

MINUTES OF THE MEETING OF THE
COMMISSION FOR WOMEN
DEPARTMENT OF ADMINISTRATION
December 16, 2016

The meeting of the Commission for Women was called to order by Chair Elisa Cafferata via teleconference at 9:30am on Friday, December 16, 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:

Elisa Cafferata, Chair
JoEtta Brown
Diane Fearon
Brenda Hughes
Colleen Baharav
Anna Thornley
Allison Stephens

COMMISSION MEMBERS ABSENT:

Brooke Westlake
Richann Bender
Durette Candito

DOA STAFF MEMBERS PRESENT:

Annette Teixeira
Mary Woods

OTHERS PRESENT:

Joanne Goodwin, Women's Research Institute
Trish McAndrew, Quality Manager, PPG Reno Nevada Plant
Terry McGinnis, Plan Manager, PPG Reno Nevada Plant

Agenda Item #3 - Public Comment

No Public Comment

Agenda Item #4 – Review and Approval of Minutes for September 23, 2016, and October 5, 2016

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A motion to approve the September 23, 2016, meeting minutes was by JoEtta Brown to approve the minutes and Anna Thornley seconded the motion for September 23, 2016.

Diane Fearon: I am abstaining from the vote on this meeting as I was not present.

Motion to approve the October 5, 2016, meeting minutes. JoEtta Brown made a motion to approve the minutes and Anna Thornley seconded the motion for October 5, 2016.

Colleen Baharav: May abstain from voting on the October 5, 2016, as I was not present.

Both motions approved unanimously.

Agenda Items #5 – Update on the Exhibit of Women’s Contributions to Nevada History

Chair Cafferata: We have shared a draft letter to Exhibitors that Mary and Brooke have been working on. I had an opportunity to meet with Alicia Barber and she put together some notes on what it would like to curate this exhibit and some ongoing work. She had questions about what themes we would be pursuing. I like the idea that making sure whatever we are presenting from a historical perspective that we make sure we connect this to what is happening in current activities in the State. If we were looking at child care or women in healthcare, what challenges are women in the professions facing today and what are the lessons learned. The next step would be to use the letter to potential exhibitors to find some interest in putting together an exhibit that would be something we could do in the short term, maybe our goal would be towards the beginning of the year or the legislative session. Alicia has identified some potential grants that we might apply for through the Nevada Humanities Commission and the Nevada Arts Council. We could get some smaller grants in the short term and help start this program and then we could get larger grants over the long term for us to actually have a planning discussion about how we could curate these exhibits and make them meaningful over the life of the exhibit. They would still be changing. We would also have an online component so the exhibits could live beyond the time of the exhibit.

Joanne Goodwin, Women’s Research Institute: I would like to remind the Commission that the Women’s Research Institute has online programs and we will have others at the first of the year. They are short programs on women in Nevada history. If the Commission would like to preview them or consider them for either venue I would be happy to facilitate that.

Chair Cafferata: That is definitely one of the goals to give life to exhibits and information that has already been collected and share it with the public. We are asking Commissioners as a next step if you know of potential exhibits, programs, or any items that we could share through this program to create some recognition for women’s contributions to Nevada, please let Mary Woods know.

Agenda Item #6 – Survey and Public Workshop Results/Agenda Item #7 Report

Chair Cafferata: We completed the workshops and also an online survey. I am going to ask Mary to present the summary of results.

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Mary Woods: We had 464 responses. We had 391 responses from the initial survey that we did. In October as we conducted the Rural Workshop, the questions were basically the same. I did keep the responses separate for today. I have provided everyone with a copy of the results and they are available on our website.

Chair Cafferata: My thinking has been that this is not information that we present to legislators as a statistically valid sample, but rather we would say that these are real Nevadans and these are things that they are concerned about.

I would like to hear your thoughts on what you read and my thinking about what the report looks like is that we would have some of the key demographic questions and the results about the themes, including in that section the bills dealing with child care that are currently at the Legislature. All of the information will be included in the appendix of the report.

Diane Fearon: I am willing to work collaboratively.

Allison Stephens: I would be interested in helping with the formatting to make it digestible for Legislators.

Colleen Baharav: I am not surprised that child care is the most important item in the findings. The fact that a lot of the women in the survey brought this out as an issue is not surprising. Twenty years after my mom dealt with this as an issue is sad.

Anna Thornley: I know that there are at least a few bills that will be dealing with child care this Session. I think this is a good opportunity for us to bring this information to the Legislature.

JoEtta Brown: I was thinking that we could do some sort of slide show or video of women that came to make public comment at our workshops.

Anna Thornley: I think it is important to highlight to legislators that these are real Nevadans that responded to this. If there is some way to highlight that, I feel it is an important part of this.

Brenda Hughes: That is one of the most interesting things I found in this survey, that even though so many of the respondents had adult children so they were no longer experiencing the child care issue, so many of them did not pay for child care, child care still rose to the surface.

Joanne Goodwin: Will the report provide any recommendations or if it will be linked to the current bills in the Session. Is the report informational or some options to review?

Chair Cafferata: When we went through legislative history and the history of the Commission for Women, it is pretty clear that the line for us is education and awareness and we should not get into the realm of lobbying. Our report will reference any bills considered so people could easily see the connection between the concerns people had voiced and some of the solutions that are being proposed. In terms of actual recommendations, we can go as far as providing the information for their use. I see a couple of things happening, our Commissioners could go to the

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Legislature and talk about this survey and the need, which sometimes that is an important component of the legislative process is this really needed, and we could say yes it is, and reference the survey responses. Other organizations that have come and presented to us can point to the survey and state that this is what Nevadans want and they can advocate.

Joanne Goodwin: In a number of commission reports over the years that I have reviewed there is usually a way to say this is how other places have handled the issue, so that is not lobbying, but it gives the legislator a path. Sometimes if people have not thought about these issues, they need to understand some options for addressing the issue.

Chair Cafferata: I am going to let the Commissioners who have agreed to help write the report decide about this issue. My concern about it at this point we do not have staff and to spend a lot of time on this, and we are asking our Commissioners to volunteer their time over the holidays to help us pull this report together. I am going to defer to the Commissioners who have volunteered. It is the Legislative Counsel Bureau to identify how other states have handled the issues; we do have a resource for this.

Allison Stephens: I know we want to focus the report and target legislators with information, but I also think that this is a good path for us as the Commission to outline the things we are going to do and especially as we continue past the legislative session.

JoEtta Brown: Are we going to send the results of the survey to our partners and other organizations that support us and that we work with.

Mary Woods: Yes, they are posted on our website.

Chair Cafferata: Because we have a long agenda, I am going to move up agenda item #18 as we have guest speakers here from PPG Reno, the Nevada Manufacturing Plant. They will be giving us a brief presentation.

Agenda Item #18 – PPG Reno Nevada Plant Position Announcements

Terry McGinnis, Plant Manager, PPG Reno Nevada Plant: I am the plant manager for the PPG Reno, Nevada Plant. I have worked with the PPG for 32 years. I became a Nevadan about 9 years ago when PPG decided to build a facility in Reno, NV. I have Trish McAndrew here with me who has been an employee with PPG for 20 years in a number of roles. I have provided a handout outlining our Company. We are the world's largest coatings manufacturer. Our company has been around since 1883. The next time you are flying and look out the window, you are probably looking out a PPG window. We are a very large global company. One of the challenges for Nevada employers is to find a skilled manufacturing workforce. We have many opportunities for women in our company. Please refer to the handout (**Exhibit C**).

Chair Cafferata: We are going to be taking another agenda item out of order.

Agenda Item #17 – National Association of Commission for Women:

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Kristin Garvey, President, National Association of Commission for Women (NACW): I wanted to take this opportunity to introduce ourselves. We have been in existence for 47 years. About four years ago we embarked on a strategic plan process and unveiled a new mission for the organization. That mission is to sustain, strengthen, and advocate for Women's Commissions and their work to promote equality and justice for all women and to insure that they are represented and empowered in their communities. Through a proven strategic planning process we honed in on what was the purpose for NACW and that came down to we are here to support you as members. We have a network of members that the local, county, and state level. We as a board are constantly looking for ways to better serve you. Some of the ways that we try to do this is by providing best practices and practical tools for you to do your work better. We also offer the expertise of the network; we have representatives in the organization that have been involved with a condition for many years. They have a lot of experience in different ways. We strengthen our members through professional skills building and technical support. We also try to build relationships amongst the network, but also with National partners so that we can be a conduit from what is happening nationally and locally in your communities. Some of the programs we have are an annual conference; it is an opportunity to look back at our past but also our future. We also offer webinars on specific topics of interest to our members, professional and issue based. We offer these in the interim between the annual conferences to engage with our members. We also do an annual achievement awards banquet where we recognize outstanding programs that commissions are doing.

Agenda Item #8 US Department of Labor Women's Bureau, Region 9

Chair Cafferata: We have been in conversations with this group about doing Roundtables on the issue of paid leave. They have been doing a series of Roundtables around the country and they would like to continue in Nevada. We have two dates set up; January 26, 2017, and January 27, 2017, to do these Roundtables. Mary has provided a one page summary to you of what the focus of the Roundtable is and where they will be (**Exhibit D**). To continue the theme of how we are connecting our work to what is going on outside, we are also going to take a look at the bill drafts particularly around the issue of paid leave to speak about at the Roundtables. What we are asking Commissioners to do is share this information and invite people to the Roundtables.

Agenda Item #9 Gender Equity Index Bill Draft Review

Chair Cafferata: The last time I was in Las Vegas, Jan Jones approached me about the Commission and putting forward a bill draft request in terms of creating a gender equity index. This is modeled after the human rights campaign docs, where they do a report card every year on the LGBT policies that corporations have in place so that people can have a place to go and compare how different corporations fare in terms of their equal treatment for gay and lesbian community. The idea would be putting together a report card that is done in corporations in Nevada of a certain size. It would look at things like; how many women do have in management, how many direct reports to the CEO are women; what percentage of the workforce are women; what is the average pay, etc. Jan Jones is working with Senator Becky Harris to introduce this bill, but they would like this to come from the Commission for Women, so I am looking for your thoughts and support to go ahead and support this. We will not be advocating for it, but we would be the entity that would help facilitate finalizing what the measures are that go into the

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report card and working with employers to get the information on the report card. The Caesars Foundation has awarded us a grant of \$10,000 to support the work (**Exhibit E**). We have the money to do the work, it is now figuring out how to move forward.

Colleen Baharav: I support us supporting this idea. I feel we would be a good wheelhouse for the report card because we are nonpartisan; we would just be putting together the information that came through, instead of advocating one way or the other.

JoEtta Brown: What is the timeline?

Chair Cafferata: What we are voting on today would be moving forward with the bill draft request and the outline of the program, which is outlined in my memo mentioned earlier. There is no actual reporting until the bill goes through. During the legislative session we would follow along with the process and we would be outlining much more clearly what role we would play, what role the State would play and how this report would be put together. The next several months would be about the process and the mechanics. The work would start after this process. Our role is to bring the public process to deciding what the measures are that are going to be reported on, so I do not see that happening until after Session, and then gathering those measures and make a report probably happening in 2018.

Anna Thornley: I think it is a good for us to get involved.

Chair Cafferata: Can I ask for a motion to move forward.

Motion made by Anna Thornley to move forward with the Gender Equity Index Bill Draft.

Colleen Baharav seconded the motion.

Motion passed unanimously.

Diane Fearon: Is there an existing protocol on how we would subcontract for this work?

Chair Cafferata: The State has guidelines on contracting and subcontracting and if you think back to one of our first meetings the Department of Administration, Administrative Services Division staff came and told us about how if we got grants we would also need to provide information on how that money would be spent. Since grants are written in that way, it would be very clear on what it will be spent on.

Agenda Item #10 – Commission for Women’s creation document NRS 233I

Chair Cafferata: I have a brief update on the clarifying our statute through the BDR. I did have a conversation with Assemblywoman Bustamante-Adams this week and it is on her radar. I do not have a specific bill draft yet, but we are still on her radar to fix that problem.

Agenda Item #11 Community Foundation of Western Nevada

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Chair Cafferata: I have talked to the Community Foundation of Western Nevada and proposed that we create a directed gift fund at the Foundation. The reason for that is because of the all the complications of going through State Budget System and the flexibility. We will have control of the money if we created this fund, we would be the board that took the votes to direct on how the money would be spent. They do have the capacity to write a check to the State to cover our expenses. There is a small cost to maintain a fund at the Community Foundation and requires a minimum of a \$10,000 commitment up front, which we are set up with the grant to proceed. What we are now looking for is direction to go forward if that is the Commission's wish. I would be designated as Chair sign the agreement.

Anna Thornley: This would also make it where the people who give to the Community Foundation would then see the Commission for Women as one of their opportunities to donate to.

Chair Cafferata: Yes.

Diane Fearon: Is there any ongoing minimum balance required at the Community Foundation?

Chair Cafferata: No.

JoEtta Brown: So the only fee would be the annual fee to the Community Foundation?

Chair Cafferata: Yes

Anna Thornley: To get more donations is the emphasis on us to go out and recruit them or does the Community Foundation work with their existing donors?

Chair Cafferata: One of the Community Foundation roles is to advise donors, so if a donor comes in and is interested in investing women, they could present the opportunities, such as the Commission. They have over a 100 designated funds, so I would not expect to get a lot of support that way. The fundraising is on us, but there is the other aspect of when people write a check to the Community Foundation Commission for Women Fund, it is tax deductible do to the 501C(3) status.

Diane Fearon made a motion to establish an account with Community Foundation of Western Nevada and empower the Chair of the Commission for Women to sign the agreement on the behalf of the Commission.

Allison Stephens seconded the motion.

Motion passed unanimously.

Agenda Item #12 – Commission for Women's Budget

Chair Cafferata: We have a \$10,000 grant from the Caesar's Foundation.

Agenda Item #13 – Internships

Chair Cafferata: I do not have anything new to add on the internships, unless Allison has something specific.

Allison Stephens: UNLV has a new Office of Community Engagement that is a part of the top tier initiative. There are some individuals there that are managing internships or research that we might need. They only require a job description to know which departments to engage and are ready to help.

Agenda Item #14 – Bylaws

JoEtta Brown: We have all been provided with the proposed Bylaws (**Exhibit F**) for review. I recommend that we adopt them, knowing that if additional changes are needed, we can update anytime we need to.

Diane Fearon made a motion to adopt the Bylaws with the typographical errors identified corrected.

JoEtta seconded the motion.

The motion passed unanimously.

Agenda Item #15 Electronic Database

JoEtta Brown: If we do not have an electronic database for the contacts for the Survey and then another for the interested parties in the Commission.

Mary Woods: We have a database in place for Survey participants, the interested parties, and then the Commission for Women members.

Agenda Item #16 Presence on Social Media

JoEtta Brown: Do we have a Twitter, Facebook and Linked-in accounts?

Anna Thornley: I agree. The challenge to have someone update the account and maintain it. I believe one of the Commissioner would need to take on this role, not Administration.

Chair Cafferata: I had this as an intern project. We would put together some social media guidance that we could adopt.

Allison Stephens: I feel we should start a Linked-in account now. We have a Linked-in page it is static. I would be able to assist in this.

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Mary Woods: We do have the website with all the information on the Commission for Women until the interns are put into place. For the member that have a Linked-in page, you can reference the link to our website.

Chair Cafferata: yes you can. If you have a static Linked-in page as an entity then people can associate with it and it is internal between the Linked-in databases. We can work on setting this up. Anna, Allison, and I will work on the account.

Agenda Item #19 - Public Comment

No Public Comment

Agenda Item #20 – Adjournment

Chair Cafferata: This meeting is adjourned at 11:33am.

Respectfully submitted,



ANNETTE TEIXEIRA, COMMISSION SECRETARY

APPROVED:



CHAIRWOMAN, Elisa Cafferata



VICE CHAIRWOMAN, Richann Bender

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Exhibit A	Agenda – 2 pages
Exhibit B	Attendance Roster - 1 page
Exhibit C	PPG Industries Presentation
Exhibit D	US Department of Labor Roundtable Memo
Exhibit E	Caesar’s Foundation Memo
Exhibit F	Bylaws