

Nebraska Commission on the Status of Women Directors Report

Third Quarter 2006

Submitted by: Lisa Good

October 18, 2006

Accomplishments:

1. Legal Rights Handbook: Additional legal and organizational information added to final edit, worked with graphic artist to design and incorporate a new cover. 5,000 copies ordered and delivered.
2. Biennium Budget. Installed budget submission software, researched, entered, printed, and submitted the 2007-2009 budget request as required by statute.
3. Fiscal Year Budget researched, entered, printed and submitted for fiscal 2007
4. Nebraska Women Work Survey Written, Designed, Web-Ready.
5. Nebraska Women Work Meetings: Hosted two at the Ferguson Center. Arranged and conducted tour of State Capitol to explain advocacy and testimony process.
6. 2007 Nebraska Women of Distinction Event (record attendance)
Programs, Biographies, Press Releases, Reception and Foundation
7. Personnel : Researched, wrote and submitted job descriptions for Public Affairs Specialist (closing Oct. 17) and Part-Time Accountant II position (being reviewed and classified)
8. National Association of Commissions for Women National Convention hosted In Lincoln, NE. Served as: Participant, Volunteer and Presenter
9. Training for NIS Accounting System: Procurement Training (two day)
10. Two teleconferences with commission's Executive Committee
11. Discussions with advocacy agency groups, organizations and individuals to gain ideas and understanding of organizational dynamics, techniques,
12. Priors Club Annual Meeting. Priors Club is comprised of former Nebraska Commission on the Status of Women commissioners. An annual meeting is held in Lincoln, Nebraska and a scholarship is awarded. Ruth Thone was the featured speaker this year.
13. Press Releases and stories written and submitted include: Women of Distinction, Feature for Mary Ethel Emanuel; Labor Day and Nebraska Working Women. Referred Lincoln Journal Star Reported to Women Under the Law committee for story reporting on women applicants to the Nebraska Supreme Court.
14. Letter of Support submitted to Lincoln County Commissioners for the Lincoln-Lancaster Commission on the Status of Women's contributions and need; requesting continued funding.

Daily Operations:

The director continues to perform duties of payroll processing and accounts payable. Director approves and categorizes payables for object account entry. These documents are then forwarded to a part-time NIS entry specialist, are processed and returned for final check before they are submitted to DAS Accounting personnel for pre-audited and post. Although this is an involved multi-step process, all bills and payables are being processed in a timely and accurate manner and is a considerable improvement from previous situations.

The commission office continues to work with Department of Communications in efforts to refine, streamline and make the state e-mail program more efficient for daily commission communications tasks. There are still a few snags and inconsistencies within the web-based e-mail interface that is required to be utilized by the state of Nebraska. Most significantly, address book interfaces for Action Alerts and basic correspondence are severely lacking, resulting in fragmented or incomplete, or lengthy processes for basic communication requirements.

L-shaped workstation for Public Affairs employee located and ordered at cost savings. Surplus furnishings refinished by the Department of Corrections are nearly completed which has allowed the commission to obtain quality solid mahogany furniture at an approximate 90% savings when compared to purchasing new.

The director continues to supervise and monitor the activities of the Administrative Assistant to ensure state compliance of operations and duties; anticipate and determine that expectations of commissioners, the general public and other audiences are being met.

Perform duties of communications and public information, office management and serves as liaison between commissioners and state government agencies, elected officials, and organizations.