

# ICSEW Roles and Responsibilities

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[ICSEW Overview](#)

[Vision, Mission, Values, and Priorities](#)

[Member Responsibilities](#)

[Executive Board](#)

[Subcommittees](#)

[Meetings](#)

[Contact Information](#)

## **ICSEW Overview**

The Interagency Committee of State Employed Women (ICSEW) has evolved through a number of advisory councils since 1963, when Governor Rosellini established the Washington State Commission on the Status of Women. The Commission was formed 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 Washington State's response to the recommendations in the 1963 Commission report and express further requirements for change.

When Governor Gardner reaffirmed his support for the committee by signing an Executive Order on November 7, 1989, he gave a 1990s focus to an effort that began in the 1960s. The committee's name was changed to the Interagency Committee of State Employed Women (ICSEW) and was expanded to include members from institutions of higher education and the judicial system.

On February 1, 2006, Governor Gregoire demonstrated her support by signing a new executive order allowing those participants and other small agencies to be appointed as members. This opened the ICSEW to all state agencies and institutes of higher education no matter how many females were employed at their departments.

On March 1, 2017, Governor Inslee signed an executive order reaffirming the establishment and need for the Interagency Committee of State Employed Women.

## **Vision, Mission, Values and Priorities**

### **Vision**

Enriching lives through advocacy, outreach, and opportunity.

### **Mission**

To better the lives of state employees by advising the Governor and agencies on policies that affect state-employed women.

### **Values**

- Leadership
- Integrity
- Fostering growth
- Empowerment
- Well-being

### **Priorities**

- Increase our role as a policy advising body.
- Increase our presence within our agencies and communities.
- Empower women to positively shape their own lives.
- Increase engagement and commitment of members.
- Increase the cultural competence of our members.

## **Member's Responsibilities**

- Attend all regular meetings. If unable to attend, the representative shall provide prior notice to the membership chair and may send an alternate.
- Alternates may participate fully in ICSEW activities with the exception of voting. The alternate may vote in the absence of the representative provided a signed proxy is presented to the ICSEW chair or membership chair before or at the bimonthly general membership meeting.
- Each member is required to select one or more subcommittees on which they will be an active participant. It is at these subcommittees that a large amount of the ICSEW work is accomplished.
- Share information with your agency about ICSEW activities and events
- Develop a means of communication with your director or sponsor for the purpose of providing briefings and executive guidance.
- Only appointed representatives are eligible to vote.
- Alternates may vote in the absence of the representative, provided a signed proxy is presented to the ICSEW chair or membership chair either before or at the meeting.

Regular attendance at general membership meetings is essential so that decisions made represent the opinions of the ICSEW as a whole. In addition, regular attendance enables ICSEW members to be productive and helps ensure that issues are examined from a variety of perspectives.

### **How much time is involved in serving on ICSEW?**

Representatives attend all membership meetings and join at least one subcommittee. The amount of time involved in participating on a subcommittee varies depending on the subcommittee.

Alternates are encouraged to attend meetings and join subcommittees. Alternates can even serve on the Executive Board. Only Representatives vote on membership decisions.

### **How should I communicate with my agency about ICSEW activities and events?**

This varies by agency. Representatives should work with their agency director or sponsor to develop a clear plan for communication (i.e., sending emails, providing articles about ICSEW in agency newsletters, or attending meetings to provide updates or overviews). Often times, an agency's communications or public affairs division can help you distribute information to employees.

Key topics to discuss with your agency:

- ICSEW current goals
- Committee activities
- Upcoming events

### **How many meetings per year?**

The ICSEW meets six times per year. Regular meetings are the third Tuesday of each odd-numbered month. . In addition to regular meetings, your individual subcommittee may meet outside regular meetings as necessary and determined by the subcommittee chair, to perform subcommittee work.

### **Special Meetings**

An emergency meeting may be called at the discretion of the chair or at the request of six or more members. The purpose of the meeting will be stated in writing, and distributed either electronically or by paper.

## **Executive Board**

The ICSEW Executive Board consists of the Executive Chair, Vice Chair, Treasurer, Executive Secretary and the subcommittee chairs.

### **Executive Chair**

*Josefina Magana, Department of Labor and Industries  
magk235@lni.wa.gov*

### **Vice Chair**

*LuAnne Eyles, Health Care Authority  
lu.eyles@hca.wa.gov*

### **Treasurer**

*Cristina Steward, Department of Health  
Cristina.steward@doh.wa.gov*

### **Executive Secretary**

*Vacant*

## **Subcommittees**

The success of ICSEW depends on the work done by the subcommittees. Below is an overview of the committees and chair contact information. Contact the ICSEW chair if you find you are not able to actively participate on a subcommittee.

### **Communications**

*Rachel Friederich, Department of Corrections  
rzfriederich@DOC1.WA.GOV*

Communications: Provides ICSEW members, state employees and general public up-to-date information on committee news via its blog, website and social media

### **Professional Development**

*Marie Splaine, Commerce  
Marie.Splaine@commerce.wa.gov*

Provides educational opportunities to state-employed women through the organization of workshops and training during meetings and events. Incorporates Health & Wellness; Diversity, Equity, and Inclusion; and Professional Development in membership meetings and events.

### **Conference**

*Vacant*

Responsible for planning and executing our Annual Professional Development Conference.

## **Subcommittees (continued)**

### **Legislative and Policy**

*Leslie Wolff, Commerce*

*Leslie.Wolff@commerce.wa.gov*

*Deirdre Bissonette, Department of Fish and Wildlife*

*Deirdre.Bissonette@dfw.wa.gov*

Improves the lives of state-employed women by making policy recommendations to the Governor and state agencies with respect to desirable changes in programs and laws especially in the area of education, training, career development, and other conditions of employment. Researches and shares information through our blog.

### **Membership**

*Marianne McIntosh, Department of Revenue*

*Mariannem@dor.wa.gov*

Maintains current membership information, welcomes new members, fill(s) vacancies, and organize(s) meetings (coordinates registration for attendees, reserves the room, and schedules the caterer, etc.)

### **Mentorship**

*Vacant*

Purpose of the Mentorship subcommittee is to develop a statewide mentorship program.

### **Partnerships**

*Allison Spector, Office of Financial Management*

*Allison.Spector@ofm.wa.gov*

*Melissa Harris, Department of Enterprise*

*Melissa.Harris@des.wa.gov*

Collaborates with various business resource groups and other organizations to advance the ICSEW's mission and support the many intersections among state employed women.

### **Public Outreach**

*Jasmine Pippin-Timco, Liquor and Cannabis Board*

*jasmine.pippin-timco@lcb.wa.gov*

*Debra Lefing, Attorney General Office*

*Debra.Lefing@atg.wa.gov*

Establish and coordinate public outreach opportunities and build relationships in the community.

## **Meetings**

*Regular Membership* meetings are typically the third Tuesday of each odd numbered month (January, March, May, July, September and November).

*Executive Board* meetings are on the third Tuesday of each even numbered month (February, April, June, August, October and December). They are also held for one hour immediately following each regular membership meeting.

### **Time and Locations:**

Regular meetings typically occur from 8:45 a.m. to 12:00 p.m. Executive Board meetings are held from 1 p.m. to 3 p.m. on regular days and from 1:00 p.m. to 3:00 p.m. after regular membership meetings. Locations are rotated among various host agency locations or held online if needed.

Refer to our [website](#) for meeting dates and details. Click on the events calendar to view meeting dates and register for the meeting.

### **Who can attend?**

Anyone may attend ICSEW meetings, regardless of gender or employment status.

### **How to register for meetings:**

Utilize Eventbrite to register for regular membership meetings. By reserving your spot, this helps the Membership Subcommittee plan the room and food. If you need to cancel your reservation or are unable to attend, please inform Marianne McIntosh, Membership Subcommittee Chair.

### **Can I attend an executive board meeting, even if I am not a board member?**

ICSEW representatives and alternates are encouraged to attend our board meetings to learn more about the committee and the role board members play in the committee's work. All of our meetings are free and open to anyone, including our executive board meetings. The ICSEW is a committee of government employees, conducting government business. Open meetings are essential for government transparency and accountability.

### **How do I connect with ICSEW?**

Email: [icsew@ofm.wa.gov](mailto:icsew@ofm.wa.gov)

Website: [icsew.wa.gov](http://icsew.wa.gov)

Facebook: <https://www.facebook.com/Interagency-Committee-of-State-Employed-Women-247419845305862/>

Blog: Follow our blog by scrolling to bottom of our website and click follow.

Bylaws, policies, and procedures are located on our [website](#).