



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA COMMISSION FOR WOMEN

515 E. Musser Street, Suite 303 | Carson City, Nevada 89701
Phone: (775) 684-0296 | admin.nv.gov/CommissionForWomen

MEETING NOTICE AND AGENDA

Name of Organization: Nevada Commission for Women

Date and Time of Meeting: December 7, 2021 @ 3:00pm

Location of Meeting: **Per A.B. 253 of the 2021 Legislative Session, the meeting will be conducted via ZOOM. Members of the public can view and listen to the meeting and participate during the agenda items designated for public comment by video or telephone.**

Nevada Commission for Women is inviting you to a scheduled Zoom meeting.

Topic: Zoom Meeting

Time: Dec 7, 2021 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83878672951?pwd=Ujl3N2FMNDlkdHFKWTM0cXN4WTJ6Zz09>

Meeting ID: 838 7867 2951

Passcode: 259676

One tap mobile

+13462487799,,83878672951#,,,,*259676# US (Houston)

+14086380968,,83878672951#,,,,*259676# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

Meeting ID: 838 7867 2951

Passcode: 259676

Find your local number: <https://us02web.zoom.us/u/keGiDZs0>

Below is an agenda of all items to be considered. **Action may be taken on items followed by the words “For Possible Action.”**

1. Call to Order- Vice Chair Ann Silver
2. Roll Call- Administrative Assistant Liz Smith
3. Public Comment- Vice Chair Ann Silver

Public comment will be taken during this agenda item. Comments 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.

4. Approval of Minutes from the September 28, 2021, Nevada Commission for Women Meeting- Vice Chair Ann Silver (**For Possible Action**)
5. State budget account status and closing the Community Foundation of Northern NV outside bank account- Director Laura Freed (**For Possible Action**)
6. Hosting 2022 National Association of Commission for Women Conference in Reno, NV- Vice Chair Ann Silver (**For Possible Action**)
7. Approval of the 2022 By Laws- Vice Chair Ann Silver (**For Possible Action**)
8. Web-based professional development for women for Calendar Year 2022- Commissioner Mishon Montgomery (**For Possible Action**)
9. Pay Parity: How the Commission wants to address the research and possible white paper- Vice Chair Ann Silver (**For Possible Action**)
10. Update: NCFW Social Media- Administrative Assistant Liz Smith (**Discussion Only**)
11. Commissioner Updates
12. Public Comment- Vice Chair Ann Silver

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13. Adjournment

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.

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 Nevada Commission for Women staff at (775) 684-0296 as soon as possible, and no later than 24 hours prior to the time of the meeting.

Notice of this meeting was posted online at www.notice.nv.gov

Notice of this meeting and supporting materials are available on or after the date of this notice at <https://admin.nv.gov/Boards/Women/Meetings/2021/Meetings/>.

Attachments

Agenda

Item #4



STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA COMMISSION FOR WOMEN

515 E. Musser Street, Suite 303 | Carson City, Nevada 89701
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Nevada Commission for Women
September 28, 2021
Summary Meeting Minutes

1. Call to Order- Vice Chair Ann Silver called the meeting to order at 3:00pm
2. Roll Call- Administrative Assistant Liz Smith
Present: Ann Silver, Dionne Proper, Heather Engle, Mishon Montgomery, Nichole Loar, Richann Bender
Others Present: Katie Armstrong, Liz Smith
Absent (Excused): Jo Etta Brown, Jennifer Rogers Markwell
Absent (Unexcused): Victoria Ruiz-Marin
3. Public Comment- Vice Chair Ann Silver **Molly Rose Lewis- From Senator Rosen's office said she will be covering women's issues. She is available to help and provided her contact information.**
4. Approval of Minutes from the May 25, 2021, Nevada Commission for Women Meeting- Vice Chair Ann Silver **(For Possible Action) Commissioner Heather Engle moved to approve the minutes and Commissioner Richann Bender seconded the motion. Vice Chair Silver declared the motion passed.**
5. Welcome and Introduction: New NCFW Commissioners- Vice Chair Ann Silver **Thank you to our retiring commissioners and welcome new commissioners, Dionne Proper, Mishon Montgomery and Nichole Loar.**
6. New By-Laws, Objectives and Goals. - Vice Chair Ann Silver **(Discussion Only) Commissioner Heather Engle said she had reviewed by laws and had no changes to add. Vice Chair Ann Silver said to send any revisions to Liz Smith. Vice Chair Silver then requested Commissioners discuss their objectives and goals for the NCFW in order to have focused action for the Commission. The Vice Chair suggested pay parity for women as a policy goal. Commissioner Heather Engle concurred with the Vice Chair's suggestion and also agreed that a limit of three goals would be workable.**

7. Update: NCFW Pay Parity Project- Vice Chair Ann Silver (**Discussion Only**) **Member of the public Bethany Khan suggested the NCFW broaden its scope to include pay parity for women of color. Commissioner Heather Engle said to have this item as a primary starting point.**
8. Change Authorized Signatories for the Community Foundation of Northern Nevada Bank Account (NCFW outside bank account) adding Administrative Assistant Liz Smith, as a signatory and keeping Executive Assistant Mary Doyal as a backup. - Vice Chair Ann Silver (**For Possible Action**) **No objections. Commissioner Heather Engle motioned to approve, Vice Chair Ann Silver seconded motion. Motion carried.**
9. Update: Elevate Her Project- Administrative Assistant Liz Smith (**Discussion Only**) **Administrative Assistant Liz Smith said project was to get more women to join boards and commissions in NV. Per the memo from the Department of Administration (DOA) to the Chair of the NCFW, the Commission will save resources and funds staying with the DOA website instead of funding a separate website. Elevate Her items have already been added to the DOA website. Vice Chair Ann Silver supported the DOA's recommendations. No further comments.**
10. Update: NCFW Social Media and Website modifications- Administrative Assistant Liz Smith (**Discussion Only**) **Administrative Assistant Liz Smith updated the Commission on recent social media engagement statistics. She also noted that there were multiple modifications to the DOA website to add and update NCFW content. Vice Chair Silver expressed the desire to triple the NCFW engagement and encouraged Commissioners to make comments on NCFW's social posts to elevate the work of the group. The Vice Chair also requested to add social media posts welcoming the new members.**
11. Update: Women Owned Businesses- Supporting Female Leadership in NV- Administrative Assistant Liz Smith (**Discussion Only**) **Administrative Assistant Liz Smith indicated that she had emailed female business owners for their accomplishments with running their own business and then posted their stories on the social media platforms, as a way for NCFW to help support businesswomen in Nevada. Vice Chair Ann Silver said the commission can use Chamber of Commerce and Secretary of State to get a list of women owned businesses for future spotlighting via the Silver State Chamber of Commerce. Commissioner Heather Engle also expressed support.**
12. NCFW Membership Benefits as Members of the Reno/Sparks Chamber of Commerce- Vice Chair Ann Silver (**Discussion Only**) **Vice Chair Ann Silver said the membership is \$100 a year. The Commission could post any information on the Chamber's page and in its weekly newsletters. The Vice Chair also stated she would be willing to pay the \$100 membership fee for the Commission to renew. Commissioner Heather Engle thought the commission should have a membership.**

13. Commissioner Updates (**Discussion Only**) **Vice Chair Ann Silver had the new commissioners to say a bit about themselves. Commissioner Mishon Montgomery is the director of programs for She Should Run and is a veteran. Commissioner Nichole Loar has a newborn baby and kindergartner. Commissioner Dionne Proper has a daughter in skating lessons.**

14. Public Comment- Vice Chair Ann Silver **No public comment.**

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Item #7

Nevada Commission for Women

By-Laws

2022

I. Purpose

The Nevada Legislature authorized the Commission for Women with passage of NRS 233I. The Commission for Women is comprised of 10 members who reflect the diversity of Nevada and balanced political party representation. These By-Laws specify the Commissioners' roles, responsibilities, and duties as they dedicate their service to the State of Nevada.

The Commission is charged with studying the changing and developing roles of women in society, including the recognition of socioeconomic factors that influence the status and equality of women, and recommend proposed legislation for consideration. Staff support is provided to the Commission by the Department of Administration.

II. Membership

A. Chair

The Governor designates one member of the Commission to serve as Chair for a term of one year who may be reappointed by the Governor for one additional term.

With approval of the Commission, the Chair may appoint committees from its members to assist with any functions or duties of the Commission. The Chair will remain knowledgeable of all Commission policies and Department of Administration policies. The Chair will maintain communication with the Department's assigned staff and will consult the Commission's assigned Deputy Attorney General on any legal matters. The Chair will also keep the Vice Chair apprised of any items involving the Commission.

B. Vice Chair

The Governor designates one member of the Commission to serve as Vice Chair for a term of one year. The position may be reappointed by the Governor for one additional term. The Vice Chair will lead the meeting in the absence of the Chair and shall have all the powers and duties of the Chair during the Chair's absence. The Vice Chair will remain knowledgeable of all Commission policies and Department of Administration policies. The Vice Chair will maintain communication with the Chair, the Department of Administration's designated staff person and will consult the assigned Deputy Attorney General for all legal matters regarding the Commission.

C. Commissioners

The Governor is responsible for appointing ten Commissioners for the Commission. Each appointee's term of office is three years, commencing on July 1 of the year of appointment, but will continue until such time a successor is officially appointed. A Commissioner may be reappointed but may only serve two consecutive terms. If a Commissioner chooses to resign from their position before the end of their term or before a successor is officially appointed, the individual may submit a written request to the Governor's office and inform the Chair, Vice Chair and Department of Administration's designated staff member of the request. Each Commissioner will remain knowledgeable of all Commission policies and Department of Administration policies and maintain all commission communication through the Chair, or in the absence of the Chair, the Vice Chair.

If any Commissioner has two consecutive unexcused absences from the regularly scheduled meetings during the fiscal year (July through June), the Chair will send a recommendation to the Department of Administration's designated staff person stating that the individual's membership should be terminated. The Director of the Department of Administration will review the recommendation and if in agreement, the Director will forward a response to the Governor's Office, which has the authority to remove any member of the Commission. If the Governor's office agrees, the Governor shall provide the member in writing of a forty-five days' notice of removal unless the Governor determines circumstances warrant an immediate removal.

It is the responsibility of each individual Commission member to be informed of all relevant laws, policies and procedures that pertain to the Commission. Any specific questions or inquiries are to be made through the Chair who may refer such to the Department of Administration's designated staff member.

III. Meetings

Meetings are to be held in locations in either Carson City or Las Vegas and virtual meetings may be utilized at the direction of the Chair to facilitate attendance and participation by all members. The Chair must ensure meetings are held no less than once per quarter, though additional or special meetings may be held.

The Commission will adhere to the State of Nevada Open Meeting Law (Chapter 241 of Nevada Revised Statutes) when planning and or conducting meetings, or when members communicate with each other. There must be a minimum of six Commissioners in attendance to achieve a quorum. Only when a quorum is present can action items be voted upon by the Commission. Information items may be considered by the Commission when a quorum is not present.

The Chair is responsible for preparing the agenda for the Commission. Items to be placed on the agenda for regular meetings must be on file with the Chair a minimum of thirty days before the scheduled meeting. Any Commissioner may request that an item be placed on the agenda after consultation with the Chair. The Chair must send the agenda to the Department of Administration for final approval of all agenda items. The Department's designated staff person will send the agenda to the Deputy Attorney General to receive legal approval. Once approved, the individual will prepare the agenda in compliance with the Americans with Disabilities Act and will ensure correct agenda posting in conformance with the Open Meeting Law.

IV. Funding

The Commission may apply and receive gifts, grants, contributions, or other money for carrying out the duties outlined in NRS 233I. The Commission may designate one Commissioner as their fundraising lead. This person will coordinate fundraising strategies, activities and will facilitate fundraising efforts of the Commission. This person will provide regular updates to the Chair, Vice Chair, Commissioners, and the Department of Administration's designated staff person. All fundraising events and items require approval from the Department of Administration Director prior to release. Fundraising items may include, but are not limited to:

- Flyers;
- Letters; and
- Email or other digital communications.

All donations will be deposited to either the Commission's budget account within the State's accounting system or to the Community Foundation of Western Nevada account. Donations deposited to the Community Foundation of Western Nevada

account may be transferred to the state budget account when approved by a majority vote of Commissioners.

Any purchase approved by a majority vote of Commissioners requires the approval of the Director of the Department of Administration before any withdrawal of available funding may be used. The Commission will adhere to the state's accounting policies and procedures and the state's procurement law and regulations. Any supplier, contractor, and/or vendor must be registered with the State Controller's office prior to any contract award. The Commission must maintain a minimum of \$2,000.00 in either the state budget or Community Foundation of Western Nevada account as working capital for each year.

Commissioners receive no compensation for their services but are entitled to be reimbursed for all travel and other expenses that are necessary for them to perform their duties, within the limits of money available from gifts, grants, contributions, and other money received pursuant to NRS. Expenditures of money including in-kind donations must be approved by the Commission. Commissioners will read and follow the State Administrative Manual (SAM) before planning any travel or incurring any travel expenses or other expenses. The State Administrative Manual can be accessed at budget.nv.gov.

The Chair must receive permission from the Department of Administration's Director before the expenditure of funds or to provide reimbursement to a Commissioner. Neither the Commission nor its members may not be reimbursed for food or refreshments, pursuant to the SAM section 2636.

V. Department of Administration

The Department of Administration's Director will provide staff assistance to the Commission in carrying out the duties and responsibilities of the Commission, as the Governor deems appropriate. The Commission may solicit volunteers or pro bono consultants for specific projects pursuant to the NRS.

The Department of Administration's designated staff will update all Commission websites and social media platforms. If the Commission wants to create a new online account or website, they must get prior approval from the Director's office. The designated staff member will maintain the confidential passwords for the Commission and will not provide such information to the public. Commissioners will review websites and social media platforms and contact the Chair regarding any updates that need to be made or with any social media content they would like the Commission to share. The designated staff member must seek review from the Department's Public

Information Officer and/or the Director's final approval regarding all new or revised or additional public content.

All media advisory, press releases, communication for public consumption and political inquires must go through the Department of Administration for approval. Commissioners cannot represent the Commission to any of the listed entities without the Director's prior approval. No Commissioner may use her seat on the Commission to endorse or raise campaign funds in the name of the Commission for any candidate for public office.

Attachments

Agenda

Item #10

Nevada Commission for Women Social Media Report

September 16, 2021 to November 22, 2021

Facebook Performance:

[@NVCommissionforWomen](#)

Total Page Followers (A follower is a person who has chosen to receive the updates that you post in their news feed): 609

Number of Posts: 63

Page Reach (The total views of any content from your Page): 3,343

Video Views: N/A

Nevada Commission for Women Social Media Report

Top Performing Posts:

<https://www.facebook.com/NVCommissionforWomen/posts/166525932325960>

Nevada Commission for Women
Published by Carson Smith · September 30 ·

Please join the Commission as we give a huge Thank you to our commissioners who have termed out this year. To former Vice Chair Durette Candito, Commissioner Diane Fearon, Commissioner Flor Bernal-Gonzalez, and Commissioner Jennifer Lopez, the Commission Thanks you for your service and for your hard work with getting us closer to our goals! We appreciate each and everyone of you!

Get More Messages for Nevada Commission for Women
You can add a Messenger button to your post to get more messages for Nevada Commission for Women.

See Insights Boost post

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Like Comment Share

Nevada Commission for Women Social Media Report

September 16, 2021 to November 22, 2021

Instagram Performance:

[@nvcommissionforwomen](https://www.instagram.com/nvcommissionforwomen)

Total Page Followers: 98

Number of Posts: 54

Page Reach (The total views of any content from your Page): 809

Twitter Performance:

[@NVCommforWomen](https://twitter.com/NVCommforWomen)

Total Page Followers: 331

Number of Posts: 106