

CITY OF LOS ANGELES

CALIFORNIA



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**COMMISSION ON THE
STATUS OF WOMEN**
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KELLIE HAWKINS
INTERIM EXECUTIVE DIRECTOR

ANTONIO R. VILLARAIGOSA
MAYOR

MINUTES

FEBRUARY 01, 2008
Los Angeles City Hall
200 North Spring Street, Room 1050
Los Angeles, CA 90012

COMMISSIONERS PRESENT

Susan Berke Fogel, President
Katie Buckland, Vice President
Rocio Córdoba (via phone)
Liliana Pérez
Francille Rusan-Wilson

COMMISSIONERS ABSENT

Dominique DiPrima
Helen Han

STAFF

Kellie Hawkins
Lisa Chandler
Rayshell Chambers
Shirley Aldana Schwartz (intern)
Satin White (intern)

GUESTS

Barbara Freeman

I. CALL TO ORDER

Commissioner President Fogel called the meeting to order at 9:35 a.m.

II. APPROVAL OF MINUTES OF FEBRUARY 1, 2008

The minutes of January 10, 2008 were unanimously approved, as revised.

Commissioner President Fogel invited Barbara Freeman from the Mayor's office to give update on the search for an Executive Director for the Commission.

III. PRESENTATION BY THE MAYOR'S OFFICE ON THE EXECUTIVE DIRECTOR'S SEARCH

Ms. Freeman updated the Commission on the timeline of the hiring process. She stated that she is currently working closely with the City Attorney and the Personnel Department and they are collaborating to create a clean and comprehensive job description and hiring process which will include input from the Commissioners.

They will start by drafting a job announcement next week which includes qualifications that will be based on the recommendations presented in the report of the mayor's consultant, Abby Leibman. She thanked the commission for participating in that process as well.

The process will include the Commissioners' recommendations as well. The Personnel Dept. will distribute the job announcement and they will distribute it broadly including sending out nationally. The candidate will need to be

familiar with women's issues in Los Angeles, foremost. It is anticipated that it will take about five weeks for the process and it will go directly to Personnel Dept. for routine type questions. Tom Saenz and Barbara Freeman will select from the pool of those who met the threshold requirements. The Mayor and Mr. Saenz will then select those who will be interviewed.

As far as interviews, we will have two panels of up to five people; the Commissioners will be influential as to who will be included in the process. It is a community outreach process. The Commission will be kept informed but the Ordinance, which created the Commission, does not stipulate power to the Commission to be involved in the hiring process. Ms. Freeman is working to get more clarification on that process, and will suggest that they have at least two to three commissioners on the panel. They do not want to violate any part of the Brown Act. The number of panels will depend on the number of candidates.

To clarify panel participation, Ms. Freeman suggested that Commissioners recuse themselves from the interview process if they have a personal relationship with a candidate.

Ms. Freeman requested to be included on next month's Commission meeting agenda.

Commissioners present voiced their appreciation for the thorough description of the hiring process. The Commission wanted clarification of costs that would be incurred in the hiring process, and specifically referred to stipends/per diem to be given to "out area" candidates. They are considering alternative arrangements, like conference calls to interview candidates first.

Without violating the Brown Act, Commissioners stated that they would like to be involved as much as possible in the hiring process. Commissioner Buckland stated that under interim executive Director Kellie Hawkins the Commission has been running smoothly. It would be acceptable to take time to find the right person.

Ms. Freeman and the Commissioners present congratulated Kellie Hawkins on a job well done. She assured the commissioners that they hope to have the new director by the beginning of the fiscal year.

IV. DISCUSSION ON MATTERS FOR COMMISSION ACTION

- A. REVIEW OF COMMISSION BY-LAWS: Commissioner President Fogel pointed out that By-Laws have not been revised since 1975. Thanked the legal intern and commission in making changes, however, changes have not been amended as stated on documents. Commissioner Buckland pointed out that the Commission by-laws meeting schedule stipulates 10:30 a.m., which needs to be corrected or adhered to.

A motion was moved to discuss the Commission's Executive Secretary role. After careful consideration of duties, which are mostly clerical and which Commission's clerical staff is doing. A motion was moved and approved to remove the Executive Secretary from the by-laws.

Commissioner President Fogel moved to discuss the role of Committee Chair, and suggested that Commissioners start thinking about building committee structure. Each commissioner should take responsibility for a committee. Commissioner Cordoba is already leading the way on the legislative committee.

Commissioner President Fogel moved to discuss Items C and D under Public Statements, which relate to the City's policy positions. Interim Director Kellie Hawkins suggested that the Commission draft a resolution, and work with the City Council to establish a city position on legislation. Commissioners present agreed -- Commissioner Buckland added that Commissioners are to have their own individual voice.

Commissioner President Fogel moved to discuss Public Notice in the By-Laws. She suggested that the Commission add in policy that notices be posted 10 days prior to meetings. Commissioner Buckland concurred.

Commissioner Cordoba moved to adopt the electronic distributions of meeting materials. Commissioners moved to have correspondence be sent electronically, print and use postal mail when necessary.

Commissioners discussed provision on attendance policy, and chair committee. Quorum of three is needed. A motion was moved to vote on action items and attendance policy at next meeting.

B. NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN (NACW) MEMBERSHIP DUES: Commissioner President Fogel moved to vote on this association's membership dues. She recommended that dues be suspended because of current city budget crisis. Commissioners discussed value of relationship with the National Assoc. Interim Executive Director Kellie Hawkins suggested that relationships with the State Commission and National Association are important because we can stay informed on state and national activities. She said it was an opportunity to build networks nationally, and to be kept informed. The commission voted on drafting a letter to the association to request special consideration to freeze dues for one year because of Los Angeles City budget crisis.

C. COMMISSION PRIORITIES – CURRENT POLICY AREAS AND GOALS FOR 2008 – 2009:

i. Policy Priority. After careful review of the Villaraigosa 2005 – 2009 Plan, summarizing the Mayor's policy priorities. The commission noted that the overview does not include a gender lens. Commissioners moved to work with the Mayor's office to include this emphasis in their work going forward.

ii. Staff Recommendations. Commission staff provided policy recommendations on what can be done as the Commission refocuses on policy. Recommendations were on public safety, health, human trafficking, domestic violence, and the implementation of the CEDAW Ordinance.

Commissioners discussed importance of CEDAW Ordinance as a guiding principal to this Commission, and will review how other cities have adopted ordinance in dealing with domestic violence, childcare for traditional and non-traditional working families, gender analysis, inclusion of women in ethnic and minority groups, and public safety.

Commissioners moved to speak at length in a community forum about childcare needs of the community; invitees will be Los Angeles County childcare coordinator, and staff working on implementation of CEDAW to discuss solutions and policy recommendations.

Commissioner Fogel suggested that the Commission create a committee to advise staff on gender analysis and childcare issues discussed.

V. EXECUTIVE DIRECTOR'S REPORT

The interim Executive Director Kellie Hawkins updated the Commissioners on the budget FY 08/09. The department has fulfilled the request for an 8% reduction in the budget. The YWAR Grant has been approved and we expect to receive it in two installments.

VI. INFORMATIONAL ITEMS

A. YOUNG WOMEN FROM ADVERSITY TO RESILIENCY PROGRAM (YWAR) – UPDATE ON YWAR ACTIVITIES AND UPCOMING EVENTS: On February 14th (Valentines Day) at 10:00 a.m. there will be a forum at Independence High School in Van Nuys. The YWAR youth advisory board will put it on and the theme will be on Teen Dating Violence. Involvement from the organization Peace Over Violence is expected. The forum is bringing all the collaborators together. A Press Release will be sent to all commissioners.

Lisa Chandler, YWAR coordinator, reported that the Healthy Relationships Conference would be held on February 21st at the California Science Center. She briefed the commission on the purpose of the conference which is to identify issues that YWAR students found of interest that are not covered in the curriculum

Resources tables will be available at the workshop.

A performance by the youth's peers will be presented at the conference regarding teen violence.

Invitations were sent to all council members to speak at the workshop. Jeff Carr from the Mayor's office has accepted to be a speaker, along with Mayor Villaraigosa.

Commissioner Rusan-Wilson suggested that alumni of program should be invited to share their experience with current participants.

Commissioner President Fogel suggested that the commission's staff prepare a calendar of upcoming events.

B. 2008 ANNUAL PIONEER WOMEN PROGRAM IN CONJUNCTION WITH CITY COUNCIL – March 28th is the tentative date for a Pioneer Women breakfast. The breakfast will highlight the successes of women throughout the city. Commissioners responded by adding that they would like to see students from YWAR honored as well.

VII. PUBLIC COMMENT

None available

VIII. ADJOURNMENT

Commissioner President Fogel thanked all in attendance. Commissioners also encouraged all present to vote on February 5th. The meeting was adjourned at 11:30 a.m.

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