



CONTRA COSTA COUNTY

AGENDA

Contra Costa Commission for Women and Girls

Tuesday, May 26, 2026

7:00 PM

3338 Mt. Diablo Blvd., Lafayette CA |
<https://cccouny-us.zoom.us/j/88173658590> | 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.

- 1 Call to Order
- 2 Roll Call and Introductions
- 3 Public Comment
- 4 Secretary
Action: Appoint a Secretary Pro Tem
- 5 Presentation: Alliance for Girls
- 6 Chair Report - information only, no action.
- 7 Receive Treasurer's Report [TMP-17712](#)
Attachments: [CCCWG Treasurer Report May 26 2026](#)
- 8 District Members' Reports
- 9 Committee Reports
- 10 Review and Approve the minutes from the April 28, 2026, regular meeting of the [TMP-17711](#)
Contra Costa Commission for Women and Girls.
Attachments: [FINAL draft CCCWG 2026 April 28 Minutes](#)
- 12 Review and Approve the minutes from the April 18, 2026, special meeting of the [TMP-17710](#)
Contra Costa Commission for Women and Girls.
Attachments: [FINAL draft CCCWG 2026 April 18 Special Meeting Minutes \(1\)](#)

- 13 Review and Approve the minutes from the March 24, 2026, regular meeting of the [TMP-17709](#)
Contra Costa Commission for Women and Girls.
Attachments: [FINAL draft 2026 March CCWGC Minutes \(1\)](#)
- 14 Review and Approve Minutes Content and Preparation Standing Rule [TMP-17708](#)
Attachments: [FINAL draft CCCWG Proposed Minutes Standing Rule](#)
- 15 Commissioner Announcements
- 16 Adjourn

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

The meeting is accessible through Zoom:

<https://cccounty-us.zoom.us/j/3748270213?omn=85012022541>

To indicate your wish to speak on an agenda item, please raise your hand in the app or type in the chat.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee regular 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 Teams 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-17712

Agenda Date: 5/26/2026

Agenda #: 7

Background Summary					
Grant Balances 5.27.25					
Grant Balances 3.9.26	County Ledger Key				
	2102	Books, Periodicals, Subscriptions			
	2150	Food			
	2310	Non-County Professional/Specialized Services			
	2467	Training & Registrations			
	2479	Other Special Departmental Expenses			
	2490	Misc Service & Supplies			
Thank you Chair Lucey for your assistance in combing through the CCCWG Gmail & GDrive to provide backup documentation for grant expenditures from FY 2022-2023 to present. The 3.9.26 grant update provided by the County to the Commission, as well as a Grant Balance Report 5.27.25 sourced directly from the GDrive, have been guiding documents in listing all expenditures in one place in a format more conducive to a report for Commission.	Treasurer Acosta-Beere spent the month since last meeting organizing expenditures. All other tabs of information are based upon County ledger. Recommendation to request updated (as of today 4/28/26) Grants Balance spreadsheet ledger from County to				

	account for since-posted payments and contract obligations.				
Below are the final requests for documentation needed from the County ledger/records in order to complete an expenditures report covering the lifetime of the grants. Forwarded to our County Liaison, so that a more thorough report can continue.					
Backup Documentation Needed:					
<u>*FY 2022-2023 detail needed: memos refer to journal entries only but no subject memo or invoice references so that Commission may account for the detail of the following expenditures:</u>					
<u>3/31/2023</u>	<u>JV-2304-000875 - Contra Costa County - 03/31/2023 - Transaction Summary 7/1/22 thru 3/31/23</u>		<u>2102 (ledger code)</u>	<u>JV-2304-000875</u>	<u>414</u>
<u>3/31/2023</u>	<u>JV-2304-000875 - Contra Costa County - 03/31/2023 - Transaction Summary 7/1/22 thru 3/31/23</u>		<u>2310 (ledger code)</u>	<u>JV-2304-000875</u>	<u>700</u>
<u>3/31/2023</u>	<u>JV-2304-000875 - Contra Costa County - 03/31/2023 - Transaction Summary 7/1/22 thru 3/31/23</u>		<u>2479 (ledger code)</u>	<u>JV-2304-000875</u>	<u>2,642.00</u>
<u>6/30/2023</u>	<u>JV-2308-000477 - Contra Costa County - 06/30/2023 - To record FY2022-2023 Expenditure</u>		<u>2479 (ledger code)</u>	<u>JV-2308-000477</u>	<u>1,500.00</u>

	Accrual. Reverse the journal in FY2023-2024.				
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1. Financial Summary as of				
3/9/2026	3/9/2026			
3/31/23	Beginning Balance (Grant 1):		\$25,000.00	
6/21/23	Beginning Balance (Grant 2):		\$17,500.00	
2/19/25	Final Dispersement		\$7,500.00	
	Total Beginning Balance:		\$50,000.00	
June 2025	Ending Balance (Grant 1):		-\$0.20	
	Ending Balance (Grant 2):		\$14,805.14	
	Total Ending Balance:		\$14,804.94	
	Contract Payments Pending		-\$8,522.00	<i>Calatrello</i>
	Available (Uncommitted) Balance:		\$6,282.94	

2. Expenditures									
3/9/26	Report								
2022-2023	Description	Amount	Grant 1/2	 Ledger	TX Details/Invoice #s				
3/31/2023	JV-2304-000875 - Contra Costa County - 03/31/2023 - Transaction Summary 7/1/22 thru 3/31/23	414.00	Grant 1	2102	Wix.com				
3/31/2023	JV-2304-000875 - Contra Costa County - 03/31/2023 - Transaction Summary 7/1/22 thru 3/31/23	700.00	Grant 1	2310	<i>Dreamscape Web Design</i>				

3/31/2023	JV-2304-000875 - Contra Costa County - 03/31/2023 - Transaction Summary 7/1/22 thru 3/31/23	2,642.00	Grant 1	2479	Line Items	\$2,642.00			
					CA Newspaper Advertising 1/24	\$495.00			
					CA Newspaper Advertising 1/23	\$900.00			
					CA Newspaper Advertising 1/20	\$747.00			
					Collateral & Creative for Appointments Workshop	\$500.00			
6/30/2023	JV-2308-000477 - Contra Costa County - 06/30/2023 - To record FY2022-2023 Expenditure Accrual. Reverse the journal in FY2023-2024.	1,500.00	Grant 1	2479					
TOTAL 2022-2023		5,256.00							
2023-2024	Description	Amount	Grant 1/2	 Ledger	TX Details/Invoice #s				
7/31/2023	PATCH MEDIA Online Advertising Contra Costa Commission for Women and Girls*1 week run*2023-0123*2023-01-28	1,500.00	Grant 1	2479	SIN055448				

8/9/2023	JV-2308-000478 - Contra Costa County - 08/09/2023 - To record FY2022-2023 Expenditure Accrual. Reverse the journal in FY2023-2024. (Reversal)	(1,500.00)	Grant 1						
8/29/2023	Domain 3 Year Plan: DREAMSCAPE WEB DESIGN LLC	50.71	Grant 1						
9/6/2023	The Press 3/8 pg ad + Calendar boosting 7/31/23: BRENTWOOD PRESS & PUB	602.00	Grant 1		263896				
12/12/2023	Calatrello Marketing October 2023	687.50	Grant 1						
12/29/2023	Calatrello Marketing November 2023	687.50	Grant 1						
1/2/2024	Calatrello Marketing December 2023	687.50	Grant 1						
2/1/2024	Calatrello Marketing January 2024	687.50	Grant 1						
3/7/2024	Mailchimp March	13.00	Grant 1						
3/1/2024	Calatrello Marketing Feb 2024	687.50	Grant 1						
4/1/2024	Calatrello Marketing March 2024	687.50	Grant 1						
4/19/2024	Calatrello (\$75) Rack Card, (\$400) Ad Management, (\$400) Ad Cost	875.00	Grant 1	2310	9612				
5/1/2024	Calatrello Marketing April 2024	687.50	Grant 1						
5/28/2024	Ad Hoc Payment: Marilyn Cachola Lucey - 05/28/2024	94.99	Grant 1			<i>Herstory panel communication platform</i>			
5/29/2024	Mailchimp April	13.00	Grant 1						
5/29/2024	Mailchimp May	13.00	Grant 1						

5/31/2024	Mailchimp June	13.00	Grant 1							
6/1/2024	Calatrello Marketing May 2024	687.50	Grant 1							
6/28/2024	Mailchimp July	13.00	Grant 1							
6/30/2024	Calatrello Marketing June 2024	687.50	Grant 1							
TOTAL 2023-2024		7,875.20								
2024-2025	Description	Amount	Grant 1/2	Le	TX					
				der	Details/Invoice #s					
8/7/24	Mailchimp August	13.00	Grant 1	210						
7/31/24	Calatrello Marketing July 2024	687.50	Grant 1	231	1763					
9/4/24	Mailchimp September	13.00	Grant 1	210						
9/13/24	Calatrello Marketing August 2024	687.50	Grant 1	231	1773					
10/10/24	Calatrello Marketing September 2024	687.50	Grant 1	231	1807					
10/28/24	Mailchimp October	13.00	Grant 1	210						
11/4/24	Ad Hoc Payment: Shauna Polk - Food purchase for Retreat	143.55	Grant 1	215						
11/4/24	Ad Hoc Payment: Shauna Polk - Food purchase for Retreat	99.03	Grant 1	215						
11/4/2024	Imprint.Com Order #IMA274523123	\$1,684.83	Grant 1	249		Line Items	\$1,861.69	<i>Coupon</i>	-176.86	
	CCCWG Exhibition Supplies					10ft x 10ft Full Color Pop Up Canopy Tents	\$817.26			
						33 x 80 Color Roll Up Retractable	\$161.92			

							<i>e Banner Stands</i>				
							<i>6FT Fitted Trade Show Table Cover</i>	\$115.9 8			
							<i>Dynamic Action Pens x550</i>	\$249.1 5			
							<i>Medium Spiral Curve Notebook x75</i>	\$177.3 8			
							<i>Custom Rectangle 5x3 Magnets x500</i>	\$340.0 0			
11/1/2024	Calatrello Marketing October 2024	687.50	Grant 1	2310	1827						
12/3/2024	Mailchimp November	13.00	Grant 1	2102							
12/31/2024	Mailchimp December	13.00	Grant 1	2102							
1/1/2025	Calatrello Marketing INCREASE Oct 15 2024	162.50	Grant 1	2310	1862	<i>increase per Contract #41714-03</i>					
1/1/2025	Calatrello Marketing November 2024	687.50	Grant 1	2310	1849	<i>previous monthly fee</i>					
2/1/2025	Calatrello Marketing December 2024	850.00	Grant 1	2310	1868	<i>note updated amount</i>					
2/1/2025	Calatrello Marketing January 2025	850.00	Grant 1	2310	1895						
2/19/2025	Mailchimp January	13.00	Grant 1	2102							
3/18/2025	Mailchimp February	13.00	Grant 1	2102							
3/1/2025	Calatrello Marketing February 2025	850.00	Grant 1	2310	1916						
4/11/2025	Mailchimp March	13.00	Grant 1	2102							

4/1/2025	Calatrello Marketing March 2025	850.00	Grant 1	2310	1942	SHEros Panel				
4/1/2025	Calatrello Ad Spend Reimbursement	600.00	Grant 1	2310	1907	SHEros Panel				
4/1/2025	Calatrello March 2025 Ad Spend Reimbursement	500.00	Grant 1	2310	1943					
5/12/2025	Mailchimp April	13.00	Grant 1	2102						
5/1/2025	Calatrello Marketing April 2025	850.00	Grant 1	2310	1964					
6/2/2025	Ad Hoc Payment: Christy Lam - 06/02/2025	264.40	Grant 1	2150		SHEros Panel				
6/25/2025	Mailchimp May	13.00	Grant 1	2102						
6/1/2025	Calatrello Marketing May 2025	850.00	Grant 1 \$598; Grant 2 \$252	2310	1982					
6/30/2025	Calatrello Marketing June 2025	850.00	Grant 2	2310	2002					
6/30/2025	Mailchimp June	13.00	Grant 2	2102						
TOTAL 2024-2025		12,984.81								
2025-2026	Description	Amount	Grant 1/2	Leveller	TX Details/Invoice #s					
7/29/2025	Mailchimp July	13.00	Grant 2	2102						
7/31/2025	Calatrello Marketing July 2025	850.00	Grant 2	2310	2025					
7/1/2025	JV-2508-000598 - Contra Costa County - 07/01/2025 - To record FY2024-25 Expenditure Accrual for Ad Hoc Payments. Reverse the journal in	(13.00)	Grant 2	2102						

	FY2025-26. (Reversal)									
9/1/2025	Calatrello Marketing August 2025	850.00	Grant 2	231	2046					
10/1/2025	Calatrello Marketing September 2025	850.00	Grant 2	231	2071					
10/16/2025	Mailchimp August 25	13.00	Grant 2	210						
11/1/2025	Calatrello Marketing October 2025	850.00	Grant 2	231	2096					
12/1/2025	Calatrello Marketing November 2025	850.00	Grant 2	231	2123					
1/2/2026	Ad Hoc Payment: EM/POWEREDbyWMN - 11/15/25 Rise & Empower Summit - tickets for Commissioners and followers	2,000.00	Grant 2	246						
1/9/2026	Mailchimp September	13.00	Grant 2	210					March	850
1/9/2026	Mailchimp October	13.00	Grant 2	210					April	850
2/23/2026	Mailchimp November 6	13.00	Grant 2	210						
3/2/2026	Calatrello Marketing February 2026	850.00	Grant 2	231	2200					
2/17/2026	Calatrello Marketing January 2026	850.00	Grant 2	231	2175					
2/1/2026	*Calatrello Marketing December 2025	1,077.05	Grant 2	231	2149					
TOTAL 2025-2026		9,079.05								
TOTAL EXPENDITURES		35,195.06			\$14,804.94					
<i>(this grant cycle)</i>					unspent					

3/9/26	2. Expenditures Report									
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2022-2023	Description	Amount	Grant 1/2	Ledger	TX Details/Invoice #s					
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6/28/2024	Mailchimp July 4	13.00	Grant 1							
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3/18/2025	Mailchimp February	13.00	Grant 1	2102						
3/1/2025	Calatrello Marketing February 2025	850.00	Grant 1	2310	1916					
4/11/2025	Mailchimp March	13.00	Grant 1	2102						
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7/1/2025	JV-2508-000598 - Contra Costa County - 07/01/2025 - To record FY2024-25 Expenditure Accrual for Ad Hoc Payments. Reverse the journal in FY2025-26. (Reversal)	(13.00)	Grant 2	2102						
9/1/2025	Calatrello Marketing August 2025	850.00	Grant 2	2310	2046					
10/1/2025	Calatrello Marketing September 2025	850.00	Grant 2	2310	2071					
10/16/2025	Mailchimp August	13.00	Grant 2	2102						
11/1/2025	Calatrello Marketing October 2025	850.00	Grant 2	2310	2096					
12/1/2025	Calatrello Marketing November 2025	850.00	Grant 2	2310	2123					
1/2/2026	Ad Hoc Payment: EM/POWEREDbyWMN - 11/15/25 Rise & Empower Summit - tickets for Commissioners and followers	2,000.00	Grant 2	2467						
1/9/2026	Mailchimp September	13.00	Grant 2	2102				March		850
1/9/2026	Mailchimp October	13.00	Grant 2	2102				April		850
2/23/2026	Mailchimp November	13.00	Grant 2	2102						
3/2/2026	Calatrello Marketing February 2026	850.00	Grant 2	2310	2200					
2/17/2026	Calatrello Marketing January 2026	850.00	Grant 2	2310	2175					
2/1/2026	*Calatrello Marketing December 2025	1,077.05	Grant 2	2310	2149					

TOTAL 2025-20 26		9,079. 05								
TOTAL EXPEND ITURES		35,195 .06			\$14,804.9 4					
<i>(this grant cycle)</i>					unspent					

4. Grant Status Summary				
Grant	Total Award	Spent to Date	Remaining	Expiration
Grant 1	\$25,000	\$25,000.20	-\$0.20	N/A
Expenditures	22-23	\$5,256		
	23-24	\$7,875		
	24-25	\$11,869		
Grant 2	\$25,000	\$10,194.86	\$14,805	Date
Revenue	\$17,500			
Final Dispersement	\$7,500			
Expenditures	24-25	\$1,115.81		
	25-26	\$9,079.05		

2. Budge t vs. 3/9/26 Actual													
	Grant 2	2025-2 6 Adjust ed Budget	Year to Date Actuals	Unenc umbere d Balanc e	<i>Figure s per County ledger 3.9.26</i>								



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: TMP-17711

Agenda Date: 5/26/2026

Agenda #: 10

Contra Costa Commission for Women and Girls Meeting Minutes April 28, 2026

- I. **Call to order**
 - A. Meeting called to order at 7:03pm
- II. **Roll Call**
 - A. In-person: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Christy Lam Julian
 - B. Zoom: Dena Acosta-Beere
 - C. New applicants: Kimberly Mahoney (fifth meeting), Dr. Jalaima Nichols (first meeting), Ava Roberts (first meeting), Nadia Ann (first meeting)
 - D. Jennifer Rizzo's absence was excused
- III. **Public Comment**
 - A. Three attendees made public comment
- IV. **Chair's Commission Orientation/Reorientation Presentation - information only, no action**
 - A. Chair Marilyn Cachola Lucey presented an orientation for new members and provided guiding questions on commission activities
- V. **ACTION: Appoint Secretary Pro Tem**
 - A. Destiny Briscoe moved to appoint Shruti Adusumilli as Secretary Pro Tem. Motion seconded by Nakenya Allen.
 1. Ayes: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian
 2. Motion passed
- VI. **Consent Agenda**
 - A. **ACTION: Consider adoption of the consent agenda**

Destiny Briscoe moved to adopt the consent agenda, with three items being considered separately.

 - Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian
 - Motion passed
 1. **Approve minutes from March 24, 2026 meeting**
 - a) *Considered separately*
 2. **Approve minutes from April 18, 2026 Special Meeting**
 - a) *Considered separately*
 3. **Accept, with regrets, Commissioner Dr. LeJon Payne's resignation from the Commission**

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

a) Considered separately

VII. Consider any items removed from the consent agenda

A. Three items considered separately

1. Approve minutes from March 24, 2026 meeting

a) Destiny Briscoe moved to approve the item for discussion. Motion seconded by Joey Smith, but Destiny Briscoe withdrew the motion.

b) Christy Lam Julian moved to table the item for consideration at the next meeting on May 26, 2026, to include her concerns. Motion seconded by Joey Smith.

(1) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian

(2) Motion passed

c) Friendly amendment to previous motion. Marilyn Cachola Lucey moved to table the item for consideration at the next meeting on May 26, 2026 to include considerations brought forward by Christy Lam Julian and Nakenya Allen. Motion seconded by Destiny Briscoe.

(1) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian

(2) Motion passed

2. Approve minutes from April 18, 2026 Special Meeting

a) Marilyn Cachola Lucey moved to table the item for consideration at the next meeting on May 26, 2026 to include considerations brought forward by Christy Lam Julian and Nakenya Allen. Motion seconded by Destiny Briscoe.

(1) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian

(2) Motion passed

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

- a) Dena Acosta-Beere asked for this item to be considered separately to include her resignation from the commission as a whole.
- b) Marilyn Cachola Lucy moved to accept, with regrets, Commissioner Acosta-Beere's resignation from the Membership Committee, and the commission as a whole. Motion seconded by Destiny Briscoe.
- c) Motion amended by Marilyn Cachola Lucey to add April 29, 2026, as the resignation date. Motion seconded by Destiny Briscoe.
 - (1) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian
 - (2) Motion passed

VIII. Treasurer's Report

A. ACTION: Consider accepting Treasurer's Report

- 1. Joey Smith moved to accept the Treasurer's Report. Motion seconded by Nakenya Allen.
 - a) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian
 - b) Motion passed

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

- 1. Destiny Briscoe moved to terminate the contract early. Motion seconded by Joey Smith.
 - a) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Christy Lam Julian
 - b) Dena Acosta-Beere abstained
 - c) Motion passed

IX. Report on Special Meeting

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

- 1. Marilyn Cachola Lucey moved to acknowledge the record. Motion seconded by Destiny Briscoe.
 - a) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian
 - b) Motion passed

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

1. Destiny Briscoe moved to table the item to gain clarification existing county procedural documents. Motion seconded by Christy Lam Julian
 - a) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian
 - b) Motion passed

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

1. Nakenya Allen moved to table the item. Motion seconded by Destiny Briscoe.
 - a) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian
 - b) Motion passed

X. District Member's Report

- A. District Member's Reports provided for District 1, 2, 5

XI. Legislation Committee

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

1. *Sonya Bates and Nakenya Allen appointed by Marilyn Cachola Lucey*

XII. Public Relations Committee

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

1. *Shruti Adusumilli and Christy Lam Julian appointed by Marilyn Cachola Lucey*

Destiny Briscoe moved to extend the meeting time. Motion seconded by Joey Smith.

- Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian
- Motion passed

XIII. Membership Committee

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

1. Destiny Briscoe moved to recommend. Motion seconded by Joey Smith.

a) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian

b) Motion passed

B. Joey Smith appointed by Marilyn Cachola Lucey to committee.

1. Destiny Briscoe moved to approve all committee appointments. Motion seconded by Joey Smith.

a) Roll call: Nakenya Allen, Shruti Adusumilli, Marilyn Cachola Lucey, Sonya Bates, Joey Smith, Destiny Briscoe, Dena Acosta-Beere, Christy Lam Julian

b) Motion passed

XIV. Special Ad Hoc Committee: Standing Rules

A. ACTION: Consider creation of Standing Rules Special Committee

1. Commissioners deliberated. No action was taken.

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

1. Item not discussed. No action was taken.

XV. Commissioner Announcements

A. Information shared about Developmental Disabilities Council Gala

B. Information shared about APAPA Tri-Valley free 5-day Civic Leadership and College Readiness Summer Bridge Program for first-generation college youth and young adults, July 13-17.

XVI. ACTION: Consider adjournment

A. The meeting adjourned at 9:44 PM. The next meeting is on May 26, 2026 at 7 pm.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: TMP-17710

Agenda Date: 5/26/2026

Agenda #: 12

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 agendized 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 COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: TMP-17709

Agenda Date: 5/26/2026

Agenda #: 13

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

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: TMP-17708

Agenda Date: 5/26/2026

Agenda #: 14

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