



# VENTURA COUNTY COMMISSION FOR WOMEN

Human Services Agency  
4601 Telephone Road, Suite 117,  
Ventura, CA 93003  
Mailing Address: 4651 Telephone Rd, #200  
Ventura, CA 93003-8393  
(805) 658-4193  
[www.vccw.net](http://www.vccw.net)

## AGENDA

Date: Monday, September 26, 2011

Location: **Camarillo Police Department, 3701 Las Posas Road, Camarillo, CA 93010**

6:30 P.M.

If members of the public would like to speak about an agenda item, notice should be given to the Commission Chair stating the agenda item number. If the item is not on the agenda, notify the Chair prior to the start of the meeting, or during the Public Comments part of the meeting by giving the topic on which they wish to speak. Each speaker will be allowed a minimum of three minutes to address the Commission. The entire public comment period is limited to thirty (30) minutes total.

### VENTURA COUNTY SUPERVISORS

#### DISTRICT I

Steve Bennett

#### DISTRICT II

Linda Parks

#### DISTRICT III

Kathy Long

#### DISTRICT IV

Peter C. Foy

#### DISTRICT V

John C. Zaragoza

### COMMISSION MEMBERS:

#### DISTRICT I

Diana Goodrow

Vacancy

Vacancy

#### DISTRICT II

Lee Riggan

Suzi Caron

Amy Walker-Davis

#### DISTRICT III

Nancy Lee Phillips

Elvia Guizar

Ruth A. Funk

#### DISTRICT IV

Jan Lawrence

Shanté Morgan-

Durisseau

Debra Bagley

#### DISTRICT V

Ina Howard

Carmen Hurd

Ana Cristina Flores

1. Call to Order- 6:30 p.m. Mission Statement The Ventura County Commission for Women encourages, supports and facilitates the empowerment and education of Ventura County Women. Riggan
2. Roll Call Flores
- ABSENTEE POLICY: The Bylaws Article 4, Section 4.1 & 4.2 read: Notice of absence must be given to the Chair at least 24 hours prior to the meeting. Recommendation for removal may be made when the bylaws have been knowingly violated or as a result of three (3) absences from regular monthly meetings during each year, beginning on July 1.
3. Adoption of Agenda Riggan
4. Public Comment – This is the opportunity for the members of the public to address items not on the agenda
5. Presentations, Proclamations, and Commendation Discussion of Proposed Policy & Procedures; What is VCCW's role in recognizing the accomplishments of women and the women's organizations? Is this the place for women only or accomplishments impacting women & families? When should recognition be done, at regular meetings to bring monthly notice and attendance or at an fundraising event. Riggan
6. Approval of Minutes of Regular Meetings of July 25 & August 29, 2011 Flores
7. Receive Treasurer's Report Lawrence
  - a. Restricted funds held by VCCF
  - b. Unrestricted funds in the VCCW Bank Account.
8. Receive Corresponding Secretary's Report Howard/Goodrow
  - a. Communications Received (hard copy, email & phone calls)
  - b. Communications Sent (Greetings)
  - c. ADA Accommodations Requests

These are items presented to the Commission for information. They may be referred for acknowledgement, investigation, or response as appropriate.
9. Chair Report 6:50 p.m. Riggan
  - a. Report on Board of Supervisors Meetings re: Issues on Women & Families
  - b. Report on Ventura County Staff, Sonia Kroth, Meeting .
  - c. Other County Representation of VCCW
    1. CAUSE
    2. Bi-National Health Week
10. Vice Chair Report Goodrow
  - a. Procedures for Office Keys
  - b. Membership Recruitment
11. Ventura County/Community Issues 7:00 p.m.
  - a. Discussion of Purpose, Policies, and Procedures for Responding to County & Community Issues, e.g. Hooters; What format shall we have for policies and procedures for handling these issues; how they come to the VCCW; how they get aired; who presents them; what response does VCCW give; should VCCW have a space on its agenda where concerns of the women's community can be brought?
12. Commissioners District & Ambassadorship (Written) Reports &/or news clippings on actions effecting women & families in the districts (e.g. council meetings, organization events, activities current & planned) Commissioners
  - a. District 1 3 minutes - Ventura & Ojai
  - b. District 2 3 minutes – Thousand Oaks, Newbury Park, Westlake, Oak Park District 1
  - c. District 3 3 minutes – Fillmore, Santa Paula, Camarillo, Piru, Somis District 2
  - d. District 4 3 minutes – Simi Valley, Moorpark, Santa Susana District 3
  - e. District 5 3 minutes – Oxnard, Port Hueneme District 4  
District 5



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13. Advocacy Committee Report & Recommendations (CAWA, RRN, ACCW, NACW, VCWFC) (Written) 10 minutes 7:45 p.m. Goodrow/Herd/Howard
14. Project Planning & Ad Hoc Reports by Committee Reports & Discussion (Provide written reports)
- a. Status of Women Report 10 minutes Durisseau/Goodrow
    - 1. Budget
    - 2. Outcome Anticipated
    - 3. VCCW 4 Teams
  - b. Strategic Planning Retreat Report for October 22 at Mira Vista Village, 2740 E. Ponderosa Dr, CA 93010 facilitated by Cynthia King on Logistics 10 minutes Flores
  - c. Publicity Report Durisseau/Guizar
  - d. Bylaws & Standing Rules Report Riggan/Bagley/Lawrence
  - e. Website Report Phillips/Flores
  - f. Status of 30<sup>th</sup> Anniversary honoring VCCW, Supervisors & 16 organizations (Plan & Conduct as a collaboration & kick-off of Council of Women Leaders) Riggan
  - g. Annual Report Presentation to Board of Supervisors (with 30<sup>th</sup> Anniversary) Bagley/Durisseau
15. Discussion:
- a. December meeting Propose Date Change from Dec 26 to Dec 12, \$1 + tax gift exchange, pot luck festival & business meeting. Bylaws 6.2, A. The Commission shall meet on a regular basis. For rescheduled or cancelled meetings, the Commission shall give the public ample notice, in accordance with the Brown Act.
  - b. Publicity: What shall our publicity policies and procedures be; How will we know a media release has been issued; Who shall have the responsibility to approve the releases?.
  - c. Ethics Policy written for commissioners (handbook)
  - d. VCCW Representation – Policy for giving the VCCW name to projects, events, etc, procedures, and documentation.
16. Consent Agenda Items 16. Action Items a – e. All matters on the Consent Calendar are expected to be non-controversial and will be enacted by one motion. There will be no discussion of these items. If discussion is required, that item will be removed from the Consent Calendar and will be discussed after the balance of the Consent Calendar has been approved and before the beginning of the items following Consent.
17. Action Items 8:15 p.m.
- a. Ratification of Resolution for the AAUW Proclamation
  - b. Approve appointment of the Ad Hoc Committee for Policy Development for Proclamations, Resolutions, and Protocols
  - c. Approve Executive Committee development of the Purpose, Policies and Procedures for Responding to County & Community Issues.
  - d. Approve Rescheduling or Canceling December Regular Meeting
18. Commissioners' Discussion, Information Items, Announcements & Future Agenda Items
- Items Commissioners wish to have considered for a future agenda may be suggested under this item and, if agreed to, the item(s) will be placed on the appropriate upcoming agenda(s). Other comments and announcements by the Commissioners may also be made at this time.
19. Upcoming Events:
- a. VCCW Regular Meeting on Oct 22 (Regular meeting & Retreat for Annual Evaluation & Planning), & Monday, Nov 28, 2011 & Saturday,
  - b. AAUW Sunday, October 23<sup>rd</sup>, 2 to 4 pm. The Centennial of Suffrage for California Women; Museum of Ventura County, 100 E. Main Street, Ventura
  - c. October 20 8-4 p.m. 12<sup>th</sup> Annual Health Disparities Symposium (Free) Center at Cathedral Plaza, 555 W. Temple St., L.A. 90012 Register <http://healthsymposium.eventbrite.com/>
  - d. BiNational Health Week Health Fair, Oct 1, 2011 at Ventura College Market Place, 4667 Telegraph Rd, Ventura 93003
  - e. Oct 16, 2011, 8-2:30 p.m. Our Lady of Guadalupe Church, 500 N. Juanita Ave, Oxnard
  - f. Oct 7, Cal Vet Women's Veterans Conference , Ontario Doubletree Airport
  - g. Freedom Fund Banquet, NAACP, Saturday, October 8, Courtyard Marriott, Oxnard
20. Adjournment 9:00 p.m.

**Posted September 23, 2011**

*\*California Corporate Code 5512 (c) regarding quorum states: "...the members of a duly called or held meeting at which a quorum is present may continue to transact business until adjournment notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum." (Therefore, if a quorum of a Commission*

*California Corporate Code 5512  
(c)*



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with 15 members (seated) is 8 members, and meeting is held with the quorum present, and some members subsequently leave the meeting, a decision can be made by a majority vote of 5 members, where all 5 vote in the same way.)

In compliance with American Disabilities Act, for those requiring special assistance to access the Commission meeting room, to access written documents being discussed at the Commission meetings, or to participate at Commission meeting, please contact the Commission office at (805) 658-4193. Please notify the Commission three days prior to the meeting date, for the Commission to make reasonable arrangements and ensure accessibility.

*(28 CFR 35.102-35.104; ADA  
Title II*