

**Indiana
Commission
For
Women**

*Annual Report
1992-1993*

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STATE OF INDIANA
EXECUTIVE DEPARTMENT
INDIANAPOLIS

EXECUTIVE ORDER 92-15

FOR: ESTABLISHING COMMISSION FOR WOMEN

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, it is in the best interest of the citizens of the State of Indiana to provide women with full opportunities to serve as productive citizens of the State and productive members of society; and

WHEREAS, a need exists to examine and address the difficulties and impediments which prevent the full participation of women as citizens and members of society:

NOW THEREFORE, I, Evan Bayh, by virtue of the authority vested in me as the Governor of the State of Indiana, do hereby order that:

1. The Indiana Commission for Women (hereinafter the "Commission"), is established and shall encourage full participation of the women of Indiana in government, politics, business, education, the judicial system, and all other aspects of state life. The Commission shall be a unit of the Indiana Civil Rights Commission.
2. The Commission shall consist of seventeen (17) members, all of whom are to be appointed by the Governor. No more than (9) members shall be members of the same political party. Members shall represent diverse geographical, racial, ethnic, age, education, volunteer, economic and employment populations.
3. Each member shall serve for a three (3) year term, except that of the members first appointed, five (5) each shall be appointed for terms of 1 and 2 years respectively and seven (7) members appointed for 3 years. Any member may be reappointed to one additional term as a member of the Commission. Each member shall serve until their successor is appointed.
4. The Governor shall designate a chairman and vice-chairman for the Commission. The Chairman is the chief executive officer of the Commission. The Chairman shall select all other officers necessary for operation of the Commission.

The Commission shall adopt rules of procedure and bylaws consistent with the provisions of this Order. A quorum shall consist of five (5) members. A vacancy on the Commission shall not impair the power of the quorum to transact business. A majority vote of members present for a meeting shall be sufficient for all actions of the Commission.

Regular meetings of the Commission shall be held at least quarterly. The Commission shall furnish the Governor with an annual report of its activities for the preceding calendar year by October 31 of each year. The Commission shall have no authority to promulgate rules and regulations.

The Commission shall have the full cooperation of all departments and agencies of the executive branch of state government in the performance of its duties.

5. The duties and responsibilities of the Commission are as follows:

- a. Conferring with agencies regarding the impact upon women of current and emerging policies, procedures, practices, laws and administrative rules and regulations.
- b. Maintaining information about state agencies, private agencies and organizations serving women, as well as lists of names and vitae of women available to serve as agency appointees.
- c. Cooperating with agencies and with private groups to combat discrimination against women, including referral of complaints to the appropriate agencies or organizations.
- d. Gathering and disseminating information concerning women and women's issues through publications, public hearings, conferences and other means.
- e. Strengthening quality of home and work life for women as mothers, wives, homemakers, caregivers, professionals and workers.
- f. Promoting the consideration of qualified women for all levels of government, private, and public organization positions.
- g. Publicizing the purpose and activities of the Commission.

6. The Commission may apply for and accept federal funds granted by Congress or executive order for any or all of the purposes of the commission, as well as private gifts and donations from individuals, private organizations or foundations, provided the acceptance and use of federal funds commits no state funds and places no obligation upon the legislature to continue the purchase of the funds are made available.

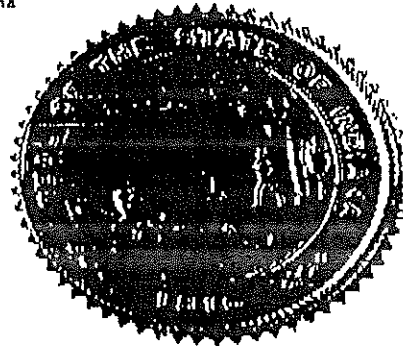
Members of the Commission shall receive no compensation, but shall be reimbursed for necessary expenses actually incurred in the conduct of their official business, as provided in the state travel and expense policies and procedures established by the Department of Administration and approved by the State Budget Agency.

IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana at the Capitol in Indianapolis on this 14th day of July, 1992.

Evan Bayh

BY THE GOVERNOR: Evan Bayh
Governor of Indiana

Joseph H. Roggett
ATTEST: Joseph H. Roggett
Secretary of State



STATE OF INDIANA
EXECUTIVE DEPARTMENT
INDIANAPOLIS

EXECUTIVE ORDER 93-3

FOR: APPOINTING HONORARY MEMBERS AND THE DIRECTOR OF THE INDIANA CIVIL RIGHTS COMMISSION TO THE INDIANA COMMISSION FOR WOMEN

TO ALL TO WHOM THESE PRESENTS MAY COME, GREETINGS:

WHEREAS, the Indiana Commission for Women was established on July 14, 1992 by Executive Order 92-15; and
WHEREAS, the Indiana Commission for Women is currently comprised of seventeen (17) members who represent diverse geographical, racial, ethnic, age, education, volunteer, economic and employment populations; and
WHEREAS, the Indiana Commission for Women is currently a unit of the Indiana Civil Rights Commission; and
WHEREAS, it is in the best interest of the citizens of the State of Indiana and the Indiana Commission for Women to seek representation and counsel from women in public life who serve Hoosiers through their volunteer and civic activities; and
WHEREAS, fifty percent of the statewide officeholders in the State of Indiana are women and it is in the best interest of the citizens of the State of Indiana and the Indiana Commission for Women to seek representation and counsel from the women who have been elected to statewide offices and from other public officials; and
WHEREAS, it is in the best interest of the citizens of the State of Indiana and the Indiana Commission for Women to appoint the Director of the Indiana Civil Rights Commission as a full member of the Commission;

NOW THEREFORE, I, Evan Bayh, by virtue of the authority vested in me as the Governor of the State of Indiana, do hereby order that:

1. All provisions of Executive Order 92-15 which established the Indiana Commission for Women (hereinafter the "Commission"), remain in full force and effect.
2. The Director of the Indiana Civil Rights Commission is appointed as a full member of the Commission for a four year term.
3. The following statewide elected officials are appointed as honorary, ex officio members of the Commission for the duration of their respective terms in public office:

The Honorable Pamela Carter
Attorney General of the State of Indiana

The Honorable Suellen Reed
Superintendent of Public Instruction for the State of Indiana

The Honorable Marjorie O'Laughlin
Treasurer of the State of Indiana

The Honorable Ann G. Devore
Auditor of the State of Indiana

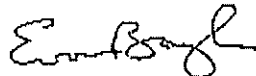
4. The following individuals are appointed as honorary, ex officio member of the Commission for a four year term:

Mrs. Susan Bayh
First Lady of the State of Indiana
Honorary Chairperson of Indiana Literacy Coalition

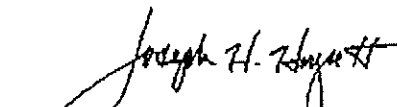
Mrs. Judy O'Bannon
Chairperson of Indiana Department of Commerce Main Street Council

5. Members and honorary members of the Commission shall receive no compensation, but shall be reimbursed for necessary expenses actually incurred in the conduct of their official business, as provided in the state travel and expense policies and procedures established by the Department of Administration and approved by the State Budget Agency.

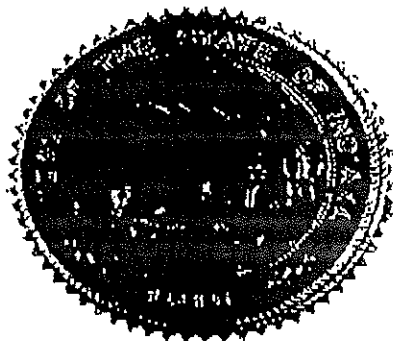
IN TESTIMONY WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Indiana at the Capitol in Indianapolis on the 3rd day of February, 1993.



BY THE GOVERNOR: Evan Bayh
Governor of Indiana



ATTEST: Joseph H. Maguatt
Secretary of State



Indiana Commission for Women

Membership

Anne Nobles, Chair
Indianapolis

Pamela Ann Border, Vice Chair
Yorktown

Harriet Chalfant
New Albany

Barbara Cook
West Lafayette

Susan Cook
Carmel

The Honorable Susan R. Crosby
State Representative
Roachdale

Sue Earnest (resigned Sept. 2, 1993)
Marion

Janet Ellis
Noblesville

Karen Freeman-Wilson
Gary

Annette Henderson
Carmel

Judy Jackson
Columbus

Lynn Jongleux
Indianapolis

The Honorable Sue Landske
State Senator
Cedar Lake

Sandra Leek
Indianapolis

Neva June Luse
Bedford

Melissa Martin
Indianapolis

Sarah T. Morgan
Madison

Connie Rufenbarger
Warsaw

Ex-officio Members

Susan Bayh

The Honorable Pam Carter
Attorney General, State of Indiana

The Honorable Ann G. Devore
Auditor, State of Indiana

Judy O'Bannon

The Honorable Marjorie O'Laughlin
Treasurer, State of Indiana

The Honorable Suellen Reed
Superintendent of Public Instruction,
State of Indiana

Mission

To address the
concerns of all women in Indiana and
eliminate barriers to equality

Vision

To be nationally recognized as a
premier group having achieved both equality
and improved quality of life for
the women of Indiana

Annual Report of the Indiana Commission for Women 1992-1993

Organization of the Commission

The Indiana Commission for Women held its organizational meeting on December 2, 1992 at the Indiana Government Center. Given the scope of the Commission's responsibilities as set forth by the Governor in the Executive Order, the Commission established the following six committees through which to conduct its work:

Economic Status of Women
Women and Their Families
Women and Children in Poverty
Healthcare
Women and the State of Indiana
Finance

The Commission subsequently held meetings on February 4, 1993; April 8, 1993, June 10, 1993, August 12, 1993 and October 14, 1993. In addition, Commission members participated in a two-day retreat September 10-11, 1993 to establish a mission and vision for the Commission and to define objectives for 1994.

Commission Activities

Given the size of the Commission (17 members) and the distance members have to travel to attend meetings, Commission meetings became informational, with the primary work being carried out by the committees. Committees reported on their activities, and speakers talked with members about issues affecting women in Indiana. Among the speakers in 1992 and 1993 were **Susan Bayh**, First Lady of Indiana and ex-officio member of the Commission; **Ann Neal-Winston**, Director of Women and Minorities in Business, an office of the Indiana Small Business Development Corporation; **Dr. Berenice Carroll**, Director, Purdue's Women's Studies Program; and **Jean Person**, Director for Access and Equity, Indiana Workforce Development.

In connection with its February meeting, the Commission also hosted a reception at the Governor's residence for women legislators, judges and top appointees in the executive branch of state government. The purpose of the reception was to give women in government and judiciary an opportunity to meet members of the Commission and to identify issues on which the Commission should first focus.

Committee Activities and Special Project

Much of the Commission's work during its first year took place in its six committees. Committee chairpersons spent time selecting committee members from the pool of volunteers who had contacted the Commission or who were recruited because of their expertise.

Healthcare Committee

Members of the Healthcare Committee spent much of 1993 talking with experts in the healthcare field to help them understand the issues most affecting the health of Indiana women. Members also attended state-wide seminars on healthcare to understand both state and national issues.

The committee's principal project for 1993 was a letter writing campaign conducted in conjunction with the Indiana Breast Coalition. Commission and committee members obtained over 1,000 letters and sent them to President Clinton, urging him to initiate a comprehensive strategic plan to fight breast cancer.

Economic Status of Women Committee

One of the Committee's early priorities was to accumulate data for a profile of Indiana women. The committee felt that this data could serve as a baseline to help the Commission identify needs and priorities for the state's women. As a result of these efforts, Commission members have agreed to develop during 1994 a "fact book" on Indiana women that the Commission and others interested in women's issues may use as a resource. Together with members of the Women and the State of Indiana Committee, the members of the Economic Status of Women Committee have also been active in planning and presenting programs on women's economic issues. These programs included "The Women and Work Conference" held in Indianapolis and "The Women's Economic Summit" held in South Bend, both in October. **Ruth Vignati**, a committee member, participated in a panel presentation for the Women's Economic Summit.

This Committee has divided its members among three subcommittees, focusing on demographic data on women in Indiana, projects and goals and the network subcommittee. Committee members have identified a number of issues from which they intend to choose a focus for 1994.

Women and the State of Indiana Committee

The Commission, through the efforts of the Women and the State of Indiana Committee, was one of the major sponsors of a one-day conference in May of 1993 for women managers in Indiana state government. The conference included sessions on management, communication and presentation skills and provided an opportunity for networking. **Lynn Jongleux**, the Chairperson of the committee, served as the Commission's representative on the steering committee for the conference. Over 300 female state employees attended, and the National Association of Women Executives in State Government, one of the other major sponsors, has asked for information about the conference in order to present it to other states.

In its role as advisor to the state and its agencies on matters relating to women employees, the committee has begun discussions with **Sheriee Shanklin**, State of Indiana Personnel Director, preliminary to a review of state personnel policies that have an impact on women. Ms. Shanklin provided the committee with demographic information and summaries of various policies, which the Committee has reviewed. The committee hopes to complete a review of state personnel policies in the upcoming fiscal year.

Along with the Economic Status of Women Committee, the committee participating in planning for the "Women and Work" Conference and "Women's Economic Summit" in South Bend, both held in October. **Lynn Jongleux** was a presenter at the Women and Work Conference, and Commission members **Lynn Jongleux** and **Melissa Martin** participated in a panel presentation at the Women's Economic Summit. The committee also has begun to gather information about other women's organizations and to discuss forming coalitions and sharing resources with those organizations.

Women and Children in Poverty Committee

This committee decided to focus on the issue of child care and recruited child care experts from the public and private sectors to serve on the committee. Because of its broad-based membership, the committee has provided an opportunity for state and local agencies with different agendas and constituencies to come together at a neutral forum to discuss the child care issue. Among the agencies represented on the committee currently are the statewide Step Ahead program, the Indiana Department of Education, Indiana Family and Social Services Administration, Circle City Family Childcare and the Board for Coordination of Childcare Regulations.

Another of the committee's projects focused on the issues of young mothers on welfare in Lawrence County. Commission member **June Luse** asked a local service club, Altrusa International, to serve as a sponsor for the young mothers. The club agreed to the sponsorship and supported efforts to contact mothers on welfare in Lawrence County. These women were invited to a meeting featuring a hair stylist to provide some of the young women with makeovers and give all of those attending an opportunity to talk about haircare. The response was enthusiastic, and the club will help coordinate monthly meetings of the sponsors and the young mothers to discuss such subjects as home care, cooking, working toward a GED, sewing and crafts. The goal of the project is to improve the quality of life for the mothers and their children.

Finance Committee

The Finance Committee provided financial support for the work of the other committees. In particular, it helped with arrangements for the women managers in state government program and "The Women and Work Conference."

Women and Their Families Committee

This committee was combined with the Women and Children in Poverty Committee after the committee chairperson resigned from the Commission.

Special Project

During 1993, the Commission coordinated a project of the Internal Revenue Service, Indiana Department of Revenue, the Workers Compensation Board and Department of Workforce Development concerning domestic employees. The objectives of the project were to make it easier for employers to comply with state laws governing domestic workers, to improve understanding of the law by employers and employees and to increase compliance with state and federal laws. As a result of the project, state forms relating to domestic employees have been reviewed and simplified. The IRS and state agencies have agreed to compile one packet containing all forms necessary to comply with state and federal laws. This packet will be available to employers who contact either the IRS or state agencies.

Currently, the group is drafting pamphlets geared to employers and employees describing their respective obligations under the law and encouraging them to call for more detailed information. Members of the group then will work together to distribute these pamphlets widely around the state. In addition, representatives of the various agencies will be available to talk with service clubs and other groups about the laws to increase awareness and compliance. This project has led to unprecedented cooperation between the IRS and Department of Revenue, and the Commission hopes it will lead to other joint efforts.

Commission Retreat, September 10-11, 1993

In early September, members of the commission met at Morgan's Farm in Austin, Indiana for a two-day retreat to identify the mission and vision of the Commission and to develop objectives for 1994. **Stacy A. Reifeis** and **Janet Miller**, performance improvements engineers from Eli Lilly and Company in Indianapolis, served as facilitators for the retreat.

The mission and vision of the Commission are set forth above. Commission members identified their principal objectives as:

- Advise Governor Bayh on women's issues
- Gather information on state agencies, boards and committees that affect women; identify women's organizations and federal and local agencies with a focus on issues affecting women; and gather information for a "fact book" on Indiana women.
- Develop coalitions with other groups interested in women's issues, including other state commissions on women.
- Promote the consideration of qualified women for all levels of government and public and private organizations.
- Develop a process for reviewing legislation having an impact on women that is introduced in the Indiana General Assembly and, when appropriate, advise the Governor on a position on the legislation.
- Disseminate information gathered by the Commission through a speakers' bureau, the fact book and annual report.

In order to meet these objectives, the Commission has reorganized its committee structure. Specifically, the Women and the State of Indiana, Women and Children in Poverty and Finance Committees have been eliminated. Most of those committees' responsibilities have been transferred to the newly formed Legislative and Public Relations Committees or to the existing Women and their Families Committee. Specific committee assignments for 1994 include:

Summary of Committees and 1994 Assignments

Women and the State of Indiana Committee. Eliminated; most activities transferred to the Legislative Committee.

Women and Children in Poverty Committee. Eliminated; responsibilities combined with Women and their Families Committee.

Finance Committee. Eliminated; responsibilities transferred to the Public Relations Committee.

Public Relations Committee.

- Gather information on women's organizations, women's studies programs, information on other women's commissions and state agencies and boards that affect women. Submit a timetable for completion of this project to the Executive Committee;
- Establish a Speaker's Bureau for the Commission by June, 1994;
- Develop a public relations plan for 1995 by October 1, 1994; and
- Assume responsibility for raising funds to support Commission projects and work with other committees and task forces to ensure that there are funds to support the Commission's work.

Legislative Committee.

- By December 31, 1993, develop a procedure for reviewing legislation and, when appropriate, discussing the legislation with the Governor's Office and taking a public position on the legislation. As part of this assignment, the committee must assemble a team of people who can review the legislation or send it to the appropriate committees of the Commission for review;
- Review legislation during the 1994 short legislative session and recommend by October 1, 1994 a procedure for reviewing legislation for the 1995 long session; and
- Develop a budget for 1994 by December 31, 1993.

Women and Their Families Committee.

- Develop a budget for 1994 by December 31, 1993;
- Work with the Fact Book Task Force to develop the Fact Book and ensure publication by October 1, 1994; and
- Review legislation submitted by the Legislative Committee according to the review guidelines and deadlines set by the Legislative Committee.

Healthcare Committee.

- Develop a budget for 1994 by December 31, 1993;
- Work with the Fact Book Task Force to develop the Fact Book and ensure publication by October 1, 1994; and
- Review legislation submitted by the Legislative Committee according to the review guidelines and deadlines set by the Legislative Committee.

Economic Status of Women Committee.

- Develop a budget for 1994 by December 31, 1993; (b) Work with the Fact Book Task Force to develop the Fact Book and ensure publication by October 1, 1994;
- Review legislation submitted by the Legislative Committee according to the review guidelines and deadlines set by the Legislative Committee; and
- By June 30, 1994, develop a method for identifying women-owned businesses in Indiana.

Task Forces and 1994 Assignments

The Commission also voted to form two task forces for 1994 that will focus on the development of the "fact book" and explore the possibilities for developing a data bank of resumes of women interested in state government positions or jobs in the public or private sectors. These task forces' assignments are as follows:

Fact Book Task Force

Membership includes the chairpersons for the Economic Status of Women, Women and their Families, Healthcare and Public Relations Committees and any others agreed upon by these chairpersons. This task force will coordinate the design and format of the commission's fact book with a target publication date of October 1, 1994.

Resume Task Force

This task force will identify a process for collecting resumes of women who are interested in positions in the public and private sectors and, with the advice of the Public Relations Committee, will develop a strategy for notifying women and businesses that this service is available.

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IND. CIVIL RIGHTS COMM

Commission for Women Timeline 1992-1995

1992-1993:

- Consulted with experts in healthcare field to help them understand the issues most affecting the health of Indiana women.
- Attended statewide seminars on healthcare to understand both state and national issues.
- Coordinated a letter writing campaign in conjunction with the Indiana Breast Coalition. Commission and committee members sent over 1,000 letters to President Clinton, urging him to initiate a comprehensive strategic plan to fight breast cancer.
- Accumulated data for an economic profile of Indiana women.
- Active in planning and presenting programs on women's economic issues: "The Women and Work Conference" in Indianapolis and "The Women's Economic Summit" in South Bend. Commission Member Lynn Jongleaux was a presenter at the Women and Work Conference. Commission member Melissa Martin and committee member Ruth Vignati were panel members at the Women's Economic Summit.
- In May of 1993, the Commission was a major sponsor of a one-day conference for women managers in Indiana State Government. The conference included sessions on management, communication and presentations skills and provided an opportunity for networking. Over 300 female state employees attended, and the National Association of Women Executives in State Government, another sponsor, has requested information about the conference in order to present it to other states.
- In its role as advisor to the state on matters relating to women employees, the Commission began discussions with the Indiana Personnel Director and a preliminary review of state personnel policies that have and impact on women.
- Began gathering information about other women's organizations and discussing forming coalitions and sharing resources with those organizations.
- Recruited child care experts from public and private sector to serve on the committee which provided an opportunity for state and local agencies with different agendas and constituencies to come together in a neutral forum to discuss child care issues.
- Commission member June Luse recruited the Altrusa Club to sponsor a support group for mothers on welfare in Lawrence County. They coordinated monthly