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The Governor's  
Interagency Committee of State Employed Women

Annual Report

July 1, 2006–June 30, 2007

July 31, 2007

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## **Background**

### ***History***

The Interagency Committee of State Employed Women (ICSEW) has evolved through a number of advisory council names since 1963 when Governor Rosellini established the Washington State Commission on the Status of Women in response to President Kennedy's National Commission on the Status of Women. On October 19, 1970, Governor Evans established the Washington State Interagency Committee on the Status of Women. The first task of this 13-member committee was to evaluate the state's response to the recommendations in the 1963 Commission Report and make further recommendations for change. When Governor Gardner reaffirmed his support for the committee by signing an Executive Order on November 7, 1989, he gave a 90's focus to an effort that began in the 60's. The committee's name was changed to the Interagency Committee of State Employed Women and it was expanded to include institutions of higher education and the judicial system as members. On February 1, 2006, Governor Gregoire signed a new Executive Order reaffirming her support. The new Executive Order assigned a liaison from the governor's office to the ICSEW, and gave freedom to agencies with less than 25 women to have appointed members.

The committee has been involved in studying issues and advising Washington State governors on issues including employment practices, labor laws, discrimination, comparable worth, family leave, dependent care, mentoring programs, and domestic violence. At the same time, the committee has provided education to state employed women on these issues as well as career and life planning, health and wellness, self-defense, and professional and interpersonal skills. Information and education on issues to state employed women has been accomplished through the publication of the committee's newsletter, the *InterAct*, workshop opportunities, and state conferences.

In recent years the ICSEW has broadened its reach by providing community service events such as drives to collect clothing, school supplies, foster care-needed items, and cell phones to support domestic violence efforts. The ICSEW has also hosted an annual Take our Daughters and Sons to Work Day from 1999–2007.

### ***Purpose***

The mission of the ICSEW is to identify and advocate for issues faced by state employed women. This is accomplished through advising the Governor on policies that affect state employed women and providing information and education to state employed women.

## **The 2006–07 Business Year**

### ***The Committee***

A new written process for mentoring new members called “Creating Connections” was created and rolled out this year. Executive Board included Dianna Gifford of the Department of Natural Resources, Chair; Connie Riker of the General Administration, Vice-Chair; Amilee Wilson, Department of Fish & Wildlife, Secretary; and Ethel Smith of the Office of the Insurance Commissioner, Treasurer; in addition to the sub-committee chairs.

### ***The Subcommittees***

- Communications—Chaired by Kelly Stowe of Department of Transportation, provides communication to state employed women by publishing the bi-monthly *InterAct* newsletter and coordinating the committee’s Web site found at <http://icsew.wa.gov>.
- Conference—Chaired by Sarah Bland of Board of Education and now Office of Superintendent of Public Instruction, is responsible for all aspects of planning the ICSEW conference.
- Education—Chaired by Michelle Lucero of the Department of Agriculture, provides education opportunities to state employed women through the organization of workshops and training classes.
- Health and Wellness—Chaired by Kristin Reichl of Department of Health, researches and provides information through the *InterAct* and workshops or events on health and wellness issues affecting state employed women.
- History—Historian Robyn Bradshaw of The Evergreen State College keeps archives of committee information and provides historical retrospectives to members and all state employed women through the *InterAct*.
- Membership—Chaired by Patricia Thronson of the Department of Information Services, keeps current membership information, organizes general membership meetings, and explores ways to increase participation.
- Professional Development Committee—Chaired by Kirsten Wilson of General Administration, provides information through articles and pamphlets on professional development and researches issues affecting employment opportunities and pay.

### ***Meeting Topics***

The ICSEW general membership meets every second month. The meetings provide training and additional resource materials so ICSEW members may gain expert knowledge and working insight into critical or emergent issues of importance.

### ***Publications***

The ICSEW has had a great year with its bi-monthly newsletter, the *InterAct*. The ICSEW celebrated continued success with a high level of good quality original articles submitted by ICSEW members. Topics of special interest include health and wellness, personnel system reform, and personal and career development. The ICSEW has received outside recognition on the increased quality of the publication.

### ***Historical Information***

- Created a new Mission Statement and Committee Goal statement to reflect our legacy we are living and leaving for the next generation.
- Brought speakers to General Membership: Shanna Stevenson, Women's History Consortium; Dave Hastings and Lanny Weaver, State and County Archivists; and Nita Rinehart JD, The Evergreen State College.
- Developed a relationship with State Archives and the Women's History Consortium with the collection and retention of the ICSEW historical documents. The State Archives will electronically scan our materials for future access through the Internet.
- Collected 9 boxes from outside sources that were thought to be lost. Gathered the boxes from storage along with the 9 new boxes and held a sorting party on Saturday, December 10, 2006. Used the guidelines of the State Archives to prepare the material to be taken to State Archives for preservation.
- Bought binders for members to collect information to pass on to the next member in their organization to preserve history and foster awareness of the ICSEW and our roles and responsibilities.

### **2008 ICSEW Conference**

- Resolved and closed the 2006 conference
- Carefully selected the 2008 conference dates (May 5-7, 2008) and location (Vancouver)
- Released call for proposals June 4, 2007
- Developed a plan for sponsorships and marketing for 2007-08

### **Take our Daughters and Sons to Work Day(TOD&STW)**

- Coordinated and hosted the 2007 TOD&STW event for approximately 900 children and their families in the capitol Building on Tuesday, May 8, 2007.
- Coordinated and hosted Governor Christine Gregoire as keynote speaker.
- Worked with the Dept of Financial Institutions to perform a children's skit on money management
- Coordinated and hosted the performance of the Tumwater Middle School choir
- Coordinated contests that included winnings such as Tacoma Rainier family ticket package, Skateland birthday party, and Real Cinema's family ticket package.

### **Health and Wellness**

- Expanded membership from 5 members to 11 members.
- Published six health and wellness related articles in the InterAct.
- Provided health and wellness related information and materials through the listserv.
- Strengthened connections with Washington Wellness by bringing the Director to speak to the general membership about Health Risk Assessments, continuing to update the list of Wellness Coordinators in Washington, and working with those coordinators to promote the 2007 Women's Health Fair.
- Provided five health and wellness activities at general membership meetings.
- Organized and collaborated with Health Care Authority, Department of Health, Department of Labor & Industries, and DSHS to sponsor the 3<sup>rd</sup> Annual Washington State Women's Health Fair.
  - Over 500 participants
  - 45 + vendors
  - 10 speakers and demonstrators

### ***Communications Committee***

- Published six InterAct articles for ICSEW
- Featured five “Speak Up” articles written by Pam Johnson addressing workplace issues
- Established online registration for ICSEW training seminars
- Purchased copy of Dreamweaver software for Web Developer

### ***Education Committee***

The ICSEW hosted a number of successful events in the 2006–07. These events provided opportunity to all state employees for personal and professional growth. It is estimated that over 1,200 state employees benefit from educational opportunities provided by the ICSEW:

- Basic Car Maintenance
- Beginning and Intermediate Basic Self Defense
- How To Do More Better, Faster
- How to Give Great Customer Service and Love Your Job
- How to Do Your Job Well and Manage Life’s Challenges
- How to Ignite Energy AND Motivation for Success
- How To Succeed With Difficult People
- How to Be a Powerful Communicator AND Conquer Stress for Success
- How to Cultivate and Maintain a Positive Attitude
- How to Speak, Write, and Present with Power and Influence
- Get Organized! How to Manage Paper, People, Space and Time
- Secrets to Great Grammar and Writing
- Leading in Times of Dramatic Changes
- Clutter Busters Practical Tips for Getting Organized
- Wise Up Financial Security Planning
- How to Thrive and Survive When Everything Keeps Changing
- Writing Made Fast and Easy
- How to Successfully Work with People

The selection of trainings sponsored by the Education Committee continues to grow. This past year new courses were added, new trainers sponsored and new locations utilized. The committee has remained diligent in their efforts to expand the diversity of the trainings as well as increase the opportunities for attendance.

The Education Committee also continues to make great strides in streamlining and simplifying the registration process. This year they increased the internal capacity for reviewing the online registrations; providing greater access to the information and improving service to registries and trainers.

### ***Membership Committee***

- Met with current committee members to solidify membership committee goals and objectives.
- Aligned committee goals and objectives with the current mission statements of the membership.

- Reviewed current assigned duties of membership volunteers and identified success and problem area.
- Worked towards increasing representation in the ICSEW of other agencies and organizations.

### ***Professional Development Committee***

- Provided over 1,000 copies of each of the state brochures to PSRW events across the state.

## CASH FLOW STATEMENT

For the period of July 1, 2006 - June 30, 2007

<b>Fund Balance as of 7/1/2006</b>		<b>\$40,948.79</b>
<b>Revenues :</b>		
Conference		\$13,907.89
Communication Training		\$2,956.10
Self Defense Training		\$1,704.00
Seminar		\$1,567.30
Misc.		\$784.20
<b>Total Revenues for the Period</b>		<b>\$20,919.49</b>

### Expenditures:

0001	Administration	\$ 1,580.20
0003	Communication	\$ 3,678.28
0004	Conference	\$ 563.26
0005	Education	\$ 1,310.00
0006	Health Wellness	\$ 300.51
0007	Membership	\$ 2,089.45
0009	Take Your Daughter to Work	\$ 420.82
0010	ICSEW - History Committee	\$ 543.10

<b>Total Expenditures for the Period</b>	<b>\$ 10,485.62</b>
<b>Fund Balance 6/30/2007</b>	<b>\$51,382.66</b>

### ***Treasurer's Report Notes***

This includes the outstanding balance of \$13,907.89 recovered from Capps, our event planner for the 2006 Conference.

## ***Assets List***

<b>Item</b>	<b>Person Responsible</b>	<b>Phone</b>	<b>Qty</b>	<b>Comments</b>
100-Cup Coffee Maker	Storage		1	ICSEW Storage
ICSEW Banner & Stand	Membership Committee		1	
ICSEW Banner (smaller)	Membership Committee		2	
Small dolly/cart	Storage	360 725-5268	1	
Roberts Rule of Order	Dianna Gifford	360 725-5268	1	
Dreamweaver Software	Kelly Stowe	360 705-7023	2	
QuarkXPress	Kelly Stowe	360 705-7023	1	
Watches, Thank You	Storage		7	
Dreamweaver Books	Kelly Stowe	360 705-7023	2	For Web Developers