



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

August 18, 2021

Name of Organization: Nevada Commission for Women

Date and Time of Meeting: August 24, 2021 @ 3:00pm

Location of Meeting: **Pursuant to the Governor's Emergency Directive 006, as extended, there will be no physical location for this meeting. This meeting will be conducted through zoom. Below is the information for the meeting.**

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

Topic: Zoom Meeting

Time: Aug 24, 2021 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83530489286?pwd=Slg1VnQ2V21JUGpOaGo5NGFhNm11UT09>

Meeting ID: 835 3048 9286

Passcode: 217177

One tap mobile

+14086380968,,83530489286#,,, *217177# US (San Jose)

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Dial by your location

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+1 646 876 9923 US (New York)

+1 301 715 8592 US (Washington DC)

Meeting ID: 835 3048 9286

Passcode: 217177

Find your local number: <https://us02web.zoom.us/j/83530489286>

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- Chair Jo Etta Brown
2. Roll Call- Administrative Assistant Liz Smith
3. Public Comment- Chair Jo Etta Brown

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- Chair Jo Etta Brown **(For Possible Action)**
5. Welcome and Introduction: Liz Smith new NCFW Administrative Assistant, Department of Administration – Chair Jo Etta Brown
6. Overview NCFW Membership: Term of Office, Attendance, and Quorum requirements, Chair Jo Etta Brown **(Discussion Only)**
7. Update: NCFW Pay Parity Project- Commissioner Ann Silver **(Discussion Only)**
8. Possible Girl Scout Project- Commissioner Jennifer Rogers Markwell **(Discussion Only)**
9. 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. **(For Possible Action)**
10. Update: Elevate Her Project- Administrative Assistant Liz Smith **(Discussion Only)**
11. Update: NCFW Social Media and Website modifications- Administrative Assistant Liz Smith **(Discussion Only)**
12. Update: Women Owned Businesses- Supporting Female Leadership in NV- Administrative Assistant Liz Smith **(Discussion Only)**
13. NCFW Membership Benefits as Members of the Reno/Sparks Chamber of Commerce- Commissioner Ann Silver **(Discussion Only)**
14. Commissioner Updates **(Discussion Only)**

15. Public Comment- Chair Jo Etta Brown

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16. 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
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NEVADA COMMISSION FOR WOMEN

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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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NRS 2331.020 Legislative declaration: creation; membership; designation of Chair and Vice Chair; terms and reappointment of officers.

1. The Legislature hereby finds and declares that the creation of the Nevada Commission for Women is necessary to advance women toward full equality in all areas.
2. The Nevada Commission for Women, consisting of 10 members appointed by the Governor is hereby created.
3. The members appointed to the Commission must, insofar as practicable, reflect the diversity of this State, including, without limitation, the varied political philosophies regarding issues of concern to women.
4. The Governor shall designate one member of the Commission to serve as Chair and one member of the Commission to serve as Vice Chair.
5. Each Chair, Vice Chair and other officer of the Commission shall serve for a term of 1 year and may be appointed for one additional term.
6. No more than 5 members of the Commission may be from the same political party.

**Attachments
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Item
#10**

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

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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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#11

Nevada Commission for Women SOCIAL MEDIA REPORT

August 24, 2021

Report Prepared by
Liz Smith



Facebook Performance

June 23, 2021 to August 03, 2021

# of posts	Total Page Followers <small>A follower is a person who has chosen to receive the updates that you post in their news feed</small>	Total Likes <small>A Like is a person who has chosen to attach their name to your Page as a fan.</small>	Page Views <small>Total views is the number of times people viewed your Page.</small>	Video Views
9	593	540	113	N/A

Facebook Performance

June 23, 2021 to August 03, 2021

Top performing posts

<https://www.facebook.com/NVCommission4Women/posts/1808361959351747>



Nevada Commission for Women
Published by Carson Smith · June 28 · 🌐

Women's Suffrage Souvenir Plate: Donate \$25 to Nevada Commission for Women and receive a Women's Suffrage Souvenir plate. Email NCFW@admin.nv.gov for more information.



142 People Reached 13 Engagements ↑ +2.5x Higher Distribution Score **Boost Post**

👍❤️ 7 2 Shares

👍 Like 💬 Comment ➦ Share

🗨️ Comment as Nevada Commission for Wom... 📷 📺 🗣️