

**Sacramento County Commission on the Status of Women & Girls**

**Meeting Minutes**

**Dec 14, 2021 from 5 pm – 7 pm**

**Location: Zoom Virtual Meeting (Open to the Public)**

Drisana Bhatia	P	Isabelle Kim	A	Timiza Wash	P
Yating Campbell	P	Danielle Metzinger	P	Anya-Jael Woods	P
Jinky Dolar	P	Tina Reynolds	P	Angelina Woodberry	P
Jane Einhorn	P	Rachel Rios	A	Hailee Makin (alt)	
Linda Farley	P	Erin Saberi	P		
Shayne Corriea-Fernandez	P	Kate Saunders	P		

*Membership Attendance (P=Present; A=Absent)*

*Guest Presenters: Rick Heyer, Office of Sacramento County Counsel; and Representatives of the FRIENDS of the Commission Dr. Alexis Blount, Charlene Goehring, Alana Ramsay, Vicki Boyd*

**Call to Order, Welcome & Introductions**

Commissioner Erin Saberi called the meeting to order at 5:02pm. Quorum was established. Guests were invited to introduce themselves via the chat box.

**I. Welcome & Introductions**

Welcome and opening remarks were shared by Commissioner Erin Saberi. Several commissioners introduced themselves, shared a little bit about themselves and their excitement about being a part of the Women’s Commission.

**II. Approve November Meeting Minutes (Action Item)**

The November 9, 2021 inaugural meeting minutes were reviewed. **Motion was made by Commissioner Tina Reynolds, and was seconded by Commissioner Timiza Wash to approve the November 9, 2021 meeting minutes. Motion carried.**

**Public Comment on Item 2:** None

**III. Brown Act Training**

Sacramento County Counsel Rick Heyer provided a training on the Brown Act. Highlights are below:

- The Brown Act applies to local agencies (County, City, School District, etc.) and subsidiary bodies created by local agencies (advisory commissions or bodies created that influence governmental decisions).
- The Brown Act is the method through which constituents to local agencies are able to participate in their government. It affords the public the right to know what is on the agenda prior to each meeting so they can determine if they want to participate/attend the meeting. It also affords them the right to be present during commission meetings, allows them to comment on agenda topics discussed as well as address the commission about topics not on the agenda (general comment). Comments by the public are able to be limited to a reasonable timeframe (2-3 minutes), to ensure that everyone has a chance to comment.
- The public has the right to record the meeting.
- It is considered a meeting anytime there is a quorum of members (majority plus one- 8 for the Sacramento County Women’s Commission) discussing topics related to/within the Commission’s

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jurisdiction. This includes conversations through email, so commissioners should not reply all to emails as a general practice.

- Social interactions are not considered formal commission meetings, as long as topics within the commission’s jurisdiction are not addressed. However, treating gatherings as a formal meeting and noticing to the public may be the safest way to go and prevents serial meetings.
- Serial meetings occur when a topic that falls within the Commission purview is discussed by a smaller number of people and then subsequently those members discuss the same topic with other commissioners in different conversations, and ultimately a quorum of members has now been involved in the discussion topic, even if not all at one time. This is considered illegal as the public did not have opportunity to know about and participate in the discussion.
- Meetings need to be noticed to the public 72 hours prior to the meeting by posting the meeting agenda that includes a brief description of the items being considered. Meeting locations need to be ADA compliant/accessible to all and if a virtual meeting, call-in/virtual meeting information needs to be included on the agenda.
- If the Brown Act is violated, the consequences can be both civil and criminal. If violations are done willfully, it is a potential misdemeanor. If the violation is deemed not willful, it is still subject to civil penalties which could be fines, nullifying any actions the body has taken, and other potential actions against the body.
- Reminder: The Brown Act is not about efficiency, it is about transparency. That can sometimes feel like it takes longer to do things.
- Subcommittees: Cannot have a quorum of members participating.
  - Standing subcommittees (ongoing with no end date) - Brown Act applies. These standing committees are subject to the Brown Act. If a quorum of subcommittee members are together discussing topics of the subcommittee, it is considered a meeting, and if it didn’t afford the public the rights previously discussed, it is in violation of the Brown Act. Members of the public participating in a standing subcommittee count towards the quorum of the subcommittee.
  - Ad hoc subcommittees (limited duration, limited topic) - Brown Act does not apply. The ad hoc subcommittee members can meet to discuss the specific topic and not have to notice the public.
  - In circumstances where subcommittees have identified “public member” seats, commissioners were advised that they should not hold one of these seats on any subcommittee. This may create a perception of power imbalance.

**Public Comment on Item 3:** None

#### IV. Confirm Commission Meeting Schedule (Action Item)

Staffer Baumbach confirmed with commissioners that ongoing meetings starting in 2022 will be on the 4<sup>th</sup> Tuesdays of each month from 530-7pm (Jan 25<sup>th</sup> will be next).

**Public Comment on Item 4:** None

#### V. Commission Bylaws

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Commissioner Angelina Woodberry reviewed the sections of the draft bylaws and provided some highlights below:

- Article I. Establishment of the Commission section, Article III. Purpose, and Article IV. Powers & Duties came from the Blue Ribbon Commission (BRC) Report.
- Solano County Women’s Commission bylaws, along with several other examples informed the bylaws draft proposed for this commission.
- Article V, Section C. Resignation or Removal section was meant to be flexible, allowing for the Commission to determine what are considered excessive absences on a case-by-case basis (i.e., not hearing from members for long periods, and commissioners not contributing outside of meetings could be reason to assess further for possible removal).

Commissioner discussion and considerations:

- A suggestion to add more details and parameters in the bylaws to create objectivity and set expectations. For example, “good cause” should be defined so that it is not subjective and/or minimizes favoritism; and requiring a minimum number of meetings for each commissioner to attend sets participation expectations.
- A suggestion to have periodic, planned times to review the bylaws regularly to see if updates/changes may be needed.
- Discussed the pros and cons of having officers stand as an Executive Committee or as officers.
- Reviewed Rick Heyer’s feedback on the questions already posed by ad hoc bylaws subcommittee. Commissioner Erin Saberi also offered the opportunity for commissioners to ask questions to Rick Heyer if they would like to learn more about the reason the current draft bylaws are more general.
- Due to time, the discussion was tabled until the next meeting in January 2022. To be discussed next meeting:
  - Officers and their duties – Commissioners were asked to be prepared to share ideas
  - Can the officer duties be performed without forming an Executive Committee, or should a standing Executive Committee be formed?

Commissioners were asked to send any comments/questions regarding the bylaws that they would like addressed or considered to Staffer Kristi Baumbach by January 10, 2021. The ad hoc bylaws subcommittee will review questions and comments and present an updated draft at the next meeting on January 25, 2022.

**Public Comment on Item 5:** Reserved until end of meeting.

## VI. Friends of the Commission

Chair Dr. Alexis Blount, Charlene Goehring, Alana Ramsey, and Vicki Boyd of the Friends Executive Committee shared about the Friends of the Sacramento County Commission on the Status of Women and Girls. PowerPoint presentation can be located [here](#).

The Friends of the Commission plans to launch a website to raise money for the Sacramento Women’s Commission. Commissioners discussed the fundraising activities:

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- How involved can Commissioners be with Friends and can they refer others who may be interested in participating or joining as a member?
  - Commissioners are encouraged to refer people they know to join as new members, and there will also be opportunity for commissioners to collaborate and work alongside the Friends group.
  - An FAQ document can be viewed [here](#) and additional questions can be emailed to [FriendsofSacWomen@gmail.com](mailto:FriendsofSacWomen@gmail.com).
- How could funds raised by the Friends be used?
  - Examples include but are not limited to: funds for interns, negotiating salary workshops for women, website, supporting the commission on identified needs such as events, speaker series, listening circles and data research. Ultimately the Friends group is aimed to support the Women's Commission with their vision and goals.
- The Friends were invited to, at a future meeting, share more about how the Women's Commission and the Friends could integrate and work together in partnership.
- Everyone currently affiliated with the friends were BRC members and this is all a continuation of the BRC's vision to improve the status of women and girls in Sacramento County.

**Public Comment on Item 6: reserved until end of meeting**

#### VII. Action Items & Next Steps

Commissioners discussed goals for the upcoming meetings:

- January
  - Discuss and approve bylaws
  - Review commissioner orientation binders
- February
  - Officer elections
  - Formation of ad hoc subcommittees
  - Friends group return to speak more with commissioners

Additional next steps discussed:

- Commissioner Tina Reynolds suggested forming an ad hoc subcommittee to create a logo for the commission. Commissioners interested in participating can contact Staffer Kristi Baumbach.
- Commissioner Erin Saberi brought up the idea of holding meetings in person, and asked that all Commissioners send Staffer Kristi Baumbach an email outlining their comfort level with meeting in person or holding hybrid meetings, with some in person and some virtual. Commissioner Linda Farley offered to host a future meeting at the girl scouts and Commissioner Tina Reynolds offered Uptown Studios as well.

#### VIII. Public Comment- None

**Meeting adjourned at 7:17 pm**