I. Call to Order
The meeting was called to order at 12:08pm. A quorum was established.

II. Adoption of the Agenda
MOTION (Spencer/Jacquot): To adopt the agenda. CARRIED.

III. Approval of the March 2014 Minutes
MOTION (Spencer/Burch): To accept the March minutes as written. CARRIED.

IV. Public Comment
Gary Sims, Director of Diversity and Inclusion at the Oregon Department of Corrections addressed the Commissions. He discussed Director Colette Peters’ interest in women in workforce and unrepresented people in the workforce which includes the 14,000 inmates in Oregon’s prisons. Part of his work in Corrections is looking at best practices in recruiting and retention to have the staff reflect the diversity of the inmates and the community.

Lucy and Stephanie noted that the OCFW’s current Status of Oregon Women Report at its website has good information on incarcerated OR women. The Commission worked with a public policy research intern to add this to the 2013 report. We will send the link to the report to Mr. Sims.
After some discussion, Gary offered to provide the statistics of the population of women at Coffee Creek correctional facility to the OCFW. He and Director Peters would welcome further discussion with the OCFW and other Commissions on best ways to keep women out of the system, and to serve their needs while they are inside. The OCFW indicated its interest in learning more about the hidden barriers that inmates face when they are released and also the rights of incarcerated pregnant women and women who recently gave birth to see their children. Gary would like to report back at a future time.

Director Peters will be meeting with OCBA Commissioner Robin Morris Collin soon; Lucy will express the OCFW's interest in attending this meeting.

Vice Chair Burch inquired about jobs in the corrections system available in rural areas. Gary said that this is an important job opportunity for rural women and will require a shift in acceptance of hiring women to work in occupations that are historically male-dominated. But he is open to working with Jeanne and others now to consider how best to make a push for hiring women in rural parts of the state with corrections operations.

Representative Komp will be visiting one of the corrections facilities soon and is interested in being a positive force for women’s involvement in the corrections system.

Gary invited the OCFW to take a tour of Coffee Creek Correctional Facility. Chair Vardavas would like to talk with the staff and incarcerated women. Lucy mentioned the Oregon Youth Authority and Oak Creek, which is its facility that houses young women (who move to adult facilities when they turn 21). Lucy suggests that the OCFW connect with Fariborz Pakreshet, the Director, to coordinate such a meeting in an environment that is positive and productive. The Commission is agreed that it’s important that families on the outside be involved in the inmates’ life in prison.

Lucy will collect questions from Commissioners and convey them to Gary. The Commissioners thanked him for coming to the meeting and for his interest in their work.

V. OCFW Old Business
A. Women of Achievement Awards debrief
  Chair Vardavas praised the outcome of the event. Everyone agreed that planning for next year's event begin now.

B. Commissioner handbook update –
  Commissioner Spencer presented the newly completed handbook to the OCFW and gave its ownership and updates to the OACO. This final version is now out for review from Frank Garcia and Kendall Clawson. The OCFW applauded Commissioner Spencer’s excellent work on the handbook which will now be part of every new Commissioner’s orientation and a resource on-line for all.

C. OCFW Social media update
  Commissioner Spencer has volunteered to make regular posts to the OCFW Facebook page. Chair Vardavas encouraged all Commissioners to post to the page and increase the volume of traffic viewing the page. It is important to click the "Receive notifications" option as well. With the new restrictions Facebook has instituted, it is important for the OCFW's network to share content widely.
Commissioner Swanson proposed that the Commission seek a social media intern from one of the local education institutions. Lucy suggested that the OCFW develop a project internship. One Commissioner needs to be the champion for the intern, and work with the staff as well. Commissioner Swanson will forward a sample position description and has volunteered to be the mentor.

VI. OCFW New Business
A. AAUW Lilly Ledbetter event 4/24 in Portland debrief

Barbara Spencer reported that the event with Ms. Ledbetter at PSU was exceptional. She took questions and was very well received. Representative Bonamici provided the final summary for the conference speaking about wage equity and the challenges ahead. Commissioner Spencer was Ms. Ledbetter’s go-to person during her stay in Portland, so had the fun of driving and escorting her around Portland and the conference.

The OCFW will follow up with a letter or postings to the website or both.

Chair Vardavas reminded the Commissioners that the OCFW is recruiting for new Commissioners to fill 2 slots and that development and graphic design are special skills the OCFW is seeking. Commissioners need to help with the recruitment. This includes a needed replacement for Commissioner Jacquot. The Commission would like to attract a women’s advocate from Coos County. Megan noted that there is a judge due to retire soon in the county who may be interested in the OCFW. She will approach her. Also Commissioner Rodriguez-Montegna asked about an applicant in public health who had applied for the OCFW and has not heard back. Lucy will check on the status of the application.

B. OCFW Strategic Plan next steps

Strategic work of the OCFW: The Commission discussed its work in public policy, advocacy and growing resources for women statewide. This included:

- **Law and Public Safety**: Updating Women and the Law. Stephanie is leading this effort which will launch in 2014 working with OWLS (Oregon Women Lawyers).
- **Equity in Education**: Supporting inclusive K-12 curriculum and resources for teachers, working with connections and partners in the Department of Education, OEIB, and the community. Stephanie is leading this work.
- **Community Engagement**: Promoting voter mobilization with Vision 2020 to assure all women are registered and voting
- **Advocacy in strategic priorities**: The OCFW has researched and provided testimony for 17 bills in the 2013 and 2014 sessions on the subjects of equity in education, health, safety, and jobs/economy.
- **Policy research**: The Commission worked closely with the Oregon Law Center and the Governor’s Office to complete the background research, raise support, write a legislative concept and pass a law allowing DV survivors to change their names with anonymity. They also developed a new statistical section for the Status of Oregon Women Report on incarcerated women in Oregon.
- **Liaison with the Friends of the OCFW**: on fundraising and on mutual efforts focused on equity and leadership for women statewide. Stephanie serves as the official OCFW liaison with the Friends
• **Five year vision for the OCFW**: Develop efforts focused on safe dating and healthy relationships, how to handle money, and an annual project with k-12 girls and the Oregon Education Investment Board.

**Developing an OCFW committee structure.** The Commission discussed how best to support the strategic work of the OCFW and decided to initiate a committee structure in 3 key areas of strategic and statutory importance to the OCFW:

1. Legislative Committee: convened by Chair Vardavas
2. Health and Environmental Justice Committee: convened by Commissioner Stephenson
3. Economic Security Committee: convened by Commissioner Spencer

**MOTION (Rodriguez-Montegna/Spencer): To establish 3 committees - economic security, health & environmental justice, and legislative CARRIED.**

**C. Periodic Commission training**

Lucy reviewed options for offering periodic training for Commissioners:

1. Provide a training on how OACO builds its budget within the state process (Lucy would do the training for an hour by phone for interested Commissioners and include OACO’s CFO and LFO Analysts.
2. Engage the trainer from the Government Ethics Commission to train by phone for 20-30 minute training on the ethical framework for public service.
3. Provide a training on talking to legislators 101 with Margaret Carter doing the training. She has offered to do it. This would be an in person training at a joint meeting of the Commissions in December or January before the 2015 session.
4. The Secretary of State’s Office is also available for training on how maintain professional and ethical behavior in public service, during campaigns and elections.

Training is part of the key performance measures (KPM’s) of the Commissions. A related evaluation survey for performance would be administered to all the Commission participants of the trainings which would become part of the KPM report to the legislature.

The Commissioners want to move ahead with this training plan and consider further training as possible. It is an important aspect of Commission work and they appreciate what it takes to organize it and attend it.

**D. Report on OCFW’s review of OACO staffing plan.**

The Chair complimented the proposed OACO staffing plan. On Monday Lucy will send a Survey Monkey survey to commissioners to prioritize the staffing plan. At the OACO’s Joint Ways and Means General Government Committee, Co-Chair Senator Steiner Hayward asked the Commission Chairs what resources they need to accomplish the statutory mission of the Advocacy Commissions. A delegation of the OAC leadership and Lucy will meet with Senator Steiner Hayward soon to give her an update on that discussion by the OAC’s and the budget they propose.

Lucy is working with the Commissions on budgeting for 2015-17 which will be submitted at the end of June. The OACO budget will include several Policy Option Packages for the staffing plan the Commissions have approved in support of their work in policy research, advocacy, and community engagement.
E. Planning for WOA Next Year

Jodi spoke about the Friends' assessment of the WOA event.

They felt it was a good event: venue, video interviews, use of the website for purchasing, PayPal (for the most part) all worked adequately well. $1,400 was donated or pledged.

Opportunities for next year include having a longer planning period enabling the organizers to better attract sponsors, protocol for tickets for honorees and guests, more planning time, larger space with good parking and access, better touch point between honorees and OCFW/Friends.

Suggestions for improvement: As part of the nominee process, request a hi-res digital photo of the nominee - or require that the nominator submits a photo once the person has been selected; improve the nomination form; formalize a letter to winner about expectations and tickets, etc.

Other opportunities: Honor someone(s) posthumously?

Next year is the 30th year of the award, it provides an opportunity to sell advertising in a WOA multi-page printed program, and include bios of past honorees. It was agreed there will be a better/easier check-in process that has all nametag labels printed in individual sets if name tags by table, not as a continuous printing of name tags by table. This way it is still possible to maintain order of nametags by table easily throughout the long check in process.

Set earlier deadline - November 1. People nominated last year are still in the pipeline. Open nominations ASAP, and close them Wed, October 15th. Include: if this person is nominated will you be able to provide a hi-quality digital photo in mid-November? There will be a resolution in 2015. There will also be an event with the Governor.

The Commissioners discussed the logistics of dates, and time of day for the event. April 18, 25 or May 2, from 11am - 1:30 or 2pm (if there is a paddle raising and/or silent auction).

F. Friends' update on Collective Impact Model

Jodi reported that the Women's Equality Coalition (WEC) at PSU is interested in funding a first report. The Women's Foundation of Oregon has also expressed interest in funding a first phase. These two funders are committed. The report itself would be generated by the Population Resource Center at PSU.

The WEC would like to have a member of the OCFW to serve on it.

VII. Administrator's Report

A. Financial update

Lucy noted that the OACO has a new bookkeeper in DAS Shared Accounting Services, a new Budget Analyst in the Legislative Fiscal Office (LFO) and a new Budget Analyst in the CFO’s Office. She and Nancy have been working with the new staff on orienting them to the OACO Budget and preparing to build the 2015-17 budget. Katy Moreland will be the 4th OACO bookkeeper in 4 years, but she promises to be excellent. She is already working to produce the monthly projections of General Funds that are used by the Commissions in the final year of a biennium to assure full expenditure of the agency budget.

Lucy shared some great news: Because of the Chairs' advocacy with the LFO and the CFO Offices, their analysts recommended to the legislature that all of the 2% holdback of the
current budget be restored to the OACO. The legislature agreed and the funds have been restored. This is very unusual.

VIII. Good of the Order
A. Next OCFW meeting July 18th, 12:00 PM – 3:00 PM, Room 1A, 800 NE Oregon Street, Portland, OR 97232

B. Elections for Chair and Vice Chair will be at the July meeting. Chair Vardavas indicated that she would like to continue for another term.

C. The Chair asked that Commissioners actively recruit in the next few weeks. New Commissioner applications are due July 31st (this date reflects the Executive Appointments’ office preference that applications be received 5 to 6 weeks before the Senate Confirmation hearing for new commissioners).

D. Other announcements - there were no other announcements

IX. Adjourn
   The meeting was adjourned at 2:50pm.