



CONTRA COSTA COUNTY

AGENDA

Contra Costa Commission for Women and Girls

Tuesday, April 28, 2026

7:00 PM

**3338 Mt. Diablo Boulevard, Lafayette
CA |**

<https://cccounty-us.zoom.us/j/881736585>

90 | USA 214 765 0478 USA 8882780254

(US Toll Free) Conference code: 625301

Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

I. Call to order

[TMP-17062](#)

II. Roll Call

III. Public Comment

IV. Chair's Commission Orientation/Reorientation Presentation - information only, no action

V. ACTION: Appoint Secretary Pro Tem

VI. Consent Agenda

A. ACTION: Consider adoption of the consent agenda

1. Approve minutes from March 24, 2026 meeting

2. Approve minutes from April 18, 2026 Special Meeting

3. Accept, with regrets, Commissioner Dr. LeJon Payne's resignation from the Commission

4. Accept Commissioner Acosta-Beere's resignation from the Membership Committee

5. Approve Chair's appointment of Commissioner Briscoe and Commissioner Peterson to the Membership Committee

6. Acknowledge end of Commissioner Briscoe's term as Secretary

VII. ACTION: Consider any items removed from the consent agenda

VIII. Treasurer's Report

A. ACTION: Consider accepting Treasurer's Report

B. ACTION: Consider authorizing Chair/County to terminate Calatrello Creatives, dba Maven Marketing & Co., contract early

IX. Report on Special Meeting

A. ACTION: Consider acknowledging Commission attendance record March 2025-March 2026

B. ACTION: Consider adopting proposed Complaint Intake and Administrative Handling Procedure

C. ACTION: Consider adopting proposed Standing Rule: Preparation and Content of Meeting Minutes

X. District Member's Reports

XI. Legislation Committee

A. ACTION: Consider approval of Chair's appointments to the Legislation Committee

XII. Public Relations Committee

A. ACTION: Consider approval of Chair's appointments to the Public

Relations Committee

XIII. Membership Committee

A. ACTION: Consider recommendation of applicant Kimberly Mahoney for appointment to the Commission

XIV. Special Ad Hoc Committee: Standing Rules

A. ACTION: Consider creation of Standing Rules Special Committee

B. ACTION: Consider approval of Chair's appointments to the Standing Rules Committee

XV. Commissioner Announcements

XVI. ACTION: Consider adjournment

Attachments: [FINAL draft 2026_March_CCWGC Minutes](#)
[FINAL draft CCCWG 2026 April 18 Special Meeting Minutes](#)
[FINAL draft CCCWG Complaint Administrative Guide](#)
[FINAL draft CCCWG Proposed Minutes Standing Rule](#)
[FINAL-MCL-Level-Set-for-Commissioners](#)

The next meeting is currently scheduled for May 26, 2026, at 7 pm.

Commissioner Acosta will be attending virtually from Home Location for ADA Leave.

The meeting is accessible through Zoom. Meeting ID: 881 7365 8590, password 003624 or by phone +1 214 765 0478 US (US) Meeting ID: 881 7365 8590 as permitted by Government Code section 54953 (e). To indicate you wish to speak on an agenda item, please raise your hand in the Zoom app when your item is called.

<https://cccouny-us.zoom.us/j/88173658590>

Meeting ID: 881 7365 8590

One tap mobile

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+1408-961-3928,,88173658590# US

Join by SIP

• 88173658590@zoomcrc.com

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at Clerk of the Board, 1025 Escobar Street, 1st Floor, Martinez CA, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

The Woman's Commission Chair directly at cccwomenscommission@gmail.com, or
CAO Staff, Chrystine Robbins at Chrystine.Robbins@cao.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: TMP-17062

Agenda Date: 4/28/2026

Agenda #:

Advisory Board: Contra Costa Commission for Women and Girls

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- III. Public Comment
- IV. Chair's Commission Orientation/Reorientation Presentation - information only, no action
- V. ACTION: Appoint Secretary Pro Tem
- VI. Consent Agenda
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 - 5. Approve Chair's appointment of Commissioner Briscoe and Commissioner Peterson to the Membership Committee
 - 6. Acknowledge end of Commissioner Briscoe's term as Secretary
- VII. ACTION: Consider any items removed from the consent agenda
- VIII. Treasurer's Report
 - A. ACTION: Consider accepting Treasurer's Report
 - B. ACTION: Consider authorizing Chair/County to terminate Calatrello Creatives, dba Maven Marketing & Co., contract early
- IX. Report on Special Meeting
 - A. ACTION: Consider acknowledging Commission attendance record March 2025-March 2026
 - B. ACTION: Consider adopting proposed Complaint Intake and Administrative Handling Procedure
 - C. ACTION: Consider adopting proposed Standing Rule: Preparation and Content of Meeting Minutes
- X. District Member's Reports
- XI. Legislation Committee
 - A. ACTION: Consider approval of Chair's appointments to the Legislation Committee
- XII. Public Relations Committee
 - A. ACTION: Consider approval of Chair's appointments to the Public Relations Committee
- XIII. Membership Committee
 - A. ACTION: Consider recommendation of applicant Kimberly Mahoney for appointment to the Commission
- XIV. Special Ad Hoc Committee: Standing Rules
 - A. ACTION: Consider creation of Standing Rules Special Committee
 - B. ACTION: Consider approval of Chair's appointments to the Standing Rules Committee
- XV. Commissioner Announcements

XVI. ACTION: Consider adjournment

Contra Costa County Commission for Women and Girls

Meeting Minutes

March 24, 2026

I. Call to Order

Chair Polk called meeting to order at approximately 7:08 PM.

II. Roll Call

Commissioners present:

Shauna Polk (Chair), Joey Smith, Christy Lam-Julian, LeJon Payne, Jennifer Rizzo, Dena Acosta-Beere, Sherina Criswell, Nakenya Allen, Destiny Briscoe, Marilyn Cachola Lucey.

III. Approval of Agenda and Minutes

Commissioners clarified that:

- Agenda and minutes must be considered separately
- Public comment must be offered prior to action

Action: Minutes were **amended** to reflect:

- Clarification of leadership candidacy
- Corrections to roster and vacancies
- Term date clarification
- Reappointment process clarification

Motion: Approve minutes as amended

Result: Approved by roll call vote

IV. Public Comment

Public speaker provided comment supporting a commissioner's candidacy for Chair

Commissioners raised procedural clarifications regarding:

- Board of Supervisors appointments
- Current vacancies and roster status

V. Board of Supervisors Update

Discussion of International Women's Day event

- Noted as successful and potentially recurring annually
- Clarification requested regarding district representation of honorees

No action taken

VI. Governance Materials Review

Staff confirmed distribution of:

- Bylaws
- Advisory Body Handbook
- Teleconference procedures

Commissioners directed to review and ensure compliance

VII. State of the Commission

Chair summarized prior year activities and events
Encouraged continued Herstory project engagement

VIII. Complaint and Governance Discussion

Topics Raised:

- Meeting procedures and Brown Act compliance
- Access to governance and financial documents
- Communication gaps
- Inconsistent application of bylaws
- Decision-making processes and transparency
- Lack of onboarding and structural clarity

Staff Response:

Identified areas of concern:

- Meeting conduct
- Documentation access
- Governance practices

Noted ongoing corrective actions:

- Increased transparency
- Documentation improvements
- Reinforcement of procedures

Commission Discussion:

Commissioners expressed concerns regarding:

- Consistency of governance practices
- Access to information
- Equity in participation and decision-making

General agreement on need for:

- Improved structure
- Clear procedures
- Consistent application of bylaws

No formal action taken

IX. Membership Appointments and Elections

A. Recommendations to Appoint Commissioners

1. Shruti Adusumilli

Motion: To recommend appointment of Shruti Adusumilli to the Commission.
Motion seconded.

Vote: Unanimous

Result: Motion approved.

2. Tamara Peterson

Motion: To recommend appointment of Tamara Peterson to the Commission.

Motion seconded.

Vote: Unanimous

Result: Motion approved

3. Sonia Bates

Motion: To recommend appointment of Sonia Bates to the Commission.

Motion seconded.

Vote: Unanimous

Result: Motion approved.

4. Additional Direction

Commission discussed improving transparency in applicant review, including:

- Providing redacted application materials in advance
- Standardizing candidate evaluation process

B. Candidate Presentations

Candidates provided statements regarding:

- Background and qualifications
- Community engagement
- Ability to attend meetings
- Commitment to Commission responsibilities
- Equity approaches
- Leadership qualities

Elections held.

Results:

Chair - Marilyn Cachola Lucey

Vice-Chair - Nakenya Allen

Treasurer - Dena Acosta-Beere

Secretary - open

C. Commissioner Shauna Polk resigned from the Commission, effective March 25, 2026.

X. Governance Themes Identified

- Need for:
 - Formal onboarding process
 - Clear policies and procedures
 - Consistent attendance and participation standards
 - Defined financial oversight and allocation framework

XI. Adjournment

The meeting was adjourned at approximately **9:15 PM**.

Contra Costa County Commission for Women and Girls

Special Meeting Minutes

Date: April 18, 2026

Time: Approximately 10:00 a.m. – 12:06 p.m.

Location: 3338 Mt. Diablo Boulevard, Lafayette, CA, with remote participation via Zoom

I. Call to Order

The meeting was called to order by Chair Lucey at 10:05am.

II. Roll Call

Present:

Chair Lucey (District 2)

Commissioner Allen (District 5, remote)

Commissioner Acosta Beer (remote)

Commissioner Lam-Julian

Commissioner Rizzo

Arrived After Roll Call:

Commissioner Criswell (remote)

Absent:

District 1 Commissioner Smith

District 3 (vacant)

District 4 (vacant)

At-large Commissioner Briscoe

Remote Participation (Brown Act Compliance Notation)

The Chair announced remote participation procedures consistent with applicable law.

- Commissioner Acosta Beer participated under a pre-approved accommodation.
- Commissioner Allen requested participation under emergency circumstances.

Action: Motion to approve Commissioner Allen’s remote participation under emergency circumstances.

Motion: Rizzo | **Second:** Acosta Beer

Vote: Ayes: Lucey, Allen, Acosta Beer, Lam-Julian, Rizzo

Result: Motion passed

- Commissioner Criswell joined after roll call and stated participation under official County business and later clarified she has a pre-approved accommodation.

III. Adoption of Agenda

Action: Motion to adopt the agenda as presented.

Second: Received

Vote: Ayes: Lucey, Allen, Acosta Beer, Lam-Julian, Rizzo

Result: Agenda adopted

IV. Appointment of Secretary Pro Tem

No nominations were received.

No action taken. Consensus to use AI notetaker to capture meeting.

V. Appointment of Parliamentarian Pro Tem

Action: Motion to appoint Commissioner Lam-Julian as Parliamentarian Pro Tem for the meeting.

Second: Received

Vote: Ayes: Lucey, Allen, Acosta Beer, Lam-Julian, Rizzo

Result: Motion passed

VI. Discussion: Commission Governance, Meeting Procedures, and Bylaw Alignment

The Commission conducted a discussion consistent with the agenda item.

Topics discussed included:

- Attendance and participation procedures
 - On record, Chair will request attendance and participation records of former Secretary
- Roles and responsibilities of commissioners, officers, staff
 - On record, Chair has requested explicit job description of this Commission's staff liaison
- Complaint and escalation processes
 - On record, Chair has delivered written statements to Supervisor Burgis
- Communication protocols
- Financial oversight and access to records
- Vacancy and membership processes
- Onboarding and training practices
- Accessibility of Commission records

No action was taken under this item.

VII. Action: Direction on Governance Process Improvements

Action: Motion for Chair to provide governing documents to all commissioners and require commissioners review and acknowledge reading those materials prior to April 28, 2026, and provide access to additional historical files named.

Governing materials referenced:

- Commission bylaws
- County advisory handbook
- County memos

Historical materials referenced:

- Commission historical/project materials
- Financial documents, including contracts

Motion: Lucey | **Second:** Rizzo

Vote:

Ayes: Lucey, Allen, Acosta Beer, Criswell, Lam-Julian, Rizzo

Result: Motion passed

VIII. Extension of Meeting

Action: Motion to extend the meeting by five minutes.

Vote: Ayes: Lucey, Allen, Acosta Beer, Criswell, Lam-Julian, Rizzo

Result: Motion passed

Membership Committee, Standing Rules Committee, administrative procedure for complaints, vacancy process postponement deliberated. No additional actions were moved due to time.

IX. Adjourn

The meeting was adjourned at approximately 12:06 p.m.

Contra Costa Commission for Women and Girls

Proposed Complaint Intake and Administrative Handling Combined Procedure, Screening Checklist, and Outcome Guide

Overview

This packet is designed to be adopted and used together so the Commission has:

- One clear administrative process
- One structured screening tool
- One step-by-step guide for Screening Officer decisions

This ensures consistency and prevents the Commission from drifting into investigative or adjudicative roles.

SECTION I. Complaint Intake and Administrative Handling Procedure

A. Purpose

To establish a clear, consistent, and non-adjudicative process for receiving, screening, and administratively handling complaints related to Commission operations or conduct.

The Commission is an advisory body and does not investigate, determine facts, or assign fault.

For purposes of this procedure:

- **Administrative handling** means intake, scope screening, threshold review, and routing
- **Adjudicative activity** includes fact-finding, credibility determinations, or conclusions of wrongdoing and is expressly excluded

B. Submission and Routing of Complaints

Complaints shall be submitted in writing and routed as follows:

- **Standard routing:** to the Chair and Staff Liaison
- **If the Chair is the subject:** to the Vice Chair and Staff Liaison
- **If the Staff Liaison is the subject:** to the Chair and the Complainant's District Supervisor (*for administrative intake purposes only*)
- **If both the Chair and Staff Liaison are subjects:** to the Vice Chair and the Complainant's District Supervisor (*for administrative intake purposes only*)

This routing ensures administrative intake while avoiding conflicts of interest and maintaining neutrality.

C. Referral Authority

Complaints that meet threshold may be referred to:

- The **Complainant's District Supervisor's Office**
- The **Respondent's District Supervisor's Office**
- **Other appropriate County administrative authority**, as determined by the Chair in consultation with the Staff Liaison

D. Scope

This procedure applies to:

- Commission meetings, operations, and procedures
- Actions taken in an official Commission role
- Issues tied to bylaws, attendance, committees, or meeting conduct

This procedure does **not** apply to:

- Policy disagreements
- Differences in viewpoint or vote
- Personal disputes unrelated to Commission duties
- Matters outside Commission jurisdiction

E. Screening Officer Role

The Vice Chair serves as Screening Officer unless unavailable or conflicted.

The Screening Officer:

- Conducts **administrative threshold review only**
- Determines scope, authority, and threshold
- Routes the complaint appropriately

The Screening Officer does **not**:

- Investigate
- Interview witnesses
- Compare competing accounts
- Determine credibility
- Make findings of wrongdoing

Screening is a **routing function**, not a decision.

F. Screening Process (Step-by-Step)

1. Intake review
2. Scope determination
3. Authority determination
4. Threshold determination
5. Select one outcome only

G. Notice and Response

If threshold is met:

- Provide complaint and materials to subject
- Allow 14-day response period
- Make no conclusions at this stage

H. Commission Consideration

If brought forward:

- Item appears on a regular meeting agenda
- Commission may take administrative action only

The Commission does **not**:

- Investigate
- Adjudicate
- Determine credibility
- Resolve disputed facts

I. Permissible Actions

The Commission may:

- Receive and file
- Take no action
- Clarify policy and expectations
- Refer the matter

All actions must occur in a noticed meeting.

J. Committees

No committee may:

- Screen complaints
- Deliberate outside meetings
- Make recommendations outside public session

K. Documentation

- All complaints and outcomes are logged by screening officer
- Screening determinations are administrative only

L. Governance Alignment

This procedure operates within bylaws and does not amend them.

SECTION II. Screening Checklist and Decision Questions

A. Before Screening Begins

- Am I the correct Screening Officer?
- Am I conflicted?
- If yes → transfer immediately to Chair

B. Intake Questions

- Is the complaint written?
- Is it understandable?
- Are parties identified?
- Is conduct described?
- Is timeframe provided?

👉 If NO → **Stop: Insufficient Detail**

👉 If YES → **Continue to Scope**

C. Scope Questions

- Is this related to Commission business?
- Is it tied to official duties?
- Is it more than a policy disagreement?

👉 If NO → **Stop: Outside Scope**

👉 If YES → **Continue to Authority**

D. Authority Questions

- Is investigation needed?
- Does it require credibility judgment?
- Would it require discipline beyond Commission authority?

👉 If YES → **Stop: Outside Authority**

👉 If NO → **Continue to Threshold**

E. Threshold Questions

All must be YES:

- Sufficient detail
- Commission-related
- Administratively handleable
- Accounts do not conflict

👉 If YES → **Proceed**

F. Decision Rule

| If... | Then... |
|-------------------------|------------------------------------|
| Too vague | Insufficient Detail |
| Not Commission-related | Outside Scope |
| Requires investigation | Outside Authority |
| To be handled elsewhere | Referral to District Supervisor |
| Meets all criteria | Proceed |

G. Guardrails

- Do not investigate
- Do not compare accounts
- Do not deliberate outside meetings
- Do not use evaluative language

SECTION III. Outcome Guide (Step-by-Step)

1. Insufficient Detail

Use when: Complaint is too vague

Steps:

1. Mark outcome
2. Record missing elements
3. Note insufficient detail
4. Do not assess credibility
5. Close or request clarification
6. Log outcome

2. Outside Scope

Use when: Not Commission-related

Steps:

1. Mark outcome
2. Record reason
3. Stop screening
4. Optional: note referral
5. Log outcome

3. Outside Authority

Use when: Requires investigation or adjudication

Steps:

1. Mark outcome
2. Record reason
3. Do not investigate
4. Consider referral
5. Log outcome

4. Proceed to Notice and Response

Use when: Threshold met

Steps:

1. Mark outcome
2. Prepare threshold note
3. Send complaint to subject
4. Set deadline for response
5. Track response

6. Compile materials
7. Prepare agenda item

5. Referral

Use when: Better handled externally

Steps:

1. Mark outcome
2. Identify authority
3. Prepare neutral note
4. Forward materials only
5. Log referral
6. Close screening

Model Administrative Note

“This screening determination is administrative only and does not reflect any finding regarding the truth, validity, or merits of the complaint.”

Specific Bylaw Citations (Contra Costa Commission for Women and Girls)

1. Advisory Role

Article II – Purpose

- “The Commission is an advisory body”
- Does not include investigation or adjudication

2. Officer Roles

Article IV, Section 3 – Officers (Chair, Vice Chair duties)

- Screening Officer authority
- “...assist the Chair as directed by the latter...”
- Chair administrative coordination
- Delegation of administrative tasks

3. Meeting Requirements

Article V, Sections 1–3 – Meetings, Quorum, Voting

Article V, Section 4 – Brown Act Compliance

- “All actions must occur in a noticed meeting”
- Agenda placement
- No action outside meetings

4. Committee Limitations

Article VI, Sections 1, 2, and 5 – Executive Committee and Committees

- “Committees cannot act independently”
- “No off-meeting deliberation”
- “Only full Commission takes action”

5. Governance Authority

Article VII – Governance

- Authority to adopt procedures

Contra Costa County Commission for Women and Girls

Proposed Standing Rule: Preparation and Content of Meeting Minutes

I. Purpose

To establish a clear, consistent, and legally compliant standard for the preparation, approval, and content of Commission meeting minutes.

Minutes are the official legal record of Commission action. They are not a transcript and do not serve as a record of discussion or individual viewpoints.

II. Scope

This rule applies to all regular, special, and committee meetings of the Commission.

III. Required Content of Minutes

Minutes shall include only the information necessary to document official Commission business and actions. Each set of minutes shall include:

A. Meeting Information

- Name of the body
- Date, time, and location of the meeting
- Statement of remote participation where applicable

B. Attendance

- Names of members present
- Names of members absent
- Notation of late arrivals or early departures

C. Procedural Actions

- Motions made
- Name of the member making the motion
- Name of the member seconding the motion
- Method of vote (roll call or voice vote)
- Vote outcome, including names of members voting aye, no, or abstaining

D. Required Compliance Statements

- Documentation of remote participation approvals when required
- Any legally required procedural announcements

E. Adjournment

- Time of adjournment

IV. Content Specifically Excluded from Minutes

To ensure accuracy and reduce legal risk, minutes shall not include:

- Verbatim transcripts of discussion
- Summaries or characterizations of debate
- Attribution of statements to individual commissioners (except motions and votes)
- Opinions, interpretations, or conclusions not adopted by formal action
- Allegations, complaints, or claims not resolved through formal Commission action
- Informal direction, consensus, or discussion not resulting in a motion and vote

Discussion items may be referenced only in neutral form (e.g., “The Commission discussed [topic]”), without summarizing positions or arguments.

V. Handling of Discussion and Public Comment

A. Discussion

Minutes may include a brief neutral statement identifying the topic discussed. No summary of viewpoints shall be included unless required by law.

B. Public Comment

Public comment shall be recorded only as:
“Public comment was received.”

No attribution, summary, or characterization of public comment shall be included unless required by law or directed by formal Commission action.

VI. Drafting and Approval Process

A. Preparation

- Draft minutes shall be prepared by the Secretary or Secretary Pro Tem.
- Draft minutes shall reflect only verifiable actions taken during the meeting.

B. Review

- Draft minutes shall be distributed with the next meeting agenda.

C. Approval

- Minutes shall be approved by the Commission through formal vote.
- Corrections shall be limited to factual accuracy (e.g., vote counts, names, actions taken).
- Requests to add narrative discussion content shall be ruled out of order unless required for legal compliance.

VII. Corrections and Amendments

Once approved, minutes may only be amended by formal motion to correct a factual error.

Minutes shall not be amended to:

- Add discussion content

- Recharacterize statements
- Insert opinions or intent not reflected in formal action

VIII. Relationship to Recordings and Transcripts

Audio, video, or AI-generated transcripts may be maintained as internal reference materials but are not the official record.

In the event of a discrepancy, the formally approved minutes control as the official record of Commission action.

IX. Compliance Authority

This rule is adopted pursuant to the Commission's authority to establish procedures consistent with:

- The Brown Act (Gov. Code §54950 et seq.)
- County policies governing advisory bodies
- The Commission's bylaws

Orientation: Contra Costa Commission for Women and Girls

A basic level-setting presentation to the Women and Girls Commission — its history, authority, structure, responsibilities, and how to serve as an effective community ambassador.

Commissioners were required to read Bylaws, Advisory Body Handbook, and 3 related meeting memos from the County in advance. This is to reinforce that action.

Presented by Marilyn Cachola Lucey, Chair

CONTRA COSTA COUNTY

ADVISORY COMMISSION



PURPOSE (Bylaws, Article II)

The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county.

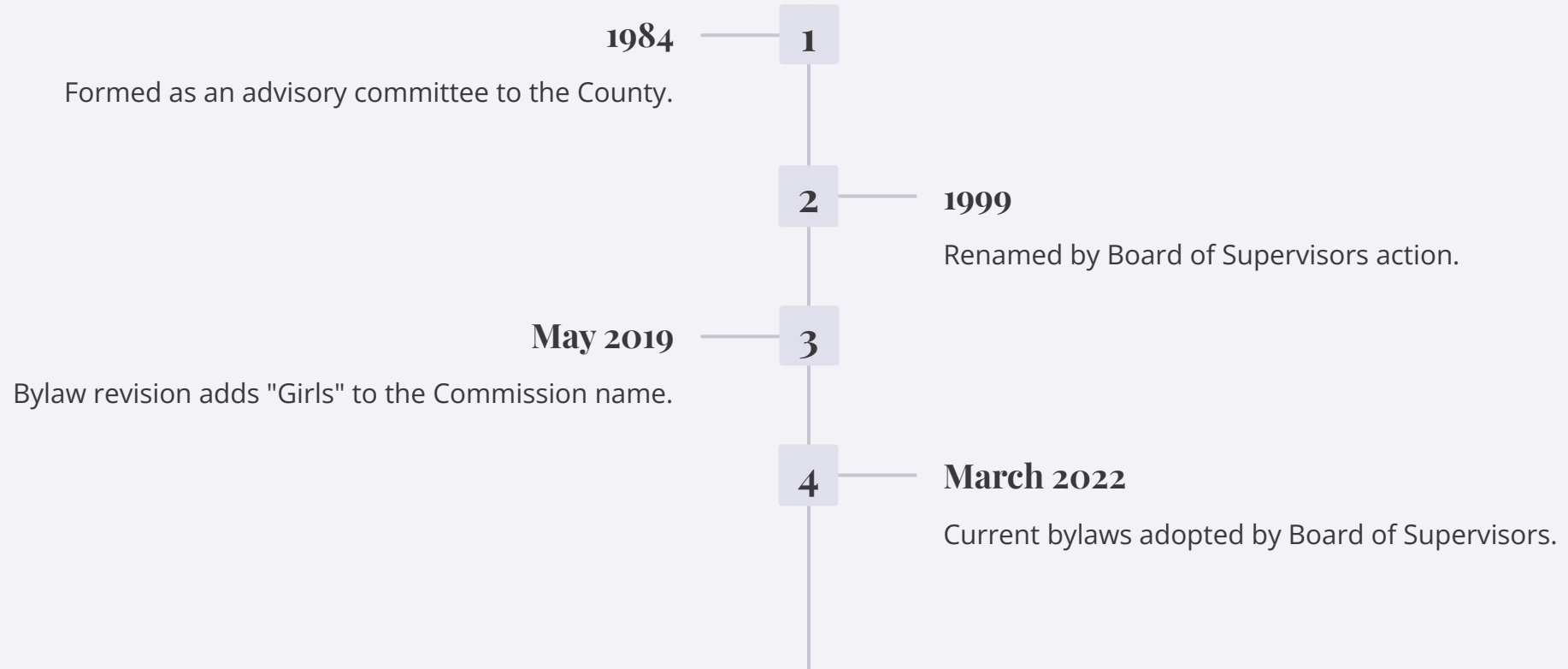
- Areas of focus will include, but are not limited to,
 - socio-economic conditions,
 - workplace issues,
 - social treatment of gender issues, and
 - health and safety for women and girls.

Advisory Body Handbook

Page 6: **Advisory bodies should seek to fulfill the goals and objectives for which they were created.**

Page 8: Every year the **Board of Supervisors will review and evaluate** one-third of the advisory bodies that it has established. Therefore, each individual advisory body will be reviewed once every three years. The sunset review enables the Board of Supervisors to evaluate the purpose, scope, and **effectiveness of each body**, review any legislative or policy changes that may have occurred, **and consider proposed changes** to areas such as the advisory body's mandate, membership, or long-term goals.

Commission Establishment





Authority & Governance Hierarchy

Bylaws are the primary rulebook governing Commission operations, structure, and conduct.

Hierarchy of authority:

Brown Act

County Advisory Body Policies

Bylaws

Roberts Rules of Order

Membership, Appointment & Eligibility

Maximum Size

Up to **15 members** plus one Alternate At-Large member. The Alternate is non-voting except when filling in for an absent At-Large member. (Bylaws, Article III, Section 1)

Appointment Process

District and At-Large Members are appointed by the **County Board of Supervisors**. Terms are fixed and staggered; incumbents are eligible for successive terms. (Bylaws, Article III, Section 3)

Eligibility Requirements

Members must be **at least 18 years of age** and work and/or reside in Contra Costa County. Membership should broadly represent community diversity. (Bylaws, Article III, Section 1)

The Membership Committee handles recruitment, interviews applicants, and recommends candidates for appointment. (Bylaws, Article III, Section 5)

Commissioner Responsibilities

→ Attend & Participate

- Attend Commission meetings
- **Serve on at least one standing and/or special committee annually**
- Actively engage in Commission work

(Bylaws, Article III, Section 2)

→ Be an Ambassador

- "Be an ambassador and **proponent of the Commission...**"
- Represent women and girls in your district
- Bring community voice into Commission deliberations

(Bylaws, Article III, Section 2)

→ Comply with County Policy

- Comply with Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings
- **3 trainings within 3 months of appointment**

(Bylaws, Article III, Section 2)

"The officers of the Commission shall comprise the Executive Committee" – including a Chair, Vice-Chair, Treasurer, and Secretary. (Bylaws, Article IV)



Chair

- Conducts meetings
- Develops agendas
- Serves as official spokesperson
- Prepares annual reports for the Board of Supervisors
- Ensures trainings are completed



Vice-Chair

- Maintain Commission's historical record
- Manage time at meetings
- Supports the Chair
- Assumes all obligations and authority of the Chair in their absence



Treasurer

- Creates annual budget
- Reports monthly on Commission's financial activity
- Coordinates deposits and disbursements through the County Administrator's Office into the County Treasury



Secretary

- Takes minutes
- Posts agendas and minutes
- Maintains attendance records
- Manages the distribution lists
- Monitors Commission email/mailbox

Committees: Structure & Purpose (Bylaws, Article VI)

Legislative

"...recommend legislative solutions..." (Article II, Purpose)

Identifies and recommends legislative priorities, monitors legislative agendas, serves as liaison on policy initiatives, and prepares informational materials.

Membership

"...champion opportunities..." (Article II, Purpose)

Nominates officers, interviews and recommends applicants, onboards new members, recommends membership strategies, and monitors attendance and roster.

Public Relations

"...increase awareness..."

"...celebrate achievements..." (Article II, Purpose)

Links the public to the Commission; maintains social media, prepares newsletters, manages subscriptions, issues press releases, and maintains the website and logo.

SPECIAL COMMITTEE: Formed by the Chair or majority for a specific purpose; time-limited and cease to exist after the designated task is complete.

Committees consist of a MINIMUM OF 2 and a MAXIMUM OF 4 MEMBERS unless otherwise approved by the Chair.

Committee chairs provide written monthly activity reports; only the full Commission may act on committee recommendations. (Bylaws, Article VI)

Meetings, Noticing & Quorum

Regular Meetings

Held at **7:00 pm on the fourth Tuesday of each month.**

Agendas must be publicly noticed on the Commission webpage and at the Clerk of the Board in Martinez **at least 96 hours prior.**

(Bylaws, Article V, Section 1)

Special Meetings

Called by the Chair; must be noticed **at least 24 hours prior**, specifying time, date, place, and purpose.

(Bylaws, Article V, Section 2)

Quorum & Voting

"A quorum is one Member more than one-half of the authorized Members."

Proxy voting is not permitted. Conflict-of-interest disclosure and recusal are required where impartiality could be constrained.

(Bylaws, Article V, Section 3)

Meeting Rules

Only discuss what is on the agenda

Move, then Second, then Discuss, then Vote

Receive recognition from the Chair before speaking

Time limits and turns per speaker may employed for meeting management and equitable participation

Rules of discussion or debate may be employed for decorum

The Brown Act & Open Government

California's Brown Act is the statewide open-meetings framework for local agency legislative bodies and advisory bodies. Its core principle: local public bodies conduct **"the people's business,"** and their actions and deliberations must be conducted openly.

"All meetings of the Commission and... committees shall comply with the Brown Act..." (Bylaws, Article V, Section 4)

In day-to-day practice, Brown Act compliance affects how agendas are posted, how the work of the body is conducted through formal actions, and how public participation is facilitated.



Remote Participation & Accommodations

Brown Act Compliance

Remote/teleconference attendance carries technical noticing and accessibility requirements under the Brown Act. The Legislature has periodically authorized time-limited alternative teleconferencing rules with specified noticing and public-commenting requirements.

ADA Accommodations

Public bodies use an ADA-style request process: provide advance notice (commonly 48 hours) to the clerk/staff contact describing the accommodation needed. Agencies make "reasonable efforts to accommodate persons with disabilities."

Commissioner Takeaway

Remote attendance and accommodations are governed by (1) the Commission's Brown Act compliance obligation and (2) County accommodation practices administered through staff support and Clerk processes.

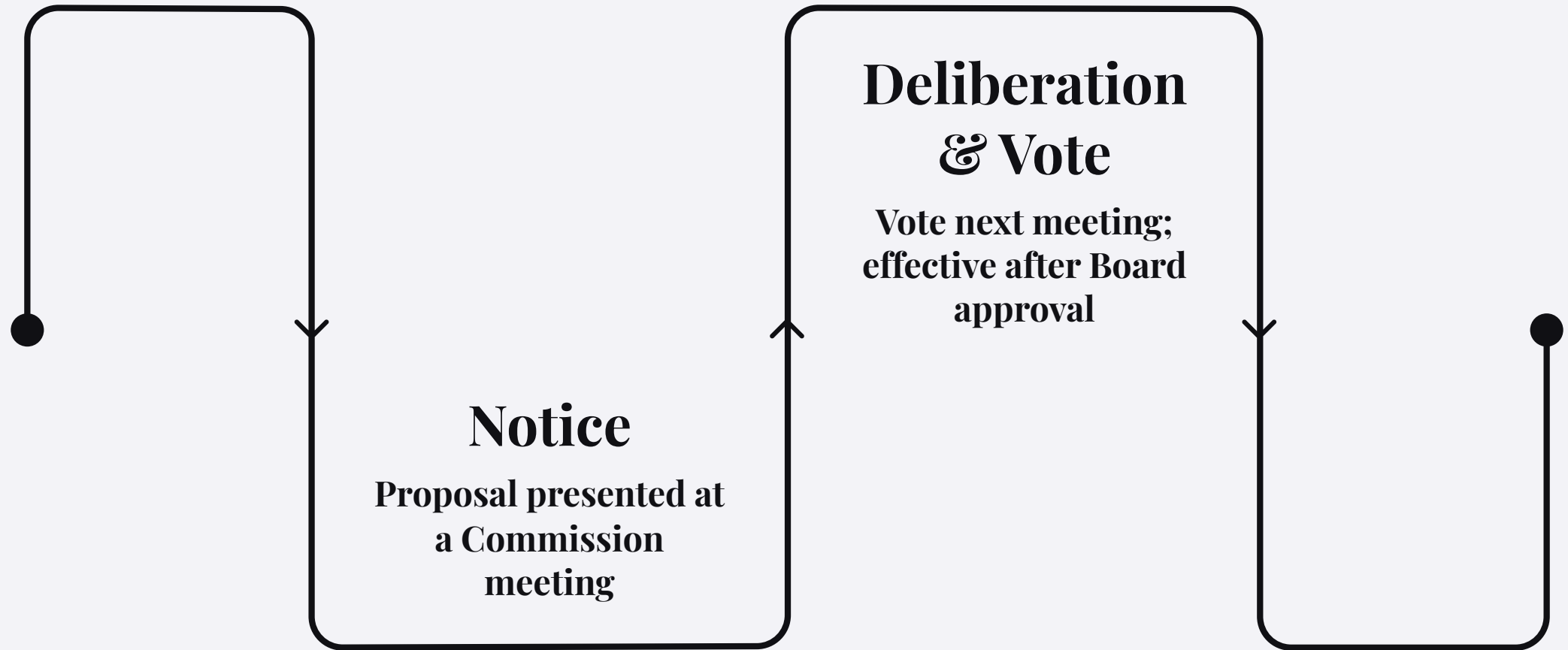
CONFLICT OF INTEREST:

If a Commissioner is in a position to materially benefit from a decision made by the Commission, they are required to disclose and abstain or recuse themselves from the decision action.

(Bylaws, Article V, Section 3)



Amending the Bylaws



This "notice + deliberation" design reduces surprise changes and supports transparent governance. Amendments are recommended by the Commission and become effective only upon approval by the Board of Supervisors. (Bylaws, Article VIII)

Reporting Community Voice to the Board (Activity)

The Chair holds an annual reporting responsibility to the Board of Supervisors. (Bylaws, Article IV, Section 3)

Commissioners contribute to that pipeline by elevating community voice effectively.



Aggregate & Pattern-Based

Present themes and trends — not isolated anecdotes.



Grounded in Process

Explain how you heard it: listening sessions, partner meetings, targeted outreach.



Connected to Real Impacts

Show what the issue causes for women and girls in real life.



Actionable

Recommend what the County can do — policy, partnerships, pilots, funding priorities.

 **Goal: Elevate the needs, voices, and priorities of the women and girls in our community.**

Being an Effective Ambassador

External Duty

Listen, connect, and represent women and girls across your district.

Build relationships with community organizations, attend partner meetings, and **surface issues that may not reach formal channels.** (Bylaws, Article III, Section 2)

Internal Duty

Translate community voice into Commission deliberations and formal communications to the Board of Supervisors.

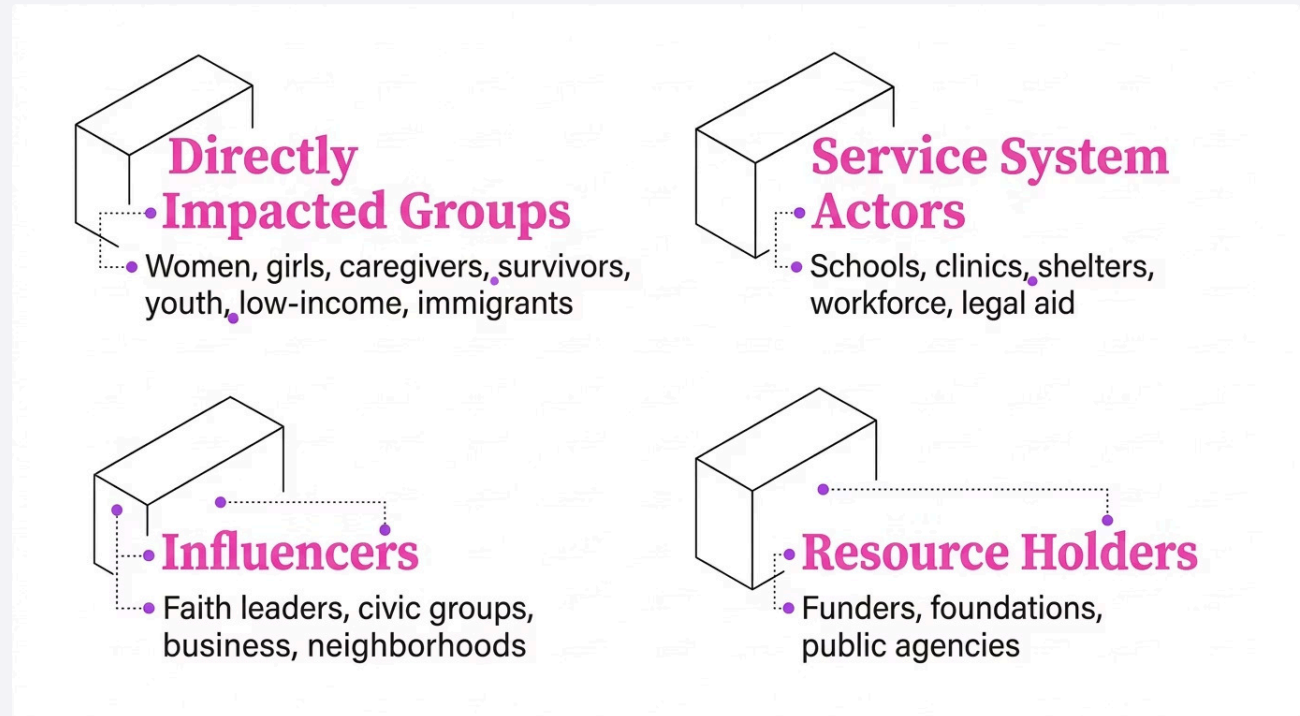
District members must communicate regularly and **meet quarterly** with their **appointing Supervisor.** (Bylaws, Article III, Section 2)

"Be an ambassador and proponent of the Commission..." (Bylaws, Article III, Section 2)

Stakeholder Engagement & Mapping (Activity)

Stakeholders are people or organizations who can affect, be affected by, or perceive themselves to be affected by a decision or activity.

Stakeholder engagement is the **structured** practice of building **two-way relationships** so Commission recommendations are **community-informed**, implementable, and equity-centered.



Listening to Women & Girls in Your District (Activity)



Attend Partner Meetings

Join existing community meetings **hosted by trusted organizations** to hear issues in authentic settings.

Confidential Channels

Use confidential listening channels when **safety** is a concern — for example, with survivors of violence.

Targeted Outreach

Reach underrepresented groups that may not show up to formal meetings through **intentional, culturally responsive outreach**.

Before something comes forward to the commission, ASK...

1

How does this connect to our purpose?

Every item we take up should have a **clear, articulable connection to the commission's core mission**. If we can't explain that connection, it may not belong on our agenda.

2

Who does it impact?

Understanding who is affected — and how — helps us make decisions that are grounded in **real consequences for real people**, not just abstract principles.

3

What is the goal?

What outcome are we trying to achieve? Being **explicit about the goal** helps us evaluate whether our decisions are actually moving us toward it.

When we can answer all three questions clearly, we're ready to move forward. When we can't, that's a signal to pause and get clearer before proceeding.

Our Commitment

We apply the **same lens** to every topic that comes before us. **No exceptions** based on relationships, preferences, or political considerations. The same standard, **every time**.

When we ask them consistently, we build a **track record** of fairness that the communities we serve can **trust**.

For Each Topic, We Ask:

1. Who benefits?

Who stands to gain from this decision?

2. Who might be left out? Whose voice is missing? Who is not at the table?

Are there people or groups whose needs aren't represented?

3. What barriers exist?

What structural, practical, or systemic obstacles might prevent people from benefiting equally?



“
What would they say we focus on?
Imagine someone new to us, who doesn't know our history and our purpose, has attended the last few months of meetings. Does what that outside observer saw match our stated purpose?
”

“
What do we spend the most time on?
Where does the majority of our meeting time actually go? What topics, questions, or dynamics are the focus of our energy and attention?
”

📌 **The key question:** If there's a gap between how we spend our time and what we say we're here to do — that gap is worth closing.

Systemic Issues : Inform and Listen, Never Endorse or Campaign

HR 1 - Substantial Funding Cuts

H.R. 1 (enacted July 2025) imposes significant, structural cuts to federal funding for health and food assistance programs, which California counties estimate will create up to **\$9.5 billion per year in new costs and lost revenue**. The law shifts these costs from the federal government to state and local governments, threatening to, or requiring counties to, cut funding for public hospitals, mental health services, and social services. **(National Association of Counties)** Counties are being forced to consider reducing services or using local tax dollars to fund these previously federally supported programs. This could impact other essential county services like public safety and homelessness services. **(California Budget Policy Center)**

Measure B - Generate revenue to make up the gap

To help Contra Costa County address cuts in federal funding; support local services such as health care, supplemental food assistance, and other general county services; shall Contra Costa County adopt a five-eighths of one cent (0.625%) temporary general sales tax for 5 years, **providing an estimated \$150,000,000 annually**, and subject to annual audits? **(Contra Costa County)**

Transit - Public system financial issues

Contra Costa County faces significant transit impacts due to Bay Area-wide financial deficits, including potential **BART service cuts** (60-minute frequencies, reduced weekend service) and major AC Transit route changes. Post-pandemic low ridership, high operating costs, and expiring pandemic aid threaten severe cuts, prompting a proposed November 2026 sales tax measure to save services. **(California Transit Association)**