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District 3, Lawson-  
Remer  
Kimberly Keen  
Kristine Custodio Suero

District 4, Montgomery  
Steppe  
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Vacant

District 5, Desmond  
Rohida Khan  
Amy Nantkes

Members At-Large  
Kelly Jenkins-Plutz  
Vernita Gutierrez  
Vacant

Chiara Leroy, Staff  
Assistant

Heather Murray, Senior  
Deputy



## **AGENDA**

### **December 5, 2025**

### **Governance Committee Meeting**

#### **1:00 PM**

Pursuant to Government Code Section 54954.2 the San Diego County Commission on the Status of Women & Girls will conduct a meeting at the above date and time for the purpose of transacting or discussing business as identified on this agenda.

### **LOCATION**

The meeting will take place at the County Administration Center: 1600 Pacific Highway, Room 302, San Diego, CA 92101 and is open to the public.

### **PUBLIC PARKING**

There is 3-hour free parking is available in the underground parking garage located on Ash Street (south side of the building). Be sure to park in a public parking space to avoid citation.

### **HOW TO PROVIDE LIVE PUBLIC COMMENT**

Individuals who wish to address the Commission and provide live public comment may do so at the designated time for public comment during the during the meeting.

Those interested in speaking are encouraged, but are not required, to submit a request to speak prior to the start of the meeting by sending an email to [gutierrez.cswg@gmail.com](mailto:gutierrez.cswg@gmail.com) with your name, email address, and the agenda item you wish to speak on or if you want to comment on item(s) not on the agenda. You may also submit your request by calling (619) 797-0266.

### **DISABLED ACCESS TO MEETING**

A request for a disability-related modification or accommodation, including auxiliary aids or services, may be made by a person with a disability who requires a modification or accommodation in order to participate in the public meeting. Any such request must be made by sending an email to [CSWG@sdcountry.ca.gov](mailto:CSWG@sdcountry.ca.gov) or by calling (619) 797-0266 at least 24 hours before the meeting.

## **WRITINGS DISTRIBUTED TO THE COMMITTEE**

Pursuant to Government Code 54957.5, written materials distributed to the Commission in connection with this agenda less than 72 hours before the meeting will be available to the public at the Office of the Clerk of the Board of Supervisors at the County Administration Center, 1600 Pacific Highway, Room 402, San Diego CA 92101. Please submit requests to the coordinator at: [CSWG@sdcounty.ca.gov](mailto:CSWG@sdcounty.ca.gov) or (619) 797-0266.

### **Welcome – Call to Order**

1. Commissioner Roll Call
2. Public Comment (Opportunity for members of the public to speak to the Commission on any subject matter within the Commission's jurisdiction that is not an item on today's agenda. Follow the instructions above on "How to Provide Public Comment" if you wish to be heard during this public comment period.)

### **Old Business**

3. Review draft operating procedures document (attachment A) – discussion item

### **New Business**

4. No new business

### **Adjourn**

5. There be no further business, this meeting is closed at \_\_\_\_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.

Mailing Address: 1600 Pacific Highway, Room 352, San Diego, CA 92101-2942

Website: [www.sdstatusofwomenandgirls.org](http://www.sdstatusofwomenandgirls.org)

Email: [CSWG@sdcounty.ca.gov](mailto:CSWG@sdcounty.ca.gov)

Phone: (619) 797-0266

## SAN DIEGO COUNTY COMMISSION ON THE STATUS OF WOMEN AND GIRLS STANDARD OPERATING PROCEDURES

### Introduction

The San Diego County Commission on the Status of Women and Girls (“Commission” or “CSWG”) is mandated to study and advise the San Diego County Board of Supervisors on areas of concern to women’s lives and needs in San Diego County. Its mission is to identify the unique challenges faced by women and girls in the community and to work collaboratively towards solutions that promote gender equity.

This document serves as an informational guide to the Commission’s most common operating procedures. To view the documents and policies that govern the San Diego County Commission on the Status of Women and Girls, click [here](#).

### Commission Meetings

- All CSWG regular and committee meetings must be publicly noticed and accessible to the public (CSWG Bylaws, Article VI, Section C, paragraph 1.)
- Frequency: Regular CSWG meetings are typically held on the first Friday of each month, from 12:00 noon to 1:00 p.m.
- Location: San Diego County Administration building, 1600 Pacific Highway, San Diego, CA 92101. Room number is subject to change.
- Special Commission meetings may be scheduled, per Bylaws Article VI, Section C, paragraph 3.
- Protocol for scheduling meetings and placing items on meeting agendas.
  - Ideally, meetings should be scheduled two weeks before the meeting date.
  - Agendas should be submitted to County staff for review and posting at least five days before the meeting date. When submitting agendas:
    - Add agenda items directly into the template provided by County staff (versus in an email body).
    - Confirm the date and time.
    - Confirm the location, including if it’s hybrid.
      - If the meeting will be hybrid and is not the Regular meeting, inform County staff if you will be using a personal Zoom/Teams log-in and if so, what the log-in info is.
    - Ensure that all agenda items are descriptive enough that the general public will know exactly what topic will be discussed and also include what type of agenda item it is, such as action item, voting item, etc.
  - Voting is not allowed to take place on an item unless it is clearly marked as such on the agenda.
  - Confidential information is not permitted to be discussed in a public setting.
  - Closed meetings are permitted under the Brown Act for very specific reasons. Interest in holding a closed meeting should be submitted to County staff and are assessed on a case-by-case basis by County Counsel. Closed meetings must adhere to the same requirements as for a regular meeting.

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- Alert County staff as soon as possible if a meeting needs to be cancelled or rescheduled.

### **Commissioner attendance at community events**

- To avoid violations of the Brown Act, when a majority of CSWG commissioners is in attendance at a social, ceremonial, educational, or other gathering, all commissioners must refrain from discussing issues related to CSWG business.

### **Committees**

- There are four standing committees.
  - Executive
  - Civic Engagement
  - Governance
  - Policy
- Standing committees must adhere to the same requirements as for a regular meeting.
- Committee meetings are scheduled by committee chairs, at the committee chair's discretion.
- Ad hoc committees may be appointed, per Article V, Section A of the CSWG Bylaws.

### **Communications**

- Internal communication via email, **shared drives**
  - To avoid a Brown Act violation, do not send, forward or "reply to all" email messages to a majority of CSWG commissioners.
- **External communication - Protocol for handling media inquiries and public statements. Designated spokespersons?**
- Social Media
  - **Social media accounts & "handles"**
  - **Who is responsible for posting?**
  - **Steps to post content**
  - **Who monitors and responds to comments?**

### **Finances**

- The CSWG receives no appropriated funding from the County and may apply for grant funding from the County or other entities, as appropriate.
- The CSWG cannot accept donations.
- Any intent to apply for, receive, or utilize grant funds must first be approved by the County. The approval process may take several months.
- CSWG fund accounts are managed by County staff on behalf of the Commission.

### **Mandatory trainings**

- Newly appointed commissioners must attend an orientation to the CSWG presented by the chair and/or vice chair(s) before they are able to actively participate or vote in a CSWG meeting.
- Within one year of their appointment, all Commissioners are required to attend an orientation/training presented by the Clerk of the Board and County Counsel which

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covers topic such as the County structure, strategic plan, applicable Board policies, Brown Act, and the Code of Conduct for Boards, Commissions, and Committees (BCCs). County staff will inform commissioners when the trainings are scheduled.

- Additionally, new commissioners should review the following resources:
  - The establishing authority for the Commission on the Status of Women and Girls: [San Diego County Admin Code Section Article IV](#);
  - County [Board Policy A-74](#);
  - the Clerk of the Boards, Commissions and Committees [website](#); and
  - the CSWG [Bylaws](#).
- Ethics training (?)

### **Membership**

- The CSWG may select at-large commissioners. Other commissioners are appointed by the Board of Supervisors.
- Applications for at-large CSWG seats submitted to County staff are reviewed by the Civic Engagement Committee. Prospective candidates are forwarded to the CSWG Executive Committee before recommendations go before the full Commission for a vote. After being approved by the full Commission, the CSWG chair directs County staff to draft a letter, on behalf of the CSWG chair, to the BOS recommending approval. The item is then placed on a BOS meeting docket for a vote by the BOS.

### **Partnerships**

- Define what a “partner” is. What expectations do we have? Might a partner have?
- What criteria do we use to determine who is a partner?