The December 19, 2019, meeting of the Solano Commission for Women and Girls (SCWG) was held in the Multipurpose Room (1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533.

**CALL TO ORDER**

The meeting of the Solano Commission for Women and Girls was called to order at 6:05pm. Treasurer Thomas presided over the meeting this evening.

**ROLL CALL**

**Members Present (9)**

Ana Petero Solano County, District 2

Gayle Vaughan City of Benicia

Kay Kelley City of Rio Vista

Tiffani Thomas City of Suisun

Elease Cheek City of Vallejo

Akon Walker SCWG Appointment

Sabine Goerke-Shrode Solano County, District 3

Jennifer Hamilton Solano County, District 4

Cornelia Gibson City of Fairfield

**Members Absent (7)**

Rochelle Sherlock Solano County Office of Education

Sakina Ali SCWG Appointment

Doriss Panduro SCWG Appointment

Judi Ruggiero-Ferrara City of Vacaville

Laura Petty Solano County, District 5

Mary Lou Batchelor City of Dixon

Olivia Ruiz Solano County, District 1

**Staff, Speakers, and Guests Present/Announcements**

Stacey Martinez Vallejo

Sophia Gomez Vallejo

Jennifer Barton Friends of the Commission

Edie Thomas

**COMMENTS FROM THE PUBLIC/BOARD MEMBER**

*This is your opportunity to address the Commission on a matter not listed on the Agenda, but within the subject matter jurisdiction of the SCWG. Please limit your comments to three minutes.*

Ms. Martinez inquired as to whether the Commission requires evaluations, as students in the Public Health Master’s program at Touro University are a free resource and may conduct evaluations for the Commission. They have conducted evaluations for her program.

1. Additions/Deletions to the Agenda

Approval of Agenda

Motion to approve the agenda by Commissioner Cheek and seconded by Commissioner Goerke-Shrode. Vote: Unanimous

1. Approval of the November 21, 2019 SCWG Meeting Minutes

Motion to approve the minutes by Commissioner Vaughan and seconded by Commissioner Walker. Vote: Unanimous

**REGULAR CALENDAR**

1. SCWG Financial Structure and Report

Ms. Barton reported on the meeting with Music For Our Children to finalize the Memorandum Of Understanding. The meeting was among the President, Joan Gaut, Ana Petero (secretary), and Jennifer Barton. The MOU was signed by all three. Chair Sherlock, Ms. Barton, and Commissioner Petero all have a copy. By January 6, 2020, Solano Community Foundation will send a check for $11,570.00 to Music For Our Children, for the Friends of the Solano Commission for Women and Girls account. Checks will be disbursed with the approval of the Commission. In order to maintain accurate records and transparency, a disbursement request form will need be created.

1. Consultant Proposal to Complete Status Report

Commissioner Hamilton reported on a proposal from Applied Survey Research (copies were sent via email to the Commission). Included is an overview as well as other works completed by Applied Survey Research. As the Commission has completed much of the ground work, the cost will be $9,975.00. Commissioner Hamilton is also seeking a donor(s) to print the report.

A question was posed as to the draft being 10 pages long and what that will contain. The goal is a snap shot in time as to the plight of women and girls in Solano County which may inform and shape what the Commission does next.

There are five broad categories which include education, health, crime, seniors, and socioeconomic status.

A discussion ensued regarding how comprehensive the report will be and what can be garnered from it in order to address and advocate for the issues summarized in the report from data collection and analysis.

The status is a jumping off point of the value of the Commission and its mission which will direct and advise the Board of Supervisors. To that end, the webpage can contain links to data that have been gathered along with the sources and analysis. Commissioner Vaughan shared her report with the City of Benicia which is looking forward to the completed report.

Finally, Applied Survey Research estimates that it will take 57 hours to complete the report with the understanding that the Commission’s deadline is March, 2020.

Motion to accept the proposal from Applied Survey Report was made by Commissioner Hamilton, seconded, by Commissioner Kelley: Vote: Unanimous

1. Committee Updates
2. Executive Committee

SCWG received a donation from Vice Chair Petty and family for $250. Treasurer Thomas will send the check to be deposited in the Friends of SCWG account.

1. Communications Committee

No Report

1. Membership Committee

Chair Kelley reported that the committee needs help distributing applications for a youth commissioner. Additional applications will be sent to Commissioners to distribute. Commissioner Hamilton offered to write a presser and applications will be promoted through the Commission’s social media outlets.

1. Status Report Committee

See item 2.

1. Future Agenda Items

Process procedure for requesting funds from the fiscal agent.

Process for acknowledging and thanking donors for contributions to the Commission.

1. Holiday Potluck

 The Commission celebrated the end of its first year with a Holiday Potluck.

**ADJOURNMENT**

The meeting was adjourned at 6:45pm. The next meeting is scheduled for Thursday, January 16, 2020, from 6-8pm.

Multipurpose Room (Room 1600) on the first floor of Solano County Administration Center located at 675 Texas Street, Fairfield, CA 94533