



# Meeting Agenda

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Tuesday, October 30, 2018**

**5:00 PM**

**Room 207**

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### Special Meeting

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. APPROVAL OF AGENDA**

**4. PUBLIC COMMENT**

*(Estimated Time: 0-15 Minutes)*

*During this portion of the meeting, citizens may address the Committee for up to three (3) minutes regarding the Committee's business meeting topics.*

**5. APPROVAL OF MINUTES**

- 5.A** [18-1031](#) Approval of September 26, 2018 General Government Committee Meeting Minutes

Attachments: [Minutes](#)

**6. COMMITTEE BUSINESS**

- 6.A** [18-1028](#) Downtown Ambassador Update

- 6.B** [18-1029](#) Economic Development Update

- 6.C** [18-1032](#) Review of Women's Commission Proposal

Attachments: [Referral](#)  
[State Women's Commission Information](#)  
[YWCA Information](#)

- 6.D** [18-1030](#) Preparations for the 2019 City Council Retreat

Attachments: [2018 Retreat Agenda](#)

- 6.E** [18-1027](#) Discussion of 2019 General Government Committee Work Plan Items

Attachments: [Year-long Calendar of Standing Items](#)

**7. REPORTS AND UPDATES**

**8. ADJOURNMENT**

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City Hall  
601 4th Avenue E.  
Olympia, WA 98501  
360-753-8244

**General Government Committee**  
**Approval of September 26, 2018 General**  
**Government Committee Meeting Minutes**

**Agenda Date:** 10/30/2018  
**Agenda Item Number:** 5.A  
**File Number:** 18-1031

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**Type:** minutes **Version:** 1 **Status:** In Committee

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**Title**

Approval of September 26, 2018 General Government Committee Meeting Minutes



# Meeting Minutes - Draft

## General Government Committee

City Hall  
601 4th Avenue E  
Olympia, WA 98501

Information: 360.753.8244

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**Wednesday, September 26, 2018**

**5:00 PM**

**Council Chambers**

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**1. CALL TO ORDER**

Chair Bateman called the meeting to order at 5:00 p.m.

**2. ROLL CALL**

**Present:** 3 - Chair Jessica Bateman, Committee member Renata Rollins and Committee member Cheryl Selby

**3. APPROVAL OF AGENDA**

The agenda was approved.

**4. PUBLIC COMMENT - None**

**5. APPROVAL OF MINUTES**

- 5.A** [18-0928](#) Approval of August 22, 2018 General Government Committee Meeting Minutes

The minutes were approved.

**6. COMMITTEE BUSINESS**

- 6.A** [18-0924](#) Review of Council Guidelines

Strategic Communications Director Kellie Purce Braseth reviewed the proposed changes to the City Council Guidelines. Proposed changes are:  
Section 2.6 to reflect Committee Chairs having the authority to add Study Sessions to Council committee work plans. Section 2.8 to clarify/strengthen language around Councilmembers who are non-members of a committee attending committee meetings without notifying the chair. Section 4.5 adds the expectation of Council committee Liaisons attend two advisory committee meetings per year and meet with the committee Chair.

Committee members asked clarifying questions.

**The City Council Guidelines updates were recommended to be forwarded to the full City Council to be considered for approval.**

**6.B**     [18-0923](#)     Update on Advisory Board Recruitment Process

Ms. Braseth reviewed the current and upcoming vacancies on the Council advisory committees as well as the process for recruitment. She reminded the Committee of the change in the process of evaluating applications, noting the advisory committees will be reviewing and vetting applications before the General Government Committee interviews candidates.

The committee discussed concerns from Councilmember Cooper regarding implementing term limits. Chair Bateman will reach out to him to discuss further and clarify his concerns.

Ms. Braseth shared a potential process for establishing a HOME Fund Advisory Committee. She will draft a letter to send to potential candidates. They group discussed the functionality of the committee and it was determined when the HOME Fund manager is hired, they will help with that process.

Committee members asked clarifying questions.

**The information was provided.**

**7.        REPORTS AND UPDATES**

Ms. Braseth noted the referral Committee member Rollins made to the General Government Committee regarding the pedestrian interference ordinance will be discussed at the November 28 meeting.

**8.        ADJOURNMENT**

The meeting adjourned at 6:00 p.m.



## General Government Committee

### Downtown Ambassador Update

**Agenda Date:** 10/30/2018  
**Agenda Item Number:** 6.A  
**File Number:** 18-1028

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**Type:** report **Version:** 1 **Status:** In Committee

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#### **Title**

Downtown Ambassador Update

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Receive a report on the progress of the City's Downtown Ambassador Program in 2018. Briefing only; no action requested

#### **Report**

##### **Issue:**

Whether to receive a briefing on the progress of the City's Downtown Ambassador Program in 2018.

##### **Staff Contact:**

Mark Rentfrow, Downtown Liaison, Community Planning and Development, 360.570.3798

##### **Presenter(s):**

Mark Rentfrow, Downtown Liaison;  
Teal Russell, Downtown Ambassador;  
Katherine Trahan, Downtown Ambassador

##### **Background and Analysis:**

In January of 2018, the Downtown Ambassadors became a program of the City of Olympia under Community Planning and Development. Staff will present data regarding their progress and activities and answer any questions.

##### **Neighborhood/Community Interests (if known):**

N/A

##### **Options:**

Briefing only.

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**Type:** report **Version:** 1 **Status:** In Committee

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**Attachments:**

None



## General Government Committee

### Economic Development Update

**Agenda Date:** 10/30/2018  
**Agenda Item Number:** 6.B  
**File Number:** 18-1029

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**Type:** information   **Version:** 1   **Status:** In Committee

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**Title**

Economic Development Update

**Recommended Action**

**Committee Recommendation:**

Not referred to a committee.

**City Manager Recommendation:**

Receive a presentation on City of Olympia economic development activity. Briefing only; No action requested

**Report**

**Issue:**

Whether to receive a briefing on economic development activity.

**Staff Contact:**

Mike Reid, Economic Development Director, Community Planning and Development, 360.753.8591

**Presenter(s):**

Mike Reid, Economic Development Director

**Background and Analysis:**

Economic Development Director Mike Reid will provide an overview of current economic development initiatives in Olympia. Topics will include the Avalon Project, the County Courthouse effort, Opportunity Zones, Creative District designation, Natural Products EXPO, real estate activity, and business outreach.

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

Briefing only

**Financial Impact:**

N/A



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**Type:** information   **Version:** 1   **Status:** In Committee

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**Attachments:**

None



## General Government Committee

### Review of Women's Commission Proposal

**Agenda Date:** 10/30/2018  
**Agenda Item Number:** 6.C  
**File Number:** 18-1032

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**Type:** discussion **Version:** 1 **Status:** In Committee

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#### **Title**

Review of Women's Commission Proposal

#### **Recommended Action**

##### **Committee Recommendation:**

Consider the referral from Mayor Pro Tem Jones regarding creation of an Olympia Women's Commission.

##### **City Manager Recommendation:**

Consider the referral regarding creation of an Olympia Women's Commission .

#### **Report**

##### **Issue:**

Whether the City of Olympia should develop, staff and fund a Women's Commission.

##### **Staff Contact:**

Steve Hall, City Manager, 360.753.8244  
Jay Burney, Assistant City Manager, 360.753.8740  
Debbie Sullivan, Administrative Services Director, 360.753.8499

##### **Presenter(s):**

Jay Burney, Assistant City Manager  
Debbie Sullivan, Administrative Services Director

##### **Background and Analysis:**

On July 17, 2018, Mayor Pro Tem Jones requested a Referral to the General Government Committee for consideration of an Olympia Women's' Commission.  
The City Council approved the referral.

The referral noted both internal administrative work and community-focused work that could be addressed by a potential Commission to provide greater workforce equity and inclusion in Olympia.

Administration of the City workplace is the responsibility of the City Manager and key staff to ensure equity, representation and fair treatment within the work place.  
Currently there are a number of internal initiatives taking place within the city organization to achieve

these goals. City staff will share current efforts to support and increase women in leadership roles, greater recruitment and promotion in job areas where women are underrepresented and overall initiatives to address equity and diversity within the City organization.

Olympia strives to be a leader in this area. Staff welcomes General Government Committee feedback about these efforts.

The referral also suggest a number of possible roles for the City in addressing workplace and gender inequities within the community. This could include doing work to recognize accomplishments and role models or addressing inequities and concerns in private businesses, nonprofits or other governmental agencies. Some of these efforts might overlap or compliment the work of the statewide Women's Commission, the YWCA or other organizations with similar goals.

If the General Government Committee wishes to proceed further in this area, City staff could arrange a presentation of the State Women's Commission, the YWCA and/or research Women's Commissions from other cities to see what roles and authority they serve along with results they have accomplished.

**Neighborhood/Community Interests (if known):**

Numerous groups and individuals in Olympia work to support women, their strengthen roles and rights in the workplace and in the community.

**Options:**

1. Consider the proposal
2. Do not consider the proposal
3. Request more information to consider the proposal

**Financial Impact:**

Currently staff applies considerable resources to training, policies, and practices to ensure equity and inclusiveness for all individuals in the City work force.

**Attachments:**

Referral

State Women's Commission Information

YWCA information



# Olympia City Council Referral Request

Tracking Number	2017-0027NJ
Date of Referral	July 17, 2018
Originator	MPT Jones
Referral To	General Government Committee
Request	Review proposed Charter for an Olympia Women's Commission and associated draft documents (attached) and provide full Council with a recommendation regarding action on this matter.
Relationship of Request to City or Proposed City Business/Services	<p>As an employer, the City has moved to provide workplace equity and a culture of inclusion. A culture which assures safety and equity for all is fundamental to creating a healthy workplace. More work is needed for internal City operations.</p> <p>Further, Olympia's community members are not free from gender discrimination. There is clear evidence that women and gender minorities continue to experience serious inequities and opportunity gaps when compared to their male cohorts.</p> <p>As proposed, the Commission will address issues relevant to the problems and needs of women and gender minorities, such as domestic violence, child care, child support, sexual discrimination, sexual harassment, and equal opportunities in employment.</p>
Connection to Comprehensive Plan	<input checked="" type="checkbox"/> <b>Community, Safety and Health:</b> <i>inclusive, respectful, civic participation; a safe &amp; prepared community; health and wellness; adequate food and shelter; a quality education</i>
Options	<ol style="list-style-type: none"><li>1. Recommend creation of Commission as proposed.</li><li>2. Recommend creation of Commission with revisions.</li><li>3. Recommend other means of addressing identified needs.</li><li>4. Recommend no action.</li></ol>
Timing	The Committee is requested to bring forward recommendation in time to affect 2019 budget process.
Attachments	<ol style="list-style-type: none"><li>1. Memorandum from MPT Nathaniel Jones</li><li>2. Draft Charter</li><li>3. Draft Code Amendment</li></ol>

# **CHARTER**

## **City of Olympia Women's Commission**

### **\_\_\_\_\_, 2018**

The purpose of the Olympia Women's Commission is to improve the wellbeing of women and gender minorities in Olympia, by enabling them to fully participate in all fields of endeavor, and by promoting fairness and equity in the Olympia community. The Commission shall address issues relevant to the problems and needs of women, such as domestic violence, child care, child support, sexual discrimination, sexual harassment, equal compensation, opportunities in employment, and the specific needs of gender minorities. The Commission is charged with ensuring workplace equity and a culture of inclusion for City of Olympia operations, as well as the larger Olympia community.

To this end, the Commission chartered is to:

- 1) advise the City Council and the City Manager with respect to matters concerning women and gender minorities, to address the concerns of women and others, individually and as a protected class under City ordinance or other applicable laws; and
- 2) recommend policies to the City Council and the City Manager in matters affecting women and gender minorities and, as appropriate, recommend legislation for the implementation of such policies.

#### Methods of Operation

The Women's Commission is authorized and empowered to act as the research and fact-finding agency of the City, relative to issues of women and gender minorities. To that end, it may undertake research and analysis, and make reports as generally authorized or requested by the City Council. Upon such request or pursuant to such authority, the Women's Commission may:

- A. Make inquiries, perform investigations, and conduct surveys concerning the status of the City relative to matters concerning women and gender minorities;
- B. Formulate recommendations and propose annual objectives and multi-year goals to the City Council and City Manager, with respect to matters concerning women and gender minorities;

- C. Cooperate with other public and private agencies in developing such recommendations, goals, objectives, and the conduct of associated research;
- D. Monitor the Olympia Comprehensive Plan, Municipal Code, General Orders, and City Policies and recommend adjustments to these documents, to assure that they reflect the goals and values of Olympia's citizens relative to matters concerning women and gender minorities;
- E. Advise the City Council on strategies which respond to citizen concerns and relevant state and federal regulations; and
- F. Perform such other duties as the City Council may direct from time to time.

Initial areas of consideration for the Commission will include:

1. City workplace equity concerns such as:
  - ◆ pay equality
  - ◆ the "maternal wall bias"
  - ◆ organizational culture
  - ◆ hiring practices
  - ◆ workplace flexibility
  - ◆ representation in leadership
  - ◆ retention of women and gender minorities
2. An assessment of needs relevant to the problems and interests of women, girls, and gender minorities within the Olympia community.

As with other permanent City of Olympia commissions, the Women's Commission is tasked to present an annual work program proposal to the City Council for approval or revision, and may receive specific assignments from the City Council from time to time. The Commission is tasked with presenting a first work plan proposal for calendar year 2020.

## **Municipal Code Amendment**

### **1) Established--Purpose and Membership**

There is hereby established a Women's Commission to:

- 1) advise the City Council and City Manager with respect to matters concerning women and gender minorities, to to address fairly the concerns of women and others, individually and as a protected class under City ordinance and other applicable laws; and
- 2) recommend policies to the City Council and the City Manager in matters affecting women and gender minorities, and, as appropriate, recommend legislation for the implementation of such policies.

Members, term of office, vacancies, rules of procedure and bylaws, annual work plan, and staff liaison support for the Women's Commission shall comply with the provisions of OMC 2.100.040-090, provided that member appointments shall be made: a) from among those persons who are conscious of the discrimination against and oppression of women and gender minorities in this society and who are working to eliminate these injustices, b) in a manner so as to reflect the diversity of the community, and c) to include one designated young-adult position for an individual between the ages of eighteen (18) and twenty-nine (29).

### **2) Duties of Commission**

The Women's Commission is authorized and empowered to act as the research and fact-finding agency of the City, relative to issues of women and gender minorities. To that end, it may undertake research and analysis, and make reports as generally authorized or requested by the City Council. Upon such request or pursuant to such authority, the Women's Commission may:

- A. Make inquiries, perform investigations, and conduct surveys concerning the status of the City relative to matters concerning women and gender minorities.
- B. Formulate recommendations and propose annual objectives and multi-year goals to the City Council and City departments, with respect to matters concerning women and gender minorities.
- C. Cooperate with other public agencies in developing such recommendations, goals, objectives, and research.
- D. Review proposed modifications to the Olympia Comprehensive Plan, and further, recommend amendments to the Plan, to assure that the Plan continues to reflect the goals and values of Olympia's citizens relative to matters concerning women and gender minorities.
- E. Advise the City Council on strategies which respond to citizen concerns, as well as state or federal regulations:
- F. Take such other actions as the City Council may direct from time to time.
- G. Other duties as appropriate.

### **3) Budget**

The Commission's staff support and operating expenses shall be funded from the City general fund and from grants, donations and other like sources.

DRAFT



**To:** Council Colleagues  
**From:** Mayor Pro Tem Nathaniel Jones  
**Subject:** Proposed Olympia Women's Commission, Further Discussion  
**Date:** July 16, 2018  
**cc:** Steve Hall

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Early distribution of materials associated with the proposed creation of a permanent Women's Commission for the City of Olympia has prompted a request for further definition of the needs such a commission would be chartered to address. I am happy to respond to this request.

If you are new to this proposal, please review the associated Council Referral Form, my June 27 memo to Councilmembers, and the proposed Commission charter.

The purpose of any City commission is to advise the Council on a specific set of issues. A commission's work will generally include recommendations regarding policy, budget, and operating procedures within their scope of work. The scope of work for a standing commission is defined broadly, allowing the group to evolve with the needs of the community and the Council. While commissions are chartered to focus on a general body of work, their work plan is established annually through Council action.

As proposed, the purpose of the Olympia Women's Commission is to improve the wellbeing of women and gender minorities in Olympia, by enabling them to fully participate in all fields of endeavor and by promoting fairness and equity in the Olympia community.

A May 2017 assessment of gender equity in the City of Olympia workplace indicated additional work is required in the areas of pay equality, the "maternal wall bias", organizational culture, hiring practices, workplace flexibility, representation in leadership, and the retention of women and gender minorities. Although some recent work has begun in these areas, a sustained effort will be required to reshape the City's operations. (See attached assessment).

The Council has undertaken discussions regarding pay equity in Olympia with the help of local advocates and community members. This dialogue has resulted in Councilmembers seeking additional tools to address the reality of persistent discrimination in workplace compensation throughout our community. To date, after years of discussion, no action has been taken and no tools have been identified.

Gender bias is represented throughout our culture, in the media, in the workplace, and through a broad array of cultural norms. Here are some points of reference:

1. On a single day in 2014, Washington domestic violence programs served 1,930 survivors.  
(NCADV)

2. Women hold nearly two-thirds of the outstanding student debt in the United States — almost \$900 billion as of mid-2018. (AAUW)
3. 30 percent of women report that they have experienced some form of physical or sexual violence by their partner. (WHO)
4. Women currently hold 4.8 percent of CEO positions at S&P 500 companies. (Makers.org)
5. Less than 30 percent of the world's researchers are women. (UNESCO)
6. By 2020, there will be 1.4 million technology jobs in the U.S. and, at the current rate of students graduating with degrees in computer science; men will outnumber women 4:1. (ComputerScience.org)
7. American women are much more likely than men to experience major career interruptions related to family caregiving. (Pew Research)
8. In the U.S., the average annual price of child care exceeds \$10,000. In most states the cost of full-time care is more than the average annual cost of tuition and fees for a public four-year university. (employee-rights-atty.com)
9. Recent legislation in a variety of states has substantially restricted women's access to reproductive health services, while maternal and infant mortality rates in the US exceed rates for peer countries. (Guttmacher Institute)
10. 4.1% of the US population aged 18 to 44 years (more than 4.5 million individuals) identified as homosexual or bisexual. (2002 National Survey of Family Growth)
11. Among the most significant health concerns for LGBT patients are mental health disorders, particularly diagnoses of depression and anxiety, substance abuse, obesity, and tobacco use. (National Center for Biotechnology Information )
12. A 2013 Pew survey found that 21% of LGBT respondents had been treated unfairly by an employer in hiring, pay, or promotions.
13. When surveyed separately, transgender respondents report even higher rates of employment discrimination and harassment than LGB people. In a 2011 survey, 78% of respondents to the largest survey of transgender people to date reported experiencing at least one form of harassment or mistreatment at work because of their gender identity. (Pew Research)

These bullet points are simply representative of the recognized problem of gender discrimination that pervades our culture. There is not readily accessible data for the problem in Olympia or Thurston County, but we know anecdotally that Olympians are far from immune to the repression caused by gender bias.

As proposed, the Women's Commission would undertake an initial work plan that is focused on the internal operations of the City organization. With support from community organizations, strategic partners, and the 2017 assessment, the Commission would evaluate current conditions and bring forth recommendations for Council considerations. In addition, the Commission would launch an assessment of needs relevant to the problems and interests of women, girls, and gender minorities within the Olympia community. The community needs assessment is proposed to serve as the basis of future work of the Commission.

**To:** Council Colleagues  
**From:** Mayor Pro Tem Nathaniel Jones  
**Subject:** Proposed Olympia Women's Commission  
**Date:** June 27, 2018  
**cc:** Steve Hall

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We find ourselves in a time where there is broad public dialogue regarding inappropriate, sexually harassing behavior and assault. Such dialogue is set in a larger context of generalized gender discrimination which is played out in the workplace, in our institutions, and in social systems. In our elected role, we have direct responsibility for safety and equity in the operations of the City of Olympia. We also bear a responsibility to the people of Olympia, to establish community norms which respond to known conditions of inequity and insecurity.

The #MeToo and #TimesUp movements have exposed widespread sexually harassing behavior, manipulation and coercion which cuts across all industries and professions. We are at an inflection point in our community, where change is possible and many are looking for leadership. It was on November 15, 2016, that we adopted the Olympia Charter for Compassion, affirming the need to create a just society where all people are able to live into their best selves, and where we live our shared values, building a community that welcomes and respects the unique gifts brought by all those who make up our diverse Olympia community. Olympia is well positioned to advance important dialogue, address inequities, and respond to the needs of women and gender minorities.

As an employer, the City has moved to provide workplace equity and a culture of inclusion. A culture which supports and preserves safety for all employees is fundamental to creating a healthy workplace. A recent internal assessment of employer-led strategies for gender equity reveals the unique challenges of the City's fairly small workforce.

Employment conditions at the City differ, depending upon the type of work performed and each position's labor representation (represented, non-represented, or public safety). Olympia has moved to address equity concerns such as the glass ceiling, pay equality, and the maternal wall bias through policies and practices, yet more remains to be done. Particular areas for action include: organizational culture, hiring practices, workplace flexibility, and senior leadership representation.

Washington State law prohibits sex discrimination in employment. Individuals may file a lawsuit in state court or file a complaint with the Washington State Human Rights Commission. And there is a legal right for an employee to sue an employer for a hostile work environment, sexual harassment, quid pro quo sexual harassment, and disparate treatment based upon gender.

Washington law also prohibits harassment, intimidation, or bullying in our schools. Policies and procedures have been developed to protect students, and our schools are required to take action if students report a problem.

However, these legal protections do not ensure that Olympia's community members are free from sexual harassment and gender discrimination. Rather, the evidence is clear that women and gender minorities continue to experience serious inequities and opportunity gaps when compared to their male cohorts.

Gender equity is an old and persistent problem. It will not be addressed through a handful of study sessions or public forum. Our community's progress will require a skilled and enduring effort. To this end I am proposing the creation of a new, permanent commission to address the wellbeing of women and gender minorities.

You will find attached, a Draft Charter and proposed Code language for the creation of the Olympia Women's Commission. I recommend that this initiative be added to the work plan of the General Government Committee for deliberation and the development of a recommendation to the full Council in September of this year.

# FINAL BILL REPORT

## EHB 2759

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C 98 L 18  
Synopsis as Enacted

**Brief Description:** Establishing the Washington state women's commission.

**Sponsors:** Representatives Doglio, Jenkins, Senn, Pettigrew, Dolan, Hudgins, Stanford, Chapman, Kagi, Appleton, Gregerson, Tarleton, Santos, Kilduff, Pollet, Macri, Frame and Bergquist.

**House Committee on State Government, Elections & Information Technology**  
**House Committee on Appropriations**  
**Senate Committee on State Government, Tribal Relations & Elections**  
**Senate Committee on Ways & Means**

### **Background:**

In 1971 the Washington State Women's Council (Women's Council) was created by executive order. The Women's Council was comprised of approximately 15 members appointed by the Governor. The Women's Council was directed to consider appropriate questions pertaining to the rights and needs of women in contemporary America and to make recommendations to the Governor and any state agencies regarding changes in program and law. In 1978 the Women's Council was discontinued through executive order after Referendum 40, which asked whether to establish a state Women's Commission, was defeated.

In 1963 the Interagency Committee for State Employed Women (ICSEW) was established by the Governor. The Governor most recently affirmed the ICSEW by executive order in 2016. The ICSEW examines and defines issues pertaining to the rights and needs of women employed in state government and makes policy recommendations to the Governor and state agencies with respect to desirable changes in programs, policies, and laws. The areas of focus include education, training, career development, and other conditions of employment. The ICSEW also advises state agencies on the development and implementation of comprehensive and coordinated policies, plans, and programs focusing on the issues and needs of women in state government. The membership consists of state agency representatives with a maximum number of 60 members, who are appointed by the leadership of each agency. The Office of the Governor designates one of its executive policy advisors as the committee liaison and staff person.

### **Summary:**

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*This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not a part of the legislation nor does it constitute a statement of legislative intent.*

The Washington State Women's Commission (Women's Commission) is established in the Office of the Governor. The Governor must appoint an executive director (Director) to administer the Women's Commission. The Director must employ staff for the Women's Commission, and the Women's Commission must provide staff support to the ICSEW.

#### Membership.

The Women's Commission consists of nine members appointed by the Governor with advice and consent of the Senate. There are an additional four advisory members as follows:

- two members of the Senate, one from each of the two major political parties appointed by the President of the Senate; and
- two members of the House of Representatives (House), one from each of the two major political parties appointed by the Speaker of the House.

The Governor must consider nominations for membership based on maintaining a balanced and diverse distribution of ethnic, geographic, gender, sexual orientation, age, socioeconomic status, and occupational representation.

The initial members serve for staggered terms: three serve for one year; three serve for two years; and three serve for three years. Subsequently, members serve three-year terms unless reappointed by the Governor. Advisory members serve two-year terms.

#### Duties—Director.

The Director must:

- monitor state legislation and advocate for legislation affecting women;
- work with state agencies to assess programs and policies that affect women;
- coordinate with the minority commissions and human rights commission to address issues of mutual concern; and
- work as a liaison between the public and private sector to eliminate barriers to women's economic equity.

#### Duties—Women's Commission.

The Women's Commission must:

- submit a biennial report to the Legislature and the Governor detailing the Women's Commission's activities;
- recruit and maintain a list of names of qualified women to fill vacancies on various boards and commissions;
- provide a clearinghouse for information regarding state and federal legislation as it relates to the Women's Commission's purpose;
- identify and define specific needs of women of color and provide recommendations in the biennial report to the Legislature and the Governor;
- consult with state agencies regarding the effect of agency policies, rules, and practices on the unique problems and needs of women, and advise state agencies on the development of comprehensive and coordinated policies that focus on those problems and needs;
- provide resource and referral information to agencies and the public;
- hold public hearings to gather input on issues related to the unique problems and needs of women and include recommendations in its biennial report to the Legislature and the Governor;

- advocate for the removal of legal and social barriers for women;
- review and recommend to the Legislature strategies to increase the number of women serving on for-profit boards with a gross income of at least \$5 million; and
- review best practices for sexual harassment policies and training and provide recommendations to state agencies.

The Women's Commission must work with the Washington Women's History Consortium to prepare for a 2020 statewide commemoration of women's suffrage, subject to appropriation. The Women's Commission may engage in certain activities to carry out this purpose such as appointing task forces or advisory committees, and entering into contracts.

State agencies must provide appropriate and reasonable assistance to the Women's Commission as needed, such as gathering data, to assist the Women's Commission in carrying out its purpose.

**Powers—Women's Commission.**

The Women's Commission may:

- receive gifts, grants, and endowments from public or private sources, which the Director is required to report to the Office of Financial Management on a regular basis;
- establish relationships with public and private institutions, local governments, private industry, community organizations, and other segments of the public as needed to promote equal opportunity for women; and
- adopt rules as necessary.

**Votes on Final Passage:**

House	65	33	
Senate	44	5	(Senate amended)
House	50	47	(House concurred)

**Effective:** June 7, 2018



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## Inslee announces nine appointees to state Women's Commission

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July 24, 2018

### Story

Gov. Jay Inslee today announced the appointments of nine women to serve on Washington's new Women's Commission. Michelle Gonzalez was [named commission director](#) last month.

The commission was created by [HB 2759](#) to address issues relevant to the problems and needs of women, such as domestic violence, childcare and support, sexual discrimination and harassment in the workplace, equal compensation and job pathways in employment, and the specific needs of women of color.

"It is long overdue to have a commission dedicated to improving the lives of women in Washington. As we look ahead to the Centennial celebration of women gaining the right to vote in our state, the commission's work is more important than ever," Inslee said. "The commission will be a valuable resource and provide recommendations and advice to my office, the Legislature and state agencies on issues important to all women."

The appointees were chosen by the governor with input from members of the state House and Senate and community stakeholders. Commissioners will serve three-year staggered terms.

The appointees:

- Jackie Boschok, Green River College Board of Trustees, King County
- Graciela Gomez Cowger, Schwabe, Williamson & Wyatt, Clark County
- Tara Fairfield, Aging and Long Term Support Administration, Pierce County
- Monica Holland, Unemployment Law Project, Spokane County
- Grace Huang, Asian Pacific Institute on Gender-Based Violence, King County
- Rituja Indapure, Costco, King County
- Regina Malveaux, YWCA Spokane, Spokane County
- Michelle Merriweather, Urban League of Metropolitan Seattle, Snohomish County
- Dawn Rains, Treehouse, King County

All appointments to the commission are effective immediately.

### Media Contact

[Tara Lee](#)

Governor Inslee's Communications Office  
360.902.4136

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## OLYMPIA YWCA WOMEN'S PROGRAMS

### WORKPLACE EQUITY INITIATIVE FOR THURSTON COUNTY

In response to the wage gap for women in Thurston County, the YWCA's Workplace Equity Initiative (WEI) encourages and expands the use of best practice-solutions while shining a bright light on employers who are promoting gender equity and tackling the wage gap.

Businesses and agencies are invited to enroll into W.E.I., and are asked to adopt three or more employer-led strategies that have been proven to reduce the wage gap.

YWCA's W.E.I. team offer issue education, outreach, business guidance, training and coaching, tools for success and/or connection to other mentor businesses for each W.E.I. enrollee and will track and monitor progress and successes while celebrating achievements.

### KATHLEEN'S CLOSET

Kathleen's Closet helps unemployed and underemployed women by providing no-cost professional attire to women seeking employment and those just starting a job. The YWCA works with women to create not only an interview outfit, but also supply the pieces to mix and match to create a foundation for their professional wardrobe.

The goal is to ensure women have the skills, opportunities and resources to move beyond minimum wage and experience financial stability.

### ECONOMIC EMPOWERMENT PROGRAM (EEP)

YWCA Olympia's Economic Empowerment Program (EEP) is a holistic, cultural and gender-relevant workforce development program preparing unemployed and underemployed Women for careers in Administration, Bookkeeping and Social Services.

As part of their skill development, EEP participants are responsible for running the YWCA's Front Office, the Other Bank (community hygiene product bank) and Kathleen's Closet (professional clothing boutique).

Some participants choose to move into the bookkeeping track, which trains them as professional bookkeepers and results in paid bookkeeping contracts. Through their work, participants gain strong digital literacy, organization and communication skills necessary in all professional sectors.



## General Government Committee

### Preparations for the 2019 City Council Retreat

**Agenda Date:** 10/30/2018  
**Agenda Item Number:** 6.D  
**File Number:** 18-1030

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**Type:** discussion **Version:** 1 **Status:** In Committee

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#### **Title**

Preparations for the 2019 City Council Retreat

#### **Recommended Action**

##### **Committee Recommendation:**

Not referred to a committee.

##### **City Manager Recommendation:**

Consider a draft agenda and location for the 2019 City Council Retreat and consider the need and process for selecting a facilitator.

#### **Report**

##### **Issue:**

At the beginning of each calendar year, the Olympia City Council traditionally holds a retreat to develop understanding and agreement on plans, priorities, and protocols for successfully leading the City in the coming year.

##### **Staff Contact:**

Steve Hall, City Manager, Executive, 360.753.8447

##### **Presenter(s):**

Steve Hall, City Manager  
Kellie Purce Braseth, Strategic Communication Director

##### **Background and Analysis:**

The 2019 Council retreat is scheduled for Friday afternoon, January 11, and Saturday January 12. General topics for the retreat normally include Council working relationships, goal setting, Council committee assignments, and other priority topics.

When a retreat facilitator is involved, that person typically interviews Council members in advance of the retreat to finalize the agenda.

Staff recommends that the Committee discuss potential agenda items and consider locations and a facilitator. The Committee can then make a recommendation to City Council on a possible agenda, location and facilitator for the retreat. Last year's retreat agenda is attached as a reference point.

**Options:**

1. Discuss proposed agenda items and location for the 2019 retreat.
2. Do not discuss proposed agenda items and location for the 2019 retreat.

**Attachments:**

2018 Council Retreat Agenda

# AGENDA

## 2018 OLYMPIA CITY COUNCIL RETREAT

January 12 – 13, 2018

LOTT Board Room  
500 Adams St NE,  
Olympia, WA 98501



Friday, January 12

12:00 p.m. - 5:15 p.m.

<b>12:00 p.m. - 12:30 p.m.</b> [Working Lunch]	<b>WELCOME ~ RETREAT OVERVIEW ~ GOAL</b> <ul style="list-style-type: none"><li>• Retreat Agenda Review</li><li>• Preparation for 2018</li><li>• Interview Themes</li></ul>	Nancy Campbell, Facilitator Steve Hall, City Manager
<b>12:30 p.m. - 1:30 p.m.</b>	<b>BUILDING AN EFFECTIVE LEADERSHIP TEAM</b> <ul style="list-style-type: none"><li>• Opening Ice Breaker</li><li>• Operating Rules for Today</li></ul>	Nancy Campbell, Facilitator and Councilmembers
<b>1:30 p.m. - 1:45 p.m.</b>	<b>BREAK</b>	
<b>1:45 p.m. – 2:45 p.m.</b>	<b>HABITS OF THE MIND</b> <ul style="list-style-type: none"><li>• Energy Sources</li><li>• Information Gathering</li><li>• Decision-Making</li><li>• Interaction Patterns</li></ul>	Nancy Campbell, Facilitator, Staff and Councilmembers
<b>2:45 p.m. - 4:00 p.m.</b>	<b>THE FULLNESS OF WHO WE ARE</b> <ul style="list-style-type: none"><li>• Our Core Values</li></ul>	Nancy Campbell, Facilitator and Councilmembers
<b>4:00 p.m. - 4:15 p.m.</b>	<b>BREAK</b>	
<b>4:15 p.m. - 5:15 p.m.</b>	<b>HOW WE WILL WORK TOGETHER</b> <ul style="list-style-type: none"><li>• Operating Principles</li><li>• Operating Norms</li><li>• Meeting Management</li></ul>	Nancy Campbell Facilitator and Councilmembers

∞ SOCIAL DINNER ∞

5:30pm

Anthony's Hearthfire Grill  
1675 Marine Drive NE

# AGENDA

## 2018 OLYMPIA CITY COUNCIL RETREAT



**Saturday, January 13**

**9:00 a.m. - 2:00 p.m.**

<b>8:45 a.m. - 9:00 a.m.</b>	<b>ARRIVE, MINGLE, REFRESHMENTS</b>	
<b>9:00 a.m. – 10:15 a.m.</b>	<b>PRIORITIES, PERFORMANCE AND INVESTMENT</b>	City Staff
	<b>MAKING OUR COMPREHENSIVE PLAN VISION A REALITY (DREAM BIG)</b>	Councilmembers
<b>10:15 a.m. - 10:30 a.m.</b>	<b>BREAK</b>	
<b>10:30 a.m. - 11:30 a.m.</b>	<b>ROLES AND RESPONSIBILITIES</b> <ul style="list-style-type: none"><li>• Role of Mayor</li><li>• Role of Mayor Pro Tem</li><li>• Role of Council Advisory Board/Interjurisdictional Liaison</li><li>• Role of Council Committee Chairs</li><li>• Council Role vis a vis:<ul style="list-style-type: none"><li>○ City Staff</li><li>○ Partners and Stakeholders (including Tribal Partners)</li><li>○ Policy analyst function</li></ul></li></ul>	All
<b>11:30 a.m. - 12:45 p.m.</b>	<b>WALKING TOUR AND LUNCH</b>	Steve Hall, City Manager Councilmembers
<b>12:45p.m. - 1:45 p.m.</b>	<b>COUNCIL COMMITTEE ASSIGNMENTS</b> <ul style="list-style-type: none"><li>• Mayor Pro Tem</li><li>• Council Committees</li><li>• Inter-jurisdictional liaisons</li><li>• Advisory Board Liaisons</li><li>• Annual Calendar</li></ul>	Steve Hall, City Manager Councilmembers
<b>1:45 p.m. - 2:00 p.m.</b>	<b>Conclusion and Next Steps</b>	Nancy Campbell, Facilitator



## General Government Committee

### Discussion of 2019 General Government Committee Work Plan Items

**Agenda Date:** 10/30/2018  
**Agenda Item Number:** 6.E  
**File Number:** 18-1027

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**Type:** discussion   **Version:** 1   **Status:** In Committee

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**Title**

Discussion of 2019 General Government Committee Work Plan Items

**Recommended Action**

**Committee Recommendation:**

Not referred to committee.

**City Manager Recommendation:**

Discuss proposed items for the General Government Committee Work Plan for 2019

**Report**

**Issue:**

Whether to discuss the General Government Committee work plan 2019

**Staff Contact:**

Kellie Purce Braseth, Strategic Communications Director, 360.753.8361

**Presenter(s):**

Kellie Purce Braseth, Strategic Communications Director

**Background and Analysis:**

Each year the City Council reviews and approves an annual work plan for all Council Committees. The General Government Committee's 2018 Work Plan asks for a discussion of the work plan items for 2019 at its October meeting. A year-long calendar of standing items is attached

**Neighborhood/Community Interests (if known):**

N/A

**Options:**

1. Review the calendar of standing items and concur to incorporate it into the 2019 Work Plan. Staff will return with an updated 2019 Work Plan.
2. Review the calendar of standing items and revise as needed. Staff will return with an updated 2019 Work Plan.

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**Type:** discussion   **Version:** 1   **Status:** In Committee

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**Attachments:**

Year-long Calendar of Standing Items



## General Government Committee Yearlong Calendar of Standing Items

Jan.	Feb.	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec.
Advisory Board Recruit. Update	Advisory Board Candidate Interviews	Annual meeting with Advisory Committee Chairs	Economic develop. update	Public Safety/OPD Update	Municipal Art Plan Status Report	CDBG CAPER Report	Public Engagement /Social Media Report	Biennial Review of Council Guidelines (Done on even years)	Scoping Advisory Board Recruitment Process	Public Safety/OPD Update	Scoping Advisory Committee work plan process
Economic develop. update	PBIA Briefing	Review Advisory Committee work Plans	Mid-Year Retreat	PBIA Briefing		Economic develop. update	Public Safety/OPD Update		GGCommitt ee Work Plan for Next Year	Council Retreat Agenda	
CDBG Action Plan PY2018	CDBG Action Plan PY2018		CDBG Action Plan PY2018			CDBG Action Plan PY2017	PBIA Briefing		CDBG PY 2018 Action Plan	PBIA Briefing	
	Public Safety/OPD Update		Welcome Center/ DT Ambass. Update						Welcome Center/ DT Ambassador Update		
									Economic devel. update		

<b>Annual Items:</b> <ul style="list-style-type: none"> <li>• Council Guidelines Reviewed Biennially</li> <li>• Advisory Committee interviews</li> <li>• Annual meeting with Advisory Committee Chairs</li> <li>• Advisory Board Recruitment</li> <li>• Review Advisory Committee work Plans</li> <li>• Scoping Advisory Committee work plan process</li> <li>• Scoping Advisory Committee application process</li> <li>• Council Retreat Agenda and Mid-Year Retreat</li> <li>• Committee Work Plan for Next Year</li> </ul>	<b>Biannual Items:</b> <ul style="list-style-type: none"> <li>• Welcome Center/ DT Ambassador Update</li> </ul>	<b>Quarterly Items:</b> <ul style="list-style-type: none"> <li>• Public Safety/OPD Update</li> <li>• Economic Development Update</li> <li>• CDBG</li> <li>• PBIA Briefing</li> </ul>	<b>Upcoming Items for 2019:</b> <ul style="list-style-type: none"> <li>•</li> </ul>
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Updated 10/24/18