

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 1, 2020     Consent     Regular  
 Workshop     Public Hearing

Department: Office of Equal Opportunity

Submitted By: Office of Equal Opportunity

Submitted For: County Administration

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

- a. **receive and file** an annual report presentation of the Advisory Commission on Women's (ACW) 2019/2020 activities per R-2018-0188(c), and
- b. **seek Board direction** on how the ACW should proceed based upon the eight topics identified as main challenges and/or concerns for women and the community's input on recommendations for addressing those concerns.

**Summary:** The ACW sent surveys to twenty-four agencies/providers and eight topics were identified as main challenges and/or concerns for women that these providers address. Following the receipt of the surveys, the ACW held a total of six Listening Sessions in six locations throughout the County: Belle Glade, Delray Beach, Palm Beach Gardens, West Palm Beach, Wellington, and virtually with the intention of obtaining representation from all districts. Over 100 men and women were surveyed and asked about the eight topics of concern identified by providers and if consumers agreed on these topics.

**Background and Justification:** On February 6, 2018, the Board of County Commissioners (BCC) adopted a resolution (R-2018-0188) creating the Palm Beach County Advisory Commission on Women (ACW) to represent the special interests and concerns of local women of all races, ethnic and cultural backgrounds, religious convictions and social circumstances and help increase the interaction between organizations, governmental agencies and institutions whose mission is to improve the lives of women. The ACW is requesting direction from the Board regarding issues or topics the ACW should address in the community based upon community input. Countywide (JW)

- Attachments:**
- 1. Resolution (R-2018-0188)
  - 2. Presentation

Recommended by:     12 August 2020  
Department Director    Date

Approved by:     8/21/20  
Assistant County Administrator    Date



**RESOLUTION NO. R-2018- 0188**

**RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, CREATING THE PALM BEACH COUNTY ADVISORY COMMISSION ON WOMEN; PROVIDING FOR A PURPOSE; PROVIDING FOR COMPOSITION, MEMBERSHIP, AND AUTHORITY; PROVIDING FOR PROCEDURES FOR MEETINGS; PROVIDING FOR MEMBER RESPONSIBILITIES; PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners of Palm Beach County, Florida (hereinafter “the Board”) desires to continue to foster a supportive environment for all its citizens, including women; and

**WHEREAS**, Palm Beach County is a community where women of all ages can strive to achieve their fullest potential and the Board desires to foster and encourage their empowerment; and

**WHEREAS**, in order to promote this intention, the Board desires to create an advisory body to assist the Board and County Administration and its Departments and Divisions (hereinafter collectively referred to as “the County”) on issues affecting women and girls.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF PALM BEACH COUNTY, FLORIDA, THAT:**

**SECTION 1: CREATION**

There is hereby created the Palm Beach County Advisory Commission on Women (hereinafter “Commission on Women”).

**SECTION 2: PURPOSE**

The Commission on Women is a resource for issues pertaining to women of all ages, regardless of race, ethnic and cultural background, and socio-economic circumstance, who reside in Palm Beach County. It is envisioned that this forum would help increase the interaction between organizations, governmental agencies and institutions whose mission is to improve the lives of women.

**SECTION 3: MEMBERSHIP; APPOINTMENTS; TERMS**

- A. The Commission on Women shall be comprised of fifteen members, two appointed by each County Commissioner and one at-large appointed by majority vote of the Board. The Board may also appoint a youth (15-18 years of age) representative to serve as an ex-officio member. Members must be residents of Palm Beach County and should reflect, to the greatest extent possible, the demographic and geographic diversity in the County. Further, the Board shall

endeavor to appoint members who represent the specific Commission on Women's focus, as well as experts in the field.

B. For the inaugural Commission on Women, each Commissioner shall appoint one member for a term of one year and one member for a term of two years. The at-large member shall be appointed for an initial term of two years. Thereafter, all appointments shall be made for a term of three years. If the Board appoints a youth member, the term is for one year.

C. All members shall serve at the pleasure of the Board.

**SECTION 4: AUTHORITY; RESPONSIBILITIES; DUTIES**

A. The Commission on Women is solely an advisory body established to focus on matters pertaining specifically to women including, but not limited to, discrimination, employment, education, healthcare, homelessness, and addictions. While the Commission on Women may suggest topics for review (and it is anticipated that it will do so through its annual report), its primary responsibility is to respond to the Board's requests for a study or some other involvement.

B. The Commission on Women should also:

1. Connect with women's organizations to obtain and share data, views and information of interest to the welfare of women, including the Florida Commission on the Status of Women and local agencies and public and private organizations having responsibilities and interests in areas of special concern to women.
2. Identify and recognize women's contributions to the County, especially regarding women who empower other women.
3. Make recommendations on how the County may address issues pertaining to socio-economic factors that impact women, the development of individual potential, and the encouragement of women to utilize their capabilities and assume leadership roles.
4. Recommend procedures, programs or legislation to promote equal rights and opportunities for all women.
5. Provide recommendations on positions the Board may take on local, state and federal legislation, if requested by the Board.
6. Assist in implementing Board-approved programs, if requested by the Board.
7. Disseminate information regarding resources, events, and programs that involve women's interests and concerns.

C. The Commission on Women shall prepare an annual report for presentation to the Board. The

report shall contain a summary of the Commission on Women's activities, community involvement, collaborations with other like-minded organizations, and accomplishments, as well as copies of meeting agendas and minutes. The report may include suggestions for issues it believes worthy of study.

- D. All members shall comply with the Uniform Policies and Procedures governing advisory bodies as set forth in Resolution No. 2013-0193, and any amendments thereto. Members will be provided a copy of the resolution and are expected to become familiar with the various requirements, including the provision for automatic removal for lack of attendance, conduct of meetings, and compliance with state and local laws pertaining to financial disclosure and other requirements addressed in Section 5 below.
- E. The Commission on Women is not established to duplicate efforts that County programs and departments were established to address, such as those specific issues handled through legal channels set forth in the Equal Employment Ordinance and Housing and Places of Accommodation Ordinance. Further, it is also not within the scope of the Commission on Women to have a role in the investigation of complaints conducted by the Fair Employment Program under the County's Human Resources Department, nor on any matters arising from union contracts.
- F. No member shall represent the Commission on Women before any governmental body or before any public or private group unless authorized to do so by majority vote of the Commission on Women. However, a member may, in their individual capacity, speak about the mission of the Commission on Women as set forth in this resolution.

**SECTION 5: SUNSHINE LAW; CODES OF ETHICS**

- A. The Commission on Women is subject to Florida's Sunshine Law. Reasonable public notice of all meetings, including committees, shall be provided. All meetings shall be open to the public and minutes shall be taken. Records are subject to public disclosure.
- B. Members of the Commission on Women shall comply with the State's Code of Ethics found in Chapter 112, Part III of the Florida Statutes and Palm Beach County's Code of Ethics codified in Sections 2-254 through 2-260 of the Palm Beach County Code.

**SECTION 6: MEETINGS; LEADERSHIP**

The Commission on Women shall meet quarterly, or as needed, as determined by the Board. A quorum must be present for the conduct of all meetings. A majority of the members appointed shall constitute a quorum. At the initial meeting and then annually at every first quarter meeting, the Commission on Women shall elect a Chair, a Vice-Chair, and a Secretary by a majority vote.

**SECTION 7: COMMITTEES**

The Commission on Women shall be as self-sufficient as possible in that there is no budget for its function. To this end, to carry out its duties, the creation of committees is encouraged.

**SECTION 8: EFFECTIVE DATE; SUNSET PROVISION**

This Resolution shall become effective upon approval by a majority vote of the Board of County Commissioners, Palm Beach County, Florida. The Commission on Women will sunset five years from the effective date unless the Board extends its service through official action.

The foregoing Resolution was offered by Commissioner Berger, who moved its adoption. The motion was seconded by Commissioner Burdick, and upon being put to a vote, the vote was as follows:

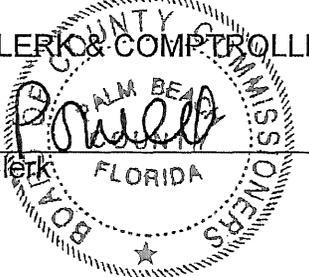
- |  |        |
|--|--------|
| Commissioner Melissa McKinlay, Mayor --  | Aye    |
| Commissioner Mack Bernard, Vice Mayor -- | Aye    |
| Commissioner Hal Valeche --              | Aye    |
| Commissioner Paulette Burdick --         | Aye    |
| Commissioner Dave Kerner --              | Aye    |
| Commissioner Steven Abrams --            | Absent |
| Commissioner Mary Lou Berger --          | Aye    |

The Mayor thereupon declared the Resolution duly passed and adopted this 6th day of February, 2018.

PALM BEACH COUNTY, FLORIDA, BY ITS BOARD OF COUNTY COMMISSIONERS

SHARON R. BOCK, CLERK & COMPTROLLER

By: Nancy Powell  
Deputy Clerk



APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: [Signature]  
County Attorney

# Challenges in our Community that Impact Women

Outcomes and Recommendations Based on  
Community Listening Sessions Hosted by the  
Palm Beach County Advisory Commission on Women

September 2020

# Agenda

- Background History of the Commission
- Summary of Listening Session Purpose
- Data Gathering Process
  - Providers
  - Consumers
- Data Outcomes
  - Providers
  - Consumers
- Recommendations
- Questions and Discussion



# Background History of the Commission

- An advisory committee regarding concerns pertaining to women had been dormant since 1973. Commissioner Melissa McKinlay suggested reinstating such a committee in Palm Beach County.
- At the February 6, 2018 Board of County Commissioners meeting, the BCC adopted a resolution establishing a 15-member advisory panel to be known as the **PBC Advisory Commission on Women (ACW)** to represent the special interests and concerns of local women of all ages, races, ethnic and cultural backgrounds, religious convictions and socio-economic circumstances to review county policies and other important issues pertaining to women.
  - 2 members appointed by each county commissioner, 1 appointed at large by majority
  - Meets at a minimum, quarterly, fourth Wednesday of the month
  - Liaison: Office of Equal Opportunity
- First meeting held on July 24, 2018 with Mayor Dave Kerner providing welcoming remarks.



# Summary of Listening Session Purpose

- To establish concerns and important issues pertaining to women that must be addressed, the Advisory Commission on Women (ACW) conducted surveys of service providers, county partners and community members in February and September 2019.
- Based on responses from 17 out of 24 agencies/providers invited to participate, 8 topics were identified as main challenges and/or concerns for women that these providers address.



- In September 2019 and May 2020, the ACW held a total of 6 listening sessions with community members/consumers to identify whether or not the 8 topics established by the providers were equal to the needs identified by the consumers themselves.

# Data Gathering Process (Providers)



- Agencies identified for participation were based on recommendations from the ACW and also derived from the Florida Commission on the Status of Women's directory of providers serving Palm Beach County residents on issues that affect the well-being of Florida women and girls.
- Agency questionnaires were sent to 24 community partners/agencies.
  - A total of 17 participants provided answers



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West Palm Beach, FL 33401  
(561) 355-4884  
Fax: (561) 355-4932  
[www.pbcgov.com/equalopportunity](http://www.pbcgov.com/equalopportunity)



**Palm Beach County Board of County Commissioners**  
Melissa McKinlay, Mayor  
Mack Bernard, Vice Mayor  
Hal R. Valeche  
Paulette Burdick  
Dave Kerner  
Steven L. Abrams  
Mary Lou Berger

**County Administrator**  
Verdenia C. Baker

Dear Community Partner:

We would like to introduce your organization to the recently created Palm Beach County Advisory Commission on Women. The Commission on Women was created by the Palm Beach County Board of County Commissioners in February 2018. This advisory body serves as a resource for our community to address issues pertaining to women of all ages, regardless of their race, ethnic and cultural background, and socio-economic status. It is envisioned that this forum would help increase the interaction between organizations, governmental agencies and institutions whose mission is to improve the lives of women. We have attached Resolution R-2018-0188 which further explains our authority, responsibilities and duties.

In collaborating with organizations like yours, together we will be able to improve the lives of women in Palm Beach County. Focusing on issues such as, discrimination, employment, education, healthcare, homelessness, addictions, we are reaching out to organizations, like yours, to determine the pressing needs you have recognized facing women in our community and how we can assist in tackling those needs. Furthermore, with your help, we hope to share information to harness resources and eliminate the duplication of efforts, identify and recognize women's contributions to our community, and make recommendations on how our county can adequately and completely address issues pertaining to women as a whole.

Enclosed is an Organization Information questionnaire so we can learn more about your organization and how it assists women in Palm Beach County.

Thank you so much. We are better together!  
Best Regards,

**Advisory Commission on Women Board Members**

Emily D. McGee	Jennifer Freeman	Robin Rance-Hoffman
Meredith L. Ockman	Taylor Materio	Marie Gottfried
Michele Kirk	Lisa Macci	Genevieve Hall
Hon. Samantha Schosberg Feuer	Shelly Albright	Tammy Jackson-Moore
Sulan Johnson	Annette Gray	Tinú Peña

# Data Gathering Process (Providers - continued)



## Participating Providers

- Dress for Success Palm Beaches, Inc.
- Adopt a Family of the Palm Beaches, Inc.
- Dare to be a Girl, Inc.
- Banwo Foundation, Inc.
- Talented Teen Club
- National Council of Jewish Women – SE Atlantic section
- EmpowerHer of the Palm Beaches
- Jewish Women’s Foundation of the Greater Palm Beaches
- American Association of University Women
- Area Agency on Aging Palm Beach/Treasure Coast, Inc.
- Women’s Circle, Inc.
- Women’s Foundation of Florida
- Palm Beach County Victim Services & Certified Rape Center
- United Way of Palm Beach County’s Women Leadership Council
- Executive Women of the Palm Beaches Foundation, Inc.
- Encore Palm Beach County
- Total Body Fitness with Rosa, LLC

# Data Outcomes (Providers)



From the participation of the 17 providers, 8 topics of concern were identified:

## 1. Employment

- Lack of affordable training; Flexible work schedule; Job security; Employment discrimination; Costly childcare

## 2. Health

- Lack of affordable health insurance; Affordable, clean, safe housing; Language barriers; Medical care for victims of assault; Healthy food options; Unable to care for sick family member; Human trafficking

## 3. Substance Use Disorders

- Lack of affordable mental health counseling; Affordable medication; Illicit drug use; Identifying helpful resources

## 4. Childcare

- Affordable and/or interim child care (while job searching or in job preparation classes); Quality childcare; Location of childcare options; Childcare hours; Identifying helpful resources

# Data Outcomes (Providers - continued)



Topics of concern continued:

## 5. Parenting

- Single parenting; Cultural barriers; School clothing needs; Teen issues; Parenting skills; Financial literacy

## 6. Violence

- Dating violence; Domestic violence; Sexual assault; Elder abuse; Inequalities in criminal justice system; Language barrier; Emergency housing for women leaving abusive relationships; Identifying resources

## 7. Leadership

- Lack of leadership training for women; Role models for women in traditional and non-traditional fields; More encouragement for women of color to enter STEM field; Empowering women to become community/political leaders; Lack of funding sources for business start-ups; Engaging the youth

## 8. Resources for Assistance

- Lack of transportation; Lack of technology to access services; Lack of information on services available; Immigration status; Language barriers; Need for rent assistance; Need for affordable housing for seniors

# Data Gathering Process (Consumers)



- The PBC Advisory Commission on Women held 6 Listening Sessions in 6 locations throughout the County: Belle Glade, Delray Beach, Palm Beach Gardens, West Palm Beach, Wellington, and virtually with the intention of obtaining representation from all districts. Over 100 men and women were surveyed and asked about the 8 topics of concern identified by providers and if consumers agreed on these topics.

**LET YOUR VOICE BE HEARD**  
**PALM BEACH COUNTY**  
**ADVISORY COMMISSION ON WOMEN**  
2019 Listening Sessions to gather input on matters pertaining specifically to women.  
The community is invited to attend any of the following listening sessions:

**DISCRIMINATION**  
**EMPLOYMENT**  
**DOMESTIC VIOLENCE**  
**EDUCATION**  
**HEALTHCARE**  
**HOMELESSNESS**  
**ADDICTION**  
**JOB TRAINING**  
**HOUSING**  
**ELDERLY**  
**FINANCIAL LITERACY**

**Location:** Palm Beach County Library (Gardens Branch)  
**Date:** September 10, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 11303 Campus Drive, Palm Beach Gardens, FL 33410

**Location:** Palm Beach County Library (Wellington Branch)  
**Date:** September 12, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 1951 Royal Fern Drive, Wellington, FL 33414

**Location:** Belle Glade Civic Center (Belle Glade)  
**Date:** September 18, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 725 NW 4th Street, Belle Glade, FL 33430

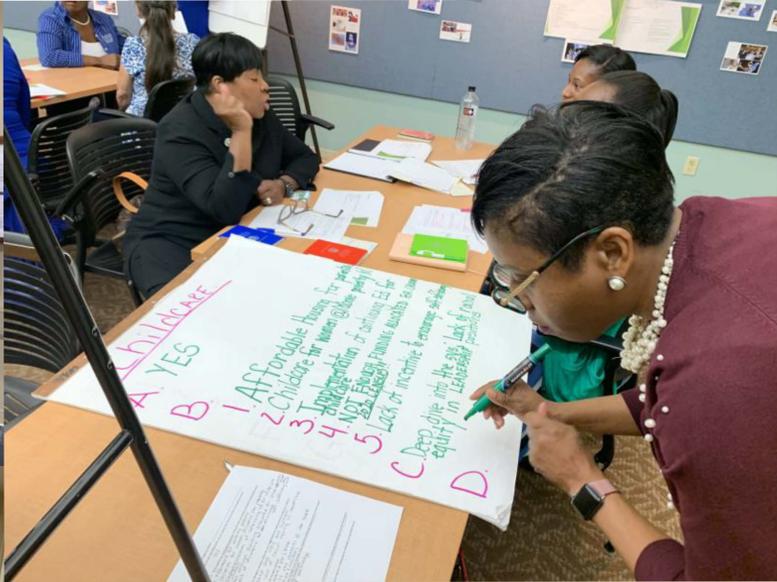
**Location:** Palm Beach County Library (Hagen Ranch Branch)  
**Date:** September 24, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 14350 Hagen Ranch Road, Delray Beach, FL 33446

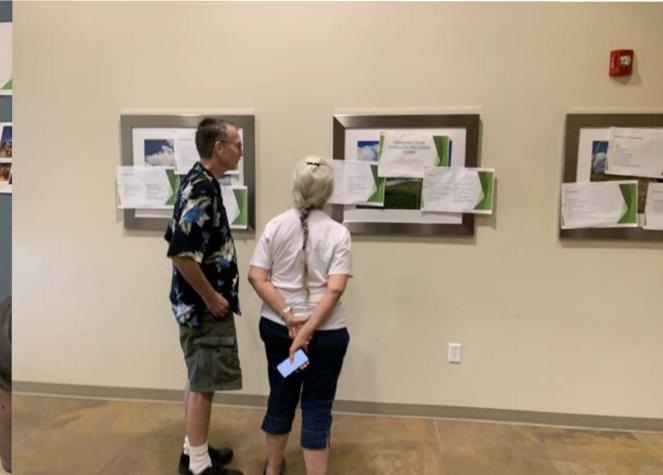
**Location:** Palm Beach County Library (Main Branch)  
**Date:** September 26, 2019  
**Time:** 5:30 pm – 7:30 pm  
**Address:** 3650 Summit Blvd., West Palm Beach, FL 33406

Please join us and become part of the conversation.  
These sessions are free and open to the public.

**FLOURISH**  
YOU were made to flourish in every season.  
**Women's Empowerment Celebration**  
**April 3, 2020 9AM-2PM**  
FREE EVENT  
Fulton Holland Educational Services Center  
3300 Forest Hill Blvd, West Palm Beach, FL 33412  
REGISTER: [HTTPS://WWW.FLOURISHPBC.COM](https://www.flourishpbc.com)  
Speakers, Virtual Panel, Order Cappuccino Bar, Workshops, Online Mammograms, Chocolate Fountain, Networking, Brunch, Giveaways & much more!

**Now Virtual**





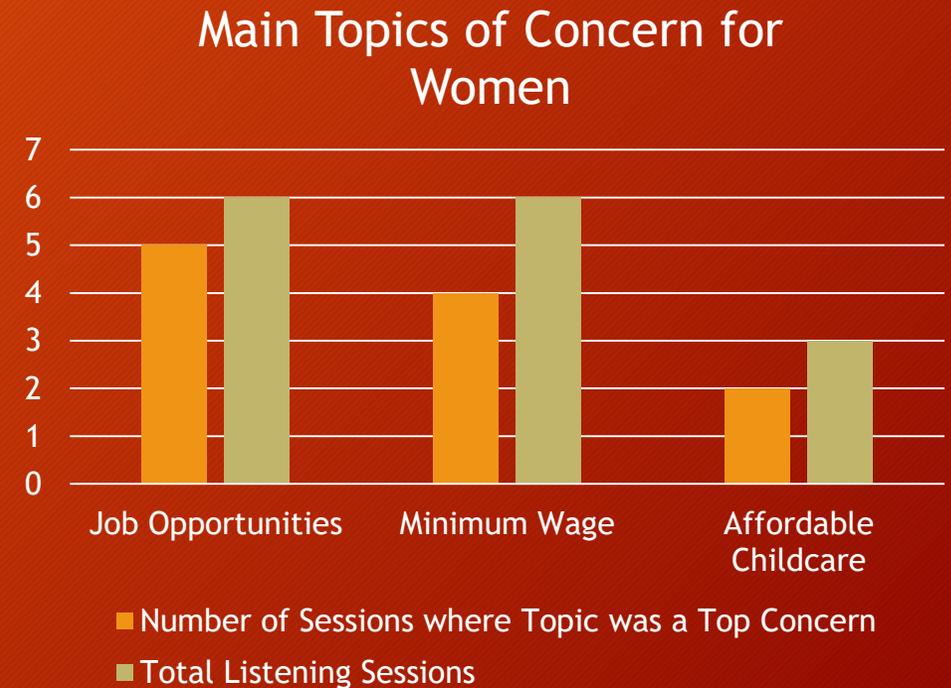
# Data Gathering Process (Consumers - continued)



- At each listening session, the ACW informed the participants their input would assist the ACW in providing recommendations to the BCC on how to address issues pertaining to socio-economic factors that impact women and solutions to aid in the development of individual potential of women and girls in the community.
- For each topic, the ACW asked the following questions:
  - A. Based on the identified area, do you agree that these are the challenges/concerns?
  - B. What additional challenges/concerns in this area do you believe should be added/addressed?
  - C. If a change is needed, what are your suggestions for improvement or refocus of efforts?
  - D. How can you get involved?
  - E. What do you consider to be the three most important challenges facing women in Palm Beach County based on your identified area?
  - F. How can your municipality improve in addressing the challenges you identified above?
  - G. How can the County improve in addressing the challenges you identified above?

# Data Outcomes (Consumers)

- By collating the responses of the 100+ participants who answered the questions, the ACW was able to discern the following relevant information about women in Palm Beach County:
  1. Participants at all 6 Listening Sessions indicated that job opportunities for women were their number one priority
  2. Increase to the minimum wage was their second priority
  3. Access to affordable childcare was the third priority concerning women



# Recommendations

- Promote and sponsor a job matching event that reflects the feedback received during the sessions
  - Provide resources (Guide to Services, 211 website, Agency pamphlets, etc.) by coordinating with community partners to provide such resources
- Collaborate with the Office of Equal Business Opportunity to promote women-owned businesses
- Partner with Career Source to identify career exploration in non-traditional fields including career shadowing and affordable training opportunities
- Collaborate with Youth Services Department to grow mentorship program (Future Leaders) for topics geared specifically to girls, especially in the STEM field
- Collaborate with the School District to provide outreach to girls related to career options, scholarship opportunities, mentoring programs, mock interviews, resources
- Grow ACW membership (there are currently 4 vacancies)

# Questions and Discussion





**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
July 24, 2018  
5:30 p.m.**

- I. CALL TO ORDER  
Welcome Remarks, Melissa McKinlay, Mayor**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. INTRODUCTIONS**
- V. REVIEW OF RESOLUTION (R-2018-0188)**
- VI. ETHICS TRAINING / SUNSHINE LAWS OVERVIEW**
- VII. SELECTION OF CHAIR, VICE-CHAIR, SECRETARY**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
September 26, 2018  
5:30 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. REVIEW AND APPROVAL OF JULY 24, 2018 MINUTES**
- V. SELECTION OF CHAIR**
- VI. SUNSHINE LAWS**
  - Presentation by County Attorney's Office**
- VII. OLD BUSINESS**
  - Letter to Organizations**
- VIII. NEW BUSINESS**
- IX. MEMBER COMMENTS**
- X. STAFF COMMENTS**
- XI. MEETING DATE, TIME, AND LOCATION**
- XII. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
October 24, 2018  
5:30 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. REVIEW AND APPROVAL OF SEPTEMBER 26, 2018 MINUTES**
- V. OLD BUSINESS**
  - Letter to Organizations**
- VI. NEW BUSINESS**
  - 1. Women's Foundation Status Report**
  - 2. Workshops for Women**
- VII. PUBLIC COMMENTS**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
January 23, 2019  
6:00 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. REVIEW AND APPROVAL OF OCTOBER 24, 2018 MINUTES**
- V. OLD BUSINESS**
  - Letter to Organizations**
  - Workshops for Women**
- VI. NEW BUSINESS**
- VII. PUBLIC COMMENTS**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
April 24, 2019  
6:00 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. REVIEW AND APPROVAL OF JANUARY 23, 2019 MINUTES**
- V. OLD BUSINESS**
  - Workshops for Women
  - Scheduling “listening” sessions
- VI. NEW BUSINESS**
- VII. PUBLIC COMMENTS**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
July 31, 2019  
6:00 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. REVIEW AND APPROVAL OF APRIL 24, 2019 MINUTES**
- V. OLD BUSINESS**  
- Discuss "listening" sessions
- VI. NEW BUSINESS**
- VII. PUBLIC COMMENTS**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
October 23, 2019  
6:00 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. REVIEW AND APPROVAL OF JULY 31<sup>ST</sup>, 2019 MINUTES**
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
  - **Selection of Board Secretary**
  - **Discuss “listening sessions” recap**
  - **“Listening sessions” next steps**
  - **Youth Member**
- VII. PUBLIC COMMENTS**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
November 19, 2019  
6:00 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. A. REVIEW AND APPROVAL OF JULY 31, 2019 MINUTES  
B. REVIEW AND APPROVAL OF OCTOBER 23, 2019 MINUTES**
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
  - Selection of Board Secretary
  - Discuss "listening sessions" recap
  - "Listening sessions" next steps
  - Youth Member
- VII. PUBLIC COMMENTS**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
January 13, 2020  
6:00 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. A. REVIEW AND APPROVAL OF JULY 31, 2019 MINUTES  
B. REVIEW AND APPROVAL OF OCTOBER 23, 2019 MINUTES  
C. REVIEW AND APPROVAL OF NOVEMBER 19, 2019 MINUTES**
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
  - Selection of Board Secretary
  - Discuss "listening sessions" recap
  - "Listening sessions" next steps
  - Youth Member
- VII. PUBLIC COMMENTS**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
February 3, 2020  
6:00 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. A. REVIEW AND APPROVAL OF JANUARY 23, 2020 MINUTES**
- V. OLD BUSINESS**
  - "Listening sessions" next steps
  - Youth Member
- VI. NEW BUSINESS**
- VII. PUBLIC COMMENTS**
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
March 2, 2020  
6:00 p.m.**

- I. CALL TO ORDER**
- II. ATTENDANCE**
- III. ADOPTION OF AGENDA**
- IV. A. REVIEW AND APPROVAL OF FEBRUARY 3, 2020 MINUTES**
- V. OLD BUSINESS**
  - "Listening sessions" next steps
  - Youth Member
  - Women's Empowerment Event 2020
  - "Job Fair" next steps
  - Palm Beach BCC workshop presentation
- VI. NEW BUSINESS**
  - Introduction of new members
  - FL Sunshine Law & Ethics Review
- VII. PUBLIC COMMENTS**
  - Elizabeth Harbur, Palm Beach School District
  - Michael Corbitt, Career Source PBC
- VIII. MEMBER COMMENTS**
- IX. STAFF COMMENTS**
- X. MEETING DATE, TIME, AND LOCATION**
- XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
July 22, 2020  
6:00 p.m.**

Pursuant to Governor's Executive Order 20-69, this meeting is being conducted virtually on Wednesday, July 22, 2020 at 6:00 P.M. There will be no opportunity to attend the meeting in person. Below is information on how you can join the virtual meeting:

Meeting number (access code): 160 985 7998  
Meeting password: HUCXeEuH736

Dial in:  
1-415-655-0001,,1609857998# US Toll  
1-844-621-3956,,1609857998# United States Toll Free

Alternatively, you can join via web browser at: <https://pbc-gov.webex.com/pbc-gov/j.php?MTID=m90887d261169025692a681949942aee4>

Join from a video system or application  
Dial [1609857998@pbc-gov.webex.com](mailto:1609857998@pbc-gov.webex.com)  
You can also dial 173.243.2.68 and enter your meeting number.

Join using Microsoft Lync or Microsoft Skype for Business  
Dial [1609857998.pbc-gov@lync.webex.com](mailto:1609857998.pbc-gov@lync.webex.com)

Public comments can be submitted in advance of the meeting to Pamela Guerrier at [Pguerri@pbcgov.org](mailto:Pguerri@pbcgov.org). For additional information, please contact Pamela Guerrier (561) 355-4884. In accordance with the Americans with Disabilities Act ("ADA"), persons with disabilities requiring accommodations in order to participate in this public meeting should contact Pamela Guerrier at (561) 355-4884 no later than two (2) business prior to such meeting.

- I. CALL TO ORDER
- II. ATTENDANCE
- III. ADOPTION OF AGENDA
- IV. A. REVIEW AND APPROVAL OF MINUTES OF APRIL 30, 2020
- V. OLD BUSINESS
  - "Listening sessions" next steps
  - Youth Member



- **Women's Empowerment Event 2020 Recap**
- **"Job Fair" next steps**
- **Palm Beach BCC workshop presentation**
- 

**VI. NEW BUSINESS**

- **Racial Inequality/Equal Rights**

**VII. PUBLIC COMMENTS**

**VIII. MEMBER COMMENTS**

**IX. STAFF COMMENTS**

**X. MEETING DATE, TIME, AND LOCATION**

**XI. ADJOURNMENT**



**PALM BEACH COUNTY  
ADVISORY COMMISSION ON WOMEN  
MEETING AGENDA  
August 26, 2020  
6:00 p.m.**

Pursuant to Governor's Executive Order 20-69, this meeting is being conducted virtually on Wednesday, July 22, 2020 at 6:00 P.M. There will be no opportunity to attend the meeting in person. Below is information on how you can join the virtual meeting:

Meeting number (access code): 160 806 6750  
Meeting password: 2m4gRi5FxpS

Dial in:  
+1-415-655-0001,,1608066750# US Toll  
1-844-621-3956,,1608066750# United States Toll Free  
1-904-900-2303 United States Toll (Jacksonville)  
Access code: 160 806 6750

Alternatively, you can join via web browser at: <https://pbc-gov.webex.com/pbc-gov/j.php?MTID=m54371dacd49b9496c6a785948e31ba9d>

Join from a video system or application  
Dial [1608066750@pbc-gov.webex.com](mailto:1608066750@pbc-gov.webex.com)  
You can also dial 173.243.2.68 and enter your meeting number.

Public comments can be submitted in advance of the meeting to Pamela Guerrier at [Pguerrie@pbcgov.org](mailto:Pguerrie@pbcgov.org). For additional information, please contact Pamela Guerrier (561) 355-4884. In accordance with the Americans with Disabilities Act ("ADA"), persons with disabilities requiring accommodations in order to participate in this public meeting should contact Pamela Guerrier at (561) 355-4884 no later than two (2) business prior to such meeting.

- I. CALL TO ORDER
- II. ATTENDANCE
- III. ADOPTION OF AGENDA
- IV. A. REVIEW AND APPROVAL OF MINUTES OF July 22, 2020
- V. OLD BUSINESS
  - "Listening sessions" next steps
  - ACW Report to BCC
  - FL Commission on the Status of Women Annual Report



- Women's Suffrage
- Racial Inequality/Equal Rights
- "Job Fair" next steps

VI. NEW BUSINESS

VII. PUBLIC COMMENTS

VIII. MEMBER COMMENTS

IX. STAFF COMMENTS

- Board Member Term Expirations/ Attendance

X. MEETING DATE, TIME, AND LOCATION

XI. ADJOURNMENT

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**JULY 24, 2018**

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McEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

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**I. CALL TO ORDER**

The first meeting of the Palm Beach County Commission on Women Board was called to order by Director Pamela Guerrier at 5:30 p. m. A quorum was present.

County Commissioners Dave Kerner provided welcome remarks to the board on behalf of Mayor Melissa McKinlay.

**II. ATTENDANCE (ROLL CALL)**

Director Pamela Guerrier called the roll. Board Members Emily D. McGee, Genevieve Hall, Robin Rance-Hoffman, Judge Samantha Feuer, Meredith L. Ockman, Shelly Albright, Taylor Materio, Tammy Jackson-Moore, Michelle Kirk, Annette Gray, Lisa Macci answered present. Chief Assistant County Attorney David Ottey, Chief Assistant County Attorney Donna Raney, Commission on Ethics Staff Counsel Christie Kelley, Office of Equal Opportunity Manager Danielle Williams, Equal Opportunity Specialist Triana Davis, Equal Opportunity Intern Jor'Donna Anderson, Equal Opportunity Specialist Javarious Jackson were also present. Board Members Jennifer Freeman, Soulan Johnson, and Marie Gottfried were absent.

In the audience were County Administrator Verdenia Baker, Assistant County Administrator Nancy Bolton, and County Attorney Denise Neiman, and District 7 Commissioner Legislative Aide Wilneeda Emmanuel were present.

**A. Board Attendance**

**Present:**

Emily D. McGee  
Robin Rance-Hoffman  
Meredith L. Ockman  
Taylor Materio  
Michelle Kirk  
Lisa Macci

Genevieve Hall  
Judge Samantha Schosberg Feuer  
Shelly Albright  
Tammy Jackson-Moore  
Annette Gray

**Absent:**

Jennifer Freeman  
Soulan Johnson  
Marie Gottfried

**B. Staff Attendance**

Pamela Guerrier  
David Ottey  
Triana Davis

V. Danielle Williams  
JorDonna Anderson  
Javarious Jackson

**III. ADOPTION OF AGENDA**

Mrs. Pamela Guerrier entertained a motion to adopt the agenda. Ms. Genevieve Hall moved, and Annette Gray seconded a motion to adopt the agenda. After being properly moved and seconded, the agenda was unanimously approved by all board members.

**IV. REVIEW & APPROVAL OF MINUTES**

NONE

**V. Introductions**

The commission members introduced themselves and provided background information as it relates to advancing women and women issues throughout the county.

**VI. REVIEW OF RESOLUTION (R-2018-0188)**

The commission members reviewed Resolution (R-2018-0188) in its entirety.

**VII. ETHICS TRAINING/SUNSHINE LAWS OVERVIEW**

Ms. Donna Raney (County Attorney Office) provided an overview of the Sunshine Law. Ms. Raney also provided the commission members with a handout on "Florida's Government in the Sunshine Law".

Ms. Christie Kelley (Commission on Ethics) provided an overview of the Code of Ethics and distributed a copy of "A Practical Guide to the Code of Ethics" to all members.

**VIII. SELECTION OF CHAIR, VICE-CHAIR, SECRETARY**

After being moved and seconded the following individuals were selected:

Secretary- Tammy Jackson-Moore

Vice Chair- Meredith Ockman

Chair- Honorable Samantha Schosberg Feuer

**IX. MEMBER COMMENTS**

The members discussed establishing the commission's priorities and initiatives. The following topics were discussed looking at the Mayor's request, utilizing "My Mind Map" software, addiction, pregnant women addicted to heroin, clarification of the commission's role and responsibilities, creation of a list/database of women who deserves to be recognized, creating a directory of organizations that advocate for women in Palm Beach

County. Mrs. Guerrier informed the board that the state agency currently has a list of organizations. The commission agreed not to duplicate efforts another agency has already undertaken. Mrs. Guerrier shared information on what is happening on the state level (educate, collaborate, and celebrate theme). The board continued discussing priorities/initiatives such as identifying big picture ideas, goals, and empowerment, subsidized daycare, creation of a grading system as it relates to daycare, creation of a brochure, both long/short term goals, creation of a website, educating businesses and business owners on women's issues, clearinghouse, targeting those who are strained financially, people of color, immigrant issues, veterans, homeless shelters, and more. There was a suggestion to utilize Florida Atlantic University's Women and Gender Studies program to be the research arm for the board.

After being moved and seconded the members voted to have the Chair draft a letter to those organizations identified as advocates for women's issues. This introductory letter would provide the organization with the responsibilities and duties of the commission to determine the pressing needs that that organization has recognized that women in Palm Beach County face and how the commission can assist in addressing those needs.

**X. STAFF COMMENTS**

Mrs. Guerrier shared the information regarding the availability of funding to help recruit, train, and retain more women in quality pre-apprenticeship and apprenticeship programs, and pursue careers in manufacturing, infrastructure, cybersecurity, and healthcare, among other industries. The Women in Apprenticeship and Nontraditional Occupations (WANTO) grant helps to expand pathways for women to enter in, and lead in, all industries. The WANTO grant program will award at least \$994,000 to community-based organizations to encourage women's employment in underrepresented occupations and pre-apprenticeship and apprenticeship programs. Grants will be awarded to up to six recipients.

Information was also shared about the Florida Women's Hall of Fame ceremony on September 26, 2018, in Orlando, Florida, in conjunction with the Florida Chamber Foundation's 2018 Future of Florida Forum. The ceremony is open to the public and dinner tickets are available.

**XI. MEETING DATE, TIME, AND LOCATION**

The board agreed unanimously to have their meetings quarterly every fourth Wednesday at 5:30 p.m.

The next Commission on Women Board meeting is scheduled for **Wednesday September 26, 2018 at 5:30 p.m.** in the **McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.**

**XII. ADJOURNMENT**

The meeting was adjourned at 7:30 p.m.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**September 26, 2018**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

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**I. CALL TO ORDER**

The second meeting of the Palm Beach County Commission on Women Board was called to order by Director Pamela Guerrier at 5:45 p.m. A Quorum was present

**II. Attendance (Roll Call)**

**Present:**

Emily D. McGee	Genevieve Hall
Robin Rance-Hoffman	Hon. Samantha Schosberg Feuer
Meredith L. Ockman	Shelly Albright
Taylor Materio	Tammy Jackson-Moore
Michelle Kirk	Tinú Peña
Jennifer Freeman	Soulan Johnson
Lisa Macci	Marie Gottfried

**Absent:**

Annette Gray

**Staff Attendance:**

Pamela Guerrier	V. Danielle Williams
Dawn Wynn	Triana Davis

**III. Adoption of Agenda**

After being properly moved and seconded, the agenda was unanimously approved by all board members.

**IV. Review and Approval of July 24, 2018 Minutes**

After being properly moved and seconded, the agenda was unanimously approved by all board members with the change of recognizing the vice-chair as Annette Gray.

**V. Ethics Training/Sunshine Law Overview**

Ms. Donna Raney (County Attorney Office) provided an overview of the Sunshine Law and how it applies to advisory committees.

**VI. Selection of Chair and Secretary**

The Honorable Samantha Schosberg Feuer moved to step aside from her position as chair. The motion was granted.

After being properly moved and seconded the selection of Tammy Jackson-Moore as chair and Genevieve Hall as secretary was approved unanimously.

**VII. Old Business – Letter to Organizations**

The Honorable Samantha Schosberg Feuer presented the letter that is intended to be sent to various organizations in Palm Beach County that focus on issues affecting women. The purpose of the letter is to introduce our advisory board for the purpose of developing a collaborative relationship.

A motion was proposed and seconded to approve the letter and two proposed attachments. The motion passed with the following amendments:

- Comma on line 10 is eliminated
- The word female is eliminated on line 19.

The two proposed attachments attached to the Letter of Introduction shall be created by Soulan Johnson, and will include the following information:

1. Organization Information Form- The first attachment will be a form to be filled out by the organization that inquires regarding the following points:
  - a. Name of organization.
  - b. What is the mission of your organization.
  - c. What are your goals, both long term and short term.
  - d. What are your top 3 pressing needs.
  - e. What is your action plan to address these issues.
  - f. What can we do to help your organization.
2. Advisory Commission on Women Marketing Fact Sheet – Document which will be a one page information sheet about our advisory board.
3. The attachment forms shall be sent to Pam Guerrier by October 15, 2018. The letter will be sent to the organizations by October 22, 2018. The form will be due back to the Advisory Board by November 19, 2018.
4. A motion was proposed and seconded which requested county staff to create Letterhead to include on the introduction letter, no further approval is required before it is included on the letter.

**VIII. New Business**

Report on the Status of Women & Girls in Palm Beach County which was created by the Women's Foundation of Palm Beach County was provided to all members. The board will discuss the findings further at the next meeting.

Adopting a youth member to the Commission on Women. Any interested youth should contact Pamela Guerrier for an application.

**IX. Member Comments**

The members discussed various women's issues including collaborating with FAU, dress code issues, Palm Beach County 10 year homeless plan, crime and justice issues, women and girls vocational issues, congressional hearing issues, sexual abuse and women's health.

**X. Staff Comments**

**XI. Public Comments**

Former Chair of Women's Commission for the State of Florida, Patti Hamilton addressed the board. Mrs. Hamilton served on the commission for ten years. Mrs. Hamilton stated the most important thing for this board is to remember is this is a non-partisan group that represents all women. She suggested to always remember to promote and celebrate the gains made by women.

**XII. Meeting, Date, Time and Location**

The next Commission on Women Board meeting is scheduled for Wednesday October 24<sup>th</sup>, 2018 at 5:30 p.m. in the McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.

**XIII. Adjournment**

The meeting was adjourned at 7:30 pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**October 24, 2018**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

---

**I. CALL TO ORDER**

The third meeting of the Palm Beach County Commission on Women Board was called to order by Director Pamela Guerrier at 5:37 p.m. Quorum was present.

**II. Attendance (Roll Call)**

**Present:**

Robin Rance-Hoffman	Soulan Johnson
Genevieve Hall	Hon. Samantha Schosberg Feuer
Meredith L. Ockman	Shelly Albright
Tinú Peña	Marie Gottfried
Jennifer Freeman	Soulan Johnson
Lisa Macci	

**Absent:**

Emily McGee	Jennifer Freeman
Annette Gray	Taylor Materio
Michele Kirk	Tammy Jackson-Moore

**Staff Attendance:**

Pamela Guerrier	V. Danielle Williams	Javarious Jackson
David Ottey	Triana Davis	

**III. Adoption of Agenda**

1. After being properly moved and seconded, the agenda was unanimously approved by all board members.

**IV. Review and Approval of September 26, 2018 Minutes**

2. After being properly moved and seconded, the Review and Approval of September 26, 2018 was unanimously approved by all board members.

**V. Old Business – Letter to Organizations (Discussion Only)**

Pamela Guerrier provided the Board with a status update on the “Letter to Organizations” to the agencies that were provided on the initial list. Ms. Guerrier informed the board that we received a few responses thus far, and one organization had provided a list of additional agencies to be added to list. The letter/questionnaire was sent to all agencies via email.

**VI. New Business**

1. Women’s Foundation Status Report:

Shelly Albright led the discussion and the board had a robust conversation surrounding the findings. Report on the Status of Women & Girls in Palm Beach County which was created by the Women’s Foundation of Palm Beach County was provided to all members. The board discussed the possibility of bringing all women together irrespective of their political views on highlighting issues women have in common in the form of a summit by following the example led by the state organizations and how the board can duplicate the same efforts done at the state level. The board believes by incorporating a local Palm Beach County Status Report it will give them the opportunity to highlight local women’s organizations.

2. Workshops for Women:

The board discussed a number of ways to Host a Workshop: Non-partisan Women’s Summit

The board discussed the possibility of selecting specific topics and utilizing sub committees to address certain issues. The purpose is to bring women with diverse backgrounds together displaying the success of women. The board discussed the possibility of formulating sub-committees. Some members believed that further discussion and deliberation is needed in order to put together a summit of this magnitude.

The board discussed attending the December 4, 2018 and December 18, 2018 Commission Meeting to make the commissioners aware of the board’s intent and desires.

The board believed that additional research and statistics were important to gather prior to approaching the Commission. The board will discuss further at the next meeting.

**VII. Member Comments**

A board member inquired on if the Commission had access to the Commission on Women meeting minutes, and are you able to access from the web. A suggestion was made to post the board meetings, and initiatives. Mr. Ottey, informed the board that currently the county had refrained from posting information on the website due to pending litigation, and once that issue has been resolved, the board will be advised how to proceed with inquiry.

**VIII. Staff Comments**

None

**IX. Public Comments**

None

**X. Meeting, Date, Time and Location**

The next Commission on Women Board meeting is scheduled for Wednesday January 23<sup>rd</sup>, 2019 at 6:00 p.m. in the McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.

**XI. Adjournment**

The meeting was adjourned at 7:30 pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**January 23, 2019**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

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**I. CALL TO ORDER**

The fourth meeting of the Palm Beach County Commission on Women Board was called to order by Chairperson Tammy Jackson-Moore at 6:07 p.m. on Wednesday January 23, 2019. Quorum was present.

**II. Attendance (Roll Call)**

**Present:**

Emily McGee	Soulan Johnson
Taylor Materio	Michele Kirk
Genevieve Hall	Hon. Samantha Schosberg Feuer
Shelly Albright	Tammy Jackson-Moore
Soulan Johnson	Annette Gray

**Absent:**

Jennifer Freeman	Robin Rance-Hoffman
Meredith Ockman	Marie Gottfried
Lisa Macci	
Tinú Peña	

**Staff Attendance:**

Pamela Guerrier	V. Danielle Williams	Javarius Jackson
David Ottey	Triana Davis	

**III. Adoption of Agenda**

1. After being properly moved and seconded, the agenda was unanimously approved by all board members.

**IV. Review and Approval of October 24, 2018 Minutes**

2. After being properly moved and seconded, the Review and Approval of October 24, 2018 was unanimously approved by all board members.

**V. Old Business – Letter to Organizations (Discussion Only)**

Pamela Guerrier provided the Board with a status update on the “Letter to Organizations” to the agencies that were provided on the initial list. Ms. Guerrier informed the board that we received 15 out of the 23 surveys that were sent to agencies. The board agreed to continue working on the outstanding surveys and to provide agency responses to OEO staff by February 1, 2019, and staff will provide assistance. The letter/questionnaire were sent to all agencies via email.

**VI. New Business**

The board agreed to have four listening sessions around Palm Beach County and utilizing Palm Beach County government facilities to host the meetings. Staff will work out the logistics to secure meeting space, materials, and audio/video equipment for each meeting.

The board agreed to select specific topics and utilizing the listening sessions to address women’s issues.

The board discussed various ways to engage organizations and leaders in Palm Beach County to participate in the workshops within the quadrants of the county.

The board

**VII. Member Comments**

Board member Taylor Materio made the board aware of a few recognition opportunities for women leaders or women in the community to be celebrated for their accomplishments and work. She mentioned DRAFT awards and Women of Worth and applications are currently being accepted.

**VIII. Staff Comments**

Pamela Guerrier provided board with newspaper article about “women’s businesses on the horizon”. In addition made an announcement to the board regarding the Office of Equal Opportunity 2019 Student Fair Housing Contest.

**IX. Public Comments**

None

**X. Meeting, Date, Time and Location**

The next Commission on Women Board meeting is scheduled for Wednesday April 24<sup>th</sup>, 2019 at 6:00 p.m. in the McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.

**XI. Adjournment**

The meeting was adjourned at 6:58 pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**April 24, 2019**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

---

**I. CALL TO ORDER**

Meeting of the Palm Beach County Commission on Women Board was called to order by Chairperson Tammy Jackson-Moore at 6:07 p.m. on Wednesday April 24, 2019. Quorum was present.

**II. Attendance (Roll Call)**

**Present:**

Taylor Materio	Michele Kirk
Genevieve Hall	Shelly Albright
Tammy Jackson-Moore	Annette Gray
Tinu Pena	Lisa Macci

**Absent:**

Jennifer Freeman	Robin Rance-Hoffman
Meredith Ockman	Marie Gottfried
Soulan Johnson	Emily McGee
Hon. Samantha Schosberg Feuer	

**Staff Attendance:**

Pamela Guerrier	V. Danielle Williams	Javarious Jackson
David Ottey	Triana Davis	

**III. Adoption of Agenda**

1. After being properly moved and seconded, the agenda was unanimously approved by all board members.

**IV. Review and Approval of January 23, 2019 Minutes**

2. After being properly moved and seconded, the Review and Approval of January 23, 2019 was unanimously approved by all board members.

**V. Old Business**

**Scheduling Listening Sessions**

Pamela Guerrier gave the board an update on staff efforts reaching out to the board members to find out their availability to schedule the listening sessions for the month of May. Staff provided all board members a calendar for the month of September to check their individual schedules and to pick dates that members are available in order to make a decision on dates to schedule the listening sessions as members goal is to have a majority of the members present. The chair asked members to provide their availability for September to staff by the end of meeting and encouraged board participation during the listening sessions.

Weekend, September 11 and September 30<sup>th</sup> dates were removed from available dates.

Some board members were concerned they would not be able to participate in the listening sessions due to their terms expiring in September 2019. Ms. Guerrier shared to the board and shared the term expiration dates for all members.

**VI. New Business**

None

**VII. Member Comments**

Board member Hall informed the board that she will be resigning because she is relocating to Tallahassee for a new employment opportunity. Board members thanked Ms. Hall for her service to the board and wished her much success in her endeavors.

**VIII. Staff Comments**

None

**IX. Public Comments**

None

**X. Meeting, Date, Time and Location**

The next Commission on Women Board meeting is scheduled for Wednesday July 31<sup>st</sup>, 2019 at 6:00 p.m. in the McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.

**XI. Adjournment**

The meeting was adjourned at 6:25 pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**July 31, 2019**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

---

**I. CALL TO ORDER**

Meeting of the Palm Beach County Commission on Women Board was called to order by Chairperson Tammy Jackson-Moore at 6:00 p.m. on Wednesday July 31, 2019. Quorum was present.

**II. Attendance (Roll Call)**

**Present:**

Taylor Materio	Marie Gottfried
Shelly Albright	Meredith Ockman
Tammy Jackson-Moore	Annette Gray
Lisa Macci	Emily McGee
Hon. Samantha Schosberg Feuer	

**Absent:**

Jennifer Freeman	Robin Rance-Hoffman
Soulan Johnson	Michele Kirk
Tinu Pena	

**Staff Attendance:**

V. Danielle Williams	Javarious Jackson
David Ottey	Triana Davis

**III. Adoption of Agenda**

1. After being properly moved and seconded, the agenda was unanimously approved by all board members.

**IV. Review and Approval of April 24, 2019 Minutes**

2. After being properly moved and seconded, the Review and Approval of April 24, 2019 was unanimously approved by all board members.

**V. Old Business**  
**Scheduling Listening Sessions**

Danielle Williams provided the board with an update on the upcoming listening sessions, by providing the date, time, and location of all sessions scheduled throughout Palm Beach County.

Location: Palm Beach County Library (Gardens Branch)

Date: September 10, 2019

Time: 5:30 pm – 7:30 pm

Address: 11303 Campus Drive, Palm Beach Gardens, FL 33410

Location: Palm Beach County Library (Wellington Branch)

Date: September 12, 2019

Time: 5:30 pm – 7:30 pm

Address: 1951 Royal Fern Drive, Wellington, FL 33414

Location: Belle Glade Civic Center (Belle Glade)

Date: September 18, 2019

Time: 5:30 pm – 7:30 pm

Address: 725 NW 4th Street, Belle Glade, FL 33430

Location: Palm Beach County Library (Hagen Ranch Branch)

Date: September 24, 2019

Time: 5:30 pm – 7:30 pm

Address: 14350 Hagen Ranch Road, Delray Beach, FL 33446

Location: Palm Beach County Library (Main Branch)

Date: September 26, 2019

Time: 5:30 pm – 7:30 pm

Address: 3650 Summit Blvd., West Palm Beach, FL 33406

Chair Jackson-Moore reminded the board that the locations for the listening sessions were selected in an attempt to reach all areas in Palm Beach County, including the western communities.

Chair Jackson-Moore requested/encouraged board members to attend all of the listening sessions to not only go to the one held in their respective locations but to attend as many sessions at the other locations as possible.

The board requested and discussed the possibility of providing coffee, drinks, and snacks at the various listening sessions. The board suggested the possibly of partnering with outside organizations to donate coffee, drinks, and snacks. Legal cautioned members that receiving donations from vendors or potential county vendors could be a violation of the code of

ethics. Encouraged board members to be responsible for the purchase of these goods. Members cannot seek or solicit donations. Staff will coordinate logistics to find out which board member will provide food, drinks, and etc.

Chair Jackson-Moore encouraged members to do as much outreach as possible with their individual contacts in their particular areas to ensure a good number of residents attend the listening sessions. Staff provided the board with the tentative date when marketing material will be completed and ready for dissemination pending changes suggested by chair Jackson-Moore and manager D. Williams and approval from library.

Chair Jackson-Moore reminded the board that the Board of County Commissioners is aware of the listening sessions and commissioners will be asked to attend the various listening sessions.

The board hopes from the listening sessions the attendees will have a conversation on health care, education, housing, child care, wages, etc., and the board needs to be able to capture the information retrieved from the various listening sessions and present it to the Board of County Commissioners.

The board discussed how the flyer will be disseminated to the public and suggested that we send the flyer to the various agencies who participated in the survey and reach out to help with getting the event information out to the public. Staff informed the board the flyer will be on OEO website, the county website, and various social media platforms. The flyer will also be printed. The board discussed utilizing channel 20 and PIO to see if they can help pitch the listening sessions throughout the county.

The board discussed what its role will be at the listening sessions. It is the board's belief that it will serve as welcome host and OEO staff will facilitate the meetings. Board member Gray was concerned that the audience may ask once the information is gathered then what will be done with the information. The board requested staff to create talking bullet points to ensure that the members are all on the same page, providing the same information and everyone is hearing the same information at the various listening sessions.

**VI. New Business**

None

**VII. Member Comments**

Member Taylor Materio shared with the group Women's Wellness Conference to be held on Saturday, August 17, 2019

Member Emily McGee informed the board that she will be resigning. Board members thanked Ms. McGee for her service to the board and wished her much success in her endeavors.

Member Marie Gottfried informed the board that she will be resigning. Board members thanked Ms. Gottfried for her service to the board and wished her much success in her endeavors.

Member Meredith Ockman informed the board she is excited about the listening sessions she will be attending all of them, and will inform staff what items she intends on bringing.

Member Lisa Macci stated she was looking forward to the listening sessions and to see what comes out of them.

Member Annette Gray shared a new project she has been working on over the last 4 years. Ms. Gray stated she worked with Palm Tran to acquire a bus which was retrofired to now have works stations, 20 dell computers, and it is finally on the road. The bus is intended to serve over 200 people over the summer.

#### **VIII. Staff Comments**

Danielle Williams provided board with information regarding a new plan that would train doctors about human trafficking. Ms. Williams announced a number of events hosted by Compass organization:

Women's Wellness Conference  
Saturday, August 17, 2019  
9am-3:30pm, Location: Compass

First Transgender Medical Seminar was a success!  
Trans & Non-Binary  
Social/Support Group  
For young adults  
1<sup>st</sup> & 3<sup>rd</sup> Friday of the month  
6pm-7:30pm

Somewhere over the Rainbow (Pub Crawl)  
Saturday, August 10 @ 7pm

Smart Ride Bowling 2019  
Saturday, August 10  
4pm-7pm

Finally Mrs. Williams shared with the board that next week a state panel will consider whether to approve Florida Medical Association course on human trafficking as a required continuing education credit requirement for doctors. Member Gottfried provided more information regarding the topic.

**IX. Public Comments**

None

**X. Meeting, Date, Time and Location**

The next Commission on Women Board meeting is scheduled for Wednesday October 23<sup>rd</sup>, 2019 at 6:00 p.m. in the McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.

**XI. Adjournment**

The meeting was adjourned at 6:25 pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**October 23, 2019**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

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**I. CALL TO ORDER**

Meeting of the Palm Beach County Commission on Women Board was called to order by Chairperson Tammy Jackson-Moore at 6:00 p.m. on Wednesday October 23, 2019. There was no Quorum present.

**II. Attendance (Roll Call)**

**Present:**

Marilyn Paramet	Alexandria Ayala
Tracey Labgold	Michelle McGovern
Tammy Jackson-Moore	Tinu Pena
Hon. Samantha Schosberg Feuer	

**Absent:**

Meredith Ockamn	Taylor Materio
Lisa Macci	Shelly Albright
Annette Gray	

**Staff Attendance:**

V. Danielle Williams	Javarious Jackson
David Ottey	Triana Davis
Jean-Adel Williams	Pamela Guerrier

**III. Adoption of Agenda**

No action taken

**IV. Ethics Presentation by Mark Bannon**

Mr. Mark Bannon (Commission on Ethics) provided an overview of the Code of Ethics and distributed a copy of "A Practical Guide to the Code of Ethics" to all members.

**V. Sunshine Law Presentation by Donna Raney**

Ms. Donna Raney (County Attorney Office) provided an overview of the Sunshine Law. Ms. Raney also provided the commission members with a handout on “Florida’s Government in the Sunshine Law”.

**VI. Review and Approval of July 31, 2019 Minutes**

No action taken

**VII. Old Business**

**VIII. New Business**

No action taken

**IX. Member Comments**

No action taken

**X. Staff Comments**

None

**XI. Public Comments**

None

**XII. Meeting, Date, Time and Location**

No action taken

**XIII. Adjournment**

The meeting was adjourned at 6:37pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**November 19, 2019**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

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**I. CALL TO ORDER**

Meeting of the Palm Beach County Commission on Women Board was called to order by Chairperson Tammy Jackson-Moore at 6:00 p.m. on Tuesday November 19, 2019. There was no Quorum present.

**II. Attendance (Roll Call)**

**Present:**

Marilyn Parmet  
Lisa Macci  
Annette Gray

Alexandria Ayala  
Tammy Jackson-Moore

**Absent:**

Meredith Ockamn  
Michelle McGovern  
Shelly Albright

Tracey Labgold  
Hon. Samantha Schosberg Feuer  
Tinu Pena

**Staff Attendance:**

V. Danielle Williams  
Jean-Adel Williams

Triana Davis  
Pamela Guerrier

**III. Adoption of Agenda**

No action taken

**IV. A. Review and approval of July 31, 2019 Minutes**

**B. Review and approval of October 23, 2019 Minutes**

No action taken

**V. Old Business**

No action taken

**VI. New Business**

- Selection of Board Secretary
- Discuss "listening sessions" recap
- "Listening sessions" next steps

- **Youth Member**

No action taken

**VII. Public Comments**

No action taken

**VIII. Member Comments**

No action taken

**IX. Staff Comments**

No action taken

**X. Meeting date, time, and location**

No action taken

**XI. Adjournment**

The meeting was adjourned at 6:37pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**January 13, 2020**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

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**I. CALL TO ORDER**

Meeting of the Palm Beach County Commission on Women Board was called to order by Chairperson Tammy Jackson-Moore at 6:25 p.m. on Monday January 13, 2020. There was a Quorum present.

**II. Attendance (Roll Call)**

**Present:**

Aimee Kelley	Tammy Jackson-Moore
Tracey Labgold	Michelle McGovern
Shelly Albright	Hon. Samantha Schosberg Feuer

**Absent:**

Marilyn Parmet	Alexandria Ayala
Lisa Macci	Annette Annmarie Gray

**Staff Attendance:**

V. Danielle Williams	Triana Davis
Jean Williams	Pamela Guerrier

**III. Adoption of Agenda**

1. After being properly moved and seconded, the agenda was unanimously approved by all board members.

**IV. A. Review and approval of July 31, 2019 Minutes**

**B. Review and approval of October 23, 2019 Minutes**

**C. Review and approval of November 19, 2019 Minutes**

2. After being properly moved and seconded, the Review and Approval of July 31, 2019, October 23, 2019, and November 19, 2019 minutes were unanimously approved by all board members.

**V. Old Business**

None

**VI. New Business**

- Selection of Board Secretary

Shelly Albright was selected as secretary and unanimously approved by all board members.

- **Discuss “listening sessions” recap**

Director Pamela Guerrier provided a detailed explanation of the five listening sessions held throughout the county. The original survey was sent to various organizations whose focus is women. The responses were then incorporated into a list of priorities and challenges facing women and children in our community. Participants were asked to rank, discuss and offer opinions based on prepared questions regarding the 8 areas represented. The responses were shared with the board, whereby a common theme for job opportunities and affordable healthcare and childcare was presented.

- **“Listening sessions” next steps**

Our task as a committee is to create a report and then execute a summary. Ideas discussed were the possibility of creating a resource guide for women, to allocate dollars toward childcare, to host a job fair, etc.

Staff reminded members that it is the responsibility of the board to make a recommendation only. Staff shared the County’s General Resource Guide for services that is already in existence.

The idea of a job fair just for women was discussed in more detail. The board agreed that it would be beneficial to invite other groups to participate in the fair, while having the main host be the Commission on the Status of Women. The county attorney reminded the board about their duties and responsibilities as stated in the resolution. After being properly moved and seconded, the motion was unanimously approved by all board members to create a report regarding the data collected from the listening session that will be provided to BCC. Board member Labgold will prepare a draft to present to the board before presenting final product to BCC.

**Youth Member**

A discussion ensued regarding the appointment of a youth to the Commission. Staff received one application but the board previously indicated they would reach out to various organizations to solicit other applicants. The board asked staff to follow up with a participant from one of the listening sessions.

**VII. Public Comments**

None

**VIII. Member Comments**

Chair Tammy Jackson-Moore, asked the board to consider monthly meetings in February, March, and April in order to get the executive summary completed.

Discussion ensued regarding what the board recommendation should be, whether or not the board should have brainstorming and planning sessions before or after the summary is completed. More discussion ensued regarding the original idea of hosting a job fair for women and what role the board will play.

After being properly moved and seconded, the motion was unanimously approved by all board members to hold monthly meetings in February, March, and April. The meetings will be held on the first Monday in each month at 6pm.

**IX. Staff Comments**

County Attorney Jean Williams reminded the board that they are subject to sunshine laws and went over the attendance policy. Members shall be automatically removed for lack of attendance. Lack of attendance is defined as a failure to attend three (3) consecutive meetings or a failure to attend more than one-half of the meetings scheduled during a calendar year. Participation for less than three-fourths of a meeting shall be the same as failure to attend a meeting.

**X. Meeting date, time, and location**

The next Commission on Women Board meeting is scheduled for Monday February 3<sup>rd</sup>, 2020 at 6:00 p.m. in the McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.

**XI. Adjournment**

The meeting was adjourned at 7:27pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**February 3, 2020**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

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**I. CALL TO ORDER**

Meeting of the Palm Beach County Commission on Women Board was called to order by Chairperson Tammy Jackson-Moore at 6:00 p.m. on Monday February 3, 2020. There was a Quorum present.

**II. Attendance (Roll Call)**

**Present:**

Aimee Kelly	Alexandria Ayala
Lisa Macci	Tammy Jackson-Moore
Annette Gray	Tracey Labgold
Michelle McGovern	Shelly Albright

**Absent:**

Marilyn Parmet	Hon. Samantha Schosberg Feuer
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**Staff Attendance:**

Javarious Jackson	Triana Davis
Jean Williams	Pamela Guerrier

**III. Adoption of Agenda**

After being properly moved by member Lisa Macci and seconded by member Annette Gray, the agenda was unanimously approved by all board members.

**IV. A. Review and approval of January 23, 2020 Minutes**

After being properly moved by member Annette Gray and seconded by Lisa Macci, the minutes were unanimously approved by all board members.

**V. Old Business**

**"Listening Sessions" next steps:**

Director Pamela Guerrier went over the executive summary that was created by board member Tracey Labgold and then the PowerPoint presentation further enhanced by the Office of Finance Management and Budget Strategic Planning Division. Chair Jackson-Moore complimented the hard work of those who

prepared the documents. Ms. Jackson requested staff include photos that were taken at the listening sessions.

Discussion ensued regarding components of the presentation: Should the board host one job fair or multiple, partner with other agencies. Concerns regarding the language of a “women’s job fair” were discussed and for the board to be being mindful of excluding men or companies who do not feel comfortable with not being inclusive of all genders. Questions regarding another organization already hosts a female job fair, meeting the needs of the women whose feedback we received at the listening sessions, introducing women to nontraditional female job opportunities, should we have more pieces in place before taking the next step of presenting this to the commissioners, determining if there is an opportunity to partner with an upcoming School District Event focusing on women’s careers, correction of meeting dates on the PowerPoint presentation.

The board was reminded by Mrs. Guerrier there is no budget. Chair Jackson-Moore stated the board’s role would be to promote such events to the women who attended the listening events. She asked if we should sponsor an event or just promote events. Member Michelle McGovern stated the board should reach out to various women’s organizations to see if they would be willing to partner with the Advisory Commission. Member McGovern asked staff if we could host an organizing committee at the next meeting in March. Member Alexandria Ayala asked about the autonomy of the Advisory Commission and on what platform the board were allowed to promote. Mrs. Guerrier stated that we can host a meeting to speak with partners about organizing a committee to create a job fair and explained the role of the Advisory Commission to Ms. Ayala. It was explained that any promoting should be done within each member’s individual platform and network.

More discussion ensued regarding partnerships with outside organizations including Career Resource. Member Gray suggested that we ask Career Resource to partner with us by inviting prospective employers to match with attendees.

Member Shelly Albright shared information about the Advisory Commission on the Status of Women from Hillsborough County and an event they are creating for the community. This was shared in order to give the Commission a frame of reference for what other counties are doing. Member Albright was given this information by Commissioner McKinlay.

Member Gray word choice of “job match” was well received by the board and will be used in marketing materials. Along with using intentional verbiage that will not alienate employers or attendees. The goal is to keep the language as neutral as possible regarding gender. The event will still be called a Career Fair with “job match” in the descriptions. There was a consensus by the board to move forward with the idea of hosting a Career Fair that will match attendees

with job seekers, involve partnerships of other organizations, and include vendors available with resources that will address other areas of concerns that were mentioned at the listening sessions.

Corrections were made on the PowerPoint presentation for clarification.

Member Gray asked how the board will respond to questions from the County Commissioners regarding low participation in their districts. Discussion ensued. It was determined that the districts who had more participants most likely had the highest need. Ms. Gray was concerned that the sample size from the listening sessions doesn't provide an accurate picture of the needs of women in the entire county. It was suggested that we get more data regarding unemployment in particular to back up our findings. The staff will be compiling that information for the board.

County Attorney Jean Williams shared the information needed on the annual report to the County Commissioners.

Member Labgold asked if we could review the next steps: staff to compile data, Advisory Commission members to reach out to Palm Beach County Women's Chamber (Michelle McGovern), the Women's Foundation of Florida (Shelly Albright), Palm Beach County School District & Career Source (Alexandria Ayala), and invite these organizations to the next meeting.

Youth Member:

Director Guerrier updated the Advisory Commission on the status of a youth member being appointed to the Commission. Staff did reach out to the young woman who had previously attended and received no response. Several Advisory Commission members will reach out into their own networks to find potential applicants.

**VI. New Business**

None

**VII. Public Comments**

None

**VIII. Member Comments**

- a. Member McGovern shared that she will be moderating a panel discussing chronic illness to be held on February 20, 2020 at 5:30p.m. at Palm Beach State College. She will forward the information to staff.
- b. Member Gray shared information regarding the work she is doing in Boynton Beach and will also forward that information to staff.

**IX. Staff Comments**

- a. Director Guerrier shared that there is a Fair Housing Contest for students from 3rd to 12th grade. There are several different areas where students can participate and receive community service hours as well as win a monetary prize. The theme is Unity in the Community. She will share that information via email.
- b. Mrs. Guerrier shared information regarding the upcoming women's event hosted by the School District.

A motion to approve the revised draft was made by member Michelle McGovern and seconded by member Alexandria Ayala. The motion was unanimously approved by all members.

**X. Meeting date, time, and location**

The next Commission on Women Board meeting is scheduled for Monday March 2, 2020 at 6:00 p.m. in the McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.

**XI. Adjournment**

The meeting was adjourned at 7:05 pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**March 2, 2020**

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MCEADDY CONFERENCE ROOM, 12<sup>TH</sup> FLOOR  
PALM BEACH COUNTY GOVERNMENTAL CENTER  
301 NORTH OLIVE AVENUE  
WEST PALM BEACH, FL 33401

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**I. CALL TO ORDER**

Meeting of the Palm Beach County Commission on Women Board was called to order by Vice-Chairperson Annette Gray at 6:00 p.m. on Monday March 2, 2020. There was a Quorum present.

**II. Attendance (Roll Call)**

**Present:**

Aimee Kelly	Alexandria Ayala
Lisa Macci	Hon. Samantha Schosberg Feuer
Annette Gray	Tracey Labgold
Michelle McGovern	Shelly Albright
Leotyne Brown	Jana Panarites

**Absent:**

Marilyn Parmet	Tammy Jackson-Moore
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**Staff Attendance:**

Javarious Jackson	Triana Davis
Jean Williams	Pamela Guerrier

**III. Adoption of Agenda**

After being properly moved and seconded, the agenda were unanimously approved by all board members.

**IV. A. Review and approval of February 3, 2020 Minutes**

After being properly moved and seconded, the minutes were unanimously approved by all board members.

**V. Old Business**

**"Listening Sessions" next steps:**

Director Pamela Guerrier went over the approved draft report that were provide to County administration, who provided comments for the board review and consideration.

- Background History (to include acronym ACW)
- Summary of Listening Session (adding 17 out of 24)
- Data Gathering Process (Women’s)
- Removal of Slide (non-participating providers)
- Slide 4 Consumers Continued (to reflect total number of participants)

Board suggested to change the clip art utilized in the report to be more inclusive and diverse.

Discussion ensued regarding the request of a budget from BCC to accomplish goals set forth in report. Ms. Guerrier explained to the board it’s role and purpose per section 4 of the Resolution.

Youth Member:

Director Guerrier informed the board she will be contacting the two applicants and will move forward with sending applications to BCC for selection and approval.

Women’s Empowerment Event 2020:

Elizabeth Harbur, Manager (Office of Diversity and Business Practices) provided brief overview of department goals and objectives within the school district and how outreach is provided through various events and platforms. Ms. Harbur informed the board about the upcoming 3<sup>rd</sup> Annual Women’s Empowerment event called “Flourish”. Ms. Harbur explained the purpose of the event and provided the board an opportunity to participate in the event. Ms. Harbur suggested, during the time slot allotted the board share draft report, conduct break up sessions, testimonials, and creation of action plans. The board agreed to utilize this opportunity for research purposes to conduct a sixth listening session in an effort to increase numbers and test recommendations.

**After being properly moved and seconded, a motion to table discussion until the end of meeting were unanimously approved by the board.**

- “Job Fair” next steps:
- Palm Beach BCC workshop presentation:

**VI. New Business**

Introduction of new members:

- Jana Panarites
- Leotyne Brown

FL Sunshine Law & Ethics Review:

Board Attorney Williams provided a brief overview on the Florida Sunshine law and Palm Beach County Ethics Ordinance. Mrs. Williams also provided the members with attendance requirement per the Resolution that created the board. Mrs. Williams also expressed the need to adhere to State and County Code of Ethics.

**VII. Public Comments**

Michael Corbitt (Career Source Palm Beach County), explained the role and purpose of the organization, and highlighted some of the program’s successes. Mr. Corbitt discussed the efforts his agency is consistently pursuing to ensure employers are matched with job seekers. Mr. Corbitt agreed to partner with the board in effort to accomplish overall goal. Board agreed that there will be further discussion in the future on how to incorporate a partnership with Career Source Palm Beach County.

Rita Barreto & Sophia Eccleston, both currently serve on the Florida Commission on the Status of Women provided a brief overview on what the Commission is currently doing across the state. Ms. Barreto shared the May 2020 commission meeting will be held in Palm Beach County and there may be an opportunity to come and meet the entire commission. Discussion ensued on women’s suffrage movement and the inclusion of African American women who were a part of history. They also shared the various ways members can get in contact and involved with the commission.

Gail Williams, Director (Office of Administrative & Non-Instructional Staff) with School District Palm Beach County shared that her office is tasked with hiring all non-instructional staff. Ms. Williams discussed some of the challenges the district is faced with when hiring for positions and wanting to partner with the board to participate in job fairs. The district offered the following solutions for consideration:

- Access to largest employer base
- Offering courses in Information Technology
- Mentorship programs for Women
- Potential partnership opportunity to address child care at the workplace

**After being properly moved and seconded, a motion to approve the creation of a small committee to discuss and outline the board’s role and participation at the “3<sup>rd</sup> Annual Women’s Empowerment” event with School District Palm Beach County, was unanimously approved by the board.**

**After being properly moved and seconded, a motion to accept the recommendations from the sub-committee as to what will be presented at “3<sup>rd</sup> Annual Women’s Empowerment” event with School District Palm Beach County, was unanimously approved by the board.**

**After being properly moved and seconded, a motion to table discussion “Job Fair” next steps was unanimously approved by the board.**

**After being properly moved and seconded, a motion to table discussion on Palm Beach County workshop presentation was unanimously approved by the board.**

**VIII. Member Comments**

None

**IX. Staff Comments**

None

**X. Meeting date, time, and location**

The next Commission on Women Board meeting is scheduled for Monday April 6, 2020 at 6:00 p.m. in the McEaddy Conference Room on the 12<sup>th</sup> Floor of the Governmental Center.

**XI. Adjournment**

The meeting was adjourned at 8:00 pm.

**PALM BEACH COUNTY  
COMMISSION ON WOMEN BOARD  
MEETING MINUTES**

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**July 22, 2020**

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VIRTUAL MEETING

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**I. CALL TO ORDER**

Conference call meeting of the Palm Beach County Advisory Commission on Women Board was called to order by Chairperson Tammy Jackson-Moore at 6:00 p.m. on Wednesday July 22, 2020. There was a Quorum present.

**II. Attendance (Roll Call)**

**Present:**

Aimee Kelly	Alexandria Ayala
Leontyne Brown	Tammy Jackson-Moore
Annette Gray	Tracey Labgold
Jana Panarites	Hon. Samantha Schosberg Feuer
Michelle McGovern	

**Absent:**

Shelly Albright	Lisa Macci
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**Staff Attendance:**

Javarious Jackson	
Jean Williams	Pamela Guerrier

**III. Adoption of Agenda**

After being properly moved and seconded, the agenda was unanimously approved by all board members.

**IV. A. Review and approval of July 22, 2020 Minutes**

After being properly moved and seconded, the minutes were unanimously approved by all board members.

**V. Old Business**

**“Listening Sessions” next steps:**

Director Guerrier provided the board with the changes that were made to the PowerPoint on slides 4, 9, and 13.

- Slide 4: Added May 2020 and 6 listening sessions
- Slide 9: Added picture of the Flourish event showing the event was virtual.
- Slide 13: Added 6 listening sessions

- Change the front of presentation from February 2020 to July 2020.

The board discussed next steps as it relates to the work the board has completed and providing BCC the ACW report.

**A motion to accept the changes made by staff was properly moved and seconded, the motion was unanimously approved by all board members.**

The board discussed which BCC meeting and or workshop to present the ACW report. Due to the urgency of providing the ACW report, there was a consensus to provide the ACW report at the September 1, 2020 BCC meeting.

**A motion to present the ACW report at the September 1, 2020 BCC meeting was unanimously approved by all board members.**

Chair Jackson-Moore and Vice-Chair Gray agreed to make the presentation to the BCC, and other members will be there in attendance.

#### Youth Member:

Director Guerrier provided the board with an update on filling the youth member vacancy. Staff reached out to prospective applicants, however only received a response from one. Mrs. Guerrier will prepare a memo to the BCC to see if they will move forward with appointing the youth member.

#### Women's Flourish Empowerment Event 2020 Recap:

Chair Jackson-Moore provided the board with an update on the Women's Flourish Empowerment Event hosted by Palm Beach County School District. The ACW utilized this platform as a sixth listening session. Chair Jackson-Moore and Vice Chair Gray both participated and presented the information to the participants.

Discussion ensued amongst the board as to how best to market ACW, in an effort to ensure that the public is aware that ACW exists and the work being done. OEO will check with Public Affairs department regarding marketing and promotion of the ACW.

#### Job Fair Next Steps

The board decided to reach out to those entities and agencies that were interested in hosting job fairs in partnership with the ACW due to COVID-19. The board was interested in what Palm Beach County Career Source was doing as it relates to interviews, job fairs, and training workshops.

Director Guerrier will contact Palm Beach County Career Source, Palm Beach County School District, and Palm Beach State College

**VI. New Business**

Racial Inequality/Equal Rights

Chair Jackson-Moore presented this item to the board. Due to the racial tensions and various events that are happening around the nation, she believes this is a prime opportunity for ACW to be a part of the conversation and what ACW can do to begin to start having those conversations with women in PBC.

Discussion ensued amongst the board as to how best to address this issue.

The board requested OEO staff work with ACW to host a virtual zoom meeting with women across the county. Staff suggested that ACW review the State's virtual meeting and come back with a structure that will be presented to Administration for further direction.

The board discussed partnering with the Women's Foundation conversations as it relates to racial injustices and what that partnership would look like.

**VII. Public Comments**

None

**VIII. Member Comments**

Hon. Samantha Schosberg Feuer suggested creating an ACW speakers bureau. Leontyne Brown shared with board some upcoming events that she is participating in.

**IX. Staff Comments**

Mrs. Guerrier informed the board she will be providing members with the Florida Commission on the Status of Women's annual report. In addition, the Palm Beach County Library system provided OEO with suffrage information and individuals who were a part of that era and to include in ACW report.

**X. Meeting date, time, and location**

The next Commission on Women Board meeting is scheduled for Wednesday August 26, 2020 at 6:00 p.m. virtually subject to Governor DeSantis' Executive Order allowing board meeting by communication media technology (CMT).

**XI. Adjournment**

The meeting was adjourned at 7:45 pm.