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**Wisconsin Women's Council Meeting**  
**Tuesday, May 18, 2004**  
**3-6 PM**  
**DOA Conference Room 4B**

**MINUTES**

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- Present:** Kristine Martinsek, Representative Samantha Kerkman, Jane Clark, Ann Peggs, Arlene Siss, Renee Boldt, Joan Prince, Kathy Blumenfeld, and Mary Jo Baas.
- Excused:** Representative Judy Krawczyk, Senator Gwendolynne Moore, Jean Buffalo-Reyes, Deb Jordahl and Amy Polasky.
- Guest(s):** Katie Boyce, Nicole Hudzinski, Pat Alia, and Speakers; Jonathan Becker, Eric Callisto, Martha Kerner, Dawn Soletski, Shari Hillery, and Steve Moschkau
- Minutes:** Catherine Hixon

**Orientation**

Welcome and Introduction of Members and Staff – Kris Martinsek, Chair  
Wisconsin Women's Council Statutes - Kris Martinsek, Chair

**State of Wisconsin Administrative Guidelines**

Ethics Code – Jonathan Becker, Senior Legal Council from the Ethics Board explained that the Ethics Board has to be non-partisan and each decision requires 4 of the 6 members. Almost uniformly decisions are made unanimously, Their job is to enforce the laws they administer and provide advice on how to comply with the law. They really prefer to be proactive and keep people out of trouble. Their advice and response is not subject to the open records law. He then gave a brief overview. Their website is [ethics.state.wi.us](http://ethics.state.wi.us). The laws apply to individuals who are elected and the people whose job it is to make rules. Councils do not have rule-making authority. The Ethics code and other laws they administer applied to judiciary, state elected officials, and employees of the legislature, top agency management and people who serve on government bodies. A handout was distributed. The key points were: you, or a member of your immediate family, dependent parent, dependent child, sister, brother, or an organization from which you are associated with as an officer, director or own more than 10% should not profit from your office. You should not give a grant to an organization or group if one of the council members is part of the group and will benefit. You are not to accept food or drink because you are a council member unless you are giving a talk over dinner or lunch or receive it on behalf of the state like meetings. You cannot solicit items if it could affect your judgement. You may put on a conference and



require participants cover the cost or go to the private sector to subsidize the event. You may take positions and advocate as long as it doesn't have a financial interest. You cannot solicit items if it could affect your judgement, put on a co

Open Records – Eric Callisto, Asst. Legal Council for Governor Doyle – Eric brought handouts. He welcomed the council members to call one of the lawyers, if ever in doubt. When using the state email accounts assume every email that gets sent will appear in the Milwaukee Journal. Other than party invitations, that can be deleted; keep everything. Eric said he would be sure there was enough storage for auto archiving. If you are using a private email account, treat it as the same as your state account when doing the State of Wisconsin work. Paper records have the same rule. Save everything except mass mailings. If addressed to you, it should be kept. If you get too much, you can send it to the records' center and eventually to the historical society. As long as one person keeps it, it's all right. If you get an open records request, go to John Rothschild at the Department of Administration or one of the lawyers at the Governor's Office. Set up your own file. The exception is draft documents. If the document is exchanged on the same level for review and then submitted for signature it is still the draft and not subjected to the rule. Once it is used for which it is created, it is no longer a draft. In regards to open meetings you cannot subvert by meeting on the side.

Expense Reimbursement – Catherine Hixon on behalf of DOA Accounts Payable – Catherine went over the Travel Voucher (form DOA 6107) to briefly explain how it is to be filled out in order to get reimbursement and the rules that apply.

Web Site Demo – Shari Hillery, DOA Web Developer – Shari gave a web demonstration. It was questioned whether or not the individual council member's emails should be on the website. Shari explained that if you put the Executive Director email address on the website that it can be accessed through a public folder and can be forwarded. It was noted a disclaimer should be added. This will be revisited after the site is up and running. Shari explained the categories could be specific on the content page. The emails will be saved in a database. There is an administrator's tool that can view all emails that come in. So, if someone calls and ask if their email has been answered, it can be reviewed. It was asked that the Yellow Pages be renamed to Women's Resource Directory. The last time the printed directory was printed was in 2001. The website is to replace the directory to best keep the information current. It was suggested that a line be says, "If you want to be a part of this directory, please contact . . ." It was pointed out that if it is not related to women or the state that it will not be something the council would like to deal with. It was suggested that we put every woman elected in Wisconsin be on our website from the state legislature through the school board. It was also suggested that women who had impact, but didn't hold office should also be added. It was suggested that we put out a mailing by county to solicit those names. Due to staff restraints at this time, it was tabled. It was suggested that perhaps a Lafollette student could be solicited as an intern. This was also tabled until the staffing issue is addressed. It was suggested that Famous Women should be changed to Distinguished. It was noted that the High School aged women need mentoring and that diversity should include age. This will be addressed at the next meeting. Best practices in other states and on the federal level should be researched. It was asked that the Blueprint for Financial Success be put back on the website so the work that was done is not lost. It was also suggested that childcare resources are added and child



support issued. It was explained how to access the website while under construction. Go to [omenscouncil.wi.gov/home/default.asp](http://omenscouncil.wi.gov/home/default.asp) Put in your user name and password. If you forget it, please call the WWC office and Catherine will give to you.

*Action item: Shari will work with Catherine to add a disclaimer to the website.*

*Action item: Shari Hillery will change the name of Yellow Pages on the site to Resource Directory.*

*Action item: Shari Hillery will change Famous Women to Distinguished Women on the website.*

*Action item: Shari Hillery will work with Catherine to add the Blueprint for Financial Success to the website.*

*Action item: Catherine will put how to access the site in an email to the council members.*

*Action item: Catherine will research and add childcare resources to the website .*

State Email Usage – Steve Moschkau, DOA DISC – Steve gave a demonstration on how to open your state email accounts. Open Email, move to Folder, go to the In Box, and go to: WWC, Move, Close. Steve will be sure the distribution group is set up so that the council members can email each other as a group. He went on to explain that if you get SPAM to forward it to the DOA help desk. There is a limit on the size but Steve will work to change that. He explained that you should always log off.

*Action item: Steve Moschkau will; 1) set up a distribution group, 2) create a WWC folder, 3) set up a rule so that the WWC emails will go directly to their folders and 4) be sure the auto archive is of proper size according to Eric Callisto at the Governor's Office.*

## **Business**

Biennial Report – Kris Martinsek, Chair – There was no Biennial Report that was due per statute for 2001- 2003. Since there was no activity last year after the past chair stepped down, Mary Jo Baas has agreed to work on the Biennial Report that was due during that time.

*Action item: Mary Jo Baas will formulate the 2001 – 2003 Biennial Report.*

Budget – Dawn Soletski, DOA Budget Analyst presented with Martha Kerner, DOA Budget Director and Director of Bureau of Financial Management in Administrative Services present. – Note for the record that Representative Kerkman has joined us. The role in Administrative Services is to support the Women's Council and their mission by supplying administrative services for accounts payable and receivables, budgeting, accounting, purchasing certain building management services and travel reimbursements by working with the Council's Executive Director. She then quickly walked through the handout and explained the terms with the budget. Dawn agreed to keep an eye on the budget. It was asked if the web development was included in the budget. The web development was not included since there was no billing. The lists of computer purchases were given. The old computer whereabouts was questioned. The council requested to see the agreement in writing from the DOA that they will not be charged for the web site rebuild. We have the equipment that will take us through the next year and will have what we need to carry out the mission on the WWC. A question was raised regarding the grants mentioned. The word grant was used in error. We do have the ability, if we so choose, to make expenditures. It's whatever you choose to vote on. A typo was noted on the budget and that will be corrected.



The Chair opened the question regarding hiring an Executive Director. The Chair would to work with the state to hire a full time person and asked if there were dissent. It is a budgeted item and doesn't need a vote but Kris wanted to be sure the council agreed. It was asked if the WWC has the authority. Martha Kerner, assured that the council does have the authority as specified by the Legislature.

*Action item: Dawn Soletski will correct a typo on that was noted on the budget.*

*Action item: Kris will explore the hiring of an Executive Director and report back at the next meeting.*

Election of Vice Chair – It was asked that there be a vice chair elected to help with some of the work that is being done in Madison and work directly with Catherine. It was agreed. Mary Jo Baas authored the motion. Kris Martinsek nominated Jane Clark. It was voted and passed unanimously.

Status of Women in Wisconsin Report & Update – Kris Martinsek – Kris gave up the chair to the Vice Chair to discuss partnering with the Women's Fund of Milwaukee to pay for the research and publishing of the book Status of Women in Wisconsin. The total cost to update the report is \$42,000. They are asking us for \$5,000. They have already raised \$21,250 from Fox Valley and Oshkosh Women's Fund, YWCA of Madison, Profession Dimensions and Social Development Commissions of Milwaukee, African American Women's Project Fund of Milwaukee Foundation. Since we do have some resources available from this year and that this will be good basis of information for the work we will be doing this and next year. It was asked about the web costs. Would we be charged? The explanation was that for the initial costs of bringing up the website, it would be internal and there would be no charge. Kris agreed to get it verified before the next meeting. The leftover monies will go back to the general fund on June 30, 2004. Another question related to the rural areas in comparison. Employment and salaries were expressed as a concern. It was asked if the basis was from the census. It did not take into account women of color. There was not a lot of data concerning women of color including the Hispanic and Native American women as well as the African American women. Kris agreed to look into that. And then it was brought up Housing should be brought in. It was decided that there is a need for data based on good census data so we can see progress on what is upward or downward. The chair gave up her chair temporarily to the Vice Chair to make the motion. The vote was 6/2 with 1 abstaining. The ayes have it.

*Action item: Catherine will get a letter from DET guaranteeing that there would be no billing for the website.*

*Action item: Catherine will work with the attorneys to draft a letter to the Women's Fund agreeing to contribute \$5,000 towards the research for the status of Women in Wisconsin and follow through to be sure the DOA Accounts Payable department sends the check.*

Schedule Next Meeting - It was discussed how to proceed with identifying the barriers that women in Wisconsin are met with. It was agreed that an all day June meeting would be needed. Kris requested to invite state agencies in to discuss those barriers and to invite the Lt. Governor to give the results on her statewide hearings. There was a request for location, day of week, length of



## Wisconsin Women's Council

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meeting and request of testimony from cabinet members. It was decided to be on June 24, 2004 from 9:00 – 4:00 with a lunch break.

*Action item: Catherine will send invitations to the Agency heads to speak concerning barriers within their agency.*

*Action item: Catherine will send agendas to the council members with action items.*

Adjourn: Next meeting to be June 24, 2004 from 9:00 – 4:00 in Madison.

### **Materials:**

History of the Women's Council (mailed)

Bios of Each of the Council Members (have not received all bios to date)

Wisconsin Statutes for Wisconsin Women's Council Wis. Stat. 15.107, Wis. Stat. 16.01. (mailed)

Code of Ethics

Open Records Guidelines (handout)

Expense Reimbursement Forms (mailed)

Biennial Report Draft Letter (handout)

Budgets; Current 2004 status, 2005 allocation (handouts)

Status of Women in Wisconsin Report (handout)