



**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION  
DIRECTOR'S OFFICE**

515 E. Musser Street, Room 300 | Carson City, NV 89701  
Phone: (775) 684-0299 | [www.admin.nv.gov](http://www.admin.nv.gov) | Fax: (775) 684-0298

**Nevada Commission For Women Planning Session**

Date and Time of Meeting: Friday, September 15, 2017, 8:30 a.m.

Place of meeting: Nevada State Museum - Auditorium  
600 N. Carson St. Carson City, NV 89701

Below is an agenda of all items to be considered. **Action may be taken on items preceded by an asterisk (\*) and the words "FOR POSSIBLE ACTION."**

**Agenda**

1. Call to Order  
*Brenda Hughes, Commission for Women, Vice Chair*
2. Roll Call  
*Mary Woods, Department of Administration, Staff*
3. Public Comment  
*Brenda Hughes, Commission for Women, Vice Chair*
4. **INFORMATION** Self Introduction of Commissioners facilitated by *Brenda Hughes, Commission for Women, Vice Chair*
- \*5. **FOR POSSIBLE ACTION** Review and approval of Minutes from June 27, 2017, and July 12, 2017, Nevada Commission for Women Meetings, *Brenda Hughes, Commission for Women, Vice Chair*
- \*6. **FOR POSSIBLE ACTION** – Discussion and possible action to withdraw up to \$1,100 from the Commission for Women's unrestricted fund at the Community Foundation of Western Nevada to transfer to the Commission's state budget account to cover the remaining expenses related to travel for Commission Members Richann Bender, Brenda Hughes, Cynthia Cicero, Diane Fearon, Durette Candito, and Debbie Mack to attend the Commission's Strategic Planning Session in Carson City Friday, Sept. 15, 2017.  
*Mary Woods, Dept. of Administration, Staff*

7. **INFORMATION – Update on new Department of Administration staff position**  
Update on the status of the new position created in the Department of Administration by [AB423](#) to assist the Nevada Commission for Women. *Lee-Ann Easton, Department of Administration, Deputy Director or Patrick Cates, Department of Administration, Director*
- \*8. **FOR POSSIBLE ACTION – National Association of Commissions for Women**  
Report on the information presented and take-aways from the National Association of Commissions for Women’s annual conference July 12 – 16, 2017, in Buffalo, NY. Discuss possible next steps for the Commission to take action on in connection or collaboration with national efforts and initiatives. *Richann Bender, Commission for Women*
- \*9. **FOR POSSIBLE ACTION – City of Henderson Meeting**  
Report on information presented and discussed at the City of Henderson’s Mayor’s Office regarding the Commission for Women and the City’s interest to form a city-level Commission for Women. Discuss a possible role, action and next steps for the NV Commission for Women to get involved with city level commissions. *Richann Bender, Commission for Women*
- \*10. **FOR POSSIBLE ACTION Gender Equality Questionnaire [AB423](#)**  
Provide update from meeting with Secretary of State’s Office August 30, 2017, regarding the plan and next steps to implement AB423 and develop a survey index and report. *Mary Woods, Department of Administration, Staff*
- \*11. **FOR POSSIBLE ACTION – Goals, Objectives & Tasks for Planning Document**  
Review the current planning document (aka work plan/program) and discuss updates, action items and next steps in order for the Commission to fulfill its statutory direction ([per NRS 233D](#)) to 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. In addition, discuss for possible action and next steps the recently expanded areas of focus prescribed to the Commission by [AB258](#).

The Commission may: (a) Collect and disseminate information on activities, programs and essential services available to women in Nevada. (b) Advise executive and legislative bodies on the effect of proposed legislation on women. (c) Inform the news media, educators, governmental officers, professional, business and labor leaders and other persons in positions of authority or influence about issues pertaining to women. (d) Provide referrals and serve as a resource for information on issues pertaining to women. (e) Identify and recommend qualified women for positions in all levels of government. (f) Promote and facilitate collaboration among commissions and organizations for women at the local, state and national levels. (g) Recognize and promote the contributions that women in this State make at the local, state and national levels. (h) Enter into any contract or other agreement appropriate to carry out the provisions of this chapter, subject to the prior approval of the Director of the Department of Administration. (i) Prepare an annual work program outlining the objectives and tasks of the Commission for the year.

*Elisa Cafferata, Commission for Women*

**\*12. FOR POSSIBLE ACTION – Budget and Finance Update**

- Update, discussion, possible action, and next steps regarding the following grants awards and grant requests:
  - 150 Commission Foundation Grant Request, \$10,000
  - Nevada Humanities Grant Award to Showcase Women’s Contributions to Nevada’s History, \$4,500
  - Caesars Unrestricted Grant at the Community Foundation of Western Nevada
  - Other fundraising or grant request ideas

*Elisa Cafferata, Commission for Women*

*Mary Woods, Department of Administration, Staff*

**\*13. FOR POSSIBLE ACTION – Policies and Procedures**

Review draft policies and procedures to develop and approve a functional and usable guide for the Commission for Women.

*JoEtta Brown, Commission for Women and Brenda Hughes, Commission for Women*

**LUNCH BREAK & MUSEUM TOUR**

**\*14. FOR POSSIBLE ACTION – Women’s Exhibit in State Capitol Building Breezeway**

Review presentation prepared by Alicia Barber, Stories in Place, of exhibit themes and display strategies for discussion, possible action and next steps to create an exhibit for State Capitol which recognizes the contributions women have made in and/or to Nevada.

*Alicia Barber, Stories in Place and Elisa Cafferata, Commission for Women*

**15. INFORMATION - Upcoming Scheduled Meetings**

Tuesday, Oct. 24, 9:30 a.m.

Tuesday, Nov. 28, 9:30 a.m.

Tuesday, Jan. 23, 9:30 a.m.

Tuesday, Feb. 27, 9:30 a.m.

**16. Commission Member’s Comments/Public Comments**

*Brenda Hughes, Commission for Women, Vice Chair*

**\*17. FOR POSSIBLE ACTION - Adjournment**

*Brenda Hughes, Commission for Women, Vice Chair*

**Nevada Commission For Women**

Unless noted as an action item, discussion of any item raised during a report or public comment is limited to that necessary for clarification or necessary to decide whether to place the item on a future agenda.

Public comment at the beginning and end of the agenda may be limited to three minutes per person at the discretion of the chairperson. Members of the public may comment on matters not appearing on this agenda or may offer comment on specific agenda items. Comments may be discussed by the Commission but no action may be taken on matters presented by the public that are not already on the agenda marked for action. The matter may be placed on a future agenda for action.

Additional comment periods may be allowed on individual agenda items at the discretion of the chairperson. These comment periods may be limited to three minutes per person at the discretion of the chairperson. These additional comment periods shall be limited to comments relevant to the agenda item under consideration by the Commission.

All times are approximate. The chairperson reserves the right to take items in a different order or to combine two or more agenda items for consideration to accomplish business in the most efficient manner. The chairperson may remove an item from the agenda or delay discussion relating to an item on the agenda at any time. The chairperson may call for a break.

We are pleased to make reasonable accommodations for members of the public with disabilities and who wish to attend the meeting. If special arrangements for the meeting are necessary, please notify the Department of Administration Director's Office Executive Assistant, Annette Teixeira, at (775) 684-0299 or [ateixeira@admin.nv.gov](mailto:ateixeira@admin.nv.gov) as soon as possible, and no later than 24 hours prior to the time of the meeting.

Notice of this meeting was posted in the following locations and online at [www.notice.nv.gov](http://www.notice.nv.gov) which included an affidavit of posting:

State Public Works Division - North, 515 E. Musser St., Carson City, NV  
NV State Museum, 600 N. Carson St., Carson City, NV  
NV State Library and Archives, 100 North Stewart St., Carson City, NV  
Legislative Counsel Bureau, 401 S. Carson St., Carson City, NV  
State Public Works Division – South, 1830 E. Sahara Ave. Las Vegas, NV  
Grant Sawyer Building, 555 E. Washington Ave., Las Vegas, NV

Notice of this meeting and supporting materials are available on [http://admin.nv.gov/Boards/Women/Meetings/2017/2017\\_Meetings/](http://admin.nv.gov/Boards/Women/Meetings/2017/2017_Meetings/) or you may contact Annette Teixeira at [ateixeira@admin.nv.gov](mailto:ateixeira@admin.nv.gov) or (775) 684-0299.