

**Commission for Women  
Department of Administration  
October 5, 2018**

**MINUTES OF THE STRATEGIC PLANNING SESSION  
OF THE NEVADA COMMISSION FOR WOMEN  
DEPARTMENT OF ADMINISTRATION  
OCTOBER 5, 2018**

The strategic planning session of the Nevada Commission for Women was called to order by Chair Diane Fearon at 9:30 a.m. on Friday, October 5, 2018 at Nathan Adelson Hospice, 4141 Swenson St., SIPU Large Conference Room, Las Vegas, NV. **Exhibit A** is the sign-in sheet, **Exhibit B** is the meeting agenda. All exhibits are available and on file in the Department of Administration, Director's Office.

**COMMISSION MEMBERS PRESENT:**

Diane Fearon, Chair  
Brooke Westlake-Kelley, Vice Chair – Phone  
Richann Bender  
Constance Brooks  
Elisa Cafferata  
Durette Candito  
Brenda Hughes  
Jennifer López

**COMMISSION MEMBERS ABSENT:**

Jo Etta Brown  
Cynthia Cicero

**D of A STAFF MEMBERS PRESENT:**

Molly Walt

**OTHERS PRESENT:**

Amy Ayoub, The Zen Speaker  
Katrin Ivanoff

**Agenda Item #3 – Public Comment**

Chair Diane Fearon called for Public Comment. There was no public comment.

**Agenda Item #4 – INFORMATION - Why am I Volunteering as a Commissioner**

Facilitator Amy Ayoub requested that all Commissioners and Commission staff participate in a 5 minute interview with another person and answer the following questions: “Get correct pronunciation of first and last name”, “What do you do for a living and what do you love about it?”, “Besides work, how do you spend your time (a little about family/hobbies, etc.)?”, “What is your greatest fear?”, “What is something interesting we wouldn't know about you unless you told us (can't Google it)?”, “Why are you volunteering as a Commissioner?”, “What needs to happen today to make you feel it was a day well spent?”

**Agenda Item #5 – INFORMATION – Revisit Nevada Commission for Women Mission Statement**

**Commission for Women  
Department of Administration  
October 5, 2018**

Commission Chair Diane Fearon revisited the Commission's Mission Statement, "The State of Nevada Commission for Women's mission is to advance women toward full equality in all areas."

**Agenda Item #6 – INFORMATION – Review Accomplishments/Look Back from 2014 to 2017**

Commissioner Elisa Cafferata presented the Commission with an update on the reinstatement of the Commission in 2014 and events that occurred in 2015 and 2016.

**Agenda Item #7 – INFORMATION – Status of Present Goals**

Commissioner Brenda Hughes updated the Commission on the goal; "Increase the number of women on state boards and commissions and in leadership positions in government" stating that the Women's Empowerment Workshops were successful in Northern and Southern Nevada. Commissioner Elisa Cafferata informed the Commission on the goal; "Participate with the Interim Task Force on Financial Security and ensure a wide diversity of women's voices are heard" stating the Interim Task Force has concluded their meetings for the year. Commissioner Richann Bender informed the Commission on 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" stating Commissioner Westlake-Kelley is working on the event in the North and Commissioner Bender continues to meet with organizations to work on suffrage events within the state. Commissioner Durette Candito updated the Commission on 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 stating the television is up and running in the Grant Sawyer Building and Commissioner Cafferata stated the exhibit is open in the State Capitol. Commissioner Elisa Cafferata updated the Commission on goal; "Create a voluntary Gender Equality Survey with the Secretary of State's office to recognize businesses working to achieve gender equality stating the survey is available for businesses to complete when registering or renewing their license with the Secretary of State.

**Agenda Item #8 – FOR POSSIBLE ACTION – Policies and Procedures**

Department of Administration staff, Molly Walt, presented updated changes to the current Nevada Commission for Women Operational Guidelines. Adding language to the current document included Commissioner speaking engagements, presentations and printed documents distributed by Commissioners on behalf of the Nevada Commission for Women must be approved by the Department of Administration before distribution. Commissioner Elisa Cafferata suggested adding "formal" before requests, speaking engagements, presentations, and documents. Ms. Walt was asked by the Commission to make the suggested changes to the Operational Guidelines and bring the action item back for a vote at the October 23, 2018 Commission meeting.

**Agenda Item #9 – INFORMATION – Goals, objectives & tasks for FY19 Planning Document**

Commissioners discussed developing the following goals:

1. Gender Disparity/Pay Equity Issues in Nevada (Commissioners: Brooks, López, Cafferata)
  - a. Look at pay equity

**Commission for Women  
Department of Administration  
October 5, 2018**

- b. Workforce issues within the Nevada Correction Facility
  - c. Utilize Gender Equality Survey
  - d. Engage target populations in relevant programs
2. Increase the number of women in leadership (Commissioners: Candito, Hughes, Cafferata, and Brooks)
  - a. Workshops/Events
  - b. Mentorship Program
  - c. Encourage the creation of more commissions in local government
  - d. Encourage qualified women to apply for open board and commission positions
  - e. Engage target populations in relevant programs
3. Provide education and awareness for issues relating to the Commission's mission during the legislation session (Commissioners: Cafferata, Bender, Brooks)
  - a. Track bills
  - b. Engage target populations in relevant programs
4. Create Recognition Event (Commissioners: Westlake-Kelley, Cicero)
  - a. Engage target populations in relevant programs
5. Participate in women's suffrage events (Commissioners: Bender, Brown, Hughes, López)
  - a. Engage target populations in relevant programs
6. Document the role of Nevada Women (Commissioners: Candito, Cafferata, Brown, Westlake-Kelley)
  - a. Engage target populations in relevant programs
7. Promoting awareness of the Nevada Commission for Women (Commissioners: López, Brown, Fearon)
  - a. Engage target populations in relevant programs
8. Fundraising Committee (Commissioners: Fearon)

Commissioners were asked to develop objectives to achieve the goals, required resources to carry out the goal, and how will the success be measures and report back to the Commission at the October 23, 2018 Commission meeting.

**Agenda Item #10 – INFORMATION – Commission Member's Comments/Public Comments**

Public member Katrin Ivanoff asked the Commission to keep her informed on the activities of the Commission.

**Agenda Item #11 – FOR POSSIBLE ACTION – Adjournment**

Commission Chair Diane Fearon adjourned the meeting at 3:25PM.

Respectfully submitted,

*Molly Walt*

---

Molly Walt, Staff, Nevada Commission for Women

**Commission for Women  
Department of Administration  
October 5, 2018**

Exhibit A	Sign in Sheets
Exhibit B	Meeting Agenda