Minutes
Oregon Commission for Women (OCFW)
Friday, March 21, 2014
12:00 pm - 3:00 pm
State Office Building, 800 NE Oregon St., Room 1A, Portland, OR 97232

ATTENDANCE:
Chair: Stephanie Vardavas
Vice Chair: Absent
Commissioners: Megan Jacquot (phone), Rep. Komp, Dr. Barbara Spencer, Mariahm Stephenson (phone), Stephanie Swanson, Sen. Monnes Anderson
Absent: Jeanne Burch, Jessica Rodriguez-Montegna
Staff: Lucy Baker, Nancy Kramer
Guests: Jodi Ballard-Beach, Chair of the Friends of the Oregon Commission for Women; Amy Platt, Oregon Historical Society

I. Call to Order
The Commission was called to order at 12:06pm. A quorum was established.

II. Adoption of the Agenda
Was added to the agenda.
MOTION (Spencer/Jacquot): To adopt the revised agenda as written. CARRIED.

III. Approval of the January 2014 Regular Meeting
MOTION (Spencer/Jacquot): To approve the January 2014 OCFW meeting minutes as written. CARRIED.

IV. Public Comment
Amy Platt, from the Oregon Historical Society, introduced herself. She works on the Oregon Encyclopedia and the Oregon History Project at the Oregon Historical Society. She is contracted to work on the Oregon Studies project, created by Senate Bill 739A, with the Oregon Department of Education (ODE), to make sure new and existing content is reviewed, vetted and made available electronically to teachers. The purpose of the Oregon Studies project is to ensure the history of all Oregonians is taught in public schools. Amy is seeking list of topics commissioners feel should be included in the Oregon Studies project. Amy will send list for OCFW to review.

Nancy will send Amy the Oregon Women's First poster sponsored by the OCFW.

V. OCFW Old Business
A. WOA Awards update
The 120 seats for the event are all sold and Senator Diane Rosenbaum will emcee. Jodi drafted the run of show script, to be reviewed by Chair Vardavas and then Senator Rosenbaum. The necklaces are completed. They are charms, a simple interpretation of the Oregon state motto: "She Flies with Her Own Wings" and a saying, "You hold the key to your opportunities."

There will be complimentary truffles from Missionary RX, a woman-owned business. Commissioner Rodriguez-Montegna was successful in securing a few dozen donuts from Blue Star Donuts.

Chair Vardavas will review the Ecotrust contract one final time, then send written permission to affix her e-signature to it.

B. Handbook Update
Chair Vardavas will review the draft and return it to Commissioner Spencer.

C. Collective Impact Model (CIM)
The CIM meets the 1st Friday of every month. They have chosen the name "Women's Equality Coalition". The mission and vision of the project were drafted by Friends’ board member Katharine Quince. Katharine is researching 2 grants for start-up funds: one is through United Way and the other is through the Spark Foundation. Upcoming meetings will focus on how to engage people and more partners.

D. Human Trafficking Internship
Dr. Chris Carey, a Portland State University professor, conducted a study on human trafficking in Multnomah County and additional research on the project would be invaluable. All four Advocacy Commissions agreed to support a joint public policy research internship focusing on analysis of pimps and perpetrators using data from various sources. U.S. Attorney Amanda Marshall is also a partner.

There are two strong internship candidates and therefore an option to have one internship on traffickers data and one internship on buyers data. The analysis of both data sets would complete the longitudinal study.

MOTION (Swanson/Spencer): To approve having two human trafficking internships. CARRIED.

Dr. Carey will serve as field supervisor. Chair Vardavas and Lucy Baker reviewed the provisions for supervision of the student and the roles of the partners in the internship.

E. Joint Meeting of the OACs
The Commissioners look forward to the date being set for the New Commissioner training and the meeting with the Governor who will be invited to the Joint meeting. They discussed choosing dates that would be possible for the Governor to attend.

F. OCFW Social Media Update
Chair Vardavas invites 40 Facebook friends per week to like the OCFW page and also posts news of interest. She asked the Commissioners to consider doing additional outreach to their social media networks.

VI. OCFW New Business

A. American Association of University Women Lobbying Day in Salem
Commissioner Spencer and Lucy Baker attended the February 21st lobbying day in Salem at the state Capitol building. There was a brief training on speaking with legislators and the attendees were welcomed by the Senate during their opening remarks. Equal pay and earned sick leave initiatives were discussed and Director of the PSU Center for Women, Politics and Policy, Sunny Petit; Family Forward Executive Director Andrea Paluso, and Bureau of Labor and Industry Commissioner Brad Avakian presented on those topics. OCHA’s Senator Chip Shields is also a supporter of these initiatives.

B. Ratification of 2014 Legislative Session and Bills Supported by OCFW
It was noted that the Commission was active during the short legislative session, sending talking points for or writing testimony and voting to support bills on a number of issues important to women. The bills were read into the record.

- HB 4054A Renaming driver card ballot initiative
- HB 4084 Childcare for community college students
- HB 4085 Colorectal cancer screening
- HB 4086A Keeping confidential public transportation rider data
- HB 4098 Grants for summer meals and after school snacks for K-12 students
- HB 4116B Community college tuition grants to underrepresented communities
- SB 1511A Radon testing in schools
- SB 1542B Allowing private citizens to hire homecare workers from OHA’s list of providers.
- SB 1569A Directing OHA to establish a list of chemicals harmful to children and requiring manufacturers to report

MOTION: (Spencer/Stephenson): To ratify the support of bills taken by e-vote during legislative session. CARRIED.

The Commissioners agreed that for future short legislative sessions, as much advance work as possible will be needed to stay on top of the breakneck speed at which the bills move.

C. Lilly Ledbetter Event 4/24 at Portland State University
The Center for Women, Politics and Policy and the AAUW are sponsoring Lily Ledbetter’s presentation on equal pay, from 4:30pm to 6pm. Commissioner Spencer is honored to be her go-to person during Ms. Ledbetter’s time in Portland. The event is sold out and the sponsors are looking for a larger venue to accommodate the demand.

Ms. Ledbetter will speak on a panel at the AAUW Convention on 4/25, with Senator Merkley, at the Airport Embassy Suites.
D. National Association of Commissions for Women (NACW) Membership
Membership for the NACW is $100 for the year. The Commission decided by consensus to renew the membership to the NACW using Other Funds.

VII. Administrator's Report
A. Internship Broadside
Lucy asked for comments on the OACO’s new Internship broadside which provides an overview of the public policy research the Commissions are conducting, by topic area. Commissioner Spencer supports using the broadside for outreach about the work of the Commissions. All agreed that it is an eye-catching document. Eventually a small number of the broadsides will be printed.

B. Stalking Protections Internship
There are a lot of moving parts in developing this internship and it is still being developed by Commissioner Jacquot and Lucy. The Lewis and Clark Law School will be among the partners.

C. Performance Measures
The legislature has added to the OAC’s Key Performance Measures (KPMs) the standard 15 measures used by many state agencies. The KPMs measure best practices and customer service levels for all agencies. Lucy reviewed the scope of the measures which include budgeting, accounting, training and other areas. They are appended to these minutes.

Commissioner Spencer met with Lucy and Nancy to discuss the KPMs, and to formulate survey questions that will provide the needed data for the KPM report. Nancy is working with a contact in DAS who has access to sophisticated survey-taking software that the OACO is already using to initiate the new KPMs.

Those Commissioners who have already taken the first survey said it was easy to use, well-designed and extracted the precise information that was needed. Chair Vardavas reminded Commissioners that it is important that everyone respond to the surveys.

D. Update on 2% Holdback of State Agency Budgets
This biennium, due to state revenue constraints, all state agencies were required to holdback 2% of their budgets, which totals about $8,600 for the OACs. Last biennium the OAC Chairs wrote a letter to the Legislative Fiscal Office (LFO) to hold the OACO harmless from future reductions due to the very small size of its budget. The OACO was recently notified that the full amount of the 2% holdback will be restored to its budget. The Chairs will follow up with a letter expressing their thanks for the advocacy of the LFO on this subject and their recommendation to legislators that OACO’s budget be restored.

E. Good of the Order
Next meeting is Friday, May 9, 2014, 12pm – 3pm.
VIII. Adjourn
MOTION (Jacquot/Spencer): To adjourn the meeting. Carried.

The meeting was adjourned at 1:50pm.
Key Performance Measures (KPMs)

**Best Practices Criteria**

1. Executive Director’s performance expectations are current.
2. Executive Director receives annual performance feedback.
3. The agency’s mission and high-level goals are current and applicable.
4. The board reviews the Annual Performance Progress Report.
5. The board is appropriately involved in review of agency’s key communications.
6. The board is appropriately involved in policy-making activities.
7. The agency’s policy option packages are aligned with their mission and goals.
8. The board reviews all proposed budgets (likely occurs every other year).
9. The board periodically reviews key financial information and audit findings.
10. The board is appropriately accounting for resources.
11. The agency adheres to accounting rules and other relevant financial controls.
12. Board members act in accordance with their roles as public representatives.
13. The board coordinates with others where responsibilities and interests overlap.
14. The board members identify and attend appropriate training sessions.
15. The board reviews its management practices to ensure best practices are utilized.
16. Others