

# San Mateo County Commission on the Status of Women

Friday, April 12, 2019

San Mateo Credit Union Offices

350 Convention Way, Redwood City – First Floor Conference Room

## Draft Notes from Planning Retreat

The retreat started at 9:10 am.

Attendance: Becky Abens, Nirmala Bandrapalli, Anya Drabkin, Manufou Liaiga-Anoai, Dana Linda, Marguerite Machen, Rebecca Oyama, Christine Padilla, Maya Tussing, Anisha Weber, Tanya Beat

Absent: Monique Ray, Juda Tolmasoff

- Introductory Exercise led by Anisha Weber
- Public Comment: none
- Approval of Agenda: Motioned by Maya Tussing; seconded by Manufou Liaiga-Anoai; unanimous approval.

Facilitator Pat Brown reviewed the goals for the retreat and plan for the day

### Goals of retreat:

- Provide a team-building opportunity for members of the Commission to get to know each other better
- Review accomplishments during 2018
- Agree on specific goals for 2019-20,
- Begin to develop a CSW calendar for 2019 -20

### **Introductory exercise**

*Each member introduced herself and shared with the group what about her work with the Commission taps into her passion/energy.*

### **How is the Commission doing in addressing its mission statement?**

*Mission: The Commission on the Status of Women, an advisory body to the Board of Supervisors, seeks to improve the quality of life for women of all ages in San Mateo County. Through strategic partnerships and collaboration, the commission identifies women's needs, advises the board of supervisors, and educates the community on matters concerning women.*

Commissioners worked in pairs to reflect on the results of the member survey circulated prior to the retreat and developed ideas for actions that were recorded for consideration later in the day, as goals for the next 18 months are being considered.

The following notes reflect ideas about possible action steps growing from the member survey:

- Members who have served on the Commission for a longer period recalled the satisfaction of taking action to influence the design and programming for the women’s jail. There was a feeling that the Commission really had a lasting impact.
- Suggestion that the CSW try to develop two to three resolutions each year for the Board – (what makes the “frown face” for us)
- Explore how to deepen the impact of CSW sponsored resolutions – perhaps meet with cities, schools, other commissions, etc. (tangible work)
- Letters of recommendation/support
- Continue relationships, collaborations that have been fruitful – how to continue contact
- Capture solutions (low hanging fruit) when specific questions come to the Commission and information/answers are readily available – educate the community about what already exists (such as county services)
- “Right conversations” with the right people
- Create a solid plan for goals – building bridges
- Establish specific goals to communicate with the BOS – frequently and how? (presentations, reports, resolutions) – try to understand what the BOS might want advice on
- Identify who on the Commission can communicate – who has this as a strength (SMART Goals)
- Refer to #5 on the member survey:
  - Develop a work plan that focuses on 2-3 women’s issues, each of which can become advocacy projects that would include:
    - An educational component
    - A policy support or opposition component
    - A community outreach campaign component
- Create milestones to stop, acknowledge, celebrate success and talk about what’s next
- Acknowledge, Recognize, Props
- Create goals with a “place based” lens – target specific communities, locations in the county
- Generous with our time and knowledge and know the history of CSW.
- Add to the regular agenda a “member time” for members to bring ideas and issues to the Commission’s attention and perhaps schedule a follow-up discussion
- Add a “debrief” discussion following presentations by outside organizations (study sessions, free write)
- Recognize the strengths of Commissioners – diversity
- “No” is a complete sentence – have awareness of what individuals and the Commission as a whole can do (or not do)
- Contribute to agenda creation “how”
- Remember to ask presenters, “What do you think that we as the CSW can do to support...?”

### **Update status of 2018 work plan and propose goals for 2019**

Working in two smaller groups, Commissioners reviewed the current CSW work plan to assess which goals/objectives should be moved forward to the 2019-20 work plan, which have been completed and whether there are new goals that should be added.

### **Reports from discussion groups re. suggested goals and objectives for the 2019-20 work plan**

The following is a rough draft of possible goals and objectives for inclusion in the 19-20 work plan:

- a) Host/organize a second Women’s Leadership Conference in March 2020
- b) Increase community engagement, networking and education related to women’s issues

- c) Host/hold regular Commission meetings in different parts of the county 2-3 times during the year – consider unincorporated areas as locations
- d) Develop talking points to help explain the work of CSW
- e) Use the Commission as a platform to increase visibility and access for underrepresented and underserved groups.
- f) Invite community members to attend presentations to the CSW as a way to expand reach and potentially invite greater participation
- g) Revisit the survey posted on the CSW website to update issues
- h) Implement an ongoing process for identifying critical issues for women
- i) Analyze Community Conversation data and develop a report to the Board of Supervisors and a summary presentation about what was learned
- j) Develop an implementation plan that addresses issues identified in the Community Conversations
- k) Report back to the communities where conversations were held, share planned actions and solicit feedback and participation in implementing the plan
- l) Be very intentional about inviting presentations to the Commission that address the issues it is working on and think about those making the presentations as potential partners
- m) Add a regular agenda item for members to raise and schedule for discussion issues they consider important to the Commission’s work
- n) Add a “debrief” discussion to the agenda following presentations and Q&A so members can consider how to use the information that has been shared
- o) As part of the on-boarding process for new members, inventory the strengths, experience and background of members so all can understand who might contribute to different CSW efforts.
- p) Review the Hall of Fame activity connected with the Women’s Leadership Conference and make it more visible in 2020.
- q) Make it a goal to “advise” the Board of Supervisors on issues at least two-three times during the year – explore the range of options for communicating with the Board (resolutions, letters of support, member memos, etc.)
- r) Document the internal process to clarify identify, and purpose (orientation materials)
- s) Ask Juda to provide input and feedback about the best ways and times to approach the Board
- t) Capture/document in a visual the past and current achievements of the CSW and continue to add to that chronology. Reach out to past members to assist.
- u) Agendize time to discuss the 2020 Census and Elections and potential actions that CSW might take. Tap into existing presentations and education materials.
- v) Regularly during the course of the year schedule check-ins on the progress of work plan implementation as a way to celebrate success and re-calibrate if needed.
- w) Research what other Women’s Commissions are doing to identify issues and best practices
- x) Education, healthcare, etc. – track these topics/issues that did not specifically arise in the member survey but appear in Community Conversation notes.

**Next steps following the retreat:**

1. Define the meaning of the following terms: partner, sponsor, networked contact (what does that look like and how does it align with our goals?)
2. Define standing committees and ad-hoc committees as they align with goals.
3. Decide whether and how CSW wants to add partners
4. Discuss and determine target number of Commissioners (adult and youth) and determine whether there should be a revision to current bylaws.

5. Document the processes used by the Commission to recruit new members and onboard them so they are feel informed and able to contribute.
6. Share the PPT presentation used for outreach with Commissioners and use this presentation as the basis for developing talking points for Commissioners to use to explain the work of the CSW.
  - a. Manufou's advice in response to "what do we DO?"
  - b. "The realization we had last year is understanding that we are an advisory body and a lot of people miss that word, that word is very important where they are like, "what does that mean that you "advise"? ...then you really don't DO anything." So if we don't understand what that word means, we can't communicate it properly. The reason why I share this is...
    - i. When we talk about change, the way you impact change is understanding what you want do and then you follow the process. That's exactly what we do. It's that we understand and identify things that we want to do as a group and then the way we impact change is that we identify what needs to be done and then we advise accordingly, that's our role. Now how that impacts change, it depends on who you are talking to. Are we talking to a partner? Are we talking to the Board? Or are we just having a community conversation? Because change can happen but we have to understand the process. That's how I communicate as a commissioner and I don't know if that works for you but it took me a long time to identify my role. We are not a voting body but we advise and that's how change happens."
7. Community Conversation analysis. Identify what topics are actionable. Present to BOS and provide to community. Identify timeline for this project.
8. Members share specific information with Tanya relative to the current work plan accomplishments so they can be documented.
9. Tanya and Pat will develop a rough draft of possible CSW work plan goals and objectives, based on today's discussion and bring it to the Commission at the next meeting.

#### **Team building activity** - Appreciations

Each member picked a name of a fellow Commissioner and after a minute of reflection, shared what she appreciated about that member.

#### **Closure**

The retreat session adjourned at 1:35 pm.