



1600 Pacific Highway, Room 203  
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**Chairwoman:** Melinda Vásquez

<b><u>Vice Chair</u></b> Kristine Custodio Suero Amy Nantkes Vernita Gutierrez	<b><u>District 1, Vargas</u></b> Leah Goodwin Deja Hartley	<b><u>District 2, Anderson</u></b> Mary Davis Lauren Welty	<b><u>District 3, Lawson-Remer</u></b> <b>Vacant</b> Kristine Custodio Suero
<b><u>District 4, Montgomery</u></b> <b><u>Steppe</u></b> Idara Ogunsaju Melinda Vásquez	<b><u>District 5, Desmond</u></b> Rohida Khan Amy Nantkes	<b><u>Members At Large</u></b> Lindsay Riedel Ruther Vernita Gutierrez Nadia Farjood	<b><u>Staff Assistant</u></b> Cristina Garcia <b><u>County Counsel</u></b> Frances Rogers

## MINUTES

July 19, 2024

Hybrid Meeting

12:00 PM – 1:30 PM

**Chair Melinda Vásquez:** Meeting was called to order at 12:10 PM.

### **Commissioner Roll Call:**

#### **Members Present In-person:**

Melinda Vásquez	Vernita Gutierrez
Kristine Custodio Suero	Amy Nantkes (arrived @ 12:11 PM)
Mary Davis	Nadia Farjood
Idara Ogunsaju	Rohida Khan
Lindsay Riedel Ruther	Lauren Welty

#### **Members Absent:**

Deja Hartley	Leah Goodwin
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**Approval of Minutes:** Approval of minutes for June 7, 2024 regular meeting. No modifications. No objections. Approved as submitted.

### **Public Comments:**

Former Chair Jenni Prisk – speak to CEDAW from another point of view, had conversations with Board of Supervisors Chair Vargas and made her aware of gender analysis. Chair Vargas has received the paperwork that former Commission on the Status of Women and Girls (CSWG) Chair Ijadi-Maghsoodi and taking it before her office in the coming weeks and will try to expedite and concerns.

### **Business:**

**Agenda Item #4** – Magaly Sosa, Staff Assistant and field representative for to U.S. Senator Laphonza Butler San Diego office shared a few months ago passed NIH IMPROVE Act which helps with maternal health care, working on further legislation, abortion rights. Senator Bulter’s office would like to partner with the commission and assist in any way.

**Agenda Item #5** – Staff Assistant brought this forward to the executive board from the Youth Sector framework which was added to the Live Well San Diego vision. It's two parts: 1) is there a need for youth and 2) how would the youth participate. A question came up on if this is a county program, would this be standardizing process between all commission and then the commissions would personalize it to their needs. Another comm. Asked if these youth would have voting rights or if it would be advisory only. These are all points that would need to be discussed and decided on what the needs are for the commission. It would be important to meet the youth at where they are at and making the meetings and involvement accessible to the youth. The youth can already attend subcommittee meetings and are welcome to attend regular meetings as well. It was asked if this would fall under a specific subcommittee, like the Civic Engagement Committee. The Staff Assistant will be the point of contact regarding getting the questions answered from the google form sent by the Office of Strategy and Innovation (OSI) and be the liaison between OSI and CSWG. There are two possible pathways: 1) outreach, Civic Engagement, youth can currently participate but we can do better on the outreach to the youth. Comm. Farjood and former comm. Ijadi-Maghsoodi previously reached out to the Live Well so maybe the commission can reconnect and establish a relationship 2) want youth participation in the actual governance – would all under the Governance Committee, help with the bylaws, etc. Start with the Civic Engagement piece then evaluate potential governance piece. The 10-month program is something that would need to be discussed. All commissioners are in support of exploring and moving forward with the project. E-Board to submit their responses to the questions and the Civic Engagement to discuss at their next meeting as well and provide feedback to Staff Assistant.

**Agenda Item #6** – Vice Chair (VC) Gutierrez submitted the final report on July 12, 2024, and was accepted by the CA Commission on the Status of Women. Of the \$32,600 awarded, the commission has about \$10,500 unused (\$800 in the account and about \$9,700 +/- in arrears). The grantor asked if the commission would be able to spend down the remaining funds. The grantor would like a list of expenses already used, reimbursement, and provide ideas of what they would like to do in the future on how the commission could spend down the money. It would need to be spent down by the fall or winter. Many ideas were given and the commission settled on two proposals: 1) \$4,000 – women's annual convening in NYC, \$1,000 sub-grant to local community-based organizations serving women and girls, \$500 host a "meet the SD CSWG" event for 25 people, with focus on youth engagement, \$500 host a lunch with the County Board of Supervisors, \$4,500 provide honorariums to Know Your Rights partner agencies/presenters (15 @ \$300 each); 2) \$1,000 host a "meet the SD CSWG" event for 25 people, \$1,000 purchase SD CSWG tablecloth and canopy, \$4,000 reimbursement of expenses for 2 SD CSWG commissioner representatives who attended the 2024 UN Commission on the Status of Women annual convening NYC, \$4,500 provide honorariums to Know Your Rights partner agencies/presenters (15 @ \$300 each).

**Agenda Item #7** – Bylaws state there needs to be an annual report submitted and it does not appear one was submitted last year. Ideally it would be completed at the end of the annual year, but this is something that could be discussed at the executive board meeting. A previous annual report from a few years ago was shared to the executive board, and that can be used as a template going forward. It was suggested each subcommittee complete a slide/one pager showcasing what the committee did in the last year.

**Agenda Item #8** –

- Civic Engagement: committee met on July 2<sup>nd</sup>, discussed their section/input for the annual report and how they would prioritize social media postings. Working on policies on who to report. Commission county website is in the process of purchasing the Go Daddy domain and the redirect of the old site to the new site. Once that piece is complete then the new website should be able to go live with the redirect.
- Policy Committee: On Monday, June 17<sup>th</sup> hosted Know Your Rights: Preventing Human Trafficking in San Diego County live online forum. It was recorded and will be placed on the new website once it goes live. The committee also hosted the Know Your Rights: Housing Workshop featuring experts on Housing Law and Reentry which was held at Las Colinas. Folks were given written resources as well as information from Root and Rebound from Attorney Faulkner. There was great information sharing and capital building. The county has invited the commission to come

back any time to speak at Las Colinas on any topic.

- Governance Committee: has been reviewing the bylaws in preparation to sharing with county counsel in addition to the commission. The bylaws must have final approval from the Board of Supervisors. Would like to invite county counsel to the next governance committee meeting on August 12<sup>th</sup> to review bylaws with the committee to ensure that they are on track. Also started a running list of grant opportunity, all welcome to contribute your ideas and share them with the Staff Assistant.
- Executive Board Committee: unable to meet due to 72 hours posting rule. Would like clarification on the rules for posting agendas for subcommittees. Per county counsel, all meetings, including subcommittee meetings must follow the Brown Act by posting agendas 72 hours in advance and be in person due to what is written in the commission's bylaws. The bylaws do not differentiate between regular and subcommittee meetings. Standing committees are subject to the Brown Act, but adhoc committees (limited times i.e. 6 months), are not subject to the Brown Act. Execute Board to meet on July 26<sup>th</sup> from 2pm-4pm, agenda to staff assistant by July 22<sup>nd</sup>.

#### **Agenda Item #9 –**

- CEDAW Advisor: the last comm. meeting, the update consists of 3 items: 1) any data request has been made regarding CECAW implementation, including data requests to the state. Requests to the state may take up to 3 months which poses a concern for the delay 2) yet to receive confirmation on what is set forth in the CEDAW resolution is the county comply with CEDAW ordinances prioritization as a service provide as a data analysis for the baseline process. The county's role as a service provider before employer and business partner. 3) the analysis will include data-based analysis for each program and service (i.e. food stamp – household recipients receiving food stamps compared to demographic data to identify disparities). The county, Office of Equity and Racial Justice, taken the position the 7 subject areas identified in the ordinance constitutes CEDAW principles, despite these subject areas be just that. The subject areas should not be limited or bias or inform the baseline analysis which needs to be objected.
- Women's Hall of Fame: dormant until October
- Association of California Commission for Women: There is an open position for liaison. Anyone interested please reach out to the chair.

#### **Agenda Item #10 –**

Comm. Davis – served as a crisis counselor over the weekend. Would like to work with Pixels for Power campaign.

#### **Information Items:**

- **2024 Meetings:** August 2, September 6, October 4, November 1, December 6

#### **ADJOURN:**

- a. There be no further business, this meeting is closed at 1:38 PM.

**NOTE:** The Commission on the Status of Women and Girls jurisdiction is established by action of the Board of Supervisors as follows: The Board of Supervisors of the County of San Diego declares that it is the policy of the County to take action to identify needs and problems of women in the County that are affected by public policy decisions; and furthermore, to eliminate the practice of discrimination and prejudice on the basis of sex within the County. In order to promote this policy and to provide an open forum for discussion and action, there is hereby established a San Diego County Commission on the Status of Women in the Chief Administrative Office. County Code of Administrative Ordinances, Section 85.



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**MINUTES**

August 2, 2024

**Hybrid Meeting**

**12:00 PM – 1:30 PM**

**Chair Melinda Vásquez:** Meeting was called to order at **12:01 PM**.

**Commissioner Roll Call:**

**Members Present In-person:**

Melinda Vásquez	Vernita Gutierrez
Kristine Custodio Suero	Amy Nantkes
Mary Davis	Nadia Farjood
Idara Ogunsaju	Rohida Khan
Lauren Welty	

**Members Absent:**

Deja Hartley	Leah Goodwin (remote; no “just cause or emergency”)
Lindsay Riedel Ruther	

**Approval of Minutes:**

Approval of July 19, 2024, meeting minutes: suggested edits to be made. Comm. Farjood made a motion to continue approval of July 19, 2024, meeting minutes. Comm. Khan seconded the motion. Motion carries with all comm. present voting in favor.

**Public Comments:**

None

**Business:**

**Item #4:** CEO for Sharia’s Closet, Shamine Linton, not able to make it to the August meeting. Will add to the September agenda.

**Item #5:** Rosemary Straley, League of Women Voters, gave back story of CEDAW ordinance

dating back to 1979 to present, from resolutions to implementing of CEDAW ordinance in various cities and counties. The national spotlight is in San Diego, looking for a model of gender analysis in other cities and counties across the US.

**Item #6: Committee Reports:**

Civic Engagement has not had a meeting since the July commission meeting. Current members are VC Custodio Suero, Comm. Goodwin and Comm. Hartley, but Comm. Hartley will be resigning from the commission. Comm. Khan and Comm. Davis interested in serving in the Civic Engagement Committee. Staff Assistant shared the new county commission website and informed everyone the redirect is in effect and the new website is live

Policy Committee has not met but scheduled to meet next Friday. County Council informed commissioners that standing committees need to follow the Brown Act. Since the bylaws and county policies states adhoc and standing committees need to be open to the public, that is a que for Brown Act. Physical location needs to be indicated, so if attending virtually from your home, then your home would need to be disclosed. The case law and state legislature would need to be updated, not just bylaws and county policy. The meaning of “public location” is considered in a public location in person as interpreted by the County Counsel Dept. Comm. Nantkes shared this change, or implementation, will limit the commissions work going forward. Comm. Davis suggested holding meetings at public libraries. Comm. Khan suggested 1 hour of regular commission meeting and 30 minutes subcommittee meetings. Vice Chair Nantkes suggested executive board meets, then hold the regular meeting, then committees meet to round out the time.

Governance Committee has not met since July. Vice Chair Gutierrez submitted two proposals to the State Commission on how to spend down grant funds. They are taking the proposals to the executive board and also looking at fronting the funds. Hoping to have a rough draft of bylaw revisions by next commission meeting.

Executive Board Committee – suggests changing meeting time to 2 hours (½ hour executive board, 1-hour regular meeting, ½ hour for committee meetings). 11:30am-12:00pm executive board, 12:00pm-1:00pm whole commission, 1:00pm-1:30pm subcommittee meetings, schedule going forward. Strategic Planning meeting from 2pm – 4pm, right after September meeting.

**Item #7:** CEDAW advisor, Parisa Ijadi-Maghsoodi, provided 3 updates regarding the progress on CEDAW (Attachment A) and showed a slide of the San Diego County’s Ordinance Integrating the CEDAW Principles: Implementation (Attachment B).

No updates on Women’s Hall of Fame. More to come around October. Still an open position for liaison between the commission and the Association of California Commissions for Women. Connect with Cahir Vasquez if interested.

**Item #8:** The next Board of Supervisors meeting is scheduled for August 27<sup>th</sup> at 10:00am. Suggested to attend and provide public committee. Vice Chair Custodio Suero shared Comm. Hartley submitted her resignation on July 30, 2024.

**Information Items:**

- **2024 Meetings:** September 6, October 4, November 1, December 6

**ADJOURN:**

- a. There be no further business, this meeting is closed at 1:24pm.

**NOTE:** The Commission on the Status of Women and Girls jurisdiction is established by action of the Board of Supervisors as follows: The Board of Supervisors of the County of San Diego declares that it is the policy of the County to take action to identify needs and problems of women in the County that are affected by public policy decisions; and furthermore, to eliminate the practice of discrimination and prejudice on the basis of sex within the County. In order to promote this policy and to provide an open forum for discussion and action, there is hereby established a San Diego County Commission on the Status of Women in the Chief Administrative Office. County Code of Administrative Ordinances, Section 85.

8/2/2024: Since the last Commission meeting, there have been three updates.

1. Thanks to the leadership of former Chair Jenni Prisk, former Chair Prisk has met directly with Chair Vargas regarding CEDAW implementation efforts. Chair Vargas is steadfastly committed to gender justice and brought this legislation forward in 2022. We have had—and will continue to have—conversations with the Office of Chairwoman Vargas regarding the need for effective implementation of the ordinance, specifically the need to ensure (a) data from every unit is used in the necessary comparator analyses of all programs and services, and (b) alignment with the mandate in the ordinance which requires prioritizing data from the County's role as service provider. After our most recent meeting with the Office of Chairwomen Vargas, we were asked to send additional materials regarding our CEDAW ordinance, which we did.
2. Thank you to the leadership of Vice Chair Gutierrez for meeting with Supervisor Montgomery and her office about CEDAW implementation and status, including where we are with the baseline data analysis given that the contract with the consultant was entered into nine months ago.
3. Regarding the CEDAW meetings with the OERJ and the consultant, there has not been a meeting since the last Commission meeting because the regularly scheduled meeting was cancelled the day before. The County stated it was cancelled because the consultant was not prepared to provide substantial updates about the progress on the methodology memo. (*Clarification provided during Q&A: we recognize that the consultant cancelled because it was still working on the memo, which was respectful of the participants' time, which we appreciate, and the next meeting is proceeding next week.*) We look forward to updating you at the next Commission meeting, as well as updating the Chair between Commission meetings. We also thank Rosemary Straley, long-time Commission participant and LWV leader, for her support regarding these meetings.

Importance of baseline analysis overview: Implementation slide shown (enclosed) and emphasis on language from ordinance setting forth the Commission's roles and duties for implementation. An effective baseline analysis is necessary for the Commission to fulfil its duties and roles as mandated by the ordinance. (*See, e.g., Section 32.833(c)(3)-(4), see also Section 32.833(b)(7), (d)(1).*)

*Q&A: Commissioner Ogunsaju: requested example of difference between County's role as service provider vs. employer (example given regarding CalFresh, IHSS vs. employer including staff at CSWG meeting);*

*Commissioner Davis: requested reason why last CEDAW meeting cancelled (explained reason was read verbatim from County's email, but we appreciated cancellation of meeting as respectful of time and shows work ongoing on memo); Commissioner Goodwin: provided overview of work enacting ordinance, including ensuring Commission part of oversight body and importance of Commission's role.*

## San Diego County's Ordinance Integrating the CEDAW Principles: Implementation



# SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised \_\_\_\_\_ 2024

## ARTICLE I Purpose and Authority

### Section A: Establishing Authority

The San Diego County Commission on the Status of Women and Girls (the "Commission") was established by the Board of Supervisors on May 26, 1970. The Commission's establishing authority is found in the San Diego County Administrative Code, Article IV Section 85, and it operates under Board Policy A-74.

### Section B: Purpose

The Board of Supervisors of the County of San Diego declares that it is the policy of the County to take action to identify needs and problems of women in the County that are affected by public policy decisions; and furthermore, to eliminate the practice of discrimination and prejudice on the basis of gendersex within the County. In order to promote this policy and to provide an open forum for discussion and action, there is hereby established a San Diego County Commission on the Status of Women and Girls in the Chief Administrative Office. (Article IV Section 85.)

**Commented [MH1]:** Would need to change admin code as well, in order to make this change.

### Section C: Lack of Affiliation

The Commission on the Status of Women and Girls is a non-partisan, non-sectarian, non-profit-making organization. It does not officially take part in, nor lend its influence to, any political issues.

### Section D: Advisory Capacity

The Commission on the Status of Women and Girls acts in an advisory capacity to the Board of Supervisors only. It is not empowered by ordinance, establishing authority or policy to render a decision of any kind on behalf of the County of San Diego or its appointed or elected officials.

## ARTICLE II Membership, Term of Office, Vacancies

### Section A: Selection of Members

1. Each Supervisor shall appoint two members to the Commission all of whom shall be residents of the County of San Diego. (Article IV, Section 85.1)
2. The Commission shall have the authority to nominate up to three additional members for appointment by the Board of Supervisors, in order to assume comprehensive and balanced representation. These members are designated "at-large members." (Article IV Section 85.1)

**Commented [VG2]:** Do we need to include these references to the Admin code?

**Commented [MH3R2]:** Yes, there needs to be a reference to the authority when stating what the powers/duties are.

# SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised \_\_\_\_\_ 2024

## Section B: Number of Members

1. The Commission is limited to 10 Board of Supervisor appointed members and three at-large members in accordance with the establishing authority. (Article IV, Section 85.1)
2. The Commission may appoint advisors who, although acting in a quasi-official capacity, through their qualifications, experience, and leadership are in a position to offer advice to the Commission on issues related to the status of women and girls. The number of advisors is limited to three advisors.

**Commented [4]:** Should this be "unofficial"? Would the term "quasi-official" be correct?

**Commented [MH5R4]:** No, this section is referencing the three board members that are chosen by the commission, rather than appointed by the board of supervisors. They have an official capacity, they are just chosen in a different manner than the rest.

## Section C: Terms of Office (Article IV Section 85.3)

1. Supervisorial District Appointees: Each Commissioner's term shall expire on the date of expiration of the current term of the appointing member of the Board of Supervisors, or at such time as the Commissioner ceases to hold office, whichever occurs first. Any Commissioner whose term expires may continue to discharge their duties as a Commissioner until a successor is appointed and qualified. The re-election of a member of the Board of Supervisors for a succeeding term shall not automatically extend the term of any member of the Commission.
2. At-large members shall serve a two-year term beginning April 1 and ending March 31.
3. Commissioners shall be appointed for no more than two consecutive terms. ~~For purposes of this limitation, the term of any Commissioner appointed as a result of a vacancy term shall include the unexpired term of the Commissioner being replaced and shall count towards the term limit. any appointment to fill a vacancy for one-half or more of a term.~~

**Commented [MH6]:** Cannot make this change without amending admin code. This edit changes the definition of "term" as it is defined in the admin code.

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## Section D: Vacancies and Recruitment (Article IV, Section 85.4)

1. A vacancy shall occur before the expiration of the term in the event on the happening of any of the following events before the expiration of the term:
  - a. The death of the incumbent,
  - b. The resignation of the incumbent,
  - c. The ceasing of the incumbent to be a resident of the County of San Diego, or
  - d. Absence from more than one-third of the regular scheduled meetings in any 12-month period or three consecutive meetings.
2. When a vacancy occurs as the result of missing one-third of regular scheduled meetings in one 12-month period or three consecutive regular meetings:
  - a. Both the member and the appointing Supervisor shall be notified when the commissioner is within one meeting from being removed.
  - b. Vacancies shall be filled by the appointing Supervisor.
  - c. At-Large members: The Chair will notify the at-large member of their removal. The Commission is authorized to nominate a new member for appointment by the Board of Supervisors.

**Commented [7]:** Expand this to encompass more work/life balance, (e.g. FMLA) while maintaining integrity and transparency.

**Commented [8R7]:** A friendly reminder that we cannot change our bylaws before the county changes its Admin code as it relates to leave time.

**Commented [9R7]:** @cswg.lew@gmail.com asks: We can't change the existing language but can the Commission add to it and allow for an excused absence and define what constitutes an excused absence?

**Commented [MH10R7]:** Since the admin code does not allow for excused absences, the bylaws cannot add this exception.

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## SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised \_\_\_\_\_ 2024

3. Vacancy within a term: ~~Midterm vacancy~~ New appointees shall serve for the unexpired term of the member being replaced.
4. Commissions are encouraged to continually recruit women of diverse backgrounds living anywhere within San Diego County who will contribute positively to the work of the Commission.
5. For the purpose of the bylaws, "recruit" means:
  - a. Educate members of other women's groups,
  - b. Invite individuals or delegates of a group to Commission meetings,
  - c. Invite individuals/delegates to join the Commission or its sub-committees,
  - d. Encourage filing of applications with the Clerk of the Board of Supervisors and submission of resumes to the Commission, and
  - e. No promises are made of a position on the Commission or its sub-committees.

**Commented [MH11]:** Will have to remove these changes. The commission does not have the authority to invite public to join the commission. Commission does have the authority to allow individuals to join sub committees of the commission, as long as what is decided at the sub committee is voted on by the whole commission.

### ARTICLE III

#### Duties of the Commission, Commissioners, and Administrative Staff

##### Section A: Duties of the Commission

The Commission shall have the power and duty to:

1. Study and evaluate County Charter provisions, ordinances, policies and proposed policies, and their implementation to determine if there are instances of gender-based discrimination against women and girls.
2. Cooperate with Federal, State, County, City and other public agencies and refer to the respective agencies any matters, disputes, or controversies already in the jurisdiction of their existing powers, with the intent that duplication of efforts should be avoided. The Commission may initiate investigations of such matters and make recommendations to such agencies.
3. Study areas of possible discrimination as they pertain to women's and girls' lives and needs including but not limited to:
  - a. Employment opportunities,
  - b. Educational opportunities,
  - c. Medical and health services,
  - d. Legal services,
  - e. Credit and loan policies and practices,
  - f. Criminal justice policies and procedures,
  - g. Housing and transportation,
  - h. Child care needs, and
  - i. Human care services, and
  - i-j. Business and financial opportunities.
4. Conduct workshops for County personnel and community groups to explore specific subject areas and improve relationships.
5. Conduct public hearings dealing with matters before the Commission.

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**Commented [12]:** Idara suggests this addition, distinct from employment and credit/loans. What comes to mind is instances of women-owned organizations not receiving as much funding.

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**SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS**  
**BYLAWS**

Revised \_\_\_\_\_ 2024

6. Utilize County resources and facilities to accumulate information for the purpose of furthering the objectives of this Commission.
7. Prepare and disseminate information on matters related to gender discrimination and prejudice.
8. Formulate programs or legislation to promote and ensure equitable rights and opportunities for all women and girls.
9. Provide liaison and assistance to citizen groups interested in addressing the ~~issues/problems~~ facing women and girls.
10. Apply for and administer grants from all levels of government and private sources for carrying out the functions of the Commission.
11. Annual Report: The Commission shall write, approve, and submit an annual report to the Board of Supervisors of its policies, activities, findings and recommendations.

**Commented [MH13]:** Would require an admin code change in order to make these changes.

Section B: Duties of Commissioners

1. Each Commissioner has the responsibility and duty to:
  - a. Attend all regularly scheduled meetings.
  - b. Accurately and timely perform any filing obligation with the Clerk of the Board.
  - c. Know all ordinances, bylaws, and rules governing the Commission.
  - d. Serve on at least one ~~sub~~-committee.
  - e. Understand they do not represent the Commission in an individual capacity or in any political activity.

Section C: Duties of Administrative Staff (A-74)

1. Record the minutes of all Commission meetings and file as required by Board policy.
2. Assist the chair with correspondence.
3. Maintain a list of all active Commissioners, keep the roll and certify the presence of a quorum, and advise the Clerk of the Board of Supervisors of membership changes.
4. Post all meeting notices in accordance with the Ralph M. Brown Act, in a publicly accessible place for 72 hours before the meetings, and keep a record of such posting.
5. Reproduce and distribute Commission information and minutes of all meetings.
6. Act as custodian of all Commission documents, records, books, and correspondence.
7. Act as liaison between the Commission and other County staff.
8. Perform such other duties as may be designated by the Commission.

**ARTICLE IV**  
Officers

Section A: Election of Officers (Section 85.55(a))

~~At the last meeting of each calendar year, t~~The Commission shall elect annually from its membership a Chair and no more than three Vice-Chairs.

**Commented [14]:** Can/should we align terms with the fiscal year?

# SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS BYLAWS

Revised \_\_\_\_\_ 2024

## Section B: Term and Vacancies

1. Term: Each officer shall serve for one year terms, and no more than two consecutive terms in the same office. ~~within 30 days of the vacancy to serve until the term expires.~~

## Section C: Duties of Officers

1. Duties of the Chair:
  - a. Provide general supervisory guidance to the Commission,
  - b. Set the agenda of Commission meetings,
  - c. Preside over meetings,
  - ~~e.d.~~ Cancel meetings and call for special meetings as needed.
  - ~~d.e.~~ Assign duties to the Vice-Chairs as necessary,
  - ~~e.f.~~ Act as sole official spokesperson for the Commission, unless delegated in writing.
  - ~~f.g.~~ Draft correspondence as directed by the Commission, or to which an immediate response is required.
  - i. Make in writing through the Chief Administrative Officer or designee any request which requires a response from County management staff not readily obtainable within four hours time. (A-74 Section C.5)
  - ~~g.h.~~ Serve as ex officio member of all ~~as-hoc~~ subcommittees, and meet with chairs of ~~sub~~ committees to exchange information.
  - ~~h.i.~~ Initiate strategic planning and evaluation of Commission activities.
  - ~~i.j.~~ Oversee resources.
  - ~~j.k.~~ Orient new Commissioners.
  - ~~k.l.~~ Formally send meeting invitations to potential candidates and recruits.
  - ~~l.m.~~ Submit nomination of candidates to the Clerk of the Board for the Board's consideration.
2. Duties of the Vice-Chair(s):
  - a. In the absence of the Chair, one Vice-Chair ~~will agree to~~ assume the duties and responsibilities of that office, or they may flip a coin.
  - b. Recommends ~~sub~~ committee members and other nominees for Commissioner.

## ARTICLE V Committees

### Section A: Formation of Ad-hoc Committees

1. The Commission may appoint standing and ad hoc committees comprised of Commissioners and community members for the purpose of carrying out the functions and duties of the Commission. Actions and recommendations of standing or ad hoc committees shall not be deemed the action of the Commission and shall in no way bind the Commission or its members until voted on by a majority of members the whole Commission at a regular Commission meeting. (Article IV section 85.6)

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**SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS**  
**BYLAWS**

Revised \_\_\_\_\_ 2024

2. Standing or ad hoc ~~Ad hoc~~ committees shall consist of no fewer than three members, including at least one Commission member who shall chair.
3. Ad hoc committees shall be formed as needed and cease to exist on completion of their assignment.
- ~~3.4. Any volunteer or consulting work shall not be considered as service for or employment for the County.~~
- ~~4.5. A coordinating committee comprised of the chairs of the ad hoc committees may be formed to assemble information from each ad hoc committee for presentation to the advisory committee. The Chair or a Vice-Chair shall act as the chair of the coordinating committee.~~

Section B: Duties and Responsibilities of ~~Ad Hoc~~ Committee Chairs

1. Standing and ~~Ad~~ ad hoc committee chairs' duties include:
  - a. Call ~~ad hoc~~ committee meetings and run meetings.
  - b. Keep records of all actions and reports of the ~~ad hoc~~ committee
  - c. Submit these actions and reports to the Commission at least one week prior to the regular meeting.
  - d. Report on ~~ad hoc~~ committee meetings and actions taken at the Commission meeting.
2. A chair of a standing or ~~an~~ ad hoc committee ~~chair~~ shall not act as spokesperson for the Commission unless authorized to do so in writing as set forth above.

**ARTICLE VI**  
**Organization & Procedures**

Section A: Rules of Governance

1. Robert's Rules of Order govern the operation of the Commission in all cases not covered by these bylaws. The Commission may formulate specific procedural rules of order to govern the conduct of its meetings.
2. The Commission shall prepare and adopt the necessary bylaws and other rules which may be necessary for the conduct of its business.

Section B: Quorum and Voting

1. A majority of members currently appointed to the Commission shall constitute a quorum.
- ~~1.2. Virtual attendance by Commissioners is allowed in accordance with current law.~~

**SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS  
BYLAWS**

Revised \_\_\_\_\_ 2024

~~2.3.~~ An affirmative vote of a majority of members in attendance shall be required for the passage of adoption of any business or matter before the Commission.

~~3.4.~~ Voting is on the basis of one vote per person and no proxy, telephone or absentee voting is permitted.

Section C: Meetings

1. Public Meetings and Notice of Agenda:

All meetings of the Commission and its ~~sub-standing~~ committees are open to the public as required by the Ralph M. Brown Act and are held in accessible, public places. Notice and agendas of all regular Commission meetings shall be e-mailed or faxed 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. Notice to Commissioners may be waived if all members are present when the meeting is called. Notice will be mailed on request.

2. Regular Meetings:

A schedule of regular meetings of the Commission shall be established at the first meeting of the year, including the time, dates, and location of the meetings. ~~Sub-~~  
~~e~~Committee meetings will be scheduled at the call of the Chair of the committee. Meetings may be adjourned to a specific place, date, and time by a majority vote.

3. Special Meetings:

Special meetings may be called by the Chair, or by not less than one third of the Commission members in a signed writing.

Section D: Order of Business

1. The regular order of business shall be: Call to order, roll call, approval of minutes, public comment, committee reports. old business, new business, adjourn. The order of business may be varied by a vote of the Commission.

2. Time may be allowed for public input prior to a decision. Individuals wishing to speak on an agenda item must submit a request to be heard in writing to the Chair prior to the item.

3. Persons wishing to speak longer than three minutes shall request time on the agenda ~~at~~ at least five days in advance of a scheduled meeting.

4. In addition to providing public comments in person at Commission meetings, members of the public may comment remotely via a telephonic or other Internet-based service option at regular meetings. Individuals requesting to speak remotely must follow the same rules as in-person speakers.

**SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS**  
**BYLAWS**

Revised \_\_\_\_\_2024

~~4.5.~~ No vote of the commission shall be considered as reflecting an official position of the commission unless passed by a majority of its ~~members~~quorum present at the specific meeting when the vote was taken.

Section E: Minutes of Meetings

1. Minutes of meetings shall be prepared by administrative staff in the following manner:
  - a. Minutes shall be in summarized form, except motions shall be recorded verbatim.
  - b. Minutes of all meetings of the Commission shall be maintained for two years.
  - c. Copies of the agenda and minutes of each meeting shall be filed with the Clerk of the Board of Supervisors.

TO: Commissioners, San Diego County Commission on the Status of Women and Girls

CC: Cristina Garcia, Staff Assistant, San Diego County Commission on the Status of Women and Girls

FROM: Vernita Gutierrez, Governance Committee Chair, CSWG

DATE: October 1, 2024

Commissioners:

We have an important and time-sensitive decision to make at the October Commission meeting.

You will recall that the California Commission on the Status of Women and Girls (CCSWG) will be sunsetting the Women's Recovery Response Grant and has given us an opportunity to spend down the remaining Phase 2 grant funds previously awarded to the San Diego County Commission for the 2023/2024 grant cycle. Most of the funds were used to execute the Know Your Rights Symposium, and subsequent workshops, earlier this year. According to CCSWG there is \$9908 remaining.

CCSWG presented us with an opportunity to accept and utilize the remaining funds, if we can commit to spend them down by January 2025 at the latest. After receiving input from commissioners at previous meetings I submitted the following proposals on behalf of the Commission for CCSWG's consideration.

Proposal #1

- Purchase gift cards for future travel/accommodations/ registration for 2 representatives to attend the 2025 UN Commission on the Status of Women annual convening in NYC - \$4000
- Sub-grant to local community-based organizations serving women and girls (e.g. Girls, Inc., DETOUR Empowers) - \$1000
- Host a "meet the SDCSWG" event for 25 people, with a focus on youth engagement - \$500
- Hosted lunch with the County Board of Supervisors - \$500
- Provide honorariums to KYR partner agencies/presenters (15 @ \$300 each) - \$4500

Total \$10,500

Proposal #2

- Host a "meet the SDCSWG" event for 50 people, with a focus on youth engagement - \$1000
- Purchase SDCSWG branded tablecloth and swag - \$860
- Reimburse expenses for 2 SDCSWG Commissioner representatives who attended the 2024 UN Commission on the Status of Women annual convening in NYC - (up to) \$3500
- Provide honorariums to KYR partner agencies/presenters (15 @ \$300 each) - \$4500
- Establish Zoom Pro Accounts for 1 year x 4 users @ \$13.32/month/user - \$640

Total - \$10,500

### CCSWG's Response:

We have some flexibility in how we use the funds but there are some limitations. We cannot use funds for food/beverages, swag, or travel gift cards. We also cannot reimburse for UN annual convening expenses, nor can we use funds to pay honorariums. It does seem that they could pay a portion of County staff salary to manage the grant.

Sub-granting to nonprofits may have been allowed and was our best option for spending down the bulk of the funds. However, the County has determined that we cannot make pass-through grants to other organizations as it would be too burdensome a process and there is not enough time for the County to initiate it.

Using funds to host a meet-and-greet is not completely off the table but we cannot pay for refreshments or swag. They could pay for supplies, space rental, A/V equipment rental, etc. They are open to allowing overhead or expenses for staff time for the management of these subgrants, as well.

**With the restrictions on how we can use the funds and our very condensed timeframe, my recommendation is to utilize the remaining funds on infrastructure needs that would help sustain the work of the Commission for the next 12+ months.**

- We can purchase Zoom Pro accounts. However, given that we are required to meet in person this isn't something we need at the moment unless we want to do more virtual workshops.
- Another idea would be to quickly contract with a person or entity to do some initial optimization of our social media accounts and maybe train the Civic Engagement Committee Chair/members to do it going forward.

### ***Are there other capacity-related needs that we could use funds for?***

Once we submit an approved expenditure plan CCSWG would issue an amendment to the initial award letter, and release payment upon execution of that amendment. It takes about 6 weeks for the paper check to arrive in the mail so we need to get a proposal in place as soon as possible so they can release the final payment this calendar year. The funds would need to be spent by January/February 2025 at the very latest.

If we cannot come up with a viable proposal at the October Commission meeting it is very unlikely that we would be able to expediently and effectively secure and utilize the funds. In that case I recommend that we relinquish unexpended funds in our account and any remaining funds back to the State, with our sincerest appreciation.



# SHAMINE LINTON

CEO & FOUNDER



# Mission, Vision, & Values

Provide free emergency clothing to people that have an immediate need for clothing.

Empower people with clothes to promote self-esteem and self-identity in our community.

Dignity  
Respect  
Personalization  
Quality



# Who We Are, What We Do, & Our Why

- 501c3 tax-exempt nonprofit
- Partner with 200+ referral organizations
- The community at large can request emergency clothing from our website
- On average we receive 60-70 requests a day

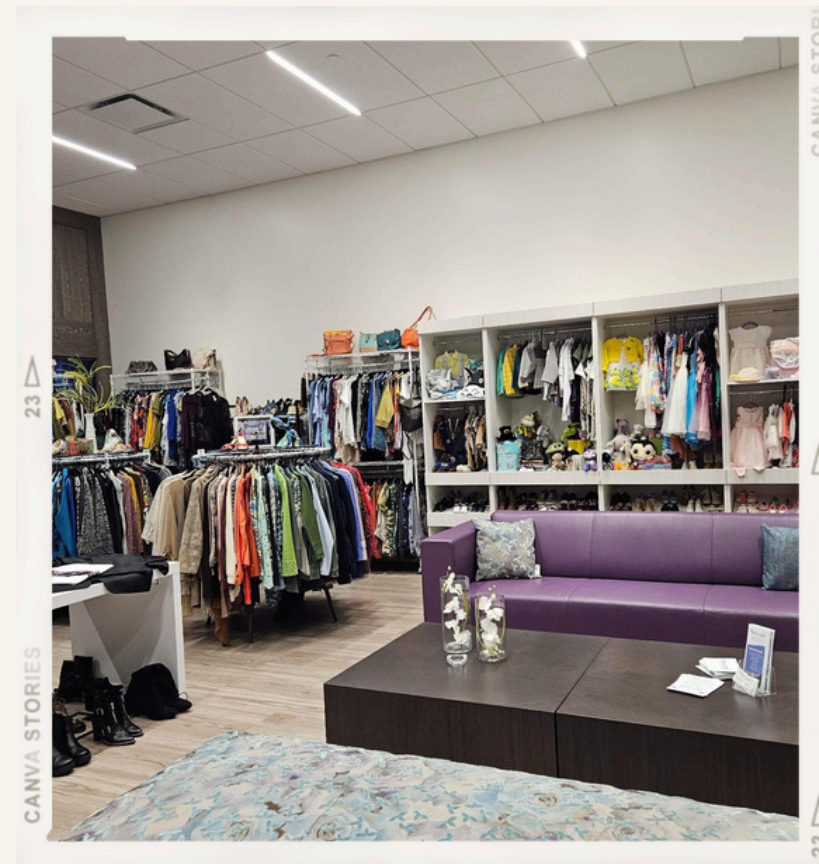
- Serve individuals and families experiencing hardship
- Provide free, emergency clothing
- Help children, teens, and adults
- Empower members of our community by promoting confidence, self-esteem, and self-identity

To address clothing insecurity needs by distributing a wide range of clothing articles, accessories, and hygiene kits to anyone in need

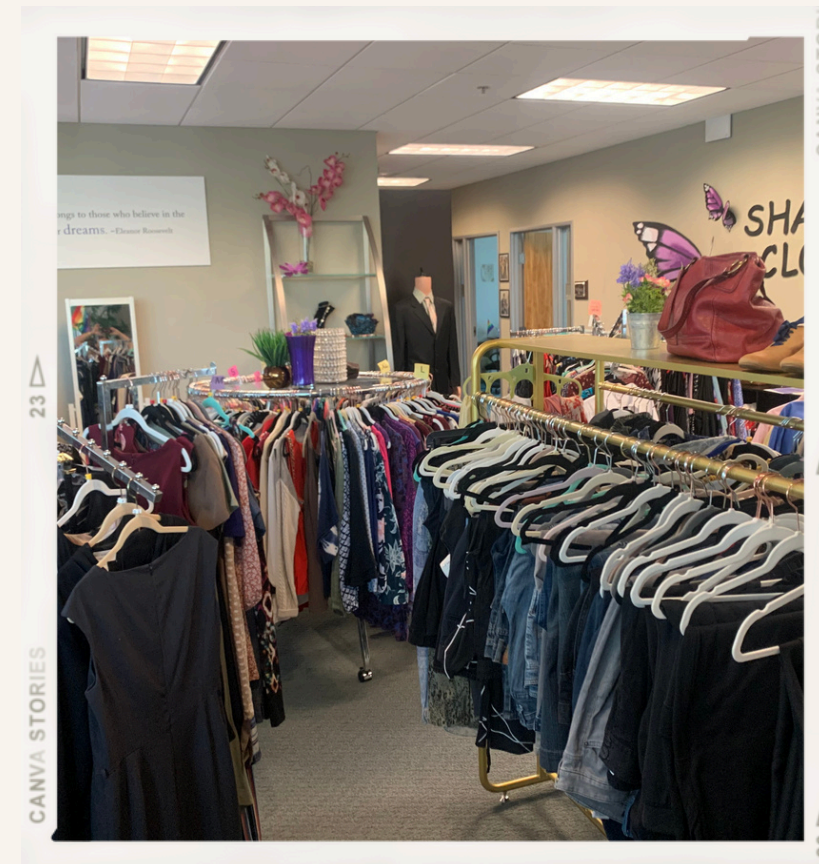
# Sharia's Closet Locations



6244 El Cajon Blvd #5  
San Diego, CA 92115



1050 Los Vallecitos Blvd #351,  
San Marcos, CA 92069



1122 Broadway UNIT 200  
San Diego, CA 92101



310 3rd Avenue, Suite AA,  
Chula Vista, CA 91910



# Demographics Served Throughout San Diego

- Unemployment
- Transitional Living
- Substance Abuse Programs
- Senior Citizen/Elderly
- Mental Health Program
- Teen Parent
- Single Parent
- LGBTQ+
- Homeless Shelter/Temporary Housing
- Incarceration/Re-entry
- Special Needs
- Domestic Violence
- Disaster/Crisis
- Disabled
- At-Risk Youth
- Child Abuse
- Sexual Assault
- Hate Crime
- Elder Abuse
- Human Trafficking
- Violent Loss
- Family Violence
- Other Abuse/Victimization
- Refugee/Immigrant Families



**Impact Made to Date**

**54,268**

*Bags of Hope*

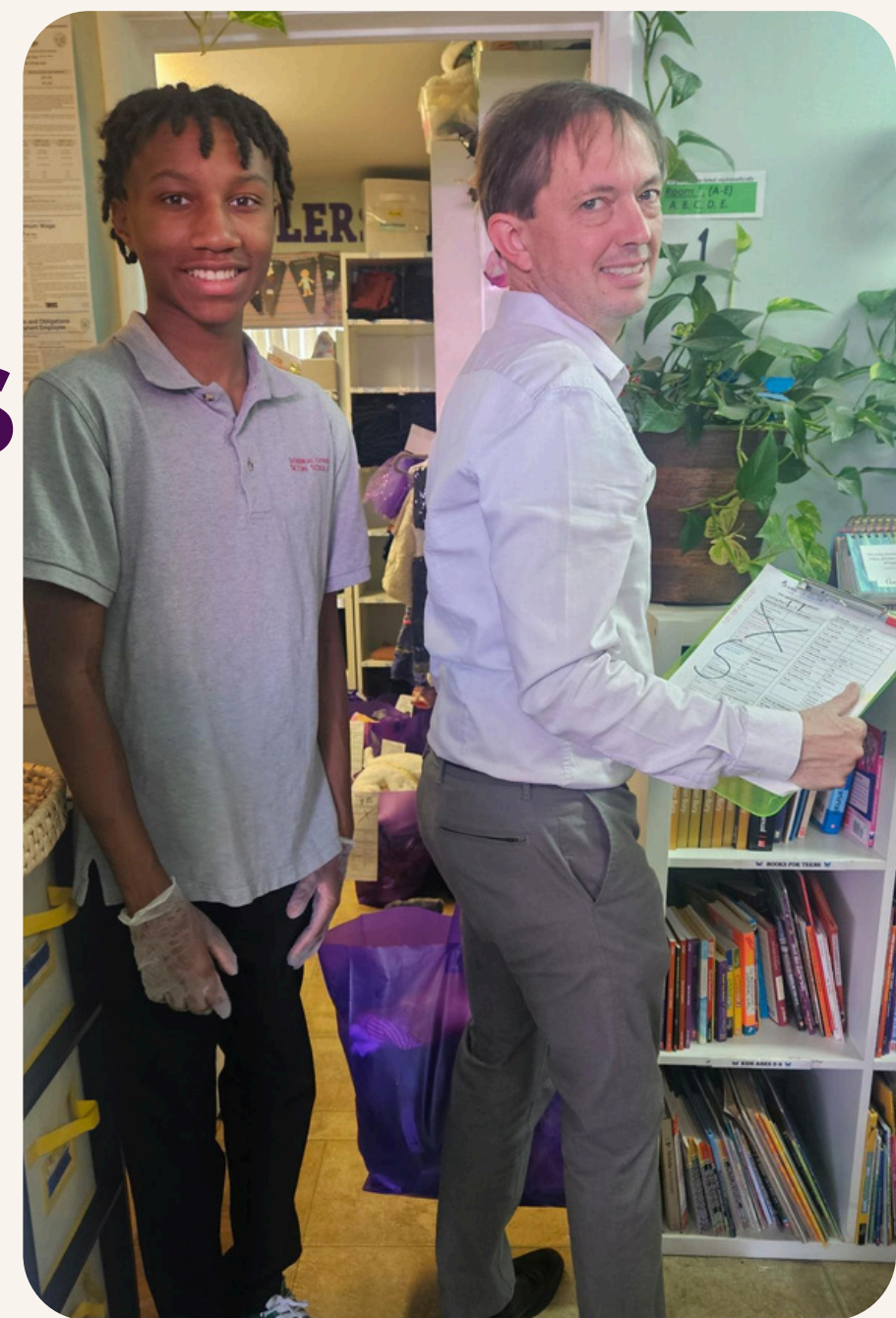


**Started with 19 in 2013, Served 11,457 to date in 2024**



Referring Organizations

200+



*Community-Based Organizations*



## Ways to Support

- Financial Contributions
- Sponsor a Room
- Become a Monthly Donor
- Employee Match
- Sponsor a Volunteer Appreciation Event
- Grants
- Host a Fundraiser/Clothing Drive
- In-kind Services
- Donate Goods/Products
- Organize Events
- Database / Webdesign Support
- Assist in the Creation of Bags of Hope
- Opportunities for Community Engagement through Volunteering with schools and for-profit organizations



# Ongoing Needs

**HYGIENE  
PRODUCTS**

**DIAPERS**

**TOWELS &  
BLANKETS**

**MEN'S  
CLOTHING**

**SHOES FOR  
ALL AGES &  
SIZES**

**WOMEN'S  
CLOTHING**



# Fundraising Campaigns

## CHULA VISTA HAS HEART

- Support Sharia's Closet's newest operations in Chula Vista. Contributions made will directly impact local families.

## SHARIA'S CLOSET

- Supports the Day to Day Operations for Sharia's Closet



# Search for **Forever Home Initiative**

## THE NEED

- 10,000 sq. ft. space for a donation center, and walk-in closets for newborns to seniors
- Store completed Bags of Hope
- A 30x30 storage space to house donations from retail donors
- Provide wrap-around services:
  - Skills assessment
  - Resume writing workshops,
  - Interview skills
  - Interview attire support
- Our dream is to have this space donated or heavily reduced rent



# THANK YOU!

**Contact Us:**

[info@shariascloset.org](mailto:info@shariascloset.org)

619-808-4979