

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

**EXECUTIVE OFFICE OF THE MAYOR**



**Responses to Fiscal Year 2020 Performance Oversight Questions**

***Courtney Christian***

***Secretary, Commission for Women***

***Submission to***

*Committee on Government Operations and Facilities*

*Chairperson Robert White*

*At-Large Councilmember*

*February 9, 2021*

*Committee on Government Operations and Facilities*

*John A. Wilson Building*

*1350 Pennsylvania Ave., NW*

*Washington, DC 20004*

## GENERAL QUESTIONS

### ***1. Please provide the agency's mission statement.***

Answer: The Commission's mission is to support programs directed toward evaluating and improving the status of women in the District of Columbia.

### ***2. Please list all reporting requirements in the District of Columbia Code or Municipal Regulations that the agency is required to complete in FY 20 and FY 21, to date. For each requirement, please list the date the report was required and the date it was produced. If the agency did not produce the report on the mandated timeline, please explain why.***

Answer: Per D.C. Law 2-109 5(d), "The Commission shall submit to the Mayor annual reports of its activities and the work carried on under its direction."

### ***3. What are the agency's top five priorities? Please explain how the agency expects to address these priorities in FY 21.***

Answer: The Commission priorities are to support those of MOWPI which are as follows:  
To enhance the health and quality of life for all women and their families within the District of Columbia.

- To foster economic opportunities for women by establishing public and private partnerships that improve key issues women face in the District.
- To engage women and girls in civic life by sharing service opportunities and resources that help them lead and excel in their communities.
- To empower communities and organizations to advocate for policy and systematic change that help women thrive.
- To connect women and their families to opportunities and resources within the DC government.

### ***4. Please describe any new initiatives or programs that the agency implemented in FY 20 and FY 21, to date, to improve the operations of the agency. Please describe any funding utilized for these initiative or program and the results, or expected results, of each initiative.***

Answer: The Commission continues to support the initiatives and programs of MORA outlined in their testimony.

### ***5. Please list all pending lawsuits that name the agency as a party. Identify which cases on the list are lawsuits that potentially expose the District to financial liability or will result in a change in agency practices and describe the current status of the litigation. Please provide the extent of each claim, regardless of its likelihood of success.***

Answer: The Commission did not have any lawsuits in FY20 or FY21 to date.

**6. Please list all settlements entered into by the agency or by the District on behalf of the agency in FY 20 or FY 21, to date, and provide the parties' names, the amount of the settlement, and if related to litigation, the case name and a brief description of the case. If unrelated to litigation, please describe the underlying issue or reason for the settlement (e.g. administrative complaint, etc.).**

Answer: The Commission did not receive any administrative complaints or grievances, or enter into any settlements in FY20 and FY21 to date.

**7. Please provide the number of FOIA requests for FY 20, and FY 21, to date, that were submitted to your agency. Include the number granted, partially granted, denied and pending. In addition, please provide the average response time, the estimate number of FTEs required to process requests, the estimated number of hours spend responding to these requests, and the cost of compliance.**

Answer: The Commission did not have any FOIA requests in FY20 and FY21 to date.

**8. Please list and describe any ongoing investigations, audits, or reports on the agency or any employee of the agency that were completed during FY 20 and FY 21, to date.**

Answer: The Commission did not have any ongoing investigations, audits or reports in FY20 or FY21 to date.

**9. Please provide a list of all studies, research papers, reports, and analyses that the agency prepared or funded during FY 20 and FY 21, to date. Please submit a hard copy to the Committee of any study, research paper, report, or analysis that is complete.**

Answer: The Commission did not have any studies, research papers, reports or analyses completed in FY20 or FY21 to date.

## COMMISSION FOR WOMEN

**10. Please provide a current list of all members currently serving on the Commission, including:**

**a. Their date of confirmation;**

**b. The date their term expires;**

**c. The Ward in which they reside;**

**d. The number of meetings they have attended since they were confirmed;**

<b><i>First Name</i></b>	<b><i>Last Name</i></b>	<b><i>Date Confirmed</i></b>	<b><i>Term Expiration</i></b>	<b><i>Ward</i></b>	<b><i>Meetings Attended from FY19 to Date</i></b>
<i>Gabrielle</i>	<i>Alfonso</i>	<i>6/3/2015</i>	<i>4/20/2021</i>	<i>5</i>	<b>9</b>
<i>Nia Hope</i>	<i>Bess</i>	<i>4/21/2018</i>	<i>4/21/2021</i>	<i>7</i>	<b>2</b>
<i>Donella</i>	<i>Brockington</i>	<i>4/20/2015</i>	<i>4/20/2021</i>	<i>6</i>	<b>10</b>
<i>Aryn</i>	<i>Bussey</i>	<i>4/20/2015</i>	<i>4/20/2021</i>	<i>8</i>	<b>7</b>
<i>Courtney</i>	<i>Christian</i>	<i>4/20/2015</i>	<i>4/20/2021</i>	<i>6</i>	<b>11111111 1</b>
<i>Abby</i>	<i>Fenton</i>	<i>4/20/2015</i>	<i>4/20/2021</i>	<i>1</i>	<b>6</b>
<i>Jacquelyn</i>	<i>Glover</i>	<i>4/20/2015</i>	<i>4/20/2021</i>	<i>4</i>	<b>9</b>
<i>Tiffini</i>	<i>Greene</i>	<i>4/20/2015</i>	<i>4/20/2021</i>	<i>2</i>	<b>5</b>
<i>Angie</i>	<i>Lundy</i>	<i>4/21/2018</i>	<i>4/21/2021</i>	<i>6</i>	<b>8</b>
<i>Jennifer</i>	<i>Luray</i>	<i>4/21/2018</i>	<i>4/21/2021</i>	<i>3</i>	<b>2</b>
<i>Camelia</i>	<i>Mazard</i>	<i>11/2/2015</i>	<i>4/20/2021</i>	<i>2</i>	<b>10</b>
<i>Princess</i>	<i>McDuffie</i>	<i>4/20/2015</i>	<i>4/20/2021</i>	<i>5</i>	<b>10</b>
<i>Veronica</i>	<i>Nelson</i>	<i>4/20/2015</i>	<i>4/20/2021</i>	<i>8</i>	<b>7</b>
<i>Susan</i>	<i>Sarfati</i>	<i>10/6/2017</i>	<i>4/20/2021</i>	<i>6</i>	<b>9</b>
<i>Shelley</i>	<i>Tomkin</i>	<i>4/25/17</i>	<i>4/20/2021</i>	<i>3</i>	<b>6</b>

Abigail	Truhart	10/30/2017	4/20/2021	4	3
Jessica	Tunon	4/21/2018	4/21/2021	1	10
La Tonya	Clark	9/6/2018	4/26/2021	4	9
Athena	Cross	10/10/2019	4/20/2021	2	2
Jessica	Stamp	10/10/2019	4/20/2021	6	3

*e. A brief description of how their experience meets the selection criteria at D.C. Code § 3-702(a); and*

Answer: The Commission is selected by the Mayor’s Office on Talent and Appointments which is advised by Mayor Bowser.

*f. Whether there are any vacancies on the Commission.*

Answer: There are two vacancies on the Commission currently.

**11. Please provide the dates of any Commission meetings held in FY 20 and FY 21, to date.**

Answer: Commission meetings are held the first Tuesday of each month, with exception of summer recess in June and July.

**12. For every meeting of the Commission in FY 20 and FY 21, to date, please provide the agenda, the minutes, and a list of all members in attendance.**

**Answer:**

- [January 2021](#)
- [November 2020](#)
- [October 2020](#)
- [September 2020](#)
- [March 2020](#)
- [February 2020](#)
- [January 2020](#)
- [October 2019](#)

**13. Please list any officers the Commission has elected.**

Answer: Chairwoman, Princess McDuffie; Co-Chair, Donella Brockington; Secretary, Courtney Christian; Treasurer, Veronica Nelson; Parliamentarian, Jacqueline Glover.

***14. Please list any subcommittees the Commission may have created, along with who chairs each subcommittee, and the members composing each committee, including any non-commission District residents, along with their Ward of residence.***

Answer:

Health and Human Services & Public Policy Safety

- Angie Lundy
- Abigail Truhart
- Veronica Nelson
- Abby Fenton
- Jennifer Luray

Education, Labor, and Training

- Jessica Tunon
- Susan Sarfati
- Brandy Butler
- Donella Brockington
- Gabrielle Alfonso

Policy and Legislative Initiatives

- LaTonya Clark
- Jacqueline Glover
- Courtney Christian
- Camelia Mazard
- Aryn Bussey
- Shelley Tomkin
- Tiffini Greene

***15. Please describe any special steps the Commission has taken in FY 20, or FY 21, to date, in response to the COVID-19 public health emergency in order to pursue its statutory goals.***

Answer: All meetings have been held virtually in response to the health emergency, and the Commission made self-care kits for domestic abuse survivors who may be at greater risk due to shelter in place orders with the DC Rape Crisis Center.

**16. Please provide any rules of procedure that have been adopted by the Commission.**

Answer: [Commission for Women By-Laws](#)

**17. Please describe any studies undertaken, recommendations made, and/or programs conducted by the Commission pursuant to D.C. Code § 3–703(a) in FY 20, or FY 21, to date, directed toward:**

- a. Elimination of discrimination based on sex and elimination of sex role stereotyping and bias;***
- b. Public and private employment practices, including matters pertaining to hours, wages, and working conditions;***
- c. Education;***
- d. Equality of rights and responsibilities of men and women under the law; and***
- e. New and expanded services for women to facilitate their optimal functioning as homemakers, wage earners, and citizens, including mental and physical health care, and the improvement of facilities for child care and youth development.***

Answer: The commission supports the efforts of the Mayor's of Women's Policy and Initiatives in promoting programs, outreach, distribution, and technical support for these efforts. Commission program support for the past fiscal year included: the Empowered Women Series, Breast Cancer Awareness, Domestic Violence Awareness, Women's History Month events, and Work Smart Salary Negotiation workshops.

Additionally the Commission spearheaded MOWPI's signature, annual events including Washington Women of Excellence, Women's Equality Day, and Conversations with Women Who Lead. The Commission critiques and provides input and outreach on legislative issues as appropriate, and prioritizes supporting supporting DC girls.

**18. Please list any steps the Commission has taken in FY 20 and FY 21, to date, to stimulate and encourage study and review of the status of women in the District of Columbia pursuant to D.C. Code § 3–703(d).**

Answer: At the onset of the pandemic, Commissioners surveyed their respective audiences to support MOWPI in discovering the pressing needs of women in the District.

**19. Please list any grants that the Commission has applied for and/or received to fund its program activities pursuant to D.C. Code § 3–703(b) in FY 20 and FY 21, to date.**

Answer: The Commission has not applied for grants and has not received funding for program activities.

**20. Please list any private gifts and/or donations received to carry out the purposes of the Commission.**

Answer: The Commission has received no private gifts.

**21. Please describe any other Commission achievements in FY 19, FY20, and FY 21, to date.**

Answer: The Commission expressed interest in continuing efforts of mentoring and engaging young girls. The commission has spent years sharing resources, information and supporting organizations that work with girls. The DC Commission for Women partnered with Excel Academy, DC's first all-girls public school to mentor students on an ongoing basis. This and other efforts to engage girls will continue to be a focus for the commission.

**22. Please provide any annual reports of the Commission's activities and work that have been submitted to the Mayor pursuant to D.C. Code § 3-704(d) in FY 19, FY 20, or FY 21, to date.**

Answer: Annual Report is under MOCA review and will be issued once approved."

**23. Please list the staff appointed to support the Commission pursuant to D.C. Code § 3-704.**

Answer: Executive Director, Jennifer Porter; Associate Director, Joya Matthews; Program/Outreach Manager, Alex Chambers

**24. Please describe any actions or policies currently recommended by the Commission for the consideration of the Mayor or the Council.**

Answer: There are currently no recommendations from the Commission.

**25. Please describe any challenges that the Commission has that is impacting its ability to meet its goals.**

Answer: There are currently no challenges reported.



# DC COMMISSION FOR WOMEN BYLAWS

## ARTICLE I – NAME

The District of Columbia Commission for Women established by Executive Order in 1967 as the DC Commission on the Status of Women and whose structure and function authorized by DC law 2-109 effective September 22, 1978 as a permanent unit of government within the Executive Office of the Mayor shall be known as the District of Columbia (DC) Commission for Women (Commission).

## ARTICLE II – PURPOSE

The Commission serves as a clearinghouse for women’s and girls’ concerns, collection of data, best practices, relevant programs, policies, and research. Its outreach activities and community-based services involve partnering with individual stakeholders, government agencies, and non-government organizations to ensure that the District government A) envisions its programs and services through a gender lens, B) maintains fairness in its policies and C) applies resources in a way that ensures women and girls throughout the city have the support they need to reach their full potential.

## ARTICLE III – MEMBERS

**Section 1.** The Commission is comprised of twenty-one (21) members who shall be called Commissioners appointed by the Mayor to represent the city’s eight (8) wards and overall female population.

**Section 2. Activities:** The Commission shall determine its priorities and standing committees each year, in conjunction with the Executive Office of the Mayor.

**Section 3. Studies:** The Commission shall conduct studies, review progress, develop, recommend and undertake action and initiate and conduct programs in areas affecting concerns of women and girls in the

District. Funding and program ideas for initiatives may be, but not limited to:

- A. grants and donations, and
- B. National Association of Commission for Women.

**Section 4.** Commissioners work without compensation, and lend a vast amount of experience and expertise in community services, education, law, health and social welfare.

**Section 5.** Each Commissioner is responsible for a committee or task force assignment intended to define and articulate women's issues and facilitate solutions.

**Section 6. Annual Report:** The Committee shall prepare a report on the priorities and activities of the standing committees or task forces to be completed in final form for printing and submitted to the Mayor by the Committee Chair by the end of January.

**Section 7. Attendance Requirements:** Members are expected to inform the Commission Chairperson and the Executive Director to obtain excused absences from monthly meetings. Any member who is absent three meetings without prior notification and who is otherwise not participating in the work of the Commission shall be considered an inactive member. Additionally, any member who receives a total of three absences in twelve months will be considered an inactive member.

**Section 8. Resignation:** A member who resigns from the Commission will submit an official notice of intent to the Mayor with a copy to the Commission. The Commission may submit recommendations of names for replacement to the Mayor within five business days. Commissioners selected to replace former members will begin a new three year term from date of appointment.

**Section 9. Removal of Commissioners:** The Commission shall transmit the names of inactive members to the Mayor with the recommendation that they be removed for neglect of duty in accord with D.C. Law 2-109, (f).

The Mayor may remove, after notice of hearings, any member of the Commission for neglect of duty, incompetence, misconduct or malfeasance in office to include:

- A. bylaws violations, and
- B. actions contrary to the spirit and mission of the Commission that cause detriment to the Commission.

**Section 10. Conflicts of Interest:** To avoid the appearance of impropriety:

- A. Sitting Commissioners shall not be nominated for any awards, recognition, i.e., Hall of Fame while active on Commission. However, their names may be held over until such time the Commissioner has vacated the position.
- B. Commissioners may not use any information obtained through their positions on the Commission without prior approval from the Chairperson and Executive Director.

#### **ARTICLE IV – OFFICERS**

**Section 1.** The officers of the Commission shall be the Chairperson, Vice Chair, Secretary, Treasurer, and Parliamentarian.

**Section 2.** The officers shall be elected annually to a one-year term. Elected officers shall not serve in the same office more than three consecutive terms.

**Section 3.** The Chairperson is appointed by and serves at the pleasure of the Mayor in accordance with D.C. Law 2-109. When a vacancy occurs or is anticipated, the Commission shall forward to the Mayor two choices for his or her consideration of a potential Chairperson.

**Section 4.** The Vice Chair shall preside over meetings in the absence or at the request of the chairperson. She shall perform such other duties as requested by the Chairperson or the Commission.

**Section 5.** The Secretary shall take minutes for each meeting and sends to all Commission members prior to the next regularly scheduled meeting. She shall perform such others duties as requested by the chairperson or the Commission.

**Section 6.** The Treasurer shall receive all monies and other assessments from the Commission, prepare and present monthly financial reports, and shall prepare the books for audit. She shall perform other such duties as requested by the chairperson or the Commission.

**Section 7.** The Parliamentarian advises /consults with the chairperson, other officers, and the Commission on matters of parliamentary procedure. At the request of the Chairperson, she shall offer opinions to the Commission.

**Section 8. Staff.** The Executive Director serves at the pleasure of the Mayor (as provided in the Merit Personnel Law) and works closely with the Chairperson and other members of the Executive Committee in providing leadership for the Commission and implementation of policy set by the Commission. The Executive Committee and the Commission staff work under the supervision of the Executive Director.

## **ARTICLE V – MEETINGS**

**Section 1.** The Commission shall meet at least six times per year at the call of the Chairperson and/or Executive Director. The regular meeting day and time shall be established annually in May by a majority of the Commission present and voting.

**Section 2.** All meetings of the Commission and its committees, except the Executive Committee are open to the public.

**Section 3. Quorum.** A quorum shall consist of fourteen (14) members, all of whom must be in good standing, present and voting.

**Section 4. Electronic Meetings.** Executive committee, standing committees, and regular or special meetings may be held via teleconference and video conference in addition to in-person meetings at the discretion of the committee chairman.

## **ARTICLE VI – EXECUTIVE COMMITTEE**

**Section 1.** The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, Parliamentarian and Chairpersons of the standing committees. The Executive Director shall be an ex-officio member of the Executive Committee.

**Section 2.** The Executive Committee shall meet at the call of the Chairperson or the Executive Director and shall act for the Commission between regular meetings. The Executive Committee shall review, evaluate and make recommendations as to the staffing requirements of the Commission.

**Section 3.** The quorum for the Executive Committee shall be five members.

## **ARTICLE VII – COMMITTEES**

**Section 1.** The standing committees of the Commission shall be 1) education, labor, and training, 2) health, human services, and public safety, and 3) policy and legislative initiatives.

**Section 2.** The Chair and the Executive Director shall serve as ex-officio members of each standing committee.

**Section 3. Education, Labor and Training.** We believe the development and contributions of women and girls are essential to a prosperous society. The Education, Labor and Training Committee shall:

- A. review and evaluate education, labor and training issues facing women and their families,
- B. research and develop resource information regarding educational, employment and training opportunities for women, and

C. research and develop resource information regarding the opportunities available to women business owners, entrepreneurs and potential entrepreneurs.

**Section 4. Health, Human Services, and Public Safety.** We believe that health and welfare of women and girls are central to their ability to thrive. We also believe that women and girls should have the ability to work with national organizations to advocate for their causes. The Health, Human Services, and Public Safety Committee shall:

- A. identify and explore major health issues that impact women and families on the job and in the home,
- B. develop and implement, with staff support, programs and projects that will educate District women and families about the impact of health, human services, and public safety issues on their lives, and
- C. research and evaluate issues relating to public safety affecting women, girls and their families, and make recommendations for addressing the concerns of women in the correctional system.

**Section 5. Policy and Legislative Initiatives.** We believe that women and girls should have a strong voice and an active presence in all local and national affairs. The Legislative Initiatives Committee shall:

- A. identify District of Columbia Government legislation that could impact the priorities and goals established by the Commission,
- B. engage stakeholders who could influence legislation that impacts women and girls in the District of Columbia, and
- C. develop testimony and talking points in favor of or in opposition to relevant legislation.

## **ARTICLE VIII – PARLIAMENTARY AUTHORITY**

All matters not covered by D.C. Law 2-109, by the Merit Personnel Law, or by these bylaws, the rules contained in Robert's Rules of Order, Newly Revised, 11<sup>th</sup> Edition shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Commission may adopt.

#### **ARTICLE IX – AMENDMENTS**

These rules may be amended by a two-thirds vote of members present and voting at an official/regular meeting of the Commission provided that the amendment has been submitted in writing to the Commission one month prior to the meeting at which voting will take place.

Amended (4/28/80)

Amended (6/14/82)

Amended (7/12/82)

Amended (8/9/85)

Amended (1/26/15)

Amended (5/8/15)

Amended (1/24/17)



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Home (/) / Commission Meeting: November Agenda

# Commission Meeting: November Agenda

**Public Body:** Commission for Women (/public-bodies/commission-women)

**Dates:** Nov 10, 2020 6:00 pm to 8:00 pm

**Location name:** Virtual

**Description:**

## OFFICE ON WOMEN'S POLICY AND INITIATIVES

### DISTRICT OF COLUMBIA COMMISSION FOR WOMEN

#### NOTICE OF PUBLIC MEETING

WebEx Call:

<https://dcnet.webex.com/dcnet/j.php?MTID=m54aaefe59c18a7c03fab6a3708db48af> (<https://dcnet.webex.com/dcnet/j.php?MTID=m54aaefe59c18a7c03fab6a3708db48af>)

Tuesday, November 10, 2020

6:00 pm



**DRAFT AGENDA**

Call to Order..... Co-Chair Princess McDuffie

Roll Call.....Commissioner Courtney Christian, Secretary

Approval of Minutes from October 13, 2020 Meeting.....Co-Chair Princess McDuffie

Correspondence/Notification(s)

- Report from the Commission Chair
  - Commission Updates
    - Presentation of Slate of Officers
    - Commissioners allow women guest leaders to share
  
- Updates from the Director of MOWPI
  - Administration Updates
  - Virtual Service Projects
  
- Updates on Self-Care Kits
- Upcoming Excel Academy: Sister Circle-Virtual Engagement
- November service initiative

- Commission Virtual Service Opportunities
- MOWPI Programs updates

## Unfinished Business

- Other Items for Consideration

## New Business

## Announcements/Good of the Order

Next Meeting Date: January 12, 2020

## Adjournment

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DC Commission for Women November Meeting Agenda

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### **Agency Name:**

Commission for Women

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DC Commission for Women  
Tuesday, February 4, 2020  
Meeting Minutes

Location: Room G-9, Wilson Building

**Meeting called to order:** The meeting was called to order at 6:05 p.m.

**Roll Call:** Completed at 6:10 p.m.

<b>Commissioners</b>	<b>Attending</b>
Gabrielle Alfonso	no
Nia Hope Bess	no
Donella Brockington, Vice Chair	no
Aryn Bussey	no
Brandy Butler	no
Courtney Christian	no
Abby Fenton	no
Jacquelyn Glover	no
Tiffini Greene	no
Angie Lundy	no
Camelia Mazard	no
Princess McDuffie, Chair	yes
Susan Sarfati	no
Shelley Tomkin	yes
Abigail Truhart	no
Jessica Tunon	no
Latonya Clark	no
Jenny Luray	no
Veronica Nelson	yes
Athena Cross	no
Jessica Stamp	Yes

A quorum was present.

**MOWPI Staff:** Jennifer Porter, Alex Chambers, Joya Matthews

**Meeting Minutes:** Minutes from January 14, 2020 meeting circulated, approved with no edits.

1. **Correspondence and Announcements:** None
2. **Report from Commission Chair:**
  - a. **Executive Committee/Committee Updates:** Chair McDuffie discussed the importance of Commissioners continuing to meet up for the year of 2020 in efforts to support and lead events within the Mayor's Office on Women's Policy and Initiatives.
  - b. **Commission Role Expectations for 2020:** Chair McDuffie and Director Porter discussed Director Porter's transition and phase for maternity leave and the importance of Commissioners stepping up for support in workshops and signature events. The importance of Commissioners supporting MOWPI during Women's History Month. Chairwoman McDuffie ensures the Commissioners that MOWPI will share upcoming events to include volunteer opportunities.
  - c. **Service Project Ideas:** No updates
3. **Director's Report:**
  - i. **Recap of the #BeTheMovement Policy Boot Camp:** Director Porter recaps on what an amazing turnout MOWPI had at the #BeTheMovement Policy Boot Camp. Director Porter thanks the Commissioners for the volunteer support and leadership in introducing the speakers to the women of the boot camp. Director Porter specifically highlighted Commissioner Shelley Tomkin for being a speaker on the panel and sharing vital information and her personal journey.
  - ii. **Updates about Women's History Month & the Washington Women of Excellence Awards:** MOWPI will be working with the DC Commission for Women to host a series of events for Women's History Month. Events will include our annual events; Washington Women of Excellence Awards, Work Smart Salary Negotiation Workshop, Well Women Wednesdays, HERStory 5K, Latinx Breaking the Silence: Being a Latina in the District, MOLGBTQ 40 Under 40 Queer Awards, and MORCA's Women Re-entry Conference. Director Porter specifically highlighted the importance of the Commission sharing nominations of women to be honored with the District for MOWPI's Washington Women of Excellence Awards. In addition, MOWPI will need Commissioners support in volunteering and being presented at the Washington Women of Excellence Awards and at events to take place within Women's History Month and beyond.
  - iii. **Upcoming Mayoral Events:** Director Porter shared updates on upcoming events to include the Budget Engagement Forums, the 2020 State of the District and Census. Commissioners are encouraged to join Mayor Bowser for one of the Budget Engagement Forums which will take place on February 18, 2020,

February 20, 2020 and February 22, 2020.

- iv. **Discuss Black History Month:** Director Porter discusses the events the Mayor's Office on African American Affairs is pushing out, the hashtag of #BlackHistoryDC to amplify, and the importance of celebrating African Americans within the District beyond Black History Month. Director Porter distributed DC Black History Month 2020 Guide to Events.
  
- v. **Discuss Well Women Wednesday:** Director Porter and MOWPI are more than excited to re-launch the Well Women Wednesday's series. MOWPI will need Commissioners to be present at the Well Women Wednesday's workshops and as always share women who they believe are leading in their communities to promote health and wellness.
  
- vi. **Committee Updates & Engagement Opportunities:** Commissioner Stamp shared her engagement with Trinity University and their events this week regarding Women and girls in sports. MOWPI is happy to amplify the event and also highly encourages Commissioners to share events they would like MOWPI to support or amplify.

#### **Announcements/Good of the Order**

- 4. **Next Meeting Date:** The next meeting will be on Tuesday, March 3, 2020 at the Wilson Building.
- 5. **Motion to Adjourn:** Meeting adjourned at 7:35 pm.

DC Commission for Women  
Tuesday, January 14, 2020  
Meeting Minutes

Location: Room 507, Wilson Building

**Meeting called to order:** The meeting was called to order at 6:20 p.m.

**Roll Call:** Completed at 6:23 p.m.

<b>Commissioners</b>	<b>Attending</b>
Gabrielle Alfonso	yes
Nia Hope Bess	no
Donella Brockington, Vice Chair	yes
Aryn Bussey	no
Brandy Butler	yes
Courtney Christian	no
Abby Fenton	no
Jacquelyn Glover	yes
Tiffini Greene	no
Angie Lundy	no
Camelia Mazard	yes
Princess McDuffie, Chair	yes
Susan Sarfati	yes
Shelley Tomkin	no
Abigail Truhart	no
Jessica Tunon	no
Latonya Clark	yes
Jenny Luray	no
Veronica Nelson	yes
Athena Cross	yes
Jessica Stamp	Yes

A quorum was present.

**MOWPI Staff:** Jennifer Porter, Alex Chambers

**Meeting Minutes:** Minutes from October 1, 2019 meeting circulated, approved with no edits.

1. **Correspondence and Announcements:** None
2. **Report from Commission Chair:**
  - a. **Executive Committee/Committee Updates:** Chair McDuffie discussed the importance of Commissioners continuing to meet up for the year of 2020 in efforts to support and lead events within the Mayor's Office on Women's Policy and Initiatives. Chair McDuffie sent around a sign-up sheet for Commissioners to sign up for new Committees or to remain on previous Committees.
  - b. **Commission Role Expectations for 2020:** Chair McDuffie and Director Porter discussed Director Porter's transition phase for maternity leave and the importance of Commissioners stepping up for support in workshops and signature events.
  - c. **Service Project Ideas:** The Commission has had the opportunity to engage with the girls of Excel Academy. This year the Commission will work to serve girls, women in the fields of maternal health, health and wellness, civic engagement, sorority organizations and senior women.
3. **Director's Report:**
  - i. **Recap of a year of service:** Director Porter recaps on what an amazing year of service and dedication we have had with the Commissioners. This past year the Commission was able to support Mayoral initiatives, the National Maternal & Infant Health Summit, Breast Cancer Awareness Month, Domestic Violence Awareness Month, Black Maternal Health Week, Work Smart Salary Negotiation Workshops, Conversations with Women Who Lead, Women's Equality Day, Washington Women of Excellence Awards, Legislative Days, Pink Tax and the Diaper Tax. Commissioners will continue to support the Mayor in all of the initiatives and efforts for events.
  - ii. **Updates about Women's History Month:** MOWPI will be working with the DC Commission for Women to host a series of events for Women's History Month. Events will include our annual events; Washington Women of Excellence Awards, Work Smart Salary Negotiation Workshop, Well Women Wednesdays, HERStory 5K, Latinx Breaking the Silence: Being a Latina in the District, MOLGBTQ 40 Under 40 Queer Awards, and MORCA's Women Re-entry Conference.
  - iii. **Upcoming Mayoral Events:** Director Porter shared updates on upcoming events to include, the Martin Luther King Jr. Parade, the Budget Engagement Forums, the 2020 State of the District and Census. Also, the end of Open Enrollment on

January 31, 2020.

- iv. **Discuss #BeTheMovement Policy Boot Camp:** The #BeTheMovement Policy Boot Camp will take place on Saturday, January 25 from 9:00 am-1:00 pm. Commissioners will be needed to volunteer in support of guiding, registration, and networking with the attendees.
- v. **Onboarding of the new Associate Director:** MOWPI will be onboarding a new Associate Director, Joya Smith.
- vi. **Committee Updates & Engagement Opportunities:** Commissioner Sarfati suggested Carla Hayden of the Library of Congress to be honored as a Washington Women of Excellence for 2020.

#### **Announcements/Good of the Order**

- 4. **Next Meeting Date:** The next meeting will be on Tuesday, February 11, 2020 at the Wilson Building.
- 5. **Motion to Adjourn:** Meeting adjourned at 7:26 pm.



DC Commission for Women  
Tuesday, January 12, 2021  
Meeting Minutes

Location: Virtual

**Meeting called to order:** The meeting was called to order at 6:05 pm.

<b>Commissioners</b>	<b>Attending</b>
Gabrielle Alfonso	yes
Nia Hope Bess	no
Donella Brockington, Vice Chair	yes
Aryn Bussey	yes
Brandy Butler	no
Courtney Christian	yes
Abby Fenton	yes
Jacquelyn Glover	yes
Tiffini Greene	yes
Angie Lundy	yes
Camelia Mazard	yes
Princess McDuffie, Chair	yes
Susan Sarfati	yes
Shelley Tomkin	no
Abigail Truhart	no
Jessica Tunon	yes
Latonya Clark	yes
Jenny Luray	no
Veronica Nelson	yes
Athena Cross	no
Jessica Stamp	no

A quorum was present.

**MOWPI Staff:** Alex Chambers, Joya Matthews

**Meeting Minutes:** Tabled until next meeting.

1. **Correspondence and Announcements:** None
2. **Report from Commission Chair:**
  - a. Commission Board Updates
  - b. **Committee Updates:** No Committee updates
  - c. **Meetings:** Next Commission Meeting will be held on February 9, 2021
3. Report from Director Porter:
  - a. Shares presentation of COVID-19 priorities, testing sites
  - b. Shares Administrative updates

- c. Recap of Excel Academy Sister Circle “Celebrating Traditions Across the African Diaspora”
  - d. Importance of supporting the community, prioritizing your health, and staying engaged
  - e. Virtual service opportunities for Commission
  - f. Open’s floor to Commission announcements
4. **Announcements/Good of the Order:** None
  5. **Next Meeting Date:** The next virtual meeting will be February 9, 2021.
  6. **Motion to Adjourn:** Meeting adjourned at 7:02 pm.

DC Commission for Women  
Tuesday, March 3, 2020  
Meeting Minutes

Location: Room G-9, Wilson Building

**Meeting called to order:** The meeting was called to order at 6:10 p.m.

**Roll Call:** Completed at 6:13 p.m.

<b>Commissioners</b>	<b>Attending</b>
Gabrielle Alfonso	yes
Nia Hope Bess	no
Donella Brockington, Vice Chair	yes
Aryn Bussey	yes
Brandy Butler	no
Courtney Christian	yes
Abby Fenton	no
Jacquelyn Glover	no
Tiffini Greene	no
Angie Lundy	yes
Camelia Mazard	no
Princess McDuffie, Chair	no
Susan Sarfati	no
Shelley Tomkin	no
Abigail Truhart	no
Jessica Tunon	yes
Latonya Clark	no
Jenny Luray	yes
Veronica Nelson	yes
Athena Cross	no
Jessica Stamp	no

A quorum was not present.

**MOWPI Staff:** Alex Chambers, Joya Matthews

**Meeting Minutes:** Tabled until next meeting.

1. **Correspondence and Announcements:** None
2. **Report from Commission Chair:**
  - a. **Committee Updates:** Commissioners are advised to hold committee meetings on commission priorities for the year.
  - b. **Maternal Mondays:** Need experts and venues to contribute to the program
  - c. **Women's History Month Activities**
    - i. 3/6/20: Rewriting Herstory: Why Latinas Must get Counted in DC

- ii. 3/7/20: #FITDC HERSTORY 5K
- iii. 3/9/20: Washington Women of Excellence Awards
- iv. 3/18/20: Well Women Wednesdays: Series begins, 3<sup>rd</sup> Wednesday of every month
- v. 3/19/20: Sister's Circle: Women's Re-Entry Conference
- vi. 3/26/20: Queer Women of Washington Awards

Calendar invitations and flyers will be distributed by MOWPI Staff shortly.

- 3. **Announcements/Good of the Order:** None
- 4. **Next Meeting Date:** The next meeting will be on April 7, 2020 at the Wilson Building.
- 5. **Motion to Adjourn:** Meeting adjourned at 6:45 pm.

DC Commission for Women  
Tuesday, October 1, 2019  
Meeting Minutes

Location: Room G-9, Wilson Building

**Meeting called to order:** The meeting was called to order at 6:38 p.m.

**Roll Call:** Completed at 6:40 p.m.

<b>Commissioners</b>	<b>Attending</b>
Gabrielle Alfonso	yes
Nia Hope Bess	no
Donella Brockington, Vice Chair	yes
Aryn Bussey	no
Brandy Butler	no
Courtney Christian	no
Abby Fenton	yes
Jacquelyn Glover	no
Tiffini Greene	Yes
Angie Lundy	yes
Camelia Mazard	yes
Princess McDuffie, Chair	yes
Susan Sarfati	yes
Shelley Tomkin	yes
Abigail Truhart	no
Jessica Tunon	yes
Latonya Clark	yes
Jenny Luray	no
Veronica Nelson	no

A quorum was present.

**MOWPI Staff:** Jennifer Porter, Angela Richardson, Alex Chambers

**Meeting Minutes:** Minutes from September 3, 2019 meeting circulated, approved with no edits.

1. **Correspondence and Announcements:** None
2. **Report from Commission Chair:**
  - a. Executive Committee/Committee Updates: Chair McDuffie met with Committee Chairs to discuss summary of Commission Retreat to discuss next steps. Chair McDuffie and Director Porter met with Education Labor and Training Committee. The Committee reviewed the PowerPoint presentation presented by MOWPI to take ownership of initiatives moving forward. Chair McDuffie will meet with the Chairs of the Committee directly to ensure each committee member knows what's happening throughout the year and where they can support.

- b. Service Project Ideas: The Commission has the opportunity to engage with the girls of Excel Academy on Day of the Girl. The Commission will work to engage through discussions, poems, dancing and various other activities that influence self-love and empowerment. The Commissioners will also lead a Glam Makeover Workshop for the women of House of Ruth in honor of Domestic Violence Awareness Month. This workshop will consist of makeovers by Sephora, lunch, and District Government Resources.
- c. Chairwomen McDuffie shares a host of events related to Domestic Violence Awareness Month events with Commissioners.
- d. Commissioner Clark shares the Pink Table Talk event happening October 7<sup>th</sup> in light of Breast Cancer Awareness Month.
- e. Commissioner Tunon is hosting an event on October 12 on Entrepreneurship through her company Netwalking.
- f. Commissioner Fenton shares the Whitman Walker Annual Walk happening October 26, 2019.
- g. Commissioner Brockington shares the Posse Foundation's signature fundraising event on October 10<sup>th</sup>. Commissioners are invited to support the next generation of leaders.

### 3. Director's Report:

- i. **National Maternal and Infant Health Summit Recap:** The summit was a success. The Mayor hosted over 1, 000 attendees. MOWPI will support the Mayor in continuing the efforts of the summits with the Maternal and Infant Health Initiative with follow up events. The Commissioners will receive more information on how to support.
- ii. **Washington Spirit Game Recap:** MOWPI supported the Washington Spirit at the game at the Audi Field. The players will also support MOWPI at their upcoming events.
- iii. **Conversations around DC Statehood:** Thank you to the Commissioners for supporting Statehood and amplifying the Mayor's efforts. The same process will take place in the Senate and MOWPI will need the continued support.
- iv. **Discuss Breast Cancer Awareness Month Plan:** October is the month we amplify Breast Cancer. One of the events is Mammogram Day with Medstar Washington which will be October 19 from 9-1. It will consist of education and resources, Breakfast will be included. Doctors will be on site to provide clinical breast exams. A flyer will be sent around to sign up. Alex Chambers will be the point of contact and will need Commissioners support for the day.

- v. **Well Women Wednesdays:** Well Women Wednesdays is coming back October 16. We are hosting it with GOTRDC highlighting Breast Cancer Awareness at Oxon Run Park at 6:00 pm.
- vi. **Blush Lunch at GW:** Chair McDuffie and Director Porter will represent the Mayor at the Blush Lunch at GW on October 16<sup>th</sup> at 12:00 pm.

There are community events happening during Breast Cancer Awareness Month. MOWPI will send a list of events to see which events Commissioners can attend on behalf of MOWPI.

- vii. **Discuss Domestic Violence Awareness Month Plans:** MOWPI will continue partnership with House of Ruth and Sephora. We will work with 25 women; Commissioners will support the event with toiletry items and logistics. If Commissioners are unable to be physically there, please reach out to Chair McDuffie or Director Porter to support.

Commissioners received Purple Purse Tags to support Domestic Violence and Financial Abuse Awareness Month. The Mayor's Office on African American Affairs is highlighting the financial abuse awareness this month. MOWPI will share those events with Commissioners.

October 24<sup>th</sup> is Purple Thursday. MOWPI will ask Commissioners to wear purple that day in honor of Domestic Violence Awareness Month.

October 29<sup>th</sup>, DC Volunteer Lawyers Project will host a lunch and learn that Chair McDuffie will be leading. MOWPI will send this event around so that Commissioners can support Chair McDuffie.

- viii. **Commissioners Role for AAUW Work Smart Workshops:** MOWPI is working with AAUW to secure consistent dates for upcoming workshops.
- ix. **Policy Boot Camp Plans & Suggestions:** The proposed first date is October 26. Once the Boot Camp is approved, MOWPI will look to Commissioners to support this effort.
- x. **Diaper Tax:** In honor of the Diaper tax going to tax into effect, October 1, 2019, MOWPI went around the city to share the news about the elimination of sales tax on diapers alongside with the Mayor's Office on Fathers, Men, and Boys. MOWPI has asked Commissioners to amplify the Diaper Tax messaging. MOWPI has also held a Twitter Chat to talk more deeply about the diaper tax.
- xi. **Women's Veteran's Day:** MOWPI is partnering with MOVA to host Women's Veteran's Day on October 19, 2019. MOWPI is asking Commissioners support to this day.

- xii. **Conversations with Women who Lead in Finance:** This event will be held on November 12, 2019. MOWPI will look to Commissioners to help amplify the event and to secure speakers.
- xiii. **Committee Updates:** MOWPI has created a sign-up sheet for Commissioners to sign up via email in regards to their passion areas within MOWPI initiatives. MOWPI would like at least five Commissioners signed up for each initiative. The different programs and initiatives to include; Maternal Mondays, Heart Health, Well Women Wednesdays, Breast Cancer Awareness Month, Domestic Violence Awareness Month, Sexual & Reproductive Health, World AIDS Day, Black Maternal Health Week, National Maternal and Infant Health Summit, Work Smart Salary Negotiation Workshops, Women's Equality Day, Conversations with Women who Lead, Empowered Women Series, Women of Excellence Awards, #PinkTax Tour, Policy Boot Camp Series, and US Census.

#### **Announcements/Good of the Order**

- 4. **Next Meeting Date:** The next meeting will be on November 5, 2019 at the Wilson Building.
- 5. **Motion to Adjourn:** Meeting adjourned at 7:27 pm.



DC Commission for Women  
Tuesday, October 13, 2020  
Meeting Minutes

Location: Virtual

**Meeting called to order:** The meeting was called to order at 6:05 pm.

<b>Commissioners</b>	<b>Attending</b>
Gabrielle Alfonso	yes
Nia Hope Bess	no
Donella Brockington, Vice Chair	yes
Aryn Bussey	yes
Brandy Butler	no
Courtney Christian	yes
Abby Fenton	yes
Jacquelyn Glover	yes
Tiffini Greene	yes
Angie Lundy	yes
Camelia Mazard	yes
Princess McDuffie, Chair	yes
Susan Sarfati	yes
Shelley Tomkin	no
Abigail Truhart	no
Jessica Tunon	yes
Latonya Clark	yes
Jenny Luray	no
Veronica Nelson	yes
Athena Cross	no
Jessica Stamp	no

A quorum was present.

**MOWPI Staff:** Jennifer Porter Alex Chambers, Joya Matthews

**Meeting Minutes:** Tabled until next meeting.

1. **Correspondence and Announcements:** None
2. **Report from Commission Chair:**
  - a. COVID Updates
  - b. **Committee Updates:** No Committee updates
  - c. **Meetings:** Next Commission Meeting will be held on November 10, 2020
3. Report from Director Porter:
  - a. Shares presentation of COVID-19 priorities, Post testing sites
  - b. Importance of supporting the community, prioritizing your health, and staying engaged

- c. Frequent check-in's with Commissioners during COVID-19
  - d. Stay connected and amplify Mayor Bowser on all social media platforms
  - e. Upcoming Virtual Service Projects: Excel Academy's "Sister Circle", DC Rape Crisis Center-Self-Care kits
  - f. Domestic Violence Awareness month and Breast Cancer Awareness month
  - g. Open's floor to Commission announcements
4. **Announcements/Good of the Order:** None
  5. **Next Meeting Date:** The next virtual meeting will be November 10, 2020.
  6. **Motion to Adjourn:** Meeting adjourned at 7:02 pm.

DC Commission for Women  
Tuesday, September 29, 2020  
Meeting Minutes

Location: Virtual

**Meeting called to order:** The meeting was called to order at 6:05 pm.

<b>Commissioners</b>	<b>Attending</b>
Gabrielle Alfonso	yes
Nia Hope Bess	no
Donella Brockington, Vice Chair	yes
Aryn Bussey	yes
Brandy Butler	no
Courtney Christian	yes
Abby Fenton	yes
Jacquelyn Glover	yes
Tiffini Greene	yes
Angie Lundy	yes
Camelia Mazard	yes
Princess McDuffie, Chair	yes
Susan Sarfati	yes
Shelley Tomkin	no
Abigail Truhart	no
Jessica Tunon	yes
Latonya Clark	yes
Jenny Luray	no
Veronica Nelson	yes
Athena Cross	no
Jessica Stamp	no

A quorum was present.

**MOWPI Staff:** Alex Chambers, Joya Matthews

**Meeting Minutes:** Tabled until next meeting.

1. **Correspondence and Announcements:** None
2. **Report from Commission Chair:**
  - a. Welcome Back Introduction
  - b. **Committee Updates:** No Committee updates
  - c. **Meetings:** Next Commission Meeting will be held on October 13, 2020
3. Report from Director Porter:
  - a. Recap of Women's Equality Virtual Celebration
  - b. Shares presentation of COVID-19 priorities, Post testing sites

- c. Importance of supporting the community, prioritizing your health, and staying engaged
  - d. Frequent check-in's with Commissioners during COVID-19
  - e. Check and share newsletters
  - f. Reminders: Fill out census, next meeting, October 13, 2020, stay connected with Mayor Bowser on social media platforms for updates
  - g. Virtual Service Projects: Excel Academy's "Sister Circle", DC Rape Crisis Center-Self-Care kits
  - h. Open's floor to Commission announcements
4. Commissioner Safarti emphasizes the importance of census, encourages friends and neighbors to complete their census.
  5. Commissioner Brockington shares virtual event open to the public, the POSSE Foundation. The POSSE Foundation is celebrating its 31<sup>st</sup> year.
  6. Commissioner Lundy discusses affordable housing unit project in Ward 5.
  7. **Announcements/Good of the Order:** None
  8. **Next Meeting Date:** The next virtual meeting will be October 13, 2020.
  9. **Motion to Adjourn:** Meeting adjourned at 6:48 pm.