



COUNTY OF SAN MATEO

COMMISSION ON THE STATUS OF WOMEN

AGENDA

Tuesday, November 17, 2020, 6:30-8:30pm

For Video Conference: <https://smcgov.zoom.us/j/93508058026>

For Audio Conference: dial +1 669 900 6833 US then enter Meeting ID: 935 0805 8026 followed by #.

Please Note: Detailed step-by-step instructions are included in the agenda.

ITEM	PERSON RESPONSIBLE	TIME
1. Call to Order	Nirmala Bandrapalli, President	6:30pm
2. Roll Call	Nirmala Bandrapalli, President	6:33pm
3. Public Comment <i>is an opportunity for members of the public to address the commission on any topic that is not on the agenda. Use the Chat function to ask the moderator to comment. The moderator will then unmute you and ask you to share your comment.</i>	Maya Tussing, Vice President	6:35pm
4. Approval and Adoption of Agenda <i>(action)</i>	Maya Tussing, Vice-President	6:40pm
5. Approval of October Minutes <i>(action)</i>	Maya Tussing, Vice-President	6:42pm
6. Officer Elections 2021	Tanya Beat, Director	6:44pm
7. Manufou Liaiga-Anoa'i, Farewell	Tanya Beat, Director	6:48pm
8. Reports <i>(update)</i> <ul style="list-style-type: none">• Director's Report (5 min)• Youth Commission Report (5 min)	Tanya Beat, Director Aeneas Buiy and/or Stella Kaval	6:55pm
9. Sub-Committee Groups <i>(discussion)</i> <ul style="list-style-type: none">• Economic Development• Mental Health• Women's Leadership• 2022 Conference• Communications	Tanya Beat, Director	7:10pm
10. Announcements	Nirmala Bandrapalli, President	7:40pm
11. Adjournment	Nirmala Bandrapalli, President	8:00pm

The **Commission on the Status of Women Group** agree to arrive on time/start on time; take turns speaking; speak loud enough for everyone to hear; be courteous of other opinions; listen to hear a different perspective than your own; mute phones; allow the chair to guide the process; Chair will check in about remaining time at 8:15 PM.

Public records that relate to any item on the open session agenda for a regular or special meeting of the Commission on the Status of Women are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to members of the Commission. Those public records are available online and for public inspection at the Human Resources Department located at 455 County Center, 5th floor, Redwood City, CA 94063 by appointment. The public records may also be transmitted electronically by emailing tbeat@smcgov.org or calling 650-363-4467.

/IN COMPLIANCE WITH THE CALIFORNIA GOVERNMENT CODE AND THE AMERICANS WITH DISABILITIES ACT, auxiliary aids and services for this meeting will be provided upon request when given three days' notice. Please call 650-363-4467 (voice) or email tbeat@smcgov.org to make such a request.

Instructions for Joining a Zoom Meeting via Computer or Phone

Best Practices:

- Please mute your microphone when you are not speaking to minimize audio feedback
- If possible, utilize headphones or ear buds to minimize audio feedback
- If participating via videoconference, you can use your computer audio OR you can use the dial-in option (Option 2 below).
- **Members of the Public:** Use the Chat function to ask the moderator your question or comment on an Agenda item. The moderator will then unmute you and ask you to share your comment.

Options for Joining

A. Videoconference with Computer Audio – see Option 1 below

B. Videoconference with Phone Call Audio – see Option 2 below

C. Calling in from iPhone or Telephone/Landline – see Option 3 below

Videoconference Options: You do not need to download Zoom in order to use the video conferencing. However, you **MUST have internet access**. In using video, your computer needs to have a camera that can show you to the rest of the participants and vice versa.

Option 1 Videoconference with Computer Audio:

1. From your computer, click on the following link, also included on the Commission on the Status of Women website, under the Commission Meeting of this month: <https://smcgov.zoom.us/j/93508058026>
2. A new window will open in your browser and it will automatically join you to the meeting. All participants are automatically muted with no video when they are joined to the meeting.
3. Click on "Camera" icon to turn on or off the camera. This menu bar is also where you can mute/unmute your audio which is the "Microphone" icon.

Option 2 Videoconference with Phone Call Audio:

1. From your computer, click on the following link, also included on the Commission on the Status of Women website for the April Commission Meeting: <https://smcgov.zoom.us/j/93508058026>
2. A new window will open in your browser and it will automatically join you to the meeting.
3. To join the audio separately with your phone, please dial the phone number for the meeting:
+1 669 900 6833 US
4. You will be instructed to enter the meeting ID: 935 0805 8026 followed by #

5. After a few seconds, your phone audio should be connected to the Meeting on your computer. You will appear as a participant twice (once with video and once with your phone number).
6. The video should already be enabled, click on “Camera” icon to turn on or off the camera. This menu bar is also where you can mute/unmute your audio which is the “Microphone” icon.

Option 3: Calling in via Phone:

1. To join the audio separately with your phone, please dial the phone number for the meeting:
+1 669 900 6833 US
2. You will be instructed to enter the meeting ID: 935 0805 8026 followed by #
3. You won't be able to see documents or the participants. Please ensure to download the meeting materials prior to the meeting for your own convenience.