

# **Meeting Agenda**

# August 27, 2024 6:00-8:00 pm

ACC Senior Center, 7334 Park City Drive, Sacramento, CA 95831

ITEM	AGENDA ITEM
	Welcome/Introduce Host and Invite to Speak
ITEM 1	Overview of Agenda and Action Items, Votes, and Decisions from the past quarter's Commission Meetings
ITEM 2	Approve July 2024 Meeting Minutes – ACTION ITEM
ITEM 3	Women and Girls Data Slides – Sac State Institute of Social Research
ITEM 4	County Corner – Bilee  Board of Supervisors presentation rescheduled for September 24, 2024
ITEM 5	Review By-Law edits and vote – ACTION ITEM
ITEM 6	Resource HUB Proposal -ACTION ITEM
ITEM 7	Work Group Breakout Sessions  • Best Practice and Outreach Plans
ITEM 8	Friends of the Commission Update
ITEM 9	Public Comment
ITEM 10	Community Announcements
8:00 pm Adjourn	
	Next Meeting: September 24, 2024 6pm- 8 pm at Girl Scouts Heart of Central California, 6601 Elvas Avenue, Sacramento, CA 95819





# July 23, 2024, from 6:00 pm - 8:00 pm

Location: Nations Finest, Sacramento Veterans Resource Center, 7270 E. Southgate Drive, Sacramento, CA 95823 (Open to the Public)

1.	Tracy Steuckrath (District 1)	Р	6. Yating Campbell (At Large)	P	11. Evashalem Robinson (At Large)	Р
2.	Timiza Wash (District 2)	Р	7. Jinky Dolar (At Large)	Α	12. Vacant (At Large)	
3.	Vacant (District 3)		8. Stephanie Doute (At Large)		13. Brooklynn Pruitt (Youth)	Р
4.	Rachel Williams (District 4)	Р	9. Marisol Ibarra (At Large)	Р	14. Jamie Stephenson (Youth)	Р
5.	Erin Saberi (District 5)	Р	10. Rachel Rios (At Large)	Р	15. Jolie Dang (Youth)	Α
					16. Marissa Vaughn (Youth Alt)	

Membership Attendance (P=Present; A=Absent)

**Guests Present**: Kyla Xiong (Loaves and Fishes), Karen Duenas, Charmen Goethring (Friends of the Commission), Jetaun Stevens, Val (Nations Finest), Ashley Faison-Maddox, Anne Jackson

# Welcome/Introductions/Agenda Review

Commission Chair Erin Saberi called the meeting to order at 6:05pm. Quorum was established.

Small introduction from Nations Finest (used to be called Veteran's Resource Center), Val (Assistant Site Director) focuses on unhoused veterans for men and women. Helps with rapid rehousing and homeless prevention. Provides some help with move in costs. One grant is Grant Per Diem (GPD) – predominantly male has to have history of mental health or substance use. Helps with employment, income, medical, substance use, education. Program for women – offsite location for female identifying and children and females escaping domestic violence. Case management services are provided at the women's home or at this facility. For veterans that have VA services, they connect to the VA and if not, they link them to coverage. They can be housed for a year, used to be 2 years. For more information, Nationsfinest.com

Kyla Xiong, Development Associate from Loaves and Fishes stated that they work with families and provides services to families.



July 23, 2024, from 6:00 pm - 8:00 pm

AGENDA ITEMS	DISCUSSION	ACTION ITEMS	DUE DATE
Review Action Items, Votes, Decisions from June Commission Meeting	<ul> <li><u>Template</u> – Commissioner Williams will provide a guide to the Commission and a digital copy of the form – July 2024 – Commissioner Williams stated it is a best practice guide.</li> <li><u>Data Dashboard</u> –Presentation moved to September 10, 2024. The workgroup wrote a draft script and wants it to be reviewed.</li> <li><u>Bylaws Amendment Next Steps</u>There are some things we can change and some things Commission needs to get approval from the Board.</li> </ul>	N/A	N/A
Welcome New Commission Leadership Team	Commissioner Saberi welcomed the new leadership team with Charmen (Friends of the Commission). Welcomed Chair Commissioner Wash as the new Chair and presented her with a gift and pinned her with a female creative energy pin. Welcomed Vice Chair Commissioner Williams and Secretary/Treasurer Commissioner Steuckrath and gave them a gift.	N/A	N/A
	Charmen from the Friends gave credit to Commissioner Saberi for her vision for the work since 2017.	N/A	N/A
Commission Business: Approve June 2024 minutes – ACTION ITEM	The June 2024 meeting minutes were reviewed. Motion was made by Commissioner Wash to approve the June 2024 Commission meeting minutes and was seconded by Commissioner Steuckrath. Abstained: None. All others approved. Nay: None. Motion carried.	N/A	N/A



July 23, 2024, from 6:00 pm - 8:00 pm

Bylaws Update and Vote	Items that <u>can</u> be changed without going to the Board as they	Workgroup will work on	August 2024
Discussion – ACTION ITEM	are likely within the scope of authority given by the Board of	making track changed edits	
	Supervisors and bylaws – Commissioners to review bylaws	to the bylaws and provide	
	annually Secretary to collect action items (no need to do	them to Coordinator	
	anything as it falls under the role). Secretary/Treasurer shall	Hernandez.	
	collect action items (this would not need an amendment as this		
	would fall under "perform all other duties necessary for the	Coordinator Hernandez will	
	maintenance of adequate records, files, and communications of	provide track change edits	
	the Commission."	of bylaws to Deputy County	
		Counsel once received for	
	Items that <u>cannot</u> be changed without going to the Board (Blue	feedback.	
	Ribbon Advised) as they are beyond the scope of authority		
	granted by the body and would require Board of Supervisor		
	Approval – Commissioners taking time off before reapplying,		
	Commissioners having term limits (including Youth		
	Commissioners).		
	Items that needs further review if want to move forward –		
	Adding new position of Chair Emeritus.		
	It was discussed that a workgroup can be developed to work on the		
	possible additions/changes. Commissioners Williams		
	Commissioner Rios, Commissioners Wash and Commissioners		
	Steuckrath will work on the bylaws. It was also suggested that a		
	Policy and Procedures be developed so that it isn't necessary to go		
	back to the Board all of the time. Commissioner Rios suggests that		
	the Commission will make changes and then provide to Coordinator		



# July 23, 2024, from 6:00 pm - 8:00 pm

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	Hernandez and present to legal for review and ask Counsel to assist		
	in assisting in providing the needed language for the request.		
	No action today.		
Work Plan Initiatives (Updates	Budget/Policy Commissioner Ibarra shared that everything was	Create a timeline for	Ongoing
and Breakouts)	submitted. Wants to create an outline document and has an initial	budget.	
	draft in the draft and welcomes Commissioners to review it in a drive.		
	There was discussion as to creating a standing Committee and		
	discussion as to noticing and abiding by the Brown Act.		
	CEDAW – Commissioner Saberi wants to be on the workgroup along	N/A	Ongoing
	with Commissioner Campbell. Commissioner Wash and Steuckrath also		
	would like to join.		
	Child Care – There is a new Sacramento Childcare Coalition. The	Looking for a	August 202
	Commission is part of that Coalition. As part of the grant, the	Commissioner to be a	
	Commission is doing a FAQ for them. Commissioner Saberi is working	liaison – reach out to	
	with them. If there a Commissioner that wants to be a liaison	Commissioner Saberi	
	representative from the Commission, please let Commissioner Saberi		
	know.		
	Data Project – Commissioner Robinson stated that they will be meeting	PowerPoint presentation	August 14,
	tomorrow. Presentation has moved to September 10, 2024. August	due to Coordinator	2024
	14, 2024 is when Data PowerPoint would be due to Coordinator	Hernandez by August 14,	
	Hernandez.	2024.	
	Domestic Violence – no updates	N/A	N/A
	Events		-
	Women's Festival – Commissioner Campbell shared that last	Workgroup needs to form	To be
	year there was 1,000 participants and 100 vendors. Board	and begin to make	determined
	members were happy. Commission needs to determine if they	recommendations to the	



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want to keep the event in March (weather is not predictable).	Commission regarding	
Working on a sponsor video and sponsor letter. Committee is	timing and location	
looking at alternative locations. Committee needs to be		
formed for planning moving forth. Committee – Commissioner		
Williams, Karen Duenas, Charmen, Commissioner Steuckrath,		
and Ashley Faison-Maddox.		
<ul> <li>Elected Reception – Commissioner Campbell shared that they</li> </ul>	Workgroup will be sending	To be
will send out a survey to pick from 3 days in late January to hold	out a survey poll for dates	determine
the event. Start thinking about the planning and layout in	to plan the event	
September. Commissioner Dolor and Commissioner Williams is		
also working on this. Event will be at APPA in Natomas.		
Housing/Homelessness – no updates	N/A	N/A
Resource Hub – Commissioner Robinson and Commissioner Steuckrath	Workgroup to come up	ongoing
are working on this. Reviewed proposal from Uptown for \$5,000 but	with a standardized plan of	
would have to pay more for updates, for 3 pages. Raven stated that	evaluating proposals and	
she would be able to \$2,850 for 7 pages, and would allow	presenting them to the	
Commissioners to make updates or pay Raven \$100 per month to make	Commission	
updates. She can train Commission to make updates. Because cost is		
low, there would be money for community engagement. A discussion		
happened about making sure that there was a very clear process about		
how bids are evaluated.		
Youth Engagement Commissioner Pruitt shared that they have been	N/A	N/A
thinking about things and will be meeting to talk. She has reached out		
to Sacramento City Youth Commission and Sac Kids First and has		
meetings set up to learn about each other's organizations.		



# July 23, 2024, from 6:00 pm - 8:00 pm

Location: Nations Finest, Sacramento Veterans Resource Center, 7270 E. Southgate Drive, Sacramento, CA 95823 (Open to the Public)

Public Comment	<b>*</b>	Ashley Faison-Maddox stated she is happy to be at the meeting. Commission needs to start looking at meeting new locations for	Coordinator Hernandez will make a grid and send out	August 2024
		2025	to the Commissioners to	
			start thinking of locations.	
Community Announcements	*	The state is sharing resources to share to avoid the heat.	N/A	N/A
	*	Health navigation services are offered by La Familia.		
	*	Mercardo Miercoles event is happening July 31 and August 28		
		4-7 pm at Maple Neighborhood Center, 3301 3yth Ave.,		
		Sacramento, CA 95824		
	*	Census is doing community outreach events, forwarded		
		information to data hub group. Non profits should look at		
		going to the workshops.		
	*	Small business summit this weekend. There are free tickets		
		provided.		

Meeting adjourned at 8:13 pm

Next Commission meeting: August 27, 2024 6:00-8:00pm @ ACC Senior Center, 7331 Park City Drive, Sacramento, CA 95831

# Final Draft for Voting Changes

RED – recommended changes
GREEN – recommended additions

# BYLAWS OF THE SACRAMENTO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS

#### **Article I. Establishment of the Commission**

The Board of Supervisors by Resolution established the Sacramento County Commission for the Status of Women and Girls (herein referred to as "the Commission") 2020-0810, dated December 15, 2020. Through this Resolution, the Board directed the Commission to adopt bylaws consistent with the recommendations of Blue Ribbon Commission on the Establishment of a Sacramento County Women's Commission that sets forth the membership, election of officers (including powers and duties), schedule and rules governing meetings and agendas, quorum requirements, committees and task forces, rules governing bylaw amendments, the rules of order, and conflict-of-interest reporting requirements.

The Commission adopted the following bylaws on July 25, 2023.

#### **Article II. Mission**

The mission of the Commission is to improve the social welfare, health, economic status, and overall quality of life for women and girls in Sacramento County.

#### **Article Ill. Purpose**

The Commission's purpose includes, but is not limited to:

- Community education and advisement to the Sacramento County Board of Supervisors, and other entities as necessary, on issues relating to the social and economic conditions and wellbeing of women and girls in the county.
- Raising awareness of women's issues and celebrating the achievements of local deserving women.
- Championing opportunities for women and girls.
- Recommending policy and legislative solutions at the city, county, state and federal level. Areas of focus will include, but are not limited to socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.
- Serving as a resource to advance gender equity, justice, and wellbeing for all women and girls, with particular attention to increasing economic opportunities and representing marginalized and traditionally underserved communities.
- Holding public hearings, publishing reports, collecting data, conveying and recommending programs, policies, and legislation to promote and ensure equal rights.
- Reflecting the unique diversity of Sacramento County and addressing the barriers to equity that exist within specific communities of women and girls.

#### **Article IV. Powers and Duties**

The Commission's powers and duties include, but are not limited to:

- Establishing and upholding bylaws by which to operate; and amending such bylaws, as needed. Bylaws may be amended by a quorum of the Commissioners at any meeting after proper notice.
- Organizing and adopting rules for Commission and committee meetings consistent with the bylaws and Brown Act.
- Creating and disbanding standing and/or ad hoc committees at any time, to further the work of the Commission.
- Organizing and adopting rules for recruitment of members of the Commission consistent with Sacramento County's advisory board principles and policies.
- Subject to approval of the County Administrator, requesting of any county department information, services, facilities and other assistance for the purposes of furthering the objectives of the Commission.
- Providing regular written or verbal reports to the Board of Supervisors concerning its operations and/or areas of focus.
- Performing other duties consistent with the purposes of the Commission, such as community engagement and education on women's issues.

# Article V. Membership

Members shall be referred to as "Commissioners" and shall serve on a voluntary basis, without compensation.

#### Section A. Seats, Application. and Appointment

- 1. The Commission shall comprise fifteen (15) Commissioners reflecting a cross-section of the diverse communities of women within Sacramento County, shall reside and/or work in Sacramento County, be inclusive of communities outside the urban core of the City of Sacramento, and be appointed and/or ratified by the Board of Supervisors:
  - Five (5) Commissioners representing each of the County's five (5) supervisorial districts, appointed by each Supervisor from that district.
  - Three (3) youth Commissioners (ages 14-21) one (1) of whom shall hold a seat on and be appointed by the Sacramento County Youth Commission and ratified by the Board of Supervisors; the other two appointed by the Board of Supervisors; and
    - Seven (7) at-large Commissioners recommended by "The Friends of the Sacramento Commission on the Status of Women and Girls" (an affiliate 501(c)(3) corporation), who shall be responsible for reviewing applications and recommending the candidates for approval by the Commission. Commissionapproved candidates will be forwarded to the Board of Supervisors for ratification.
- 2. Representatives of the Commission may participate in candidates' interviews.

#### Section B. Terms

1. Youth Commissioners shall be appointed for one (1)-year terms, with a limit of two (2)

#### consecutive terms.

Youth Commissioners shall be appointed for one- (1) year terms, with a limit of three (3) years-consecutive terms.

2. The remaining Commissioners shall be appointed for staggered three (3)-year terms, with a limit of two (2) consecutive terms-

Or

- 2. The remaining Commissioners shall be appointed for staggered three (3)-year terms.
  - 3. Each Commissioner may remain in office at the conclusion of that Commissioner's term until a successor has been selected and installed into office.
  - 4. If a midterm vacancy occurs, a new appointee, selected through the membership process described above in Section A, shall serve for the unexpired term of the member being replaced.
  - 5. After Oneone (1) year after a Commissioner has completed the term limits identified above, a Commissioners may reapply and, if chosen, serve another up to two (2) additional consecutive terms before another (1) year gap before reapplying for each up to two (2) consecutive terms.

    (Only keep this one if the Commission wants to have a gap year and a limit of 2 consecutive terms choosing the 1<sup>st</sup> number 2 above, otherwise this once can be deleted)

# Section C. Leave of Absence/Resignation/Removal

- 1. Commissioners may resign by communicating directly in writing with the Commission Chair, who will provide a copy to the County Clerk of Member Advisory Boards. Such resignation shall take effect on the date of receipt of such notice or at any later date specified.
- 2. Commissioners may be removed by the Board of Supervisors, at the recommendation of the Commission, for good cause. Cause may include, but is not limited to malfeasance in office, excessive unexcused absences, or other circumstances rendering the member unfit for service on the Commission.
- 3. The Commission may review Commissioners' status at a regularly scheduled meeting of the Commission and discuss and make recommendations, if any, to the Board of Supervisors regarding removal of any members for cause. Such recommendations shall be determined by a majority vote of a quorum of members.
- 4. A Commissioner may request a leave of absence for good cause. The power to offer excused absences to a member will fall within the purview of the Chair.

#### Article VI. Election of Officers

#### Section A. Election and Terms of Officers

1. The officers of the Commission shall be Chair, Vice-Chair, and Treasurer/Secretary. Officers must be Commissioners.

The officers of the Commission shall be Chair, Vice-Chair, and Secretary/Treasurer, and Chair Emeritus. Officers must be Commissioners.

- 2. Officers shall be elected by a quorum of the full Commission at the first meeting after May 31st each year.
- 3. Officer nominations may be made from the floor on the day of the election.
- 4. Officers shall be elected by a majority voice vote of a quorum of members. In the event that a result cannot be ascertained, the Chair may call for a roll call vote.
- 5. Officers shall not serve more than two (2) consecutive one (1)-year terms in any particular office, unless there are extenuating circumstances, as agreed upon by majority vote of a quorum of members, to justify a third consecutive one (1)-year term. Chair Emeritus will be the former Chair and will serve for one (1) year.
- 6. Newly elected officers shall assume their positions immediately.

#### Section B. Officer Vacancies

- 1. In the event that the Chair position becomes vacant, the Vice-Chair shall fill the vacancy and serve out the remainder of the term.
- 2. In the event that the Vice-Chair position becomes vacant, the Chair shall appoint a Commissioner to serve out the remainder of the term.
- 3. In the event that the Treasurer/Secretary position becomes vacant, the Chair shall appoint a Commissioner to serve out the remainder of the term.

#### **Article VII. Duties of the Officers**

Section A: Chair

The Chair shall:

- 1. Assure that the mandates of the Commission are carried out, as prescribed by the Board of Supervisors and as formulated in these bylaws.
- 2. Act on matters that arise, and carry out policies and decisions, between regular Commission meetings; said action shall be noted on the agenda at the following Commission meeting.
- 3. Serve as spokesperson for the Commission or direct such representation before the public and governmental bodies. Oversee all recommendations, reports, and correspondence.
- 4. Guide the activities of any work plans determined by the full Commission.
- 5. Set the agenda and plan for regular and special meetings of the Commission.
- 6. Call and preside at all meetings of the Commission and conduct these in accordance with the Commission's established rules of order for its meetings, or Robert's Rules of Order in the absence of such. Call special meetings when deemed necessary or desirable.

- 7. Present actions to the full Commission for ratification.
- 8. Serve as a liaison to the "Friends of the Sacramento County Commission on the Status of Women and Girls.
- 9. Work with and provide guidance to Commission staff.
- 10. Perform such other duties as the Commission may prescribe from time to time.

#### Section B: Vice Chair

The Vice President shall:

- 1. Assist the Chair in the execution of their office.
- 2. Work with the Chair to act on matters that arise, and carry out policies and decisions, between regular Commission meetings.
- 3. Preside at meetings in the absence of the Chair.
- 4. Oversee Commission social media planning and implementation.
- 5. Exercise such other powers and perform such other duties as may be delegated by the Chair or prescribed by the Commission.

#### Section C: Treasurer/Secretary Secretary/Treasurer

The Treasurer/Secretary Secretary/Treasurer shall:

- 1. Oversee the fiscal records and reports of the Commission, Work with the Commission's Fiscal Agent to review the financial statements and/or formation or review of the annual budget, and issue reports as deemed necessary by the Commission.
- 2. Work with the Commission's Fiscal Agent to keep and maintain records of accounts and transactions of the Commission.
- 3. Work with the Friends of the Commission on shared financial matters.
- 4. In the absence of staff, take the minutes of meetings of the Commission, as needed.
- 5. Review participation and attendance of members of the Commission and communicate any issues to the appropriate Commissioner.
- 6. Perform all other duties necessary for the maintenance of adequate records, files and communications of the Commission.

Section D: Chair Emeritus The Chair Emeritus shall:

- 1. Provide leadership and guidance to the Commission Officers.
- 2. Have no other roles or responsibilities except as an advisor to the Officers.

# Article VIII. Staffing

The County shall provide staff support to the Commission. Staff support includes, but is not limited to, reserving meeting rooms, posting agendas and minutes taking, and serving as liaison between the Commission and the County of Sacramento.

#### **Article IX. Meetings of the Commission**

# Section A. Schedule of Meetings

- 1. The Commission shall meet a minimum of six meetings per calendar year.
- 2. A schedule of regular meetings of the Commission shall be established at the first meeting of each calendar year, and shall include the time, dates, and location of the meetings. This schedule may be modified by a majority vote of a quorum of members.
- 3. Committee meetings may be scheduled at the call of the Chair of the committee.
- 4. Meetings may be adjourned to a specific place, date, and time by a majority vote.

# Section B. Adherence to Ralph M. Brown Act

- 1. All meetings of the Commission are subject to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- 2. The meetings are open to the public and shall be held in accessible, public places.
- 3. Notice and agendas of all regular Commission meetings shall be given to Commissioners and posted in a publicly accessible place for a period of 72 hours prior to the meeting. Special meetings require 24-hour notice to Commissioners and posting in a publicly accessible place for 24 hours.
- 4. In the event that an item is raised that is not otherwise listed on the agenda and meets Brown Act requirements for sufficient urgency, the item may be added to the agenda.
- 5. Commissioner discussion on any item outside of the publicly noticed Commission meeting is strictly prohibited (i.e., emails, phone calls, or in-person meetings such as daisy-chain, hub and spoke, and so forth).

#### Section C. Rules of Order

The Commission may formulate specific procedural rules to govern the conduct of its meetings, or Robert's Rules of Order shall be followed in the absence of such.

# ARTICLE X. Quorum, Consensus, and Voting Requirements

1. A quorum is necessary to conduct business and make recommendations. A quorum shall consist of a simple majority (50% plus one) of the Commissioners.

- 2. Each Commissioner has one vote. Each Commissioner shall disclose any conflict of interest and recuse themselves from voting on any matter in which they may have a disqualifying conflict of interest under applicable law.
- 3. In the event of a tie vote, the Chair may direct that the item be brought back for reconsideration at the next Commission meeting.
- 4. Commissioners may, at any point in a meeting, decide to make decisions on a unanimous consent basis. If there is any objection, regular voting procedures under Robert's Rules of Order apply.

#### Article XI. Committees and Task Forces

The Commission's committees and task forces may formulate their own specific procedural rules to govern the conduct of their meetings.

- 1. No committee shall have the power to financially or contractually obligate the Commission.
- 2. Committees may recruit non-Commissioner candidates to the committee, subject to approval by the Commission.
- 3. The Chair and/or Co-Chairs of any committee or task force shall be a Commissioner.
- 4. Committee attendance requirements shall follow that of the Commission.
- 5. Members acting as representatives of the Commission on other committees serve as advocates for the Commission and its priorities. These members shall also report back on the activities of these groups at regular Commission meetings.
- 6. In order to expedite and facilitate the business and projects of the Commission, ad hoc committees or task forces for limited purposes may be established by the Commission or the Chair.
- 7. Committees and task forces comprising a quorum of members shall adhere to Brown Act requirements, outlined in Article IX, Section B.

#### Article XII. Conflict-of-Interest and Reporting Requirements

Members are required to complete and file a Statement of Economic Interests (Form 700), complete State mandated local Ethics Training, and comply with applicable laws and regulations, including the County of Sacramento's conflict of interest code. (Sacramento County Board of Supervisors Resolution No. 2015-0616 and 2015-0617)

# **Article XIII. Funding of the Commission**

The Commission may accept and solicit funds, including any gifts, donations, grants or bequests, or any federal, state, or local government funds for any of the purposes of these bylaws. Such funds shall be deposited in a separate non-profit account to be expended at the discretion of the Commission for Commission-related activities and functions.

# Article XIV. Lack of Affiliation

The Sacramento County Commission on the Status of Women and Girls is a non-partisan, non-sectarian organization. It shall not officially take part in, nor lend its influence to, any political party or candidate.