission.

**Chair Elston:**

I am setting April 7, 2016, as the date of our next meeting.

**Karla Scott:**

I have a question on conflict of interest, for example, I am fortunate to be related to people that are active in promoting women's health and women's issues. If one of these individuals were to present to the Commission, what disclosure do I need to make?

**Katie Armstrong:**

I did bring a handout from the Nevada Commission on Ethics that addresses how to determine if you have a conflict of interest and what needs to be disclosed (Exhibit H). This is something that Commission for Women



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you need to decide on your own. I cannot advise you if it is actually a conflict or not. Please read through the Commission on Ethics booklet for directions.

**Chair Elston:**

This meeting is adjourned.

Respectfully submitted,

ANNETTE TEIXEIRA, COMMISSION SECRETARY

**APPROVED:**

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CHAIRWOMAN, JOANN ELSTON

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VICE CHAIRWOMAN, RICHANN BENDER

Exhibit A	Agenda – 3 pages
Exhibit B	Attendance Roster - 2 pages
Exhibit C	Open Meeting Law (NRS Chapter 241) - 4 pages
Exhibit D	Chapter 233I – Nevada Commission for Women - 2 pages
Exhibit E	Nevada’s Legislative Process – 1 page
Exhibit F	Status of Women in the State – 4 pages
Exhibit G	Public Testimony – Elisa Caffcrata
Exhibit H	Commission on Ethics – 1 page