

**Commission for Women
Department of Administration
November 27, 2018**

MINUTES OF THE MEETING OF THE
NEVADA COMMISSION FOR WOMEN
DEPARTMENT OF ADMINISTRATION
November 27, 2018

The meeting of the Nevada Commission for Women was called to order by Chair Diane Fearon at 9:05 a.m. on Tuesday, November 27, 2018 at State Public Works Division Conference Room, 2300 McLeod St., Las Vegas, NV and 515 E. Musser St., Carson City, NV. **Exhibit A** is the sign-in sheet, **Exhibit B** is the meeting agenda, **Exhibit C** is the Nevada Commission for Women Goals and Objectives for FY19, **Exhibit D** is the Nevada Commission for Women: Elevate Her NV Message Strategy, and **Exhibit E** is Nevada Commission for Women memo from Commissioner Elisa Cafferata regarding Goal to Increase the Number of Women in Leadership Positions in Nevada. 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
Constance Brooks
Jo Etta Brown
Elisa Cafferata - Phone
Durette Candito
Cynthia Cicero
Brenda Hughes - Phone
Jennifer López - Phone

COMMISSION MEMBERS ABSENT:

Richann Bender

D of A STAFF MEMBERS PRESENT:

Molly Walt

OTHERS PRESENT:

Tori N. Sundheim, Deputy Attorney General, Attorney General's Office
Shannon Isaacs, Office of Workforce Innovation (OWINN)
Isla Young, Office of Workforce Innovation (OWINN)
Jennifer Tucker, Griffin Company
Lindsey Harmon, Executive Director, Nevada Advocates for Planned Parenthood Affiliates
Dana Kilroy, Fior Partners
Brooke Brumfield, Fior Partners
Margaret Mello, Public

Agenda Item #3 – Public Comment

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

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Agenda Item #4 – FOR POSSIBLE ACTION: Review and approval of Minutes from October 23, 2018 Nevada Commission for Women Meeting.

Chair Diane Fearon asked for comments and/or questions regarding the minutes; hearing none, Commissioner Jo Etta Brown mad the motion to approve the minutes, Commissioner Durette Candito seconded the motion. Action to approve the minutes passed unanimously.

Agenda Item #5 – INFORMATION – Overview of the campaign to increase women’s participation on boards and commissions.

Commissioner Elisa Cafferata introduced the agenda item by reaffirming the goal of increasing the number of women in leadership positions and on boards and commissions, which was a goal discussed by the Commission’s strategic planning session. An objective for the goal is to create a campaign to encourage qualified women to apply for state boards and commissions. The materials for the campaign will be developed in December 2018 and the launching of the campaign will be in January 2019. Commissioner Cafferata introduced Dana Kilroy and Brooke Brumfield from Fior Partners, who will be working on the Elevate Her NV campaign. The budget for the campaign will feature legislators from both political parties and the goal is to raise \$2,000 to cover artwork, website design, and social media ads to encourage women to apply for Nevada boards and commissions. Dana Kilroy and Brooke Brumfield presented the campaign by stating the goals of the campaign: 1. To educate and inform votes on the disparity of women on public boards in the state... as well as the opportunity that service on public boards represents, 2. Partner with local groups to train and prepare women to serve on boards at the state level, 3. To successfully place 100 additional women on boards in the state of Nevada by November 2019, 4. To develop awareness among constituents about the Nevada Commission for Women, our mission and our values. November/December 2018, Ms. Kilroy and Ms. Brumfield will solidify key messages, budget, strategic partners, timetable of deliverables, and a landing page for the campaign with the team at the Nevada Commission for Women, share overview with NV Commission for Women, create branding. In January 2019, Ms. Kilroy and Ms. Brumfield will launch campaign in coordination with the governor’s inauguration. This may include but is not limited to a kickoff event, media blitz, ad campaign, or more. In February and ongoing 2019, Ms. Kilroy and Ms. Brumfield will create educational training/workshops to deliver the information women need to successfully apply for board and commissions, as needed, and research State of California SB 826 regarding women on corporate boards. Chair Fearon asked Ms. Kilroy and Ms. Brumfield to submit all materials to the Department of Administration for approval. Commissioner López asked Ms. Kilroy and Ms. Brumfield to try and have all public materials translated in Spanish.

Agenda Item #6 – FOR POSSIBLE ACTION – Nevada Commission for WomenFY19 Goals

Commission Constance Brooks updated the Commission on the progress of Commissions goal:

1. Gender Disparity/Equality Issues in Nevada
 - a) Round table discussion to address Socioeconomic disparity
 - i. Discuss challenges and opportunities
 - ii. Round table to be scheduled in March 2019
 - b) Provide newsbytes to the NCFW ListServ subscribers and Social Media followers regarding the following issues:

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- i. Gender bias workforce development within the State of Nevada Correctional System
 - ii. Priorities of the 80th Legislative Session
 1. Mental health issues
 2. Provisions of services and use of services for female veterans
2. Increase the Number of Women in Leadership
 - a) Workshop/Event, every two years, to inspire women to seek leadership positions
 - b) Annual educational trainings/workshops to deliver the information needed for women to successfully apply for boards and commissions
 - c) Mentorship Program
 - d) Encourage the creation of more local government level Women's Commissions
 - e) Campaign to encourage women to apply Boards and Commission positions
 - i. Daily Facebook posts, posting current State Board and Commission vacancies
 - ii. Bimonthly ListServ blasts detailing vacant State Board and Commission positions
 - f) Research State of California SB 826
3. Provide Education & Awareness for issues Relating to the Commission's Mission during the Legislative Session
 - a) Lite Lunch at Capitol for Legislators on February 20, 2019 from 11AM-1PM; view exhibit
 - b) Information table at the Legislative Building Front Foyer on February 20, 2019 from 1-4PM
 - c) Signing of Proclamation at the Legislature on May 21, 2019
 - d) Tracking Bills
 - e) Panels in Grant Sawyer Building
 - f) Possible letter for funding
 - g) Provide update on Gender Equality Survey
4. Create Recognition Event
 - a) Women that are nominated need to fall under one of the criteria's.
 - i. Individual Women who have done something outstanding in Nevada
 - ii. Small Women owned business-Nevada
 - iii. Women owned nonprofit- Nevada
5. Participate in Women's Suffrage
 - a) Continue to keep Specialty License Plate application in the que
 - b) Participate in Suffrage Parade:
 - i. Explore partnering with City of Henderson with their Heritage Parade in April 2020
 - ii. Explore working with Nevada Day Inc. with Nevada Day Parade 2020
 - c) Recreate the picture of Governor Emmett D. Boyle signing the resolution for ratification of the Nineteenth Amendment to the Constitution on February 7, 2020
 - d) Proclamation from Nevada Governor
 - e) Recognize the Suffrage in the 80th Legislative Session
 - f) Send letter to Nevada Division of Museums and History Administrator, Peter Barton, requesting the support of all museums creating a display in 2020 celebrating the passing of the 19th Amendment.

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- g) Collaborate with the Nevada Women’s History Project on events and projects celebrating women’s suffrage
 - h) Replicate Ratification Banner
 - i) Continue to move forward with the Susan B. Anthony Quilt Project
 - j) Participate in the National Association of Commissions for Women “Voices of American Women”
 - k) Participate in Unladylike 2020
 - l) Collaborate with UNLV and UNR with creating art displays
 - m) Support and Monitor Historical Markers “National Votes for Women Trail”; placement of historical markers across the county
 - n) Monthly print media articles and interviews
6. Document the Role of Nevada Women
- a) Expand the *Silver State Sisters: Women Transforming Nevada* exhibit to the Grant Sawyer Building in Las Vegas
 - b) Documenting the role of women transforming Nevada in counties throughout Nevada.
7. Promoting Awareness of the Nevada Commission for Women
- a) Increase Social Media Audience
 - b) Increase Media Coverage
 - c) Document work of the Commission
 - d) Media outlets for content
8. Fundraising
- a) Identify funding needed to accomplish Goals 1 through 7
 - i. dollar amount, timing and purpose
 - b) Identify potential funding sources
 - i. corporate or nonprofit entities
 - ii. Request commissioners to recommend potential sources at time of requests for assistance.
 - iii. Staff will research possible grant funding that aligns with NCFW mission and specific goals.

Agenda Item #7 – FOR POSSIBLE ACTION – National Women’s History Alliance partnership

Commission Richann Bender requested the approval to partner with National Women’s History Alliance, which was expanded from the National Women’s History Project. The financial cost to become a partner is \$100. Commissioner Bender will be donating the \$100 for the cost of submitting the application for partnership. Motion to approve the Nevada Commission for Women acceptance to partner with National Women’s History Alliance was made by Commissioner Constance Brooks and seconded by Commission Jo Etta Brown. Motion passed unanimously.

Agenda Item #8 – INFORMATION – Commission Member’s Comments/Public Comments

Chair Diane Fearon asked comments from Commissioners, hearing none; Chair Fearon asked for public comment. Public comment was made by Margaret Mellow stating that the Nevada Commission for Women has done a marvelous job getting the majority women of State of

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Nevada Assembly members, and it is a great message moving forward. Public member Isla Young, Governor’s Office of Workforce Innovation, thanks the Nevada Commission for Women for the work being done. Ms. Young is new to the organization but is very passionate about women and supporting them. Ms. Young also stated that the Office of Workforce Innovation extends their support to the Commission’s good work. Public member Lindsey Harmon, Executive Director-Nevada Advocates for Planned Parenthood Affiliates, stated that their organization is working very hard to get women appointed to vacant seats as well as opportunities that might arise with the transition of the newly elected Nevada Governor.

Agenda Item #9 – FOR POSSIBLE ACTION – Adjournment

Chair Diane Fearon adjourned the meeting at 10:25 a.m.

Respectfully submitted,

Molly Walt

Molly Walt, Staff, Nevada Commission for Women

Exhibit A	Sign in Sheets
Exhibit B	Meeting Agenda
Exhibit C	Nevada Commission for Women Goals and Objectives for FY19
Exhibit D	Nevada Commission for Women: Elevate Her NV Message Strategy
Exhibit E	Nevada Commission for Women memo from Commissioner Elisa Cafferata regarding Goal to Increase the Number of Women in Leadership Positions in Nevada