

**BOARD of COMMISSIONERS
MEETING MINUTES
Wednesday, October 18, 2017
12:00-2:00 p.m.
Government Center North
100 N Senate Avenue, Room N300 (ICRC/ICW Offices)**

PRESENT: Senator Vaneta Becker, Senator Jean Breaux, Kori Chambers, Melissa Cotterill, Representative Sheila Klinker, Patzetta Trice,

VIA PHONE: Linda Bloom, Stephanie Moore

STAFF: Kristin Garvey, Executive Director

GUESTS: Abby Stinson, Indiana House Republicans

CALL TO ORDER: The meeting was called to order by First Vice President Patzetta Trice at 12:13 PM EDT.

ROLL CALL: Kristin Garvey, Executive Director, called roll for attendance. Quorum was not established. After several arrivals, quorum was established at 12:26 PM.

WELCOME AND INTRODUCTIONS: Acting Chair Patzetta Trice welcomed the board members and introduced Abby Stinson of the Indiana House Republicans as a guest.

APPROVAL OF MINUTES: The August 16, 2017, minutes were approved by affirmation.

REPORTS

- Financial Report

- *Financial Statement:* Executive Director Kristin Garvey presented the financial statement, which reflects the first quarter of the current fiscal year. At this time, there is 76% of the budget remaining, which is consistent with the current reporting period. However, the budget will be fairly tight this year. She also reported that the expenses for the grant are starting to be submitted, which will be realized in the next financial report to the board.
- *Sponsorship Prospectus:* Garvey presented the updated prospectus for board review. There were additional requested changes to the document and to the accompanying letter. Acting Chair Trice indicated that each board member should contribute so that ICW can achieve 100% participation.

- External Affairs

- *Paid Family Leave Grant:* Executive Director Garvey reported that the research vendors are launched and are doing their work. She indicated that the preliminary draft of the cost model numbers has been received; however, they are waiting on the analysis. The polling questions have also been reviewed. Interviews with key stakeholders are currently happening with eleven completed so far. There were fifteen names provided, which were geographically and

professionally diverse. There will also be focus groups called “Talk Backs” which are conducted through phone interviews with various types of groups such as small business owners, non-profit people, etc. The next phase of the process will be to choose a location in Indiana and ask people on the street what they think in order to obtain a wide range of different perspectives. The field researchers will choose a location and work on a fifty mile radius around it. Currently, they are looking at the Ft. Wayne area. Board members asked for clarification on the research process. Garvey explained that it is a feasibility study to determine what the best practices are, what the temperature for the state is, etc. The grant came from US Department of Labor Women’s Bureau. They are targeting the 2018 first quarter – possibly January – for a Symposium for Indiana to report the findings of the Grant. Garvey also reported that the project manager is Amy Kent who is on loan to ICW from the Department of Child Services. She is organizing the Symposium. The expectations for the Commissioners is that we will attend the report out Symposium. The date has not been determined yet. Second Vice Chair Moore suggested that part of the ICW budget be used to share information with all grantees in the current cohort, perhaps a conference call or video conference. The board asked that Garvey send a one-page brief of this proposal so they can understand what is being researched.

- *Torchbearer Awards Debrief*: Registration for the event was sold out; however, only about 67% of people actually showed, which is consistent with other free events. There was discussion about the event programming, the recipient diversity, and the budget. There was also discussion about sending the Sponsorship Prospectus to Torchbearers from the last five years AND their bosses/leaders as well as provide a special invitation to all female leaders from State Government to attend next year’s event.
- *100th Anniversary of the 19th Amendment*: Ideas are currently being passed around but nothing has been decided yet. There have been multiple groups working together on this and that by January 2018, there should be a better list of ideas being considered.
- Legislative Affairs
 - *Annual Report*: Executive Director Garvey will provide the annual report at the December meeting for the board’s approval.
- Executive Director’s Report
 - *AAUW Work Smart Wage Negotiation Workshops*: ICW was approached by AAUW to conduct a Work Smart Wage Negotiation workshop in conjunction with their sponsorship from LUNA bars. Currently, there is a workshop scheduled on November 9, 2017, at IUPUI, which is directed towards college students and another one on November 13, 2017, at IUPUI for faculty and staff. ICW has scheduled one for November 14, 2017, at 1:00-3:00 PM.
 - *Women as Leaders in Public Service*: Executive Director Garvey reported that she is currently developing a workshop for women working in state government that would focus on how to be more effective leaders and geared toward career government employees or new managers. The likely date would be in the first quarter of the year.
 - *2018 Activities Plan*: Executive Director Garvey indicated that there is a tentative calendar in packet of materials.
 - *2018 Writing Her Story* – Executive Director Garvey also indicated that there is a list of women to be highlighted in next year’s *Writing Her Story*. There was discussion on how to get these profiles to more media outlets.

NEW BUSINESS

- Ethics training – Executive Director Garvey announced that all Commissioners must take the mandatory ethics training from State of Indiana. Everyone who needs to take it should have received a notice from the Ethics Commission with a username and password. She asked that everyone take the training as soon as possible.
- Strategic Plan – Executive Director Garvey indicated that the current strategic plan runs through June 30, 2018. Therefore, the board should begin to work on the next strategic plan. The board suggested Heather Willey to work on it.
- All Commissions Meeting: The December 13th meeting will be held in conjunction with an all-Commission luncheon so that Commissioners from each of the four commissions housed at the Indiana Civil Rights Commission can meet and network. The Chair of each Commission will be asked to give brief introductory remarks about his/her Commission.

As there was no additional business to come before the board, Acting Chair Trice adjourned the meeting at 2:02 PM EDT.