

MINUTES OF THE MEETING OF THE  
NEVADA COMMISSION FOR WOMEN PLANNING SESSION  
DEPARTMENT OF ADMINISTRATION  
September 15, 2017

The meeting of the Nevada Commission for Women was called to order by Vice Chair Brenda Hughes at 8:30 a.m. on Friday, September 15, 2017, at 600 N. Carson Street, Carson City, NV. **Exhibit A** is the sign-in sheet and **Exhibit B** is the agenda. All exhibits are available and on file in the Department of Administration, Director's Office.

**COMMISSION MEMBERS PRESENT:**

Brenda Hughes, Vice Chair  
Richann Bender - Phone  
Jo Etta Brown  
Elisa Cafferata,  
Durette Candito  
Cynthia Cicero  
Diane Fearon  
Debbie Mack  
Brooke Westlake

**COMMISSION MEMBERS ABSENT:**

None

**D of A STAFF MEMBERS PRESENT:**

Mary Woods – Morning  
Annette Teixeira - Afternoon

**OTHERS PRESENT:**

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

**Agenda Item #3 - Public Comment**

Mary Woods shared with the group information given to her with the request it was shared with the Commissioners. The first was a flyer from the Fourth Ward School Museum about a fundraising event October 14, 2017, in Virginia City, NV, and the second item was a flyer about a Gender Equality Forum organized by the Women of Diversity, October 16, 2017, in Las Vegas. Mary also distributed pictures of the new exhibit on display in the Commission for Women's display case in the Capitol Building. The exhibit was created by Our Story, Inc. Kenneth and Demetrice Dalton and showcases Bertha Woodard for her work as a human rights advocate in northern Nevada. Mary also distributed a newsletter she created with historical and current information about the Commission for Women. Elisa Cafferata distributed the Community Foundation of Western Nevada's 2016 Annual Report which on page 10 has a picture of members of the Commission for Women standing next to Governor Brian Sandoval for a bill signing.

**Commission For Women  
Department of Administration  
September 15, 2017**

**Agenda Item #4 – Self Introductions**

This item was skipped initially because even though a quorum was present, the group was still missing two of the members who were traveling from Las Vegas that morning.

**Agenda Items #5 – Action taken:** Elisa Cafferata made the motion to approve the meeting minutes for June 27, 2017, and July 12, 2017, and Durette Candito seconded. Motion passes with Richann Bender and Diane Fearon abstaining from the vote for the July 12, 2017 minutes because they were absent from that meeting.

**Agenda Item #6 – Action taken:** Jo Etta Brown made the motion 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, September 15, 2017. Elisa Cafferata seconded. The motion passed unanimously.

**Agenda Item #4:** Brenda Hughes, vice-chair went back to Agenda Item #4 now that all Commission members attending were present. Because this was the first meeting for two new members, Debbie Mack and Cynthia Cicero, the members went around the table to introduce themselves to each other. Attendees from the public were also invited to introduce themselves to the group.

**Agenda Items #7 Update on new Department of Administration staff position.** Patrick Cates, Department of Administration, Director, gave an update to the group about the new position created by [AB423](#) in the Department of Administration to assist the Nevada Commission for Women. Patrick said the job announcement will go out next week. It is a classified management analyst 2 position. The position will be open competitive for both internal and external applicants. No testing will be required. Patrick will get the commission a copy of the job announcement when it's available. The position request needs to go to the next Interim Finance Committee (IFC) meeting on October 18, 2017 for final approval, and if a person has already been selected, he/she should be able to start right after the IFC meeting. Patrick said the position will report to him but it will be a similar arrangement as we have now with Mary Woods and Annette Teixeira, where the staff person responds to the requests of the Commission. Richann Bender asked if the salary will be something the Commission will need to request every year. Patrick said the position is funded for next budget year and will be part of the Department of Administration's annual budget going forward. Jo Etta Brown asked if the staff person will work on other things in the Department besides the Commission. Patrick answered that the position will work exclusively with the Commission. He said if he observes the person does not appear to have enough work, he will come to the Commission and ask them to consider giving the staff person more assignments and workload.

**Agenda Item #8 – National Association of Commission for Women**

No action was taken on this agenda item. Richann Bender reported on her attendance at the national conference in Buffalo, NY, July 12 -16, 2017. Richann said it was a very positive

**Commission For Women  
Department of Administration  
September 15, 2017**

experience. Her written report is included in the index. The 2018 national conference will be held in Los Angeles and the Commissioners talked about trying to attend because it will be much closer. There was discussion about selecting Richann to be the Nevada Commission's liaison to the national group. This action item will be put on the next meeting's agenda.

**Agenda Item #9 – City of Henderson Meeting**

No action was taken. Richann Bender reported on meeting with the Director of Community Development & Services, Stephanie Garcia-Vause, at the City of Henderson. They are organizing an Inaugural Women's Community Leadership Network Summit, Monday, Nov. 6, 2017, and a presentation from Joanne Goodwin about the Status of Women & Girls in Southern Nevada and beyond. There was discussion about whether or not the Commission for Women should encourage other counties or cities in Nevada to start a Commission for Women group.

**Agenda Item #10 – Gender Equality Questionnaire**

No action was taken on this item. Mary Woods told the group the Secretary of State's Chief Deputy Scott Anderson convened a meeting to discuss implementation of AB423 which included in attendance the following: Barbara Cegavske, Secretary of State; Jan Jones Blackhurst, Caesars Executive VP of Public Policy and Corp Responsibility; Emily Wofford, The Publicity Lab; Anna Thornley, Commission for Women, Chair; Patrick Cates, Department of Administration, Director; Mary Woods, Department of Administration, Staff; and Michael Alonso. SOS will use their program SilverFlume to conduct the survey. The questionnaire is only intended for Nevada businesses with employees in Nevada and it will be completely voluntary. There will be different questions based on the number of employees the company has which will lead to a specific line of questions based on company size. The questionnaire responses will be available on the SOS website as raw data that can be extracted from to create a variety of reports as desired. The questionnaire responses will be public information. UNLV's Women's Research Institute of Nevada will develop potential questions that the "Work Team" comprised of the group at the Aug. 30, 2017, meeting will review for consideration. When a draft version of the questions has been developed, they will be presented to the Commission for Women for consultation at a meeting later this year. The SOS's Scott Anderson feels comfortable they'll be able to comply with the requirement to launch the survey by January 1, 2018, and have set a goal of Dec. 1, 2017 to be ready to go.

**Agenda Item #11 – Goals, Objectives & Tasks for the Planning Document.**

Using the new roles and responsibilities outlined in AB258 for the Commission, Elisa Cafferata led a brainstorming session about which of the items the Commission wanted to pursue over the next 12 months. The goals and potential action items are below:

**GOAL: Increase the number of women on state boards and commissions and in leadership positions in government.**

This could include:

**Commission For Women  
Department of Administration  
September 15, 2017**

- Survey to evaluate the ratio of men:women on state boards and commissions now (University class project? Intern?). Let people doing the appointments know we're watching
- Encouraging women to apply for positions
- Creating / hosting a training or workshop (twice a year) to encourage women, give them information on how to apply, help with resumes, let them know what's expected (invite the media)
- Meet with newly elected state-wide officers (Governor, AG, legislators, judiciary, etc) and encourage them to hire and appoint women, supply them with potential candidates
- Encourage the creation of more commissions for women at county and city level

Commissioners interested in working on this project:

- Brenda Hughes (survey of Boards), Debbie Mack, Diane Fearon

**GOAL: Participate with the interim Task Force on Financial Security and ensure a wide diversity of women's voices are heard**

The members of the Task Force are likely to be announced Sept. 21. Work could include:

- Surveys and public input workshops similar to the work we did re: what women needed for workforce development while taking care of their families before the 2017 session
- Listening tours
- Focus on: women who are providing elder care or child care or both, payday loans, financial issues for retirees, women's health

Commissioners interested in working on this project:

- Diane Fearon, Cynthia Cicero, Jo Etta Brown

**GOAL: Create a recognition event to honor a woman and an organization making a contribution to the state / participate in the national 2020 women's suffrage event**

This could include:

- Breezeway? Grant Sawyer?
- Historic locations, women in Nevada
- Registering women to vote

Commissioners interested in working on this project:

- Richann Bender (Suffrage); Cynthia Cicero (Suffrage); Jo Etta Brown (Both); Durette Candito (Suffrage); Brenda Hughes (Suffrage); Brooke Westlake (Recognition)

**GOAL: Document the role of Nevada Women in two government buildings (Carson, Vegas) with the Breezeway Exhibition and a display in the Grant Sawyer Building**

Commissioners interested in working on this project:

- Cynthia Cicero (Both); Durette Candito (Grant Sawyer); Brooke Westlake (Breezeway); Jo Etta Brown (Breezeway).

**Commission For Women  
Department of Administration  
September 15, 2017**

**GOAL: Publicize results, share reports, social media, Sierra Forums in CC (and other speaking), tell our story**

This could include:

- Policies and procedures help clarify when commissioners can speak for the commission
- Use of volunteers and interns

Commissioners interested in working on this project:

- Elisa Cafferata

**GOAL: Create a voluntary Gender Equality Survey with the Secretary of State's office to recognize businesses working to achieve gender equality**

Commissioners interested in working on this project:

- Elisa Cafferata, Diane Fearon

### **Agenda Item #12 – Budget and Finance Update**

**No Action Taken.** Elisa Cafferata gave a brief report.

- Request for \$10,000 - 150 Commission Foundation Grant Request, Elisa will follow up with the request
- Award for \$4,500 - Nevada Humanities Grant Award to Showcase Women's Contributions to Nevada's History. The signed agreement is in progress.
- Award for \$10,000 - Caesars, Grant Award initially for the Gender Equity Report was changed to an unrestricted gift to pay for greatest need.

Diane Fearon said she plans to prepare another grant request to the Bank of America. She believes B of A was receptive to supporting the Commission's efforts last year but the timing of the request was not ideal. She feels optimistic about submitting a request this fall for \$5,000 to B of A to support the Commission's capacity building initiatives to attend the 2018 National Conference on Commissions for Women in Los Angeles and to convene another strategic planning meeting in 2018.

### **Agenda Item #13 – Policies and Procedures**

**No Action Taken.** Jo Etta Brown provided the Commissioners with a draft document of policies and procedures and asked the Commissioners to look it over and let her know any changes before the next meeting. This agenda item will be moved to the next meeting.

### **Agenda Item #14 – Women's Exhibit in the State Capitol Building Breezeway.**

**No Action Taken.**

Alicia Barber from Stories in Place, led the group in a discussion about many options for displaying information as well as various approaches to the content of an exhibit that recognized

**Commission For Women  
Department of Administration  
September 15, 2017**

the contributions of women in and to Nevada. Alicia presented 4 theme ideas for the Commissioners to consider: 1) Shaping the Laws - legislation improving women's lives and status; 2) Women at Work – women in the workplace; 3) Together for a Cause – working on social issues from economics to education; and 4) Women at the Capitol – contributions in a variety of roles.

The Commissioners asked Alicia to come back again with a more detailed proposal expanding upon the four themes she presented. Elisa expressed a particular interest in stories of women at the Capitol, suffrage and other women's movements, and everyday women at work.

Alicia will create a more detailed cost estimate so to determine whether the Commission will need to raise more funds in order to make the exhibit happen. The initial, minimum estimate will be for four text panels, each 36" x 48", to be placed between the windows on each side of the breezeway on the second floor of the Capitol Building in Carson City. Alicia will also email the Nevada Humanities staff to see what it would take to create an online portal for women's history at OnlineNevada.org.

Commissioners were also interested in displaying information about the NCFW, something encouraging women to participate in state Boards and Commissions, and possibly even providing a way for visitors to leave their own contact information at the display in order to be added to a mailing list. The Commissioners also discussed designing something on a large scale, perhaps life-size cutouts of photos of Nevada women (suffragettes or something else eye-catching), to be placed on the far wall in order to be viewed from the outside hallway and draw people in.

There was interest in partnering with contemporary organizations to make a link between historical activities of and for women, and what's happening in the present day.

**Agenda Item #15:** The Commissioners reviewed the upcoming meeting schedule and requested the start times be changed from 9:30 a.m. to 8:30 a.m. for all meetings going forward. The meeting schedule is Oct. 24, Nov. 28, Jan. 23, and Feb. 27, in the State Public Works Division Conference Rooms in 2300 McLeod St. Las Vegas and 515 E. Musser St. Carson City.

**Agenda Item #16:** Vice Chair Brenda Hughes asked for public comment.

**Agenda Item #17:** Vice Chair Brenda Hughes adjourned the meeting at approximately 3:30 p.m.

Respectfully submitted,

*Mary Woods*

---

MARY WOODS, D of A Staff

**Commission For Women  
Department of Administration  
September 15, 2017**

Exhibit A	Sign in Sheet
Exhibit B	Meeting Agenda
Exhibit C	Accompanying documents for agenda items 3, 5, 7, 8, 10, 11, 12, 13, 14