



# County of San Mateo

## Inter-Departmental Correspondence

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**Department:** HUMAN RESOURCES

**File #:** 18-538

Board Meeting Date: 6/26/2018

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**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Donna Vaillancourt, Human Resources Director  
**Subject:** Donations, Volunteers, and Participants in County of San Mateo Women's Leadership Conference

**RECOMMENDATION:**

Adopt a resolution accepting donations for the County of San Mateo Women's Leadership Conference.

**BACKGROUND/DISCUSSION:**

The County of San Mateo Women's Leadership Conference (WLC) was held in support of the County's commitment to improve the quality of life for women of all ages through education and community-building. The Commission on the Status of Women, Supervisor Groom's Office, and Human Resources came together to create an event to promote networking, leadership development, and community engagement.

The County's inaugural Women's Leadership Conference was held on March 24, 2018 at Cañada College in Redwood City. Over 250 individuals participated in the event, which included concurrent professional/leadership development sessions, a keynote talk, resource tables, and the Women's Hall of Fame to recognize the achievements of three amazing women in San Mateo County. Various donors provided financial support and other contributions to offset event costs, and to provide participants with a positive and encouraging environment. In addition, County employees and Commission members volunteered their time to help make the event a success.

The attached resolution honors the donors, volunteers, and participants for being involved in this exciting event. In addition, the resolution is the vehicle by which the Board of Supervisors formally accepts financial and in-kind donations for the event. Event donations include \$7,500 monetary sponsorships from Gilead Sciences and Skyline Community College. Other Sponsors include Woodruff Sawyer & Co with \$5,000; Chajinel Home Care Services with \$5,000; Warner Pacific with \$2,500; Kaiser Permanente with \$1,500; Cigna with \$1,500; Swinerton with \$1,500; Mosaic Health Benefits and Life Insurance Services with \$500; and three individual donations totaling \$450.

In-kind donations include Cañada College, which donated the venue; Skyline Community College, which provided participant tote bags and pens; and the following organizations that donated services, materials, and promotion: Foster City Chamber, Redwood City Chamber, San Mateo City Chamber, Scott Buschman Photography, Millbrae Community Television, Allan Lopez, Inspirant Photography, College of San Mateo, A plus one; Ailli Ice Florist, Bagicha, Mazetti's Cake, Oceano Coastal Spa, Crystal Springs Catering and International Coaching Federation. The financial donations covered the majority of the anticipated expense amounts.

County Counsel has reviewed and approved the resolution as to form.

Approval of this resolution contributes to the Shared Vision 2025 outcome of a Collaborative Community as this event fosters the advancement of women at work and in volunteering that benefits the community while also involving individuals and organizations as donors and volunteers.

**FISCAL IMPACT:**

This event was organized by County staff during normal working hours. Event costs were covered by donations, program ads, ticket sales, and a small portion from the Human Resources Department budget. The event was hosted at a donated facility, resulting in minimal cost for the venue. Other costs relating to the event such as food, minor facility-related costs (equipment and other services), and materials for participants were primarily covered by donations from the community and participant registration fees.