



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

September 22, 2021

Name of Organization: Nevada Commission for Women

Date and Time of Meeting: September 28, 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: Sep 28, 2021 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83535350015?pwd=QjY3WVZNa1NrSkVUOUJ0NEViSkpkdz09>

Meeting ID: 835 3535 0015

Passcode: 070668

One tap mobile

+13462487799,,83535350015#,,,,*070668# US (Houston)

+14086380968,,83535350015#,,,,*070668# 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)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 835 3535 0015

Passcode: 070668

Find your local number: <https://us02web.zoom.us/j/83535350015>

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 May 25, 2021, Nevada Commission for Women Meeting- Vice Chair Ann Silver (**For Possible Action**)
5. Welcome and Introduction: New NCFW Commissioners- Vice Chair Ann Silver
6. New By-Laws, Objectives and Goals. - Vice Chair Ann Silver (**Discussion Only**)
7. Update: NCFW Pay Parity Project- Vice Chair Ann Silver (**Discussion Only**)
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**)
9. Update: Elevate Her Project- Administrative Assistant Liz Smith (**Discussion Only**)
10. Update: NCFW Social Media and Website modifications- Administrative Assistant Liz Smith (**Discussion Only**)
11. Update: Women Owned Businesses- Supporting Female Leadership in NV- Administrative Assistant Liz Smith (**Discussion Only**)
12. NCFW Membership Benefits as Members of the Reno/Sparks Chamber of Commerce- Vice Chair Ann Silver (**Discussion Only**)
13. Commissioner Updates (**Discussion Only**)
14. Public Comment- Vice Chair Ann Silver

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15. 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.

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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/>.

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Agenda

Item #4



STATE OF NEVADA
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Nevada Commission for Women
May 25, 2021
Meeting Minutes

1. Call to Order – Chair Jo Etta Brown
2. Roll Call – Mary Doyal, Executive Assistant
Present: Richann Bender, JoEtta Brown, Durette Candito, Heather Engle, Jennifer Lopez, Jennifer Rogers-Markwell, Ann Silver.
Others Present: Katie Armstrong, Mary Doyal.
Absent: Flor Bernal-Gonzalez, Diane Fearon, Victoria Ruiz-Marin.
3. Public Comment

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4. Approval of Minutes from the April 27, 2021 Nevada Commission for Women Meeting – Chair Jo Etta Brown (**For Possible Action**) **Ann Silver motioned to approve, they were seconded by Durette Candito and it passes unanimously.**
5. Overview – NCFW Purpose, Mission, and possible retreat – Fall 2021 (**Discussion Only**)
Chair JoEtta Brown proposed an in-person retreat in September or October, to update the mission statement, our purpose, the history of this commission and get to know the Commissioners.

6. Report – NCFW Virtual Empowerment Workshops – Vice Chair Durette Candito **(Discussion Only)** Vice Chair Durette Candito thanked Commissioners Flor Bernal-Gonzalez, Heather Engle, Diane Fearon, Jennifer Lopez, and Jennifer Rodgers-Markwell for assisting with the Virtual Empowerment Workshops. Vice Chair Durette Candito said this is her last term and she hopes that the workshops will continue. There were 7 workshops which were recoded on Facebook and are available for viewing. Comments: from Commissioner Jennifer Rodgers-Markwell said they were terrific and received a lot of good feedback from them and thanked the group for their work. Commissioner Heather Engle said they were wonderful and hoped they will be continued and thanked the group. Chair Jo Etta Brown said she would like to also see the workshops continue either in person or virtual.
7. NCFW Pay Parity -Possible “White Paper”, Survey - Commissioner Ann Silver **(Discussion only)** Commissioner Ann Silver wanted to see if there is any interest in pursuing the subject of Pay Parity as a goal for the Commission. She is willing to reach out to the Chamber of Commerce and CEO’s she is in contact with. Vice Chair Durette Candito and Commissioners Heather Engle and Richann Bender said they are interested in pursuing this issue for future agendas and as a topic for the Commission. Vice Chair Durette Candito suggested posting on Facebook as a discussion topic. Commissioner Richann Bender is willing to explore the topic with the National Association for Women.
8. NCFW on-line meeting calendar – Chair Jo Etta Brown for Commissioner Flor Bernal-Gonzalez. An email will be sent to poll the group to see if Tuesday or Thursday would be the better day for the ongoing meetings. Mary Doyal is to meet with the IT Department to go over the information for the June meeting. **(Discussion and Possible Action) No action taken.**
9. Report – NCFW Social Media – Jennifer Lopez **(Discussion Only)** Jennifer Lopez shared a presentation regarding the Nevada Commission for Women Social Media Report.
10. Report – NACW Conference Update – Commissioner Richann Bender has been working on a time capsule which will be placed in the Turning Point Suffragettes Memorial that was just dedicated last week in Virginia. The time capsule will be opened in 2046 and will have items collected from 2020 including information regarding the pandemic. **(Discussion Only)**

11. Updates – Community Foundation of Northern Nevada and Elevate Her – Mary Doyal, Executive Assistant. **(Discussion only)** The minutes were approved from the May meeting and they will be sent to the bank to have Jennifer Thomas’ and Molly Walt’s names removed and Mary Doyal’s added to the account. The Elevate Her site is back up and running. Mary talked to Laura Levin about who maintains the site and she said Mabble Media can do that for \$250 an hour and give us a 40% discount or they can turn it over to the Commission and we can maintain it ourselves. Chair JoEtta Brown asked to have an email to be sent to all the Commissioners with the contract and the terminated contract for the Elevate Her website so the Commissioners can review the information. Also, Chair JoEtta Brown requested a conference call be set up with all the players to work on how to keep the Elevate Her website up for future use. Commissioner Ann Silver has offered to loan a staff person to help update the website with help from all the Commissioners providing content.
12. Commissioner Updates – Commissioner Jennifer Rodgers-Markwell talked about the Girl Scouts of Northern Nevada, they would like to come in and do a day of shadowing, when things get back to normal with Covid, to see what it is that the Commission for Women does.
13. New Business – Commissioner Richann Bender is working with the outgoing Commissioners and will be going to lunch on June 15th to recognize all the hard work they have done with the Commission. Thank you for your service Commissioner Diane Fearon, Commissioner Jennifer Lopez and Co-Chair Durette Candito.
14. Public Comment – Chair JoEtta Brown

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15. Adjournment **Jennifer Rogers-Markwell made a motion, it was seconded by Jennifer Lopez: Meeting was adjourned.**

Nevada Commission for Women

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**Attachments
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#4**

In 1963, the National Federation of Business and Professional Women's Clubs proposed that state governors create commissions patterned after the Presidential Commission. According to files in the Research Library, in 1964 Governor Grant Sawyer created Nevada's first Commission on the Status of Women by executive order. The second commission was created in 1967 by Governor Paul Laxalt. The structure for both of these commissions included a chair, two vice chairs, and seven committees-citizenship, community service, education, employment, legislation, public information, and social insurance and taxes.

In 1969 and 1971, legislation was introduced in the Nevada Legislature to create in statute a commission on the status of women. Both bills failed. In 1975, Governor Mike O'Callaghan changed the Commission on the Status of Women to a focus on the status of people. The Governor authorized the new commission to investigate state laws that discriminate against all Nevadans. It would appear that this commission was discontinued sometime after 1975.

Nevada Commission for Women

In 1991, Senate Bill 574 was enacted to create the Nevada Commission for Women. According to minutes of the hearings, supporters argued that a commission would act as a clearinghouse for information. Opponents argued that such a commission would promote a feminist political agenda. This bill contained an expiration date of July 1, 1995.

The expiration date was repealed by Assembly Bill 116 in 1995. In addition, A.B. 116 included an appropriation of \$10,000.

The Research Library has among its holdings the *Report to the Governor and the Legislative Commission, Nevada Commission for Women (1992, 1993)*, which was required by NRS 2331.050, until that report was deleted in 2013 with the passage of S.B. 405.

In addition, the Research Library has the following publications produced by the Commission:

- *Nevada Women's Legal Guide*, Nevada Commission for Women (1995); and
- *Domestic Violence: A Handbook for Victims and Professionals*, Nevada Commission for Women (1998).

In the *Directory of State and Local Government*, the last listing of members was in 1999.

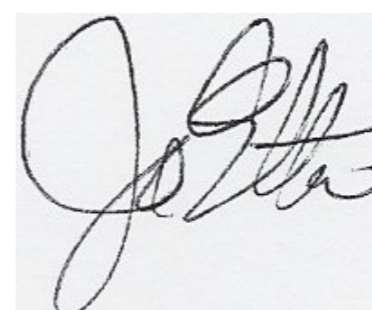
Conclusion

You might be interested in the National Association of Commissions for Women (<http://www.nacw.org/>), which has divided the nation into 10 regions; Nevada is in Region 9. You can find information on its website about the active commissions in other states as well as some local level commissions. It also appears that the National Association has held national conferences, although information about a 2016 conference is not available on the website.

You might also make contact with the Nevada Women's Lobby (<http://nevadawomenslobby.org/>). Marlene Lockard is the lobbyist for the organization. She testified in support of reactivating the Commission for Women, as proposed in A.B. 134 in the 2015 Session. The minutes for the hearing on A.B. 134 are here: <http://www.leg.state.nv.us/Session/78th2015/Minutes/Assembly/GA/Final/240.pdf>.

I hope this is helpful. Please let me know if I can assist as you prepare for your first meeting. I can be reached at (775) 684-6825.

Thanks for the list on appointees.



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Item #6

Draft

Nevada Commission for Women

By-Laws

2021

I. Purpose

The Nevada Legislature approved the reactivation of 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 govern the Commissioners as they dedicate their service to the State of Nevada.

The Commission is charged with the responsibility to study 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 (1) member of the Commission to serve as Chair for a term of one (1) year who may be reappointed by the Governor for one (1) additional term. The Chair may schedule additional meetings or special meetings but must ensure meetings are held no less than once per quarter. Meetings are to be held in locations in both Carson City and Las Vegas and ZOOM may be utilized at the direction of the Chair to facilitate attendance and participation by all members.

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 its assigned Deputy Attorney General on any legal matters. The Chair will also keep the Vice Chair current on any items involving the Commission.

B. Vice Chair

The Governor designates one (1) member of the Commission to serve as Vice Chair for a term of one (1) year. The position may be reappointed by the Governor for one (1) 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 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 its assigned Deputy Attorney General for all legal matters regarding the Commission.

C. Commissioners

The Governor is responsible for appointing ten (10) Commissioners for the Commission. Each appointee's term of office is three (3) years but will continue until such time a successor is officially appointed. A Commissioner may be reappointed but may only serve two (2) consecutive terms. If a Commissioner chooses to resign from her position before the end of her term or before a successor is officially appointed, the individual may submit a written request to the Governor's office and inform the Chair and Vice Chair of the request. Each Commissioner will remain knowledgeable of all Commission policies and Department of Administration policies and maintain any and all commission communication through the Chair, or in her absence, the Vice Chair.

If any Commissioner has two (2) consecutive unexcused absences from the regularly scheduled meetings during the fiscal year (July through June), the Commissioner will automatically be placed on an inactive status and the Chair will send a recommendation to the Department of Administration Director 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 who has the authority to remove any member of the Commission. If the Governor's office is in agreement, the Governor shall provide the member in writing of a forty-five (45) days' notice of removal unless the Governor determines circumstances warrant an immediate removal.

III. Meetings

The Commission will adhere to the State of Nevada Open Meeting Law when planning and or conducting meetings. The Commission shall meet at the call of the Chair as frequently as required to perform their duties but no less than quarterly. There must be a minimum of six (6) Commissioners in attendance to achieve a quorum. Only a quorum will allow for any official action to be taken by the Commission.

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 fifteen (15) 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's designated staff person 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 for ADA compliance and will be in charge of posting the agenda.

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 will designate one (1) 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 member. All fundraising events and items may include but are not limited to: flyers, letters, and other public material that require approval the Department of Administration Director prior to release or distribution.

All donations will be deposited to either the Commission's State Budget account 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 approval of the Director of the Department of Administration before any withdrawal of available funding may be used. The appropriate state protocols must be used and any supplier, contractor, and/or vendor must be registered with the State's Controller's office prior to any contract award.

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.

The Chair must receive permission from the Department of Administration's Director before the expenditure of funds or to provide reimbursement to a Commissioner. The Commission nor its members may not be reimbursed for food or refreshments, pursuant to the State Administrative Manual (S.A.M.).

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 Commissions 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 receive approval 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.

Commissioners are required to follow all policies and procedures listed in the State Administrative Manual (SAM) which can be accessed online at budget.nv.gov. 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 Director of the Department of Administration.

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#9

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION
NEVADA COMMISSION FOR WOMEN

515 E. Musser Street, Suite 300 | Carson City, Nevada 89701
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June 29, 2021

TO: Jo Etta Brown, Chair
Nevada Commission For Women

THROUGH: Laura E. Freed, Director
Department of Administration

FROM: Liz Smith, Administrative Assistant 3
Nevada Commission For Women

SUBJECT: **Elevate Her Website**

On June 22, 2021, I spoke with Liz Mumford who is one of the owners of Mabble Media. We talked about the Commission taking over the Elevate Her website and how things were set up with the past contract that we had through Fior Partners. Initially Mabble Media set up the website as a pro bono project and handed it off to Molly. Molly was supposed to let Mabble Media know if any edits were needed but there was no maintenance plan or goals in place so the website was not being taken care of like it should have been and the domain went down.

Mrs. Mumford told me that her company can provide training sessions that would involve navigating and updating text on the website and the fee for each session would be \$150.00 per hour. If training sessions end up being less than an hour the price would range from \$75.00 to \$150.00. The Commission would also need to establish a state contract through Mabble Media to develop a maintenance plan. This would prevent the Commission from the problems they had in the past where the website went down without anyone's knowledge. The monthly maintenance plan is \$125.00 where Mabble Media conducts a sweep of the site once a month. If the Commission needs to call Mrs. Mumford for any problems that may occur before the monthly maintenance, then there would be an additional fee between \$150.00 to \$300.00 per hour. Mabble Media generally takes one to two hours for correcting problems depending on what changes were made.

It seems clear that the Commission would save its resources by using the existing Commission for Women website within the State's content management system instead of updating and maintaining a separate Elevate Her website. The State web services staff and I can work on keeping the Commission for Women website updated and there would already be a maintenance plan in place that the Commission would not have to pay any additional fees to maintain. We can transfer the content from the Elevate Her website to the Commission for Women website where we can place it below the Commissions Missions and Goals. The Commission would just need to

develop a proactive plan on what information they want to include on our state website. We also have Facebook, Instagram, Twitter and YouTube for the public as well. With these media platforms and the main Commission for Women website, the Commission can help direct the focus of the public without causing any confusion by having to navigate multiple websites.

Please let me know if you wish to agendize this matter for discussion on a future meeting, and I would be happy to do so.

cc: members of the Nevada Commission for Women

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Item #10

Nevada Commission for Women Social Media Report

August 03, 2021 to September 16, 2021

Facebook Performance:

Number of Posts: 20

Total Page Followers (A follower is a person who has chosen to receive the updates that you post in their news feed): 593

Total Likes (A Like is a person who has chosen to attach their name to your Page as a fan): 537

Page Views (Total views is the number of times people viewed your Page): 132

Video Views: N/A

Nevada Commission for Women Social Media Report

Top Performing Posts:

<https://www.facebook.com/NVCommission4Women/posts/1850848775103065>

Nevada Commission for Women
Published by Carson Smith · August 26 at 8:00 AM ·

Happy Women's Equality Day! This day commemorates the adoption of the 19th amendment in 1920, guaranteeing women the right to vote. Though giant strides have been made since then, the work continues to level the playing field. #WomensEqualityDay



98 People Reached 9 Engagements [Boost Post](#)


6 1 Share

Like Comment Share

<https://www.facebook.com/NVCommission4Women/posts/1855255971329012>

Nevada Commission for Women
Published by Carson Smith · September 1 at 8:00 AM ·

September is Self-Improvement Month, take time to think of ways to improve yourself each day. Set some new goals and focus on strengthening your future! #SelfImprovementMonth



58 People Reached 8 Engagements [Boost Post](#)

6

Like Comment Share

Nevada Commission for Women Social Media Report

August 03, 2021 to September 16, 2021

Instagram Performance:

Number of Posts: 16

Total Page Followers: 77

Twitter Performance:

Number of Posts: 38

Total Page Followers: 317