**Meeting Minutes**

**Washington State Women’s Commission**

Schwabe Williamson & Wyatt

1420 Fifth Avenue, Floor 34, Suite Seattle, WA 98101

 October 15, 2019 – 10:45 to 6:30

<https://zoom.us/j/265211537>

Dial: (408) 638-0968 Meeting ID: 265 211 537

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| Topic/Time/Speakers/Document Reference | Minutes | Action Items/Follow Up |
| Welcome, housekeeping, and introductions10:45 – 11:00Graciela Gomez-Cowger[\*Draft July 29 Meeting minutes](https://www.wswc.wa.gov/sites/default/files/DRAFT%20MEETING%20MINUTES%20%28July%2029%2C%202019%29%20Spokane_0.pdf) | Discussion* Goal today is to elicit engaged outcome discussions.
* Guests, Sharon James AAG, Mikaela Kiner, Kathy Allen, Kate Goathels, and Karen Klien.

Action* Amend the July Minutes to remove Graciela from making motion to approve the women on corporate board legislation. Approved July 29, 2019 Minutes as amended.
 | * Vote: Approved Meeting Minutes as amended.
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| Joint Taskforce Report on Centennial of Women’s Suffrage Celebration11:00 – 11:15 Jennifer Kilmer[\*Suffrage Sponsorship](https://doodle.com/poll/e35y2wwvad325f9f)[\*2020 Suffrage Budget](https://www.wswc.wa.gov/sites/default/files/2020%20Women%20suffrage%20budget%2010-8-19.pdf) | Report* Jennifer Kilmer of the Washington State Historical Society gave an update on the sponsorship package and budget for the August 22, 2020 centennial celebration.
* Panel exhibition about suffrage in Washington, Washington Leads the Way
* Submitted a budget package to the governor’s office to cover the half time staff person and for additional money for the August 22, 2020 event. Women’s Commission signed a letter of support.
* Final deadline for the grants was in September.

Discussion* Best way to contact Jennifer is through her email Jennifer.kilmer@wshs.wa.gov
* Michelle suggested a joint letter from WSWC and WSHS to potential sponsors for the centennial event. Fundraising will need $30,000 to cover the event.
 | * Michelle will work with Jennifer to jointly write a letter to sponsors seeking funds for the centennial event.
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| Director’s Report11:15 – 11:40 Michelle Gonzalez[\*2020 Supplemental Decision Package](https://www.wswc.wa.gov/sites/default/files/2020%20Supplemental%20Decision%20Package%20for%20WSWC_0.pdf) | Report* Submitted a decision package to the Governor’s office for an additional FTE for a Policy Analyst.
* Attended Senate Law and Justice Committee work session on women and corporate boards. Shared our research on some of the barriers. The work session is available on TVW.
* Marie compiled data of all publicly traded companies HQ in Washington (on our website).
* Presented at the Senior Lobby group.
* Asked to present at the women’s conference of Mission Creek, a women’s prison.
* Equity Office Taskforce includes representation by the Women’s Commission.
	+ Tasked with making recommendations to the legislature about how a newly formed equity office can create equity across state government.
	+ Next meeting is October 21 in Yakima, and another is late November.
	+ Welcome participation from commissioners.
* Safety Committee
	+ Working with pro bono law firm on a model sexual harassment policy for the commission to consider adopting. The draft will be reviewed by the Human Rights Commission prior to sharing with the full Women’s Commission.
	+ Plan is to have a few policies available on our website.
 | * Commissioners to consider volunteering at next year’s Women’s Conference at Mission Creek.
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| Economic Security Committee – Childcare Collaborative Taskforce11:40 – 11:45 Faith Trimble[\*CCCTF One-Pager](https://www.wswc.wa.gov/sites/default/files/C3TF%20One-Pager%202019_0.pdf) | Report* Faith Trimble works for the Athena Group and is a member of the Childcare Collaborative Taskforce.
* The report will come out in November and cover the following:
	+ What are the different incentives for employers to want to invest
	+ Streamlining the licensing and regulations for providers, especially in home providers. To maintain and increase quality without putting folks out of business
	+ Disproportionality
* The report will include model infant at work policy for all employers
* Next piece of the legislation allows the collaborative to continue their work through next year. Will focus on how to make it affordable to business.

Discussion* Facility costs are different on the east coast, consider looking at their model for making it work in Washington.
* Families on state support can get state subsidized childcare and barriers around this to be covered in the 2019 report.
* After the report is released invite Faith back in January.
 | * Invite Faith to speak on the report in January
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| Election of Officers and 2020 meeting dates11:45 – 12:00 Michelle Gonzalez | Election of Officers Discussion* Added a Secretary position to executive team.
* Special meeting on October 31, 2019 at 9am to vote on Bylaws edits to include a Secretary position and vote on 2020 Commission officers.

Action* Rituja and Tara moved to amend the bylaws to add a secretary to the executive committee. All in favor, motion passed.
* Call special meeting before next year to vote on amendment to bylaws

2020 meeting date discussion* Proposed Friday January 31.
* Legislator advisor updates placed later in the afternoon of the agenda
* Hold the outreach event the Thursday evening prior(January 30)
* Remaining dates can be sent out via doodle poll
	+ including a February in person meeting
	+ include weekend dates

Special meeting phone call to amend bylaws discussion* Thursday October 31, 9am for a 10 minute call
 | * January 30, 2020 Outreach Event in Olympia
* January 31, 2020 Plenary Meeting in Olympia
* Special meeting on October 31, 2019 at 9am to vote on Bylaws edits to include a Secretary position and vote on 2020 Commission officers.
* Marie to send doodle poll to commission members for 2020 meeting dates.
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| Lunch 12:00 – 1:00  |  |  |
| Panel Discussion:Redefining Workplace Culture in the #MeToo movement1:00 – 2:00Grace Huang, Aaron Polkey, Lorelei Walker, Sarah Turner[\*Speaker Bios -#MeToo](https://www.wswc.wa.gov/sites/default/files/Panel%20Speaker%20Bios%20-%20%23MeToo.pdf) | As moderator, Grace Huang framed the conversation and allowed the panelists to introduce themselves and how their positions relate to sexual harassment in the workplace.What makes for effective training on preventing sexual harassment in the workplace? How often do you recommend it take place?* Sarah – Giving employees an opportunity to review the policy and fully understand the policy prior to implementation.
* Lorelei – Training needs to be overly inclusive and specialized to each type of position so there is no power differential in the training. Reminder training after 3-6 months and discourse be part of the common conversation.
* Aaron – Once someone is on-boarded they should have the training and policy. Frequency of training is currently an oversight. Suggest having someone in HR really focused on the values of the organization and ensuring these values are being communicated. Every day conduct is an act of prevention. [www.checkyourworkplace.com](http://www.checkyourworkplace.com) has a specific series of tools to help work places surface so they can identify drivers of sexual harassment.

What are some barriers you’ve observed in your work to prevent and end workplace sexual harassment and violence? * Lorelei – needs accountability measure to allow for trust along with dispute resolution and workplace assessments. Understanding bimodal shift of workplace seniority to identify how those things should not be perpetuated.
* Sarah – when someone is harassed and doesn’t report - this is a barrier and can be addressed through communication from employer and having/knowing policy. Confidentiality of an investigation cannot be guaranteed. Employers need to gain trust of employees by being accountable and living true to policy and transparency.
* Aaron – dealing with incident post organizational trauma. Getting ahead of dealing with traumatized populations. Getting rid of the zero tolerance lore because people want to test to see if the organization meant it. Helping navigation of true legal duties that are not trauma informed and trauma informed practices.

What can be done to creatively cultivate leadership in workplaces to affirmatively address preventing and ending workplace sexual violence and harassment?* Lorelei – normalizing agitation
* Aaron – Be okay with good hearted mistake making and moving forward to focus on civility. Leaders to approach with curiosity and learning
* Sarah – Diversify the workforce. Educate leadership on how to respond. Bystander training. Call out bad actors instead of shielding good actors.

What are the ways forward? What are some changes we can make in workplaces to end and prevent workplace sexual violence and harassment?* Aaron – talk about prevention all the time and include domestic violence as part of the discussion.
* Lorelei – Focus on good intent and have vulnerable discussions. Leaders need to understand the vocabulary and differences between equity and equality.
* Sarah – needs to be room for everyone to learn how to change and how to have discussion in a safe place.

Discussion/Follow up* Sexual harassment and public records requests in state government is a problem. Unions may obtain investigation records.
* Alternative Dispute Resolution (ADR)
	+ Resolved in a trauma informed way
	+ ADR should be voluntary not mandatory
* Definition of Civility
	+ California definition of abusive conduct is helpful – Aron can send link
	+ Organization should work together to create a consensus definition
 | * Aron can send link to California’s definition of abusive conduct
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| Legislative Priorities and Discussion2:00 - 2:15 Governor Jay Inslee | Governor Comments* Continuing the unfinished revolution. Vast improvements in our communities assuming their rightful place and now following up on unfinished policies. Washington has the best gender pay equity law in the United States. Governor Inslee spoke about men’s role in preventing sexual harassment through education.

Discussion* YWCA the good guys
* Future without violence, coaching boys to be men
* Requesting more staff to increase productivity
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| Sexual Harassment Policy Q&A2:15 – 2:30Sarah Turner | Report* Sarah Tuner and her two associates spent hours on drafting a model policy for the women’s commission to potentially adopt and share as one option of a model policy for employers to use.
* Sarah gave a summary of the draft document and explained how to read the different sections of the draft.
* The committee will share the draft with the full Women’s Commission after the Human Rights Commission has had a chance to review it.
 | * Share draft model policy with women’s commission after the HRC has reviewed it.
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| Public Comment:2:45 – 2:55 | Karen Klein, private attorney focusing on employment law* EOC and HRC takes up to 6 weeks to process claims because they’re so inundated.
* Is it possible to start a live training to attend for low or no cost (based on revenue), funded by the legislature?
	+ Consider free of cost to all employers
	+ Focus on industry specific trainings
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| Break2:55 – 3:10  |  |  |
| Legislator Advisor Updates: 3:10 - 3:35 Legislator Advisors | Representative Beth Doglio* Continuing to work on legislation that didn’t make it through least session
* Childcare accessibility and affordability and worker compensation.

Representative Mary Dye* Went to YWCA workshop in Clarkston with Keynote Claudia Bayliff (WA DC). Discussed language we use that minimizes domestic violence. Minimize impacts of DV and violence against women. Exercise in circling minimizing language in media articles in the descriptions of violence against women. Wants to rally support from victim’s advocacy groups to correct minimizing language in Washington legislations.
* Language issue around mental health around women from DV experiencing TBI and losing executive brain functioning and then becoming homeless. Brain injury closed head injury and head trauma.

Senator Lisa Wellman* Dissolution of marriage bill.
* Working with Ventures to allow for some women to work catering jobs out of their own kitchen
* Childcare, continue to make it more available to more people. Finding a way to get more people in the business and putting together a business plan to hand to companies to start an in house child care facility.
* Mental health, universal home visiting
* State bank caucus
* Working group modernizing a new tax structure

Senator Rebecca Saldana* Here to support the women’s commission work
* Secure scheduling for service sector workers
* Agriculture isolated workers
* Public benefits for folks who have been trafficked and fleeing dv situations
* April 10 Dolores Huerta Day celebration

Representative Debra Entenman * Continue to work on working families tax credit
* Allowing students to get copies of transcripts even if they have fines
* HB 1603 assisting indigenous families with retaining their TANF benefits

Senator Ann Rivers* Not present.
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| Economic Opportunity Committee 3:35 – 3:40Rituja Indapure[\*Publicly Traded Company data](https://www.wswc.wa.gov/sites/default/files/Publicly%20Traded%20Companies%20Headquartered%20in%20Washington%20with%20Executive%20Management%20%23s.pdf) | Report* Rituja provided background on why the Women’s Commission has focused on for profit women on corporate boards.
* Women’s Commission Statute asks us to provide recommendations to the legislature on strategies.
* Women on boards data for Russell 3000 and for Washington State.
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| Panel DiscussionIncreasing Women on Corporate Boards: Legislation & Alternatives3:40 – 4:56 Michelle Gonzalez, Lisa Wellman, Theresa Whitmarsh, Connie Collingsworth, Judge Ann Levinson (ret.)[\*Speaker Bios – Women on Boards](https://www.wswc.wa.gov/sites/default/files/Panel%20Speaker%20Bios%20-%20Increasing%20Women%20on%20Corporate%20Boards.pdf)[\*Senator Wellman Presentation](https://www.wswc.wa.gov/sites/default/files/Senator%20Wellman%20CorpBoard%20Presentation.pdf) | Michelle Gonzalez Introduced and gave background information on the panel members. See attachment.Lisa Wellman * Provided background on the purpose of the bill, see attachment.

Connie Collingsworth* Provide some background on nature of publicly traded corporate board work, how boards seek candidates, and the typical qualifications for publicly traded corporate board directors.
	+ Term limits, age limits, qualifications
* Why do you think there is a lack of diversity on corporate boards?
	+ CEOs want other CEOs
* What strategies would you recommend to increase women on corporate boards?
	+ ISI has publicly available information on the scores of public companies

Theresa Whitmarsh* Provide background of the Washington State Investment Board and its mission.
	+ To make money for beneficiaries with maximum return with limited risk. Initiative is around shareholder value. Women are more risk adverse.
* How can the WSIB influence corporate board diversity?
	+ As shareholder (135 billion- 9th largest in the US) vote for directors. Proxy statement that includes diversity of directors. Vote against nominating and governance chair, then the entire committee.
	+ Engage with like-minded investors who also have a goal of 30% women directors.
	+ As a large investor in private equity, we influence general partners to think about diversity at an early stage. Influence to get more women on boards and in their c-suites
	+ Reputation risk is a big influencer
* Have you seen an increase of women on corporate boards for European companies versus US?
	+ They have values of equality and are more liberal. They’re economy is also very different so there wouldn’t be a good comparison.

Anne Levinson* What strategies do you think we can advance to increase women on corporate boards?
	+ Expand the thought of diversity to women of color and LGBTQ who identify as women.
	+ Increase transparency of the problem. LGBTQ Equality Index.
* How can the Women’s Commission best advocate for increasing women on corporate boards?
	+ Intersection private and public to
* Without a requirement to achieve diversity, there may be no change. What do you think we can do to ensure there is progress?

Discussion/Follow up* What can the women’s commission do to support legislation?
	+ Visibility by shaming or applauding. Continue to raise awareness.
* Law groups have put pressure on companies by refusing to talk to the company until the group is diverse.
* Put originating credit to women
* Appeal to chivalrous nature and that they have daughters and wives that they care about to change their mindset.
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| Review next steps and Adjourn 4:56 – 5:00 Graciela Gomez Cowger | * See action items/follow up column.
* Adjourned meeting at 4:59pm and end of Zoom conferencing.
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| Outreach Event: 5:00 – 6:30 Michelle Gonzalez[\*Outreach Event Flyer](https://www.wswc.wa.gov/sites/default/files/Invite%20Flyer%20to%20October%2015%20Outreach%20Event%205-630pm_2.pdf) | *Co-sponsored by: Schwabe Williamson & Wyatt* |  |