

MINUTES OF THE MEETING OF THE  
COMMISSION FOR WOMEN  
DEPARTMENT OF ADMINISTRATION  
October 5, 2016

The meeting of the Commission for Women was called to order by Chair Elisa Cafferata at 9:30am on Wednesday, October 5, 2016, to 515 E. Musser Street, Carson City, NV, and 1830 E. Sahara Ave., Las Vegas, NV. **Exhibit A** is the Agenda and **Exhibit B** is the attendance roster. All exhibits are available and on file in the Department of Administration, Director's Office.

**COMMISSION MEMBERS PRESENT:**

Richann Bender, Vice Chair  
JoEtta Brown  
Elisa Cafferata, Chair  
Durette Candito  
Brenda Hughes  
Brooke Westlake  
Diane Fearon  
Allison Stephens

**COMMISSION MEMBERS ABSENT:**

Colleen Baharav  
Anna Thornley

**DOA STAFF MEMBERS PRESENT:**

Annette Teixeira  
Mary Woods

**OTHERS PRESENT:**

Kristin Guthrie, Women's Research Institute of Nevada

**Agenda Item #3 Public Comment**

**Kristin Guthrie, Women's Research Institute of Nevada:** I would like to comment on the Survey that the Commission recently sent out. It has been brought up to me that there was not a question that asked where the person resided that answered the survey. There is a possibility that if the link was shared throughout social media or the link on the web, that people might answer the survey that do not live in Nevada. This might be a liability issue.

**Chair Cafferata:** I think we can probably add a zip code or county question to the survey. We are not representing that this is any kind of scientific survey.

**Agenda Item #4 – FOR POSSIBLE ACTION – Approval of Minutes**

**Chair Cafferata:** Do we have a motion to approve the minutes for July 27, and September 7, 2016?

**JoEtta Brown:** I make a motion to approve.

**Richann Bender:** I will second the motion.

**Chair Cafferata:** The motion carries unanimously.

**Agenda Item #5 FOR POSSIBLE ACTION – Recognition Women in Nevada Exhibits**

**Mary Woods:** The project is still in motion. Both Richann Bender and I met with the Director of the Museums for the State of Nevada, Peter Barton. We have one display case identified and we did learn that the display case is locked. This should defer any security issues. In both of the locations, there is police presence with cameras. We did ask about the question of liability with the exhibits, and who is responsible. In the Museum world they have a loan agreement that is already prepared. Mr. Barton sent us a copy for our review. Durette Candito has reviewed the document and made comments on the revision to make it our own, **EXHIBIT C**.

We have identified a few locations in the Carson City Capitol. We will be following up with Mr. Barton on the final location that we select in the Capitol Building. The Governor's Office will also consult on the locations in the building.

**Brooke Westlake:** Because we are a Commission and we do not have a lot of funding, the idea has been raised that the cost should be put on the group that wants to display. We have also discussed offering to rotate out four times a year, maybe on a quarterly basis, sending out a letter that they would complete a couple of questions, that the display would need to be related to Nevada, women in Nevada, what the display would be capturing, and what was the image of the display. We would like to get several lined up so that we are covered for a year.

**Chair Cafferata:** Durette do you have an update as well?

**Durette Candito:** No, I just helped Mary with the liability form. Richann and I are going to take a trip to the Grant Sawyer Building within the next couple of weeks to look for a location for an exhibit down here.

**Chair Cafferata:** I was in the Grant Sawyer Building a few weeks ago and the fourth floor has a balcony that looks out over the inside courtyard, and there is nothing up there right now. There are alcoves where the exhibits could fit them into. I also spoke with the Executive Director of the Nevada Humanities Commission. They are very supportive and they have grants that we can apply for to hire someone to help us curate the exhibit. This might answer the questions Brooke

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mentioned earlier. She recommended that we contact Alicia Barber who is a historian in Nevada and does consultant work.

**Agenda Item #6 For Possible Action – Study and Report**

**Mary Woods:** The announcement about our public meetings for October 11 has been distributed. We will do an official agenda posting later today. We just have the one agenda item, which is to get information about what women need to successfully join the workforce and take care of their families. We included in the invitation to the public meeting the link to the survey. We explained that people can provide their testimony either electronically or attend the meeting, or send it even after the meeting. We do not have a sense of how many people will be coming to the meeting. We have received 105 responses to date. I have put a goal of 300 responses. We will keep accepting responses through October 24. We have had a good distribution of the survey.

**Allison Stephens:** Shall I cancel the October 14 date I reserved with NSHE?

**JoEtta Brown:** I am interested and so are several people in the North about the Great Basin College and WNC having a public comment session there. Is this possible later on in the month or the first of November?

**Allison Stephens:** I will just request that we change the date. I will ask for the rural areas.

**Chair Cafferata:** I like that it would give us a chance to reach out to organizations and women in those communities. We would need to promote and recruit. It is also beneficial to have a date where it is just rural Nevada as the focus.

**Allison Stephens:** One of the things that Great Basin College might have is some sort of local speaker or event as a pre-meeting to draw people to the workshops. They are thinking about how to get people out to the workshops.

**JoEtta Brown:** Do you know if WNC and Great Basin College teleconference between locations?

**Allison Stephens:** Originally the idea was that it would be a simultaneous event, so all of the rural locations are expecting to be able to communicate with each other at once. It would be a statewide thing. If we remove UNR and Las Vegas then that would still remain. We would have technical support to operate the videoconferencing for all of the locations.

**JoEtta Brown:** Can we set a date now while we are all together for the rural workshop?

**Diane Fearon:** Would there need to be physical representation at these meetings by Commission Members?

**Allison Stephens:** I do not believe so, as far as an open meeting law.

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**Diane Fearon:** Maybe not for the open meeting law, but maybe to promote the level of importance that this audience represents to us in order to make it worthwhile.

**Allison Stephens:** That is a valid point.

**Chair Cafferata:** I think it would be great if Commission Members could travel to locations in rural areas. If we can do more events in the rural areas, this will build our relationship and represent the entire State. In terms of a date, it sounds like Fridays are better for the college schedules. Mary could you follow up before the October 11 Workshop so that we could have a date penciled out and let everyone know at that time?

**JoEtta Brown:** Mary did a fantastic job on the survey. I have had people respond back to me when I sent it out to them how good the survey was. I think I heard something about a concern about zip code. The last question on the survey asks what city you live in, so that would identify where the results are coming from.

**Kristin Guthrie, Women's Research Institute of Nevada:** The Women's Research Institute of Nevada has an event on October 24, 2016, the VIP Reception for Debbie Walsh. This is also the same date that your survey is set to close. I would recommend that you extend the survey through the weekend or possibly a little longer so that you would have the opportunity to promote the survey and activities of the Commission that night since it is focused on American Women in Politics at UNLV.

**Chair Cafferata:** We do not have a hard and fast deadline on the survey other than we want to get them in so that we can start compiling them and putting together the information for the report. So I think we can certainly continue to promote at the event and probably we would want to continue to promote the survey through the rural workshops.

**Richann Bender:** As part of the report we have decided that it will have an Executive Summary. We will include the testimony and statements from the individuals and organizations. We will include the survey results. The statistics from the Status of Women 2015 Report, we will include that as well. The Legislation that is related to each item, we are going to identify the BDR's that are going to be of importance to answer the question, "what do women need to be successful and join the workforce to take care of their families." We also decided that the interns could be used throughout this process or we could get the interns going after all the information is collected and then have them prepare white papers on each of the issues to be able to present to the Legislature. As far as identifying the interns, I have a question. On the expenses we have social media interns stipends, is that the interns that would be used for this report?

**Chair Cafferata:** I was thinking of using Social Media Interns for promoting online and through Facebook and Twitter, information about the Commission. But, the interns do not have to specifically be focused on Social Media; it could be just interns for the Commission.

**Richann Bender:** When we do get interns is it expected that we would provide a stipend?

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**Chair Cafferata:** I know at the UNR, the student government has actually created a fund to help provide stipends for interns and I am not sure if they are year-long or semester-long, we could possibly get somebody that could be paid through student body. In my personal experience, you will get more work out of an intern if there is some sort of token payment that helps keep them accountable. Also if we are all about pay equity for should at least pay people something. It is valuable experience, but I would like to find the budget at least to make a token payment. Allison do you have more information about support that is available throughout the higher education system for interns?

**Allison Stephens:** I know that there are a couple of grant programs that sponsor interns. When it comes to Student Government, they are a separate entity on their own from the University. The things that they are doing to do necessarily get communicated all of the time. I know that there are specific grant programs. When you talk about the quality of the interns, certainly when they are students, if you want someone who is going to be at a higher level, offering some sort of compensation or help with tuition or books, will attract someone who is a little bit more dedicated and probably a little more qualified to do the work.

**Chair Cafferata:** I think that generally the intern programs run on the semester, so if we are looking at the spring semester I think we will be in good shape.

Mary has already given us an update on the amount of responses we have received on the survey. I met with Assemblywoman Bustamante-Adams. She asked me to forward the survey to all of the legislators. I will do that as well. We will ask them to share the survey also.

**Agenda Item #7 - For Possible Action – Proposed Legislation**

**Chair Cafferata:** As I stated, I did have an opportunity to meet with Assemblywoman Bustamante-Adams and give her a brief update on what we are doing. She does believe that the Sunset Commission would be a logical stop to do an update of the Nevada Revised Statute that created the Commission for Women. I did not share with her the draft that we created and was distributed at the last meeting. I wanted to get the approval of this group before I send it to her. The language is the same as the last meeting, talking about the numbers and officers. The one change that I did remove the language on the demographics represented in the Commission. Commissioner Thornley was concerned that we would create criteria that would make it hard to appoint members. I changed the language to read that to the extent possible the members of the Commission reflect the full diversity of the State. The language will still commit us to diversity.

**Exhibit D.**

**Diane Fearon:** Would this translate that the Commission is then able to take a position on other BDR's that are presented in the Legislator and indicate our support of proposed legislation or would that be beyond our Commission. As I understand it, we are currently not able to do so.

**Chair Cafferata:** I wrote this so that we would still remain in an education and information role and not a lobbying and advocacy role. The reason I did it this way is that the legislative history from the founding of the Commission for Women and from the hearing in terms of reestablishing the Commission were very clear that they did not want us to be lobbying. If you the

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Commissioners want to ask for more authority to support legislation and advocate for legislation we can certainly ask and go through the process and see what the outcome is. I am open to either direction.

**Diane Fearon:** The manner in which we would carry out our mission of advancing women towards full equality is more of an informative and education aspect. So we would be a gather and convener, and then distributor of information, primarily is how we will be supporting advancing women?

**Chair Cafferata:** That is how it is written here. I am open to the discuss if members would like to have a stronger role of being advocates and supporters of specific legislation. It is clear that it is not in our current charge.

**Brooke Westlake:** I like how it is written currently, because even though we are coming together collaboratively as a group and we are collecting data and distributing information, I think the committee was clear on this. If several people supported one thing and the other half of the Commission did not, that would not be good for us as a group. It is good that it is spelled out that we were not to be lobbying, that are role is different from that.

**Allison Stephens:** I would like to make sure that we are careful with this line because the word advocacy is still there, and so we advocating and educating, distributing information, that sounds like the definition of lobbying depending on who you are educating. Even in this scenario where we are talking about reviewing the Nevada Commission for Women we are effectively lobbying for whatever it is we would like to change. I believe that we should just clarify if we are comfortable with saying that. If we want to become a formal resource for information related to women across the State, then is it not feasible that are legislators would come to us for the data. What is the grey area there? I just see it as being complicated and I would like to understand exactly where those lines are so that we know exactly what we are proposing.

**Chair Cafferata:** In response to Allison I would say the BDR proposal to clarify our work does not have the word advocacy in it. It would add a mission statement and then it would clarify duties. Right now we have two sentences which are awkward. Our duties would definitely continue to walk that line of staying on the side of education and information, at least as written in this BDR proposal. So study, review, and report on the status of women, advise executive and legislative bodies on the effect of proposed legislation, inform leaders of business, education, health care, state, and local governments and the communications of maybe issues pertaining to women, provide referrals and serve as a resource of information on issues pertaining to women. Identify and recommend qualified women for positions of all levels of government. Promote or facilitate collaboration among local women's commissions and among women's organizations in the State, and recognize and promote the contributions that Nevada women make to their communities, State, and Nation. It is in a non-advocacy, non-lobbying role, at least as presented. My question to you is that the side of the line that we want to stay. So far I am hearing a couple of yes votes. Does anyone feel strongly that we go a different direction?

I am hearing a consensus that we will send this BDR proposal to Assemblywoman Bustamante-Adams as written. May I have a motion?

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**Diane Fearon:** I make a motion to recommend that the BDR be sent to Assemblywomen Bustamante-Adams.

**JoEtta Brown:** I second the motion.

**Chair Cafferata:** The motion passes unanimously.

**Agenda Item #8 - For Possible Action – Fundraising**

**Chair Cafferata:** I updated the budget to capture some of the conversations that I had in terms of the possible grant from the Humanities Commission. When we have opportunities like using the NSHE facilities, reflect that as an in-kind contribution in our budget in terms of thinking of things that we have done and contributions that we have had, we want to show the support that we have received from other organizations in the State. In my mind we cannot do fundraising unless we know what we are asking the money for. This document **Exhibit E** represents our programmatic goals, our recognition, the study, the report, proposing legislation, our operational costs. Under interns we should change that to intern stipends, not social media intern stipends. In terms of the worker's compensation for them, this is an estimate. The other items we have mostly discussed. Some members have ordered business cards, JoAtta did receive you her cards today.

**Mary Woods:** Richann and Durette's business cards also have been received.

**Chair Cafferata:** For the first year we are looking at possibly \$11,502 in a budget. The Humanities Commission has indicated they do have grants if we are interested in pursuing that. I do not know what the NSHE in-kind contribution would be, but it would be nice to have an estimate of that so that we can reflect this in our budget.

**Allison Stephens:** I will get a number for you.

**Chair Cafferata:** If we can get the Humanities Grant to cover some of the costs for the exhibit, we are really looking at raising \$6,000. A lot of this we are combining items so under the bylaws it talks about how we go about fundraising, which we will be talking about next. My recommendation would be and maybe we have to do these things jointly, in the bylaws the Commission has to approve any requests for funds. That does get a little bit cumbersome if we are only meeting once a month. You could have a preliminary conversation with somebody and then you would have to come and get approval and then go have the final ask, so I was trying to think of a way that we could empower members to have these conversations. If you are asking for something that is on an approved budget, from an approved funder on our funder list, then you could be empowered to go ahead and make the decision, without having to come back to the Commission. What I am asking for under the budget item would be to update the budget and ask if there is anything else we can add to it. Thinking ahead to the point where this is one of the documents that empowers you to have a fundraising conversation with someone. The one thing that I realize we have not reflected on in our budget and we need to revisit is our work plan, which is the next item, the day at the Legislature. It does not cost us anything to do a day at the Legislature unless we offer refreshments. This is a good way to get legislators to show up if you

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feed them. We might want to put under the Legislative Action Item a \$1,000 and plan to do a breakfast. That would be the one amendment I would make.

**JoEtta Brown:** Where would you put the \$1,000? Would it be under program goals?

**Chair Cafferata:** Yes, I would change that to legislative goals.

**JoEtta Brown:** The annual face-to-face meeting, are we not going to have that this year, maybe next year? What does \$1,800 cover?

**Chair Cafferata:** That is actually from the letter that was sent to the Governor requesting the \$50,000 in the next fiscal year. I took that numbers from that. It is flights for half of the Commission.

**JoEtta Brown:** This amount seems low. Flights run \$400.

**Mary Woods:** We did check on what the flights were.

**Annette Teixeira:** We do get a State discount through Southwest and if we book in advance the normal flight round trip is around \$300.

**Chair Cafferata:** We could probably get this done for the \$1,800. It would be nice to do the face-to-face meeting twice a year, but we are starting out with once a year.

One more thought to make this balance under the revenue side if we add a \$1,000 in legislative programs, we would need to add another \$1,000 to the operations donations. I just put a \$5,000 and a \$1,000, if we change that to \$2,000. This is the place where I envision the authority to go ask these foundations or corporations for money and basically we would be looking for a \$5,000 and a \$2,000 sponsor for the Commission for Women's work and they would get acknowledgement at events that we have. So if we did a day at the Legislature we would say thanks to our sponsor and also recognize them in the report.

**Diane Fearon:** For the solicitation purposes of a sponsor for our day at the Legislature can I have assistance in describing what we would like to accomplish with our day at the Legislature?

**Chair Cafferata:** Sure. We talked about having a day at the Legislature to present our report to the legislators and findings of our survey. We would also let everyone know that the Commission for Women has been reformulated. Those are a couple of things that I envision us doing. We might look through the calendar and see if there is other events to partner with at the Legislature. There are a lot of days at the Legislature. We would be bringing awareness to our issues and the Commission itself.

Do I have a motion to approve the budget as amended.

**Brenda Hughes:** I make a motion to approve the budget as amended.



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Exhibit A	Agenda – 3 pages
Exhibit B	Attendance Roster - 1 page
Exhibit C	Incoming Loan Agreement
Exhibit D	DBR Proposal for NRS Clarification
Exhibit E	NV Commission for Women Budget
Exhibit F	Bylaws for the Commission

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**JoAtta Brown:** I second the motion.

**Chair Cafferata:** The motion is approved unanimously.

**Agenda Item #9 – For Possible Action – Work Plan**

**Chair Cafferata:** We have some members that are not present today. We will table this agenda item for the next Commission Meeting.

**Agenda Item #10 – For Possible Action – By-Laws**

**Chair Cafferata:** Everyone was given a copy of the By-Laws that JoEtta worked on **Exhibit F**. Please review and we will table until the next Commission Meeting.

**Agenda Item #11 – For Possible Action – Upcoming Agenda Items & Meetings**

**Chair Cafferata:** If you have any agenda items that were not addressed today for our next meeting, please get them to Mary. Our next Commission Meeting is set for December. I hope to see everyone at our two workshops in the coming weeks.

**Agenda Item #12 -- Public Comment**

No Public Comment

**Agenda Item #13 – For Possible Action – Adjournment**

**Chair Cafferata:** This meeting is adjourned.

Respectfully submitted,



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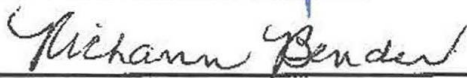
ANNETTE TEIXEIRA, COMMISSION SECRETARY

**APPROVED:**



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CHAIRWOMAN, Elisa Cafferata



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VICE CHAIRWOMAN, Richann Bender