

MINUTES OF THE MEETING OF THE
COMMISSION FOR WOMEN
DEPARTMENT OF ADMINISTRATION
September 23, 2016

The meeting of the Commission for Women was called to order by Chair Elisa Cafferata via teleconference at 9:30am on Friday, September 23, 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
JoEttta Brown

COMMISSION MEMBERS PRESENT ON THE PHONE:

Elisa Cafferata, Chair
Durette Candito
Brenda Hughes
Colleen Baharav
Anna Thornley

COMMISSION MEMBERS ABSENT:

Allison Stephens
Diane Fearon
Brooke Westlake

DOA STAFF MEMBERS PRESENT:

Annette Teixeira
Mary Woods

Agenda Item #3 Public Comment

No Public Comment

Agenda Item #4 For Possible Action –Exhibit of Women's Contribution to Nevada's History

Mary Woods: We have had the generous offer from the Nevada Historical Society to donate a display case to us. I have emailed a picture to all of the members for their review. We are still discussing the location. I have been in contact with the Governor's Office to get their thoughts

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on a location within the Capitol. The concept that I am presenting today is a little different than what we have been talking about. We have been discussing designing and crafting the display ourselves. I am proposing that the role of the Commission in the display would be more of a manager, or facilitator of the displays. The Commission would reach out to other groups, such as the Women's Historical Project or the Nevada Historical Museum, or the Status of Women groups at the Universities, giving them the opportunity to create a display based on the criteria that the Commission for Women establishes. The criteria would be women in Nevada, some sort of historical contributions that women have made. Once the criteria was agreed upon by the Commission, an invitation would be extended out to these groups for a display. We would then provide the platform for them to showcase their exhibit in the Capitol. It could be on a rotating basis. This would be considered an initial approach, since we do not have a budget for the project.

Chair Cafferata: Durette, did you have anything you want to add?

Durette Candito: I think that this is a great idea. I think it is a good idea to not have all of us in charge of rotating displays. It is a lot of work. We are all volunteers. There are a lot of organizations with wonderful projects already in hand that we certainly can tap into.

Richann Bender: Do we want to have consistency in both areas of the State?

Mary Woods: We have secured one case for display. We have a way to transport it to Carson City. The Nevada Historical Society also has two other display bottoms that are a little smaller than this one, but they do not have the tops. We could discuss how to get the tops and then transport it down to Las Vegas. We do have a few options available to us for transportation. I do not believe that the displays need to be identical. At least you would have a display case down in Las Vegas and then decide if you wanted a permanent display or go out to different groups for different displays. Both areas of the State can reach out to different groups for the displays.

Chair Cafferata: I do think part of our decision is going to depend on the location we secure on each end of the State. I do agree that they can be different concepts depending on what the location is. I think that we could also possibly have a combination of things, Where we have some longer running displays if there was a hallway. I know there is some wall space in the Grant Sawyer Building and maybe the exhibit could rotate. How often that happens would be open to how many groups would be interested. My experience is that there are a lot of groups who have created exhibits who are interested in having another place to showcase their work. I suspect there will be a lot of interest once we start circulating the information. We just need to lock down the locations and develop some criteria.

Durette Candito: Maybe we could secure a donation for the tops of the two displays?

Mary Woods: Maybe we could add a label to the top representing who sponsored the top. I will get you the dimensions of the bottom of the cases.

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JoEtta Brown: A lot of people do not know much about the Commission. I was thinking that we could have our pictures displayed with our names, both North and South in a nice frame with a description of who we are along with the displays. We are history too, and making history.

Durette Candito: I think this is good. Should we just establish a calendar going forward for the displays, showing quarterly or twice a year? Then we can always adjust this schedule if a lot of groups come forward with things that they want to display. I think we should decide now on either twice a year or three times a year or four times a year and establish this as a starting point.

Richann Bender: Do we want to establish the kick-off date slightly before the Legislature begins?

Durette Candito: Yes.

Brenda Hughes: I am wondering if the Legislative Session rather than making a quarterly or semi-annual change through the Legislative Session if we should have at least one change to keep it interesting for the Legislators.

Mary Woods: If we have the first exhibit up at the beginning of the Legislature it covers two quarters from February and ends the beginning of June. We could still keep it on that schedule and have it change twice during the Legislative Session. Another idea is that if it would go into Capitol the hallway proposed is normally closed to the public. But, the museum director was saying her could just have that be a part of the tours that they give, so as they are going through guided tours that would be a hallway that they would open.

Chair Cafferata: In terms of the guidelines, I know that the Legislative Building has several rotating exhibits so the Legislative Counsel Bureau might have some existing guidelines in terms of how they choose exhibits. This might be a starting point. If Durette and Brooke would be willing to keep working on that piece, that would be helpful. We will probably not have to be as formal as they are.

Durette Candito: Are the cases secured? Will we be responsible for theft or damage of the exhibits? Will we need liability insurance?

Mary Woods: We can look into that. Maybe we can get some sort of agreement that if the exhibit is left there is security in the buildings and cameras.

Durette Candito: I think we should see if there is a standard waiver form that other parts of the government use when they do displays like this and maybe we can have the different organizations sign that when displaying.

Mary Woods: I will check with our Attorney on this.

Agenda Item #5 – For Possible Action -- Study and Report

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Chair Cafferata: The goal is to gather information that we can collect into our report and be able to do it in a way that we can produce a report with very limited staff resources and money.

Mary Woods: We have two different tracks right now in place for the public meetings. One for October 11, in the rooms that we currently use for our meetings for the public to come in and give their answers to the question, what do women need to successfully join the workforce and take care of their families? We have those rooms secured. The one thing that I learned about the Vegas location is that it is right above the County Family Services group, so a lot of their clientele would be people that I think we would want to come upstairs and give us their thoughts as well as what they need to be successful to join the workforce and take care of their families. What we are thinking with that is that we would promote it through email and send out to all of the groups that we are aware of who have shown interest in the Commission for Women, and then ask that they distribute it out to all of their members inviting them to either send in their responses in an email or provide it the day of or maybe a few days after to send in. We are going to encourage people to have their testimony in writing. It is those responses that we are going to incorporate into this report. We have a good resource in the social and civic organizations. I am also going to reach out to the Chamber of Commerce groups in the North. Maybe a Commissioner in the South who is connected with the business community down in Las Vegas can reach out the their Chamber of Commerce groups. What do women need to successfully join the workforce and take care of their families?

Anna Thornley: I have contacts at both Chamber of Commerce groups in Las Vegas, the Las Vegas Metro and the Henderson Chamber of Commerce if you would like me to share those contacts.

Mary Woods: The second option we have in play now, which will be promoted the same way, but is a bigger venue is what Allison Stephens has been working on within NSHE. She does have a room with UNR confirmed for us to use, and that she has contacted the Status of Women group there and they have agreed to register the room in their name, saying that it is event that they are part of which would waive parking fees for people coming into use UNR. Down in Las Vegas it would be at the NSHE Regents Board Room. She has reached out to both Elko and Carson City, but I do not believe she has heard back from them yet. I do not have any updates further on this venue. The date is Friday, October 14. I would like to be sure that there is a Commissioner preferably that is in the room at this venue so that things can be managed or an NSHE staff member to help facilitate the rooms. I do not have all the details as of yet.

Durette Candito: Am I to understand that we have a choice of either October 11 or the 14?

Mary Woods: Yes, it is also just the locations. NSHE is a bigger scale and especially if we get all four locations. Whereas our normal location is a smaller venue. I just do not have enough information on the NSHE venue. We are doing one of the venues, not both. Promotion would be the same.

JoEtta Brown: I have one concern about the written testimony. Do we want a standard form that has our name on the top and the topic we want people to address that we could gather information on and then leave it where ever they are for us to have? If Commissioners that are

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present at the meetings, if they have a chance to speak, what is going to be our message? We should have a message that is mostly the same.

Mary Woods: Just to build on this idea, if the Commissioners want to go out to different groups, you can promote this public forum that they could participate in or send their responses or they could just give you their responses right then, and then as JoEtta was saying they could bring it back. If it is all in writing, this helps with gathering the information. It is just the one question.

Richann Bender: Maybe when we send out the invitation we could have that form as an attachment and they could download it, fill it out, and send it back if they are not coming.

Chair Cafferata: At one point I think we had talked about possibly having an online survey which is easier. Electronic is always better.

Mary Woods: We do have the capability to use Survey Monkey. I have created a few different surveys and I am familiar with the product. I could create a sample survey and send it out to you for your approval as a test market.

JoEtta Brown: But the primary question is what do women need to successfully join the workforce and take care of their families. There is a lot to that question.

Mary Woods: So then in doing the survey we could get a little more information like what is the age range, have you been in the workforce before, giving some context to the people who are responding. We can even use multiple choice for their questions. We can then take the answers and put them into percentages.

JoEtta Brown: I only have a couple of concerns that is timing and location, and our ability to have the locations firm. What I am hearing from Mary is that two locations that we always meet in North and South are firm and we can control. We need to move forward with locations and the emails that we are going to send out to people and the forms we are going to use.

Chair Cafferata: I think we should decide on the location and date today.

Durette Candito: I am out of town on the Friday. I am available on the Tuesday.

Brenda Hughes: I have the same situation as Durette.

Collcen Baharav: I am available on the 11th, but the 14th only part the day.

Richann Bender: I am available on the 11th and not on the 14th.

Chair Cafferata: It sounds like the 11th is a date that the majority of the Commission members can make.

Mary Woods: The NSHE rooms sound like a great location, but maybe we can reserve them for another date that works for everyone.

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Chair Cafferata: Since this is our report it is important that the Commissioners can attend if at all possible. That is a good reason to meet on October 11. I do think that we can follow up with Allison and explain that we have a date that works in Reno and Las Vegas which is the 11th, but we really do not have a lot of capacity to do rural Nevada, so if there is another date we could find to work for Elko, that maybe some of us could also be incorporated and be able to attend, that might be a good way to use the NSHE System, as long as a couple of Commissioners could be available by phone, that might work. We could also ask Allison to follow up on Commissions for Women in both UNR and UNLV. Maybe Allison could set up a meeting where we could collaborate with them.

JoEtta Brown: What is the location in Elko?

Mary Woods: It is at the Great Basin Community College. The rural colleges can connect to Western Nevada College, Carson City. If we are just attending by phone, we would have the visual connection to Elko also.

JoEtta Brown: I also like the idea about the Commission on both campuses for women.

Chair Cafferata: If we did something with the rural community colleges it would not be as large of number of people participating. So it would be okay if it went a little bit later. We would still have time to incorporate that into our report.

JoEtta Brown: Are you thinking later in October or November, or a different date all together for the rural meetings?

Chair Cafferata: Yes. I like JoEtta's idea of having some talking points that we can present to other groups. Either in an email, inviting them to participate in the survey, with written testimony, or coming to our meetings, as well as going to other organizations. I am presenting to the Nevada Women's Lobby on October 4. I will promote this at that meeting. Mary is going to work on a survey that will have this question and some demographics and maybe some other questions around the issues. What I like about the question as it is so far is that it is open ended. People can tell us things that we might not even be thinking about at the moment. It sounds like October 11 is the date that works for all. We will start at 9:30am and will not have an end time; we will just go until we have heard all of the comments.

Mary Woods: That will give us about two weeks to promote the event for October 11. I will put together an email today that I can send out also, one that can be sent out to other groups.

Agenda Item #6 – Comments and Public Comments

Chair Cafferata: None to report.

Agenda Item #7 –Adjournment at 10:21

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Exhibit A	Agenda – 2 pages
Exhibit B	Attendance Roster - 1 page

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Chair Cafferata: This meeting is adjourned.

Respectfully submitted,



ANNETTE TEIXEIRA, COMMISSION SECRETARY

APPROVED:



CHAIRWOMAN, Elisa Cafferata



VICE CHAIRWOMAN, Richann Bender