



# COUNTY OF SAN MATEO

## COMMISSION ON THE STATUS OF WOMEN

### Meeting Minutes

Tuesday, April 23, 2019  
San Mateo County Office Building  
455 County Center, Redwood City – Room 101  
6:30 PM

**1. Call to Order**

**2. Roll Call**

**Commissioners Present:** Becky Abens, Dana Linda, Marguerite Machen, Rebecca Oyama, Christine Padilla, Anisha Weber, Manufou Liaiga-Anoai, Nirmala Bandrapalli, Maya Tussing

**Staff Present:** Tanya Beat, Juda Tolmasoff

**Absent:** Monique Ray, Anya Drabkin

**3. Public Comment**

Approximately 15 members of public in attendance.

**4. Approval and Adoption of Agenda**

Motion to approve Nirmala Bandrapalli, seconded Marguerite Machen. Unanimously approved.

**5. Approval of March Meeting Minutes**

Motion to approve Nirmala Bandrapalli; seconded Becky Abens. Unanimously approved.

**6. Approval of April CSW Retreat Minutes**

Motion to approve Dana Linda; seconded Maya Tussing. Unanimously approved.

**7. Mission & Vision**

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.

*How did the mission show up in your life this week?*

How do we add items to the agenda? Add during meetings for future meetings; send a request to President, VP, and Director. Add a section that identifies what is “Action, Discussion, Update, Presentation”

Also note: Line item for “Approval and Adoption of Agenda” is where you can request to add or take away from the current Agenda.

## 8. Report from Commission President

- Overview of Retreat:
  - i. Great retreat with much to discuss and further define
- SMART Goals and Tracker:
  - i. Specific, Measurable, Actionable, Realistic, Time-bound
  - ii. Timeline/RoadMap for meetings and goals – help us be aware in the process and see/feel the progress. Check in quarterly.
    - 1. Intention is to Visually Display it at each meeting. Project a Google Sheet (everyone has access)
    - 2. Tool to keep us all on one page

## 9. Report from Commission Director

- Clothing Drive: Extremely successful
- White Paper on Gender Responsive Programming at Maple Street Correctional Center (on our website under Publications).
- Arts Commission: advocating for arts programming at Maple Street that is inclusive of all inmates. The past CSW involvement with Maple Street has been significant.
- Presentation from Santa Clara County CSW. What do you want to hear from them?
  - i. What are their strategies and processes for goals, projects, events?
  - ii. Structure: for meetings, what works well, how do they resolve challenges?
  - iii. Overview of what they've done in the last 12 months. Shows what their role has been, sub committees, and what they've accomplished.
  - iv. Homework: review and read over their website, agendas. Become very familiar with what is on their website
  - v. Have they created a resolution? How did they do that and what was successful? What was challenging?
  - vi. Outreach and Community Engagement: what is successful?
- Domestic Violence Council update - Becky Abens
  - i. Probation Dept Presentation
  - ii. Justice at Last Presentation
  - iii. Teen Dating event in May – outreach to Youth Commission

## 10. Youth Commission Report

- Deadline May 24 to apply for Youth Commission
- Immigrant Scholarship: deadline May 10

## 11. Retreat Workplan

- World Café: flipchart with 1 of 3 goals. Add to the goal, add details. Rotate every 5 minutes.
  - i. See attached Work Plans for additions and revisions.
  - ii. Provide Work Plans in Word documents for updating. Ask that the note-taker for each group revise and email to Tanya in preparation for May 28 meeting.

- iii. Important to note milestones/markers and SMART goal structure to help keep us organized and consistent. May need to revise overall goals in August and the reality of the Women's Leadership Conference and Women's Hall of Fame may skew good intentions.

## 12. Ad Hoc Work Groups/ Project Updates

- Community Conversations group: analysis and report to BOS (move to the May mtg)
- Women's Leadership Conference & Women's Hall of Fame:
  - i. Skyline College: site visit April 26 at 2pm
  - ii. Dates: **March 7** or March 28: share with Tanya which is your preference and conflicting future events by Tuesday, April 30.
  - iii. Reviewing Speakers and people to nominate for WHoF.

## 13. Announcements

- Burlingame: Peninsula Health Care District is building private housing for seniors. Community is pushing to make some of it affordable.
- May is Pacific Islander Heritage Month. Join Fou at a celebration at Colma Community Center on May 1.
- Stand for Children on May 8 in Sacramento; mtg with state reps and will bring back info for the next meeting.

## 14. Adjournment

The **Commission on the Status of Women Group agree** to arrive on time/start on time; take turns speaking; speak loud enough for everyone to hear; be courteous of other opinions; listen to hear a different perspective than your own; mute phones, allow the chair to guide the process; Chair will check in about remaining time at 8:15 PM.

Public records that relate to any item on the open session agenda for a regular or special meeting of the Commission on the Status of Women are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Commission. Those public records are available for public inspection at the Human Resources office located at 455 County Center, 5<sup>th</sup> floor, Redwood City, CA 94063 by appointment. The documents are also available to be sent electronically by emailing [tbeat@smcgov.org](mailto:tbeat@smcgov.org) or calling 650-363-4467.

**IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES ACT:** The meetings of the Commission on the Status of Women are accessible to individuals with disabilities. Contact Tanya Beat at (650) 363-4467, or at [tbeat@smcgov.org](mailto:tbeat@smcgov.org) as soon as possible prior to the meeting, if (1) you need special assistance or a disability-related modification or accommodation, including auxiliary aids or services, in order to participate in this meeting; or (2) you have a disability and wish to receive the meeting notice, agenda packet or other writings that may be distributed at the meeting in an alternative format. Notification in advance of the meeting will enable the Commission on the Status of Women to make reasonable arrangements to ensure full accessibility to this meeting and the materials related to it.