



1600 Pacific Highway, Room 203
San Diego, CA 92101-2942

www.sdstatusofwomenandgirls.org
CSWG@sdcounty.ca.gov

Chairwoman: Melinda Vásquez

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

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 – spoke regarding CEDAW from another point of view, had conversations with Board of Supervisors Chair Vargas and made her aware of gender analysis. Chair Vargas received the paperwork sent by former Chair Ijadi-Maghsoodi and is 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’s San Diego office shared a few months ago Sen. Butler introduced the NIH IMPROVE Act which helps with maternal health care, is working on further legislation, and 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 processes between all commissions 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 where they are at and make 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 San Diego department so maybe the commission can reconnect and establish a relationship 2) want youth participation in the actual governance – would fall 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 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 2nd, 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 17th 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 for 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 12th 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 26th from 2pm-4pm, agenda to staff assistant by July 22nd.

Agenda Item #9 –

- CEDAW Advisor: Parisa Ijadi-Maghsoodi provided an update regarding the progress of CEDAW (Attachment A).
- 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 Are 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.

Attachment A

Since the last Commission meeting, the Commission's CEDAW advisor has provided updates to the Chair. In summary, we continue to seek--but have yet to receive--confirmation of the following:

1. That any of the data requests have been made including to the State (which holds some of the service provider-data, and requests to the State generally involve 3-month delay in obtaining data);
2. That the County will comply with the ordinance's prioritization of the County's role as a "service provider" before its role as an employer and business partner (thereby requiring the County to prioritize the collection and analysis of data from units that serve in this function, for example administration of food stamps, IHSS, etc.); and
3. That the analysis will include a data-based analysis for each program/service (for the food stamps example, this requires an analysis of the County operational data (current recipient households) vs. County demographic data (public data) to identify disparities)).

The County (OERJ) has also taken the position that the seven subject areas identified in the ordinance constitute the CEDAW "principles," despite these seven subject areas being just that, subject areas. These were subject areas of interest to the community, including based on input during the public forums. While these subject areas should inform the preparation of *action plans*, these subject areas are separate from and should not in any way limit or bias the required baseline intersectional data analysis of each County unit. After all, the purpose here is to conduct an objective data analysis of all County operations because all County operations impact women and girls, not just those historically stereotyped as women and girls-related. We have asked the County (OERJ) to refrain from describing—in the methodology—these subject areas as “the CEDAW principles” to avoid any confusion which could, whether intentional or inadvertent, result in these subject areas limiting or biasing what must be an objective analysis of all County units.



1600 Pacific Highway, Room 203
San Diego, CA 92101-2942

www.sdstatusofwomenandgirls.org
CSWG@sdcounty.ca.gov

Chairwoman: Melinda Vásquez

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

MINUTES

October 4, 2024

Hybrid Meeting

12:00 PM – 1:30 PM

Chair Melinda Vásquez: Meeting was called to order at 12:07 PM.

Commissioner Roll Call:

Members Present In-person:

Amy Nantkes	Vernita Gutierrez
Kristine Custodio Suero	Idara Ogunsaju (arrived at 12:17pm)
Mary Davis	Nadia Farjood
Rohida Khan (virtually – just cause)	Lindsay Riedel Ruther

Members Absent:

Melinda Vásquez	Lauren Welty
-----------------	--------------

Approval of Minutes:

Approval of July 19, 2024, meeting minutes: Comm. Davis made a motion to approve the July 19, 2024, meeting minutes. Comm. Nantkes seconded the motion. Comm. Gutierrez made a motion to amend the main motion by postponing the approval of the July 19th meeting minutes. Comm. Farjood seconded the amended motion. Amendment to the main motion passed with all commissioners present voting in favor of the amendment. The main motion passed with all commissioners present voting in favor of the motion.

Approval of the August 2, 2024 meeting minutes: Comm. Gutierrez made a motion to approve the August 2, 2024 meeting minutes. Comm. Davis seconded the motion. Motion carried with all commissioners voting in favor of the motion.

Public Comments:

None

Business:

Item #5: Guest speaker Shamine Linton and Vice President Erika Guzman Medina shared a presentation regarding Sharia's Closet, a local non-profit providing emergency clothing and supplies to families and individuals in need. (Attachment A – presentation)

Item #6: Approve bylaw revision: discussed bylaw recommended revisions. Some proposed changes cannot be made without the approval of changing the Admin Code. Comm. Gutierrez made a motion to postpone the review and approval of the bylaw revisions until the next meeting. Comm. Farjood seconded the motion. Motion carried with all commissioners voting in favor of the motion.

Item #7: Comm. Gutierrez makes a motion to postpone recommendations for modifications to the Admin Code to a future meeting. Comm. Farjood seconded the motion. Motion carried with all commissioners voting in favor of the motion.

Item #8: Discussed CA CSW Phase II Grant Funds: cannot sue grants funds for food, travel, swag, honorariums. Could potentially use funds for website posting fees, host a meet & greet, audio/visuals, Zoom pro account, and facility space. Since Commission is an entity of the County, all grants need county approval before accepting grants funds. Cannot subgrant because it would require another process that follows county guidelines of managing grants. Cannot buy items that other non-profits need because it would be considered a gift of public funds and would still need to go through the grant process. Comm. Davis suggested hiring a digital marketing consultant or a brand ambassador, maybe a San Diego State University student. Comm. Khan suggested hosting an event, virtually, but comm. Nantkes mentioned it would be difficult to do with the limited time commissioners have to meet. Comm. Khan suggested partnering with FGM organization as an underwriter/sponsor. They would do more of the leg work and CSWG would be a collaborator. Comm. Khan to look more into it. Comm. Farjood suggested a holiday party and partnering with Sharia's Closet and other organizations. Comm. Farjood would also like to hear more about sub-granting and what that process looks like.

Item #9: Strategic Planning Meeting: Comm. Ogunsaju made a motion to host the Strategic Planning Meeting on November 1, 2024 from 2-4pm. Comm. Davis seconded the motion. Comm. Davis made a motion to amend the main motion to host the Strategic Planning meeting on December 6th after the regularly scheduled meeting from 2-4pm. Comm. Nantkes seconded the amended motion. The amended motion carries with all commissioners voting in favor. The main motion passes unanimously with all commissioners voting in favor.

Item #10: Committee Chair Reports: none

Item #11: Initiative Updates and Liaison Reports:

- CEDAW Advisor: Please see attachment B.
- Women's Hall of Fame: no updates.
- Association of California Commission for Women: Comm. Welty has volunteered to be the liaison.

Item #12: Commissioner announcements: Comm. Davis – put on radar the continued closing of material and on Cetric healthcare. Put on Strategic Planning and next meeting. Comm. Custodio Suero would like to thank Comm. Goodwin for service. Comm. Goodwin has resigned. Currently have 3 vacancies.

Information Items:

- **2024 Meetings:** November 1, December 6

ADJOURN:

- a. There be no further business, this meeting is closed at 1:23pm.

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.



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

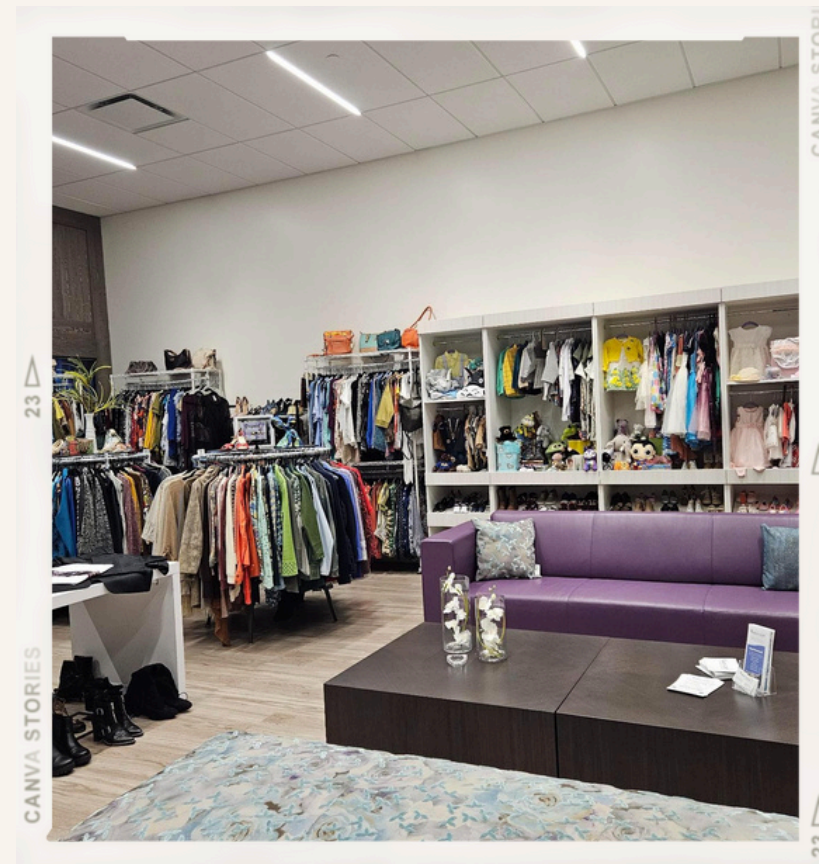
- Serve individuals and families experiencing hardship
- Provide free, emergency clothing
- Help children, teens, and adults
- Empower members of our community by promoting confidence, self-esteem, and self-identity

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

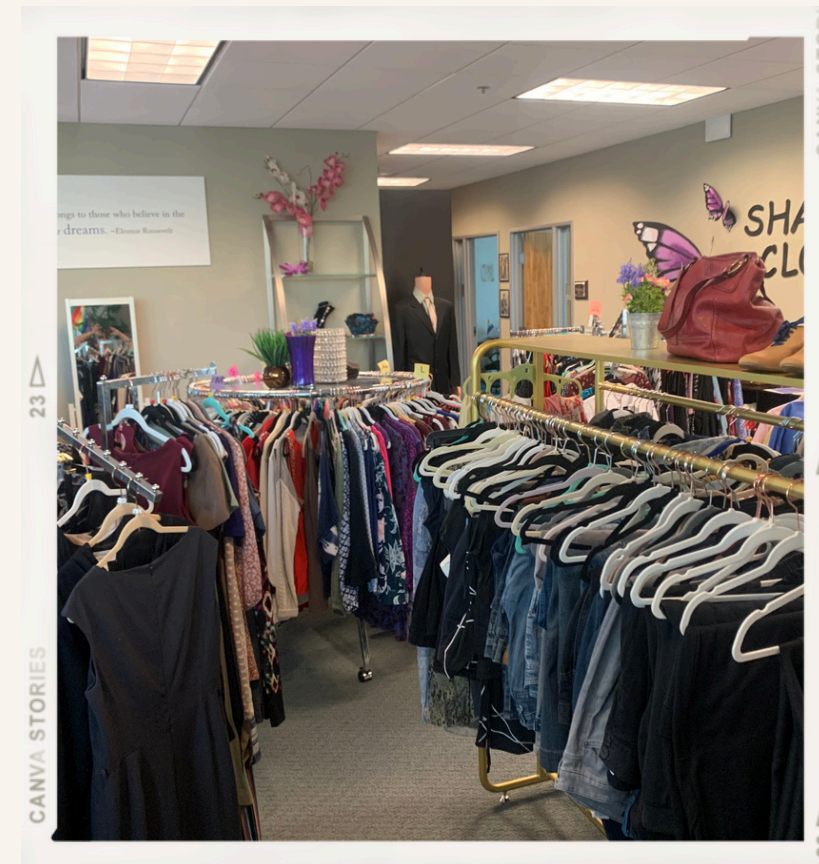
Sharia's Closet Locations



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

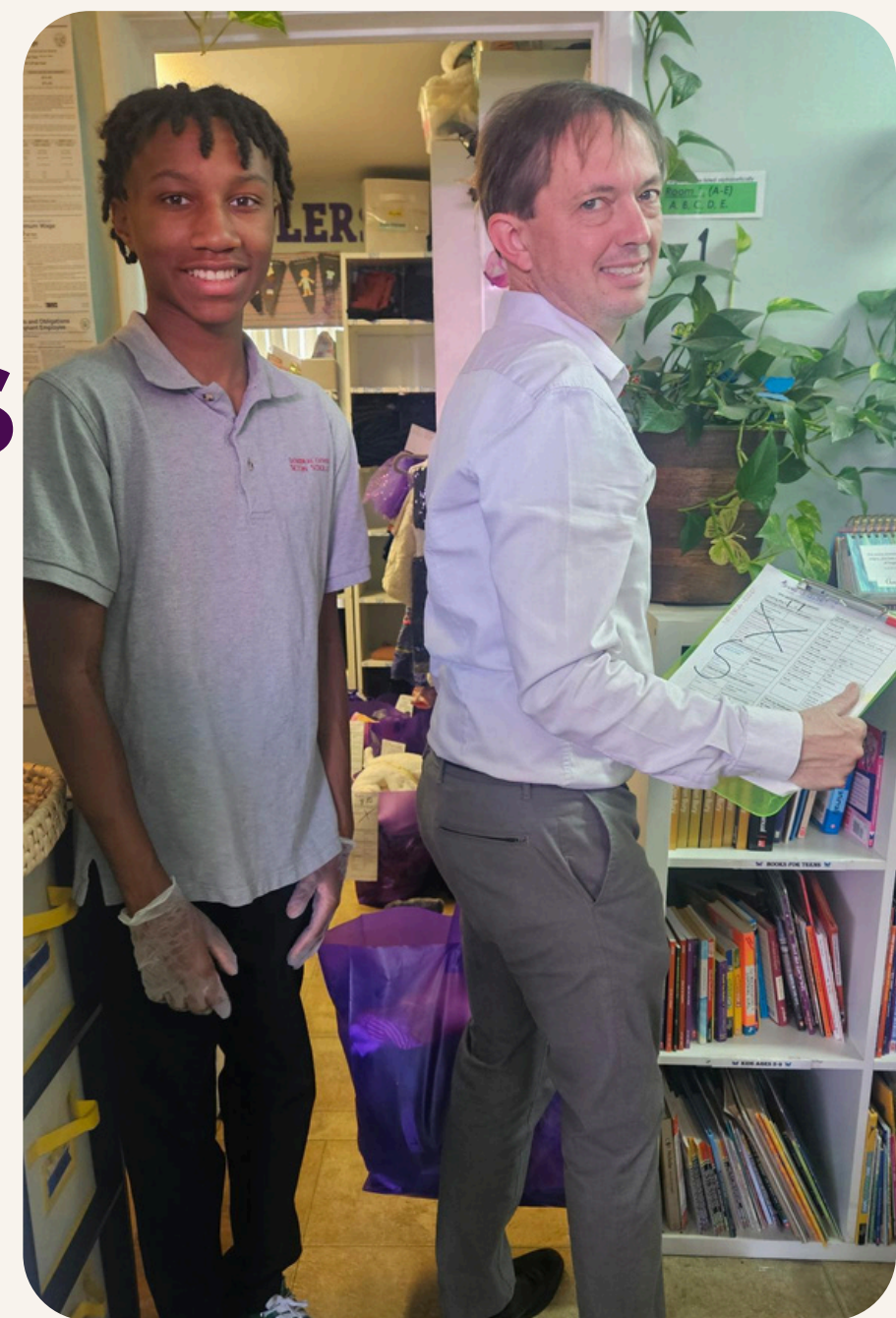


Started with 19 in 2013, Served 11,457 to date in 2024



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

619-808-4979

Attachment B

CEDAW Advisor Parisa Ijadi-Maghsoodi: since the last comm. meeting, we (including former Chair Jenni Prisk) met with Lyle Pavuk from Supervisor Montgomery Steppe's office during which we emphasized our concerns with ensuring data from every unit is used in the necessary comparator analyses of all programs and services. Since the last meeting, we continue to work to ensure an effective baseline analysis is conducted because it is necessary for the Commission to fulfil its duties and roles as mandated by the ordinance sections cited during our last update. Concerns being actively worked on: 1) the County proposing a very limited and place-based, rather than person-centric, definition of socioeconomic status data, inconsistent with CEDAW's individual-based poverty-centered approach and our ordinance (new issue); (2) the County continuing to define the non-exclusive and non-exhaustive list of focal areas identified in our ordinance, including transportation, as the local principles of the CEDAW ordinance, which is inaccurate; and the denigrating of all subject areas outside those seven categories to "other" which will – whether intentionally or inadvertently – signal and render subject areas (e.g., education, infrastructure, etc.) less important, despite many of those subject areas being ones that historically excluded women and girls, an exclusion which will be perpetuated, not mitigated (existing issue); (3) ensuring the appropriate timeframe is used for data analyses, because for certain services and programs, unless accounted for, the use of cumulative data—e.g. annual data—instead of point-in-time data risks artificially overinflating many programs/services' operational data that will be used in the disparity ratio which will artificially dilute or mask unflattering disparities, thereby undermining the purpose of the analysis which is to identify existing disparities/inequities; we want to protect against having the County experience another Project 100 type of data reporting situation, particularly in the poverty program/services context (new issue).

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 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 and Girls in the Chief Administrative Office. (Article IV Section 85.)

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)

**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 an 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.

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, a term shall include any appointment to fill a vacancy for one-half or more of a term.

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

1. A vacancy shall occur 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.
 - 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.
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.

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

Revised _____ 2024

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's ~~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.

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.
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.

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

Revised _____ 2024

9. Provide liaison and assistance to citizen groups interested in the 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.

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 85.5S(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.

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

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

Revised _____ 2024

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 agrees 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)
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.

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

Revised _____ 2024

~~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 Aad 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 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.~~
- ~~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

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

Revised _____ 2024

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.
- 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.