



**SOLANO COUNTY BOARD OF SUPERVISORS  
ADVISORY BOARD/COMMISSION REVIEW SHEET  
(January 2025 – December 2025)**

**Date:** January 16, 2026

**Name of Advisory Board:** Solano Commission for Women and Girls

**Name of person completing review sheet:** Jennifer Hamilton

**Name and Department of County Contact/Staff assigned to Board:** CAO

**PURPOSE**

1. What is the purpose of the advisory board?

The Solano Commission for Women and Girls shall provide community education, and advisement to the Solano County Board of Supervisors, and other entities as necessary, on issues relating to the changing social and economic conditions of women and girls in the county. The Commission will increase awareness of women’s issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal level. Areas of focus, will include, but not limited to socio-economic conditions, workplace issues, social treatment of gender issues, education and health and safety for women and girls.

2. Does the board/commission have a mission statement? If so, please provide.

To improve the economic status, health and social welfare, and overall quality of life for women and girls in Solano County.

3. Please provide the most recent copy of board/commission’s bylaws and include the date they were approved by the Board of Supervisors.

Attached Document

4. Please reference how, why and when the board/commission was created.

Attached Document

**MEETING SCHEDULE**

5. How often does the advisory board meet?

Third Thursday of every month

6. Does the board/commission adopt an annual work plan? If so, please provide a copy, and include the County staff involved? If there is no work plan, explain why there isn’t one?

All work is driven by the priorities set in the Status Report the Commission presented to the Board of Supervisors in 2020, document attached

7. Please attach membership list and attendance records January 2025 – December 2025. (Refer to sample attendance record)

### **BROWN ACT REQUIREMENTS**

8. Please answer the following related to the Advisory Board Principles and Policies. If you answered "no" to any of the questions below, please explain:

- A. Was a quorum present at each meeting?

No, a few meetings did not have a quorum due to low attendance

- B. Did each new member receive training and written guidelines on the Brown Act?

Yes

- C. Did existing members receive a review of the Brown Act?

Yes

- D. Were agendas posted and minutes taken in accordance with the Brown Act and the Advisory Board Principles and Policies?

Yes

### **OBJECTIVES AND ACCOMPLISHMENTS**

9. List primary goals and objectives from the last reporting period and note if they were met.

Our goals continue to be serving and supporting women and girls in our county through education, celebration, advocacy and community collaboration. Goals were met.

10. List primary goals and objectives for the current reporting period.

Same as above

11. Briefly outline accomplishments for the current reporting period (January 2025 – December 2025), and how those accomplishments were shared with other agencies.

#### **You Matter. Period:**

A menstrual hygiene project that addresses a major issue faced by houseless women in Solano County who lack menstrual hygiene products. Commissioners have partnered with Touro University School of Medicine's American Medical Women's Association chapter.

#### **Equitable Maternal Care and Birth Rights for Women:**

Educate women about the resources available to assist with healthy birth outcomes; In Solano County, Black and Latina women's infant mortality rates are 5.6% higher than those of White women. Participation is inclusive.

#### **Increased Community Engagements:**

Provides a list of resources on our website, and other social media platforms, radio stations, and news media. We also partner with other nonprofits to provide access to our resources and establish direct access to numerous community services.

### **ADDITIONAL INFORMATION**

12. Please add any additional comments. Comments should be 150 words or less.

**ABC Advisory Board**  
**SAMPLE Attendance Record**  
 October 2018 through September 2019

Committee Position	Member	Term of Office **	1/16/2025	2/20/2025	3/20/2025	4/17/2025	5/15/2025	6/19/2025	7/17/2025	8/21/2025	9/18/2025	10/16/2025	11/20/2025	12/18/2025	Date of Brown Act Training ***	Date of Last AB 1234 Training	Received Copy of BOS Principles and Policies
			A	A	A	A	A	A	A	A	A	A	A	A			
District 2 Representative	Pamela Williamson	Jun-26	A	A	A	A	A	A		A	A		A	A	Sept. 2025	Nov. 2025	Y
Solano County Office of Education	Lisa Eckoff	Oct-26	X	X	X	X	X	X		X	A		A	A	Sept. 2025	Nov. 2025	Y
City of Vacaville	Vacant																
District 5 Representative	Jacqui Nguyen	Jan-27	x	x	x	X	A	X		X	x	N	X	X	Sept. 2025	Nov. 2025	Y
City of Benicia	Gethsemane Moss	Apr-26	X	A	A	X	A	X		X	A	O	X	A	Sept. 2025	Nov. 2025	Y
District 4 Representative	Jennifer Hamilton	Oct-26	X	X	X	X	X	X		X	A		A	A	Sept. 2025	Nov. 2025	Y
Adult Member at Large	Rayshawnda Madison	Jun-26	X	X	X	X	X	X		X	X		X	A	Sept. 2025	Nov. 2025	Y
District 1 Representative	Mary Henderson	Oct-28	x	X	X	X	X	X		X	x		X	A	Sept. 2025	Nov. 2025	Y
City of Rio Vista	Vacant																
City of Dixon	Vacant											M					
City of Fairfield	Edwina Perez-Santiago	Jun-27	x	X	X	A	A	X		A	A	E	A	A	Sept. 2025	Nov. 2025	Y
Youth at Large	McKenzie Mashburn	Jun-26	x	A	A	A	X	X		X	A	E	A	A	Sept. 2025	Nov. 2025	Y
City of Vallejo	Audrey Galo	Apr-27	x	X	X	X	X	X		A	A	T	A	A	Sept. 2025	Nov. 2025	Y
District 3 Representative	Verneal Brumfield	Apr-26	x	X	X	X	A	X		X	X	I	X	X	Sept. 2025	Nov. 2025	Y
Youth at Large	Sriya Srinivasan	Jun-26	x	A	X	X	A	X		A	A	N	A	A	Sept. 2025	Nov. 2025	Y
City of Suisun	Tiffani Thomas	Jul-27	x	X	A	A	X	X		X	A	G	X	A	Sept. 2025	Nov. 2025	Y
Adult member at Large	Kimberlee Staking	Jun-26	x	X	X	X	X	X		X	X		X	X	Sept. 2025	Nov. 2025	Y

Minutes sent to BOS		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Minutes sent to CAO		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Quorum Present	* 51% of filled positions	Y	Y	Y	Y	Y	Y	Y	Y	Y	N		Y	N

X = PRESENT  
 A = ABSENT  
 Y = YES  
 N = NO

Agenda Posting Locations:	County Administration Center Bulletin Board HSS (275 Beck Street) Bulletin Board
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Brown Act Training is required within one year of appointment and reviewed every two years thereafter.

AB1234 is required within one year of appointment and renewed every two years thereafter. Renewal trainings satisfy the above Brown Act review requirements.

\* Define what constitutes a quorum  
 (Example: 51% of filled positions, or 5 members per bylaws, etc.)

\*\* List term or term expiration date  
 (Example: 6/1/22 - 5/31/23 or end of term 12/30/23)

\*\*\* Date of Brown Act training received within one year of appointment

**BYLAWS OF THE  
SOLANO COMMISSION FOR WOMEN AND GIRLS (SCWG)**

**ARTICLE I – MISSION**

The mission of the Solano Commission for Women and Girls is to: Improve the economic status, health and social welfare, and overall quality of life for women and girls in Solano County.

**ARTICLE II –PURPOSE**

The Solano Commission for Women and Girls shall provide community education, and advisement to the Solano County Board of Supervisors, and other entities as necessary, on issues relating to the changing social and economic conditions of women and girls in the county. The Commission will increase awareness of women's issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal level. Areas of focus will include, but not be limited to: socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

**ARTICLE III – GOALS**

- 1) Provide a focal point for issues related to women and girls in Solano County
- 2) Educate and advise the Board of Supervisors and the public on issues relating to the changing social and economic conditions of women and girls in the county, with emphasis on the economically disadvantaged
- 3) Legislatively advocate on behalf of women and girls
- 4) Advocate for full equality in all areas of life for women and girls and promote their rights and opportunities
- 5) Organize and co-sponsor conferences, forums, and public hearings which address issues related to women and girls

**ARTICLE IV – MEMBERSHIP**

**Section A: Selection of Members**

The Solano Commission for Women and Girls shall be comprised of seventeen (17) members appointed and approved by the Board of Supervisors. The membership shall be selected as follows:

- 1) Each member of the commission shall be a resident of Solano County.

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- 2) Each member of the Board of Supervisors shall appoint one (1) Commissioner to represent the five (5) supervisorial districts of the County.
- 3) The Solano County Superintendent of Schools shall appoint (1) Commissioner.
- 4) Each of the seven (7) cities within Solano County (Benicia, Dixon, Fairfield, Rio vista, Suisun, Vacaville, and Vallejo) shall appoint one (1) Commissioner.
- 5) The members of the Commission for Women and Girls shall recommend to the Board of Supervisors two (2) Youth Commissioners (between ages of (14-24) and two (2) At-Large Commissioners for confirmation of appointment.

Section B: Term of Membership

- 1) The terms of office for each commission member shall be three years, and the terms shall be staggered. Nothing herein shall prohibit a person from serving more than one term.
- 2) Each commission member shall remain in office, at the conclusion of that member's term, until a successor member has been selected and installed into office.
- 3) Members shall serve on a voluntary basis and without compensation.

Section C: Recruitment of Commissioners

- 1) In addition to the selection criteria, the Commission shall develop and execute a comprehensive recruitment effort. The Commission is encouraged to continually recruit diverse women living anywhere within Solano County who will contribute positively to the work of the Commission.

Section D: Cause for Removal

- 1) Appointed members: A member appointed by a Solano County Supervisor, the Superintendent of the Solano County Office of Education, or a city, may be removed with or without cause by the appointing body.
- 2) Notification: In the event a commission member discontinues to function in the area from which appointed or fails to attend three commission meetings in a row, a letter will be automatically sent notifying the commission member within 10 days and ~~appointing body~~.
- 3) At-large and youth commission members: At-large and youth members may be removed for cause. Cause includes, but is not limited to, malfeasance in office or excessive absences (e.g., absence from any three consecutive general membership meetings or four general membership meetings in a one-year

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period), or other circumstances rendering the member unfit for service on the Commission.

- 4) Process: The executive board will review member status and make recommendations to the full body regarding removal of any at-large or youth members for cause at the next regularly scheduled meeting of the full Commission. -The appointing body will be notified of the Commission's decision. ~~Cause may include malfeasance in office, excessive absences,~~

## **Article V - MEETINGS OF THE COMMISSION**

### **Section A: Schedule of Meetings**

- 1) A schedule of regular meetings of the Commission shall be established at the first meeting of the year, including the time, dates, and location of the meetings.
- 2) Sub-committee meetings will be scheduled at the call of the Chair of the committee.
- 3) Meetings may be adjourned to a specific place, date, and time by a majority vote.

### **Section B: Ralph M. Brown**

- 1) All meetings of the Commission and its sub-committees are subject to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- 2) The meetings are open to the public and shall be held in accessible, public places.
- 3) Notice and agendas of all regular Commission meetings shall be e-mailed or faxed to Commissioners and posted in a publicly accessible place for a period of 72 hours prior to the meeting. Special meetings require 24-hour notice to Commissioners and posting in a publicly accessible place for 24 hours.

## **ARTICLE VI - CONSENSUS AND VOTING REQUIREMENTS**

- 1) A quorum is necessary to conduct business and make recommendations. A quorum shall consist of a majority (50% plus 1) of the appointed members.
- 2) Each member has one vote. She shall disclose any conflict of interest and recuse herself from voting on any matter in which she may have a disqualifying conflict of interest under applicable law.
- 3) In the event of a tie vote, the Chairperson may cast the deciding vote. If the Chair chooses to abstain, the Chair may direct that the item be brought back for reconsideration at the next Commission meeting.
- 4) In the event that an item comes up, that is not otherwise listed on the agenda,

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and meets Brown Act requirements for sufficient urgency, then the item can be added to the agenda with a vote of 2/3 of the full Commission or by unanimous vote if 2/3 of the members are not present.

- 5) Efforts to develop consensus on any item outside of the publicly noticed Commission meeting is strictly prohibited (i.e., emails, phone calls, or in-person meetings such as daisy-chain, hub and spoke, and so forth).
- 6) Members may, at any point in a meeting, decide to make decisions on a unanimous consent basis. If there is any objection, regular voting procedures under Robert's Rules of Order apply.

## **ARTICLE VII - STAFFING**

The County Administrators Office (CAO) shall provide staff support as specified by the Solano County Advisory Board Policies and Principles. Staff support includes reserving meeting rooms, posting agendas, and serving as liaison between the Commission and the County of Solano.

## **ARTICLE VIII - OFFICERS**

### Section A: Election and Terms of Officers

- 1) The officers of the Commission shall be a Chair, a Vice-Chair, Past-Chair, a Secretary, and any other officers it deems necessary.
- 2) Officers must be Commission members.
- 3) Officers shall be elected by the Commission membership at the first meeting of each fiscal year.
- 4) The officers shall be elected by written ballot. If there is only one nominee for each office, the ballot may be dispensed with and a verbal vote may be taken.
- 5) Officers shall not serve more than two consecutive one-year terms in any particular office, unless extenuating circumstances, as agreed upon by majority vote, justify a third consecutive one-year term.
- 6) Newly elected officers shall assume their positions immediately following the election, at the same meeting.

### Section B: Officer Vacancy

- 1) If an officer of the Commission loses her membership status on the Commission, she shall automatically cease to be an officer of the Commission.
- 2) In the event that the Chair position becomes vacant, the Vice-Chair shall fill vacancy and serve out the remainder of the term.

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- 3) All other vacancies shall be filled by a majority vote of the members of the Commission. In the event the Chair and Vice-Chair are both unable to preside, a quorum of the Commission shall elect a temporary Chair.

## **ARTICLE IX - DUTIES OF THE OFFICERS**

The duties of the officers are as follows:

### **Section A: Chair**

- 1) The Chair shall be entrusted to act and carry out policies and decisions of the Commission between meetings of the Commission and the Executive Board. The Chair shall present actions to the full Commission for ratification. The Chair shall assure that the legislative mandates of the Commission are carried out as prescribed by the Legislature and as formulated in these by-laws.

The Chair shall:

- 2) Call and preside at all meetings of the Commission and of the Executive Board and conduct these in accordance with parliamentary rules.
- 3) Be an ex-officio member of all committees with the exception of the nominating committee.
- 4) Call special meetings when deemed necessary or desirable;
- 5) Set the agenda for Commission and Executive Board meetings;
- 6) Supervise the work of the Director, and, or any staff.
- 7) Serve as spokesperson for the Commission or direct such representation before the public and governmental bodies. Oversee all recommendations and reports to the Executive and Legislative branches
- 8) Perform such other duties as the Commission may prescribe from time to time.

### **Section B: Vice-Chair**

The Vice Chair shall assist the Chair in the execution of her office, to preside at meetings in the event of the absence of the chair, and to exercise such other powers and to perform such other duties as may be delegated by the Chair or as may be prescribed by the Commission.

### **Section C: Secretary**

The Secretary shall:

- 1) Be responsible for reviewing the minutes of all regular and special meetings of the Commission and of the Executive Board;

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- 2) Assure that the Commission staff furnish copies of the minutes and of the Treasurer's financial statement to all members within a reasonable length of time prior to the next meeting;
- 3) Assure that an attendance roster is maintained for each Commission meeting and committee meeting;
- 4) Act as historian to the Commission by assuring that all general correspondence, records of meetings and committees, and business before the Commission is maintained;
- 5) Sign such instruments as shall be authorized by the Commission;
- 6) Perform all other duties necessary for the maintenance of adequate records, files and communications of the Commission.

## **ARTICLE X - POWERS AND DUTIES OF THE COMMISSION**

### **Section A: Powers and Duties of the Commission**

- 1) Organize and adopt rules for its meetings.
- 2) Create standing and/or ad hoc committee meetings to further the work of the Commission.
- 3) Organize and adopt rules for recruitment of members of the Commission consistent with the Solano County Advisory Board Principles and Policies.
- 4) Study and research by means of meetings, conferences, public hearings, or other appropriate means, the conditions affecting women and girls which impose special limitations or burdens on them or society, or which limit or tend to limit opportunities available to women and girls.
- 5) Subject to approval of the County Administrator, request of any county department information, services, facilities and other assistance for the purposes of furthering the objectives of this resolution.
- 6) Prepare and disseminate information to raise awareness and educate residents of the County, the Board of Supervisors, the County Administrator and the departments of the County, and other bodies as directed by the Board, on general or special matters relating to the conditions affecting women and girls which impose special limitations or burdens on them or society, or which limit or tend to limit opportunities available to women and girls, in accordance with the terms of the California Political Reform Act, Government Code section 1090 et seq.
- 7) Recommend to the Board of Supervisors necessary procedures, programs, or legislation to promote and ensure greater equality in the areas of housing,

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education, employment, community services, and related activities for women.

- 8) Consult and cooperate with the Board of Supervisors, federal, state, city and other public agencies and refer to the proper agencies any matters already in the jurisdiction of their existing power, with the intent that duplication of efforts should be avoided
- 9) Power to endorse or support issues (e.g., legislation and Ballot Measures) that are aligned with Solano County's Legislative Platform, policies, and initiatives designed to improve the status of women and girls.
- 10) Power to advise and make recommendations to the Solano County Board of Supervisors on issues pertaining to women and girls.

#### **ARTICLE XI - LACK OF AFFILIATION**

The Solano Commission for Women and Girl is a non-partisan, non-sectarian organization. It shall not officially take part in, nor lend its influence to, any political party or candidate.

#### **ARTICLE XII - ADMINISTRATION**

The powers of the Commission shall include, but not be limited to, the following:

- a) To use voluntary and uncompensated services of private individuals, agencies and organizations as may be needed from time to time;
- b) To enact bylaws for its own governance;
- c) To hold regular public meetings, and to hold fact-finding hearings and other public forums as it may deem necessary;
- d) To administer all programs, research and reports established pursuant to this chapter and to develop any necessary policies and procedures to implement these programs;
- e) To provide a written annual report to the Board of Supervisors concerning its operations.

#### **ARTICLE XIII - FUNDING OF THE COMMISSION**

The Commission may accept and solicit funds, including any gifts, donations, grants or bequests, or any federal funds for any of the purposes of this section. Such funds shall be deposited in a separate non-profit account to be expended at the discretion of the Commission for Commission related activities and functions.

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#### **ARTICLE XIV - GOVERNANCE OF MEETINGS**

Robert's Rules of Order govern the operation of the Commission in all cases not covered by these by-laws. The Commission may formulate specific procedural rules of order to govern the conduct of its meetings.

The Commission may adopt the interim Bylaws of The Solano Commission for Women and Girls, or develop the necessary by-laws and other rules, which may be necessary for the conduct of its business.

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*Submitted by the Formation Committee on August 14, 2018 as The Solano Commission For Women and Girls Interim Bylaws.*

**Solano Commission for Women and Girls (2018)  
Terms of Service**

<b>Two Years</b>	<b>Three Years</b>
<b>Jennifer Hamilton</b>	<b>Youth #2</b>
<b>Rochelle Sherlock</b>	<b>Laura Petty</b>
<b>Gayle Vaughan</b>	<b>Kay Kelley</b>
<b>Adult #2</b>	<b>Elease Cheek</b>
<b>Mary Lou Batchelor</b>	<b>Ana Petero</b>
<b>Olivia Ruiz</b>	<b>Adult #1</b>
<b>Youth #1</b>	<b>Stephanie Beardsley</b>
<b>Fairfield</b>	<b>Suisun</b>
<b>Vacaville</b>	



# Solano County

675 Texas Street  
Fairfield, California 94533  
www.solanocounty.com

## Meeting Minutes - Action Only

### Board of Supervisors

*John M. Vasquez (Dist. 4), Chair*  
*(707) 784-6129*

*Erin Hannigan (Dist. 1), Vice-Chair*  
*(707) 553-5363*

*Monica Brown (Dist. 2)*  
*(707) 784-3031*

*James P. Sperling (Dist. 3)*  
*(707) 784-6136*

*Skip Thomson (Dist. 5)*  
*(707) 784-6130*

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Tuesday, April 24, 2018

8:30 AM

Board of Supervisors Chambers

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18

18-273

Receive a presentation and consider adopting a resolution establishing the Solano Commission for Women and Girls as the Board of Supervisors advisory board on issues pertaining to women and girls

**On motion of Supervisor Hannigan, seconded by Supervisor Thomson, the Board adopted Resolution No. 2018-66 establishing the Solano Commission for Women and Girls as the Board of Supervisors advisory board on issues pertaining to women and girls. So ordered by 5-0 vote. (see Resolution Book)**

**Enactment No: Resolution 2018-66**

**RESOLUTION OF THE SOLANO COUNTY BOARD OF SUPERVISORS  
APPROVING THE CREATION OF THE SOLANO COMMISSION FOR WOMEN AND GIRLS**

**Whereas**, the Board of Supervisors recognizes the importance of enabling women to have greater equality in the areas of housing, education, employment, community services, and related activities; and

**Whereas**, As authorized by Government Code section 8240 et seq., the Legislature created the state Commission on the Status of Women and Girls, and the Commission has encouraged the creation of and public participation in county and city commissions; and

**Whereas**, Government Code section 31000.1 authorizes the Board of Supervisors to appoint committees of citizens to study problems of general or special interest to the Board and make reports and recommendations to the Board; and

**Whereas**, establishment of an advisory committee comprised of concerned citizens of Solano County will provide the Board with comment on general or specific issues relating to enabling women to have greater equality in the areas of housing, education, employment, community services, and related activities.

**Resolved**, the Solano County Board of Supervisors establishes the Solano Commission for Women and Girls.

**Resolved**, the Solano Commission for Women and Girls shall be comprised of seventeen (17) members appointed and confirmed by the Board of Supervisors as follows:

- a. Each member of the Commission shall be a resident of Solano County.
- b. Each member of the Board of Supervisors shall appoint one (1) Commissioner to represent the five (5) supervisorial districts of the County.
- c. The Solano County Superintendent of Schools shall appoint one (1) Commissioner.
- d. Each of the seven (7) cities within Solano County (Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville, and Vallejo) shall appoint one (1) Commissioner.
- e. The members of the Commission for Women and Girls shall recommend to the Board of Supervisors two (2) Youth Commissioners (between ages of 14-24) and two (2) At-Large Commissioners for confirmation of appointment.

**Resolved**, the members of the Commission shall serve three-year terms, and they shall continue in office until the expiration of their term and the appointment of their successors, except that the terms of the first Commissioners shall be staggered so that the term of eight Commissioners shall expire in two years and the term of nine Commissioners shall expire in three years. The first appointees shall draw lots at the first meeting of the Commission to determine the term of each initial Commissioner. Commissioners shall serve at the pleasure of the appointing authority and may serve more than one term. They shall serve on a voluntary basis and without compensation.

**Resolved**, any vacancy occurring on the Commission shall be filled for the remainder of the unexpired term in the same manner as the original appointment. A vacancy shall exist and shall be reported to the Board of Supervisors whenever a Commissioner fails to perform her or his duties as appointed or fails to attend three consecutive regular meetings of the Commission without good cause.

**Resolved**, the Commission shall meet as necessary to perform its powers and duties set forth in this resolution.

**Resolved**, the Commission shall comply with all requirements of the Ralph M. Brown Act (Government Code section 54950 et seq.).

**Resolved**, a majority of the duly appointed Commissioners shall constitute a quorum for the transaction of business.

**Resolved**, the powers and duties of the Commission shall be as follows:

- a. Organize and adopt rules for its meetings.
- b. Organize and adopt rules for recruitment of members of the Commission consistent with the Solano County Advisory Board Principles and Policies.
- c. Study and research by means of meetings, conferences, public hearings, or other appropriate means, the conditions affecting women and girls which impose special limitations or burdens on them or society, or which limit or tend to limit opportunities availability to women and girls.
- d. Subject to approval of the County Administrator, request of any county department information, services, facilities and other assistance for the purposes of furthering the objectives of this resolution.
- e. Prepare and disseminate information to advise and counsel residents of the County, the Board of Supervisors, the County Administrator and the departments of the County, and other bodies as directed by the Board, on general or special matters relating to the conditions affecting women and girls which impose special limitations or burdens on them or society, or which limit or tend to limit opportunities available to women and girls, in accordance with the terms of the California Political Reform Act, Government Code section 1090 et seq.
- f. Recommend to the Board of Supervisors necessary procedures, programs, or legislation to promote and ensure greater equality in the areas of housing, education, employment, community services, and related activities for women.
- g. Consult and cooperate with the Board of Supervisors, federal, state, city and other public agencies and refer to the proper agencies any matters already in the jurisdiction of their existing power, with the intent that duplication of efforts should be avoided
- h. Solicit and accept funding support as well as donation of funds and/or services from any source in order to carry out the duties outlined in this resolution, as permitted by law.
- i. Form a non-profit organization fund, in which any moneys collected or received by the Commission shall be deposited, for use in accordance with the terms of the gift or donation from which the moneys are received and for the purposes of supporting the activities of the Commission, as permitted by law.

**Resolved**, the Clerk of the Board of Supervisors is directed to post notice of the creation of this Commission.

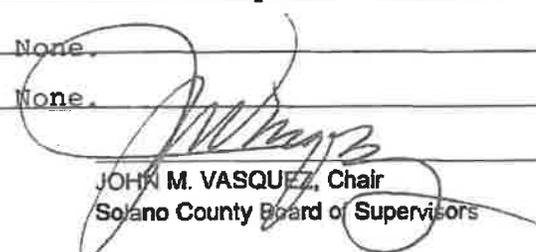
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Passed and adopted by the Solano County Board of Supervisors at its regular meeting on April 24, 2018,  
by the following vote:

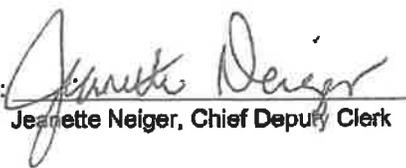
AYES: Supervisors Hannigan, Brown, Spering, Thomson  
and Chair Vasquez

NOES: Supervisors None.

EXCUSED: Supervisors None.

  
JOHN M. VASQUEZ, Chair  
Solano County Board of Supervisors

ATTEST:  
BIRGITTA E. CORSELLO, Clerk  
Solano County Board of Supervisors

By:   
Jeannette Neiger, Chief Deputy Clerk

**ENABLING MANDATE (DRAFT 1-31-18)**

*Approved by Committee 2-05-2018*

**SOLANO COMMISSION FOR WOMEN AND GIRLS**

**CREATION OF COMMISSION**

The Board of Supervisors of Solano County creates the Solano Commission for Women and Girls. This commission shall continue to represent Solano County until such time as the Solano County Board of Supervisors takes action to terminate the commission.

**PURPOSE OF COMMISSION**

The Solano Commission for Women and Girls shall provide community education and advisement to the Solano County Board of Supervisors and other entities as necessary on issues relating to the changing social and economic conditions of women and girls in the County. The Commission shall work to increase awareness of women's issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal level. Areas of focus, will include, but not be limited to, socio-economic conditions, workplace issues, social treatment of gender issues, education and health and safety for women and girls.

**MEMBERSHIP OF THE SOLANO COMMISSION FOR WOMEN AND GIRLS**

- (a) The Commission shall consist of 17 members, approved by the Board of Supervisors. Commission members shall receive no compensation for their services. All members of the commission shall be residents of Solano County.
- (b) The membership shall be selected as follows:
  - 1) Each County Supervisor shall appoint one Commissioner (5).
  - 2) One Commission member shall be appointed by the Solano County Superintendent of Schools (1).
  - 3) Seven citizen Commissioners shall be appointed by the seven cities within Solano County (Benicia, Dixon, Fairfield, Rio Vista, Suisun, Vacaville, and Vallejo); (7).
  - 4) The Commission shall appoint two Youth Commissioners (age 14-24) and two At-Large Commissioners. These four appointees shall be selected by the Women Commission and recommended to the Board of Supervisors for confirmation of appointments (4).
- (c) Commission members shall comply with the terms of the California Political Reform Act;
- (d) The Commission shall develop a full membership application process.

**TERMS OF OFFICE FOR MEMBERS AND VACANCY IN OFFICE**

- (a) The terms of office for each commission member shall be three years, and the terms shall be staggered. Nothing herein shall prohibit a person from serving more than one term.

In addition to the selection criteria, the Commission shall compile and execute a comprehensive recruitment effort. (See example attached.)

- (b) Each commission member shall remain in office, at the conclusion of that member's term, until a successor member has been selected and installed into office.
- (c) An office shall become vacant if a commission member discontinues to function in the area from which appointed, or fails to attend three commission meetings in a row.
- (d) A member may be removed for cause after a hearing by the Board of Supervisors. A member appointed upon recommendation by the Solano County Office of Education, County Superintendent may be removed by the County Superintendent without cause. A member appointed by a County Supervisor may upon recommendation of the appointing County Supervisor, be removed. A hearing shall be initiated by a majority vote of the Commission recommending removal of any members for cause. Cause may include malfeasance in office, excessive absences, or other circumstances rendering the member unfit for service on the Commission.

#### **POWERS AND DUTIES OF COMMISSION**

The powers and duties of the Commission shall include but are not limited to:

- (a) Advise the Solano County Board of Supervisors on women and girls' issues;
- (b) Design special projects that affect women and girls where they are not currently being implemented by existing county agencies;
- (c) Perform services in connection with outreach, communication, and liaison to neighborhood women, the women's community, and women's organizations;
- (d) Advise the County Legislative Committee concerning state and federal legislation and programs that are of concern to women;
- (e) Develop and implement a county-wide women's recognition event;

- (f) Act as an information center on the status of women and girls, and women's educational, employment, and other related needs;
- (g) Promote and facilitate collaboration among local women's organizations in the county, as the commission deems necessary and appropriate.

#### **ADMINISTRATION**

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The powers of the Commission shall include, but not be limited to, the following:

- (a) To use voluntary and uncompensated services of private individuals, agencies and organizations as may be needed from time to time;
- (b) To enact bylaws for its own governance;
- (c) To hold regular public meetings, and to hold fact-finding hearings and other public forums as it may deem necessary;
- (d) To administer all programs, research and reports established pursuant to this chapter and to develop any necessary policies and procedures to implement these programs;
- (e) To provide a written report to the Board of Supervisors concerning its operations.

#### **FUNDING**

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- (a) The Commission may accept and solicit funds, including any gifts, donations, grants or bequests, or any federal funds for any of the purposes of this section. Such funds shall be deposited in a separate non-profit account to be expended at the discretion of the Commission.

#### **OPEN AND PUBLIC MEETINGS**

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The open meeting laws contained in The Ralph M. Brown Act shall apply to the Commission's meetings.

**SOLANO COMMISSION for WOMEN and GIRLS**

**PURPOSE MISSION GOALS**

(February 1<sup>st</sup>, 2018)

**NAME:** Solano Commission for Women and Girls

**ENABLING MANDATE:** Approved with edits

**LOGO:** Solano County's Mother Earth Statue (some version of the statue)

**PURPOSE (approved)**

The Solano Commission for Women and Girls shall provide community education, and advisement to the Solano County Board of Supervisors, and other entities as necessary, on issues relating to the changing social and economic conditions of women and girls in the county. The Commission will increase awareness of women's issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal level. Areas of focus, will include, but not be limited to: socio-economic conditions, workplace issues, social treatment of gender issues, education and health and safety for women and girls.

**MISSION (approved)**

Improve the economic status, health and social welfare, and overall quality of life for women and girls in Solano County.

**GOALS (approved)**

Provide a focal point for issues related to women and girls in Solano County

Educate and advise the Board of Supervisors and the public on issues relating to the changing social and economic conditions of women and girls in the county, with emphasis on the economically disadvantaged

Legislatively advocate on behalf of women and girls

Advocate for full equality in all areas of life for women and girls and promote their rights and opportunities

Organize and co-sponsor conferences, forums, and public hearings which address issues related to women and girls

**POTENTIAL ACTIVITIES (approved)**

- Collect and analyze data of women and children in poverty
- Host events to support the empowerment of women and girls
- Conduct a Gender Analysis of Boards and Commissions
- Promote Women's Political Leadership Development
- Conduct a Women's Clothing Drive
- Raise awareness on Human Trafficking and the need for prevention

- Advocate for gender responsive programming options at the Women's Correctional Center
- Legislative Advocacy
- Hold a Women's Hall of Fame or Women Making History celebration
- Hold a Women's Art Exhibit During the month of March (Women's History Month)
- Create a permanent Women's Hall of Fame Exhibit
- Develop a social media platform (e.g., Facebook, Twitter, Instagram)
- Develop a Website
- Develop a Women in Leadership Program (a series of panel and roundtable discussions presented by the Solano Commission for Women and Girls aimed at supporting gender equality and opportunities for women in the workplace. Our goal is to raise awareness in Solano County, provide a call to action to organizations and businesses to close the leadership gap, and to encourage and empower women.)
- Develop a "Expanding Women Entrepreneurs" program
- Create Reports: Family Violence, Report on the Status of Women and Girls in Solano County (see San Francisco Commission report)

#### POTENTIAL FUNDING SOURCES:

Form Friends of the Solano Commission for Women and Girls. For example, San Francisco's "Friends of the Commission on the Status of Women" is a 501(c)(3) non-profit corporation founded in 1976. Its purpose is to raise awareness and funding for activities and initiatives of the Commission that are not funded by the City of San Francisco.

#### COMMITTEE MEMBERS

MEMBERS	CITY	EMAIL
Jennifer Barton	Fairfield	Jennifer.barton@asm.ca.gov
Elease Cheek	Vallejo	echeek@solanocoe.net
Dana Dean	Benicia	dana@danadean.com
Anna Eaton	Vacaville	aeaton@vnbgc.com
Bobbi Enderlin	Benicia	bjenderlin@gmail.com
Sabine Goerke-Shrode	Fairfield	sgoerkeshrode@solanocounty.com
Liliana Gonzalez	Vallejo	lpalafoxgonzalez@gmail.com
Erin Hannigan	Vallejo	ehannigan@solanocounty.com
Frances McCullough	Fairfield	fmsuccesscenter@aol.com
Erica Rodriguez-Langle		Erica.Rodriguez-Langle@asm.ca.gov
Rochelle Sherlock	Fairfield/ Cordelia	Rochelle@PotentiateLLC.com
Cierra Padilla	Rio Vista	Cierrapstarnes@gmail.com
Margi Stern	Vacaville	margistern@gmail.com
Lori Wilson	Suisun	lwilson@suisun.com

**Committee Advisor:** Phyllis Gordon, Contra Costa County Commission on Women;  
flashfg@aol.com