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AGENDA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
December 10, 2018

MEMBERS

Norma Estela Fernandez, Chair, Mayor
Jessica C. Rivas, Vice-Chair, District 5
Beverley Morgan-Sandoz, District 1
Lorraine Montgomery, District 2
Vacant, District 3
Charlotte Bland, District 4
Mireya Asturias Jones, District 6
Kimberly Ferreira, District 7
Marna Cornell, At Large/D2

STAFF

Susana Porras, Senior Community Relations Representative

MISSION STATEMENT

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

COMMISSION ON THE STATUS OF WOMEN MISSION (as stated in Charter/Ordinance):
To advise City Council on the special needs and concerns of women of all ages, races, ethnic and cultural backgrounds, religious convictions, and economic and social circumstances.
Duties include recommending programs and legislation to promote and insure equal rights and opportunities for all women in Pasadena.

In compliance with the Americans with Disabilities Act of 1990, assistive listening devices are available from the Human Services and Recreation Department with a 24-hour advance notice. Please call (626) 744-4386 to request use of a listening device.

Language translation services are available for this meeting by calling (626) 744-7333 at least 24 hours in advance.

Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7333 al por lo menos con 24 horas de anticipación.

Public meeting begins at 6:30 p.m. Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the internet.

Materials related to an item on this Agenda submitted to the Commission after distribution of the agenda packet are available for public inspection at the reception counter at the Jackie Robinson Community Center at 1020 N. Fair Oaks Ave. during normal business hours.



AGENDA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
December 10, 2018 6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103

1. CALL TO ORDER; WELCOME; ROLL CALL

2. PUBLIC COMMENT - LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA

Please limit comments to 3 minutes per speaker.

3. REVIEW AND APPROVAL OF MINUTES, November 14, 2018*

4. OLD BUSINESS

ACTION ITEM ONLY

- I. Black History Parade and Festival participation planning discussion.
- II. Jackie Robinson Community Center Exterior Bulletin Board Women's History Month Display March 2019 Ad Hoc Committee theme update
- III. Survival Guide Update and Discussion
- IV. Friends of the Commission Update and Discussion
- V. Pasadena Recreation and Parks Foundation as Fiscal Sponsor Update and Discussion

5. NEW BUSINESS

INFORMATION ITEM ONLY

- I. Herstory Event Planning Discussion
- II. Commission on the Status of Women Community Survey Discussion
- III. Discussion on gender breakdown of commissions

ACTION ITEM ONLY

- I. Discussion and vote on parliamentarian

6. REPORTS, COMMENTS, UPDATES

INFORMATION ITEM

▪ **STAFF UPDATES**

▪ **FY 18/19 WORK PLAN UPDATES**

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

- I. National Association of Commissions for Women
- II. Association of California Commissions for Women
- III. Los Angeles County Women's Leadership Conference

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

8. ADJOURNMENT

*Attachment



Norma Estela Fernandez, Chair
Commission on the Status of Women

Note to Public: An opportunity for Public Comment will be provided at the time the above items are discussed.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, and the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library for posting on this 07 day of December 2018, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 24 hours prior to the meeting, to each member of the Commission on the Status of Women and emailed to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which media recipients are identified on the distribution list below.



Susana Porras, Recording Secretary
Human Services and Recreation Department

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Items on the agenda may not be called in the order listed.

3.
Minutes of November 14, 2018

MINUTES



**CITY OF PASADENA
COMMISSION ON THE STATUS OF WOMEN
SPECIAL MEETING
NOVEMBER 14, 2018
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 N. FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Fernandez, Maria Estela; Rivas, Jessica C.; Montgomery, Lorraine; Bland, Charlotte; Asturias Jones, Mireya; Cornell, Marna

COMMISSIONERS ABSENT: Morgan-Sandoz, Beverly (Excused)

STAFF PRESENT: Susana Porras, Senior Community Services Representative

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Fernandez called the meeting to order at 6:40 P.M. Recording Secretary Susana Porras called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT

There was no public comment.

3. REVIEW AND APPROVAL OF MINUTES, October 08, 2018

After review, it was moved by Commissioner Jones and seconded Commissioner Cornell to approve the Minutes of the October 08, 2018 meeting. Motion unanimously carried Absent: Commissioner Morgan-Sandoz

4. OLD BUSINESS

ACTION ITEMS

- I. Final Discussion to Participate in Black History Parade and/or Festival. Review of Parade and Festival Materials. Motion to participate in both the Black History Parade and Festival moved by Commissioner Char and seconded by Commissioner Montgomery. Motion unanimously carried. (Absent: Commissioner Morgan-Sandoz)
- II. Commission on the Status of Women Participation in Human Services and Recreation Department Newsletter discussion tabled until January 2019.
- III. Jackie Robinson Community Center Exterior Bulletin Board Women's History Month Display March 2019 theme discussion and approval – Motion to form Ad Hoc committee moved by Commissioner Jones and Seconded by Commissioner Montgomery. Ad Hoc Committee, Vice Chair Rivas, Commissioner Bland and Commissioner Montgomery

INFORMATION ITEMS

- I. Survival Guide Sponsorship Discussion
- II. Friends of the Commission Discussion
- III. Women's City Club Roundtable update and Discussion
- IV. So Cal Women's Health/Beauty Conference and Expo update and discussion
- V. YWCA Women for Racial Justice Breakfast Participation Discussion

5. NEW BUSINESS

ACTION ITEMS

- I. Commission on the Status of Women Decision to Calendar or suspend December meeting – Motion to hold Special December meeting moved by Commissioner Rivas and Seconded by Commissioner Jones. Motion unanimously carried.

INFORMATION ITEMS

- I. Parks and Recreation Foundation Speaker, President Lisa Jeffrey
- II. City of Pasadena Library Virtual Services Presentation, Ms. Illyanna Logan
- III. Required AB 1234 Ethics Training Discussion initiated by Chair Fernandez as a reminder that all commissioners are required to complete training.

6. REPORTS, COMMENTS

▪ STAFF REPORTS

None

A. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

None

B. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

Chair Fernandez suggested Herstory Event Planning and Community Survey Discussion

7. ADJOURNMENT

The meeting adjourned at 8:24 P.M.



Susana Porras, Recording Secretary
Human Services and Recreation Department

FINAL

MISSION (as stated in Charter/Ordinance): To **advise** City Council on the special needs and concerns of women of all ages, races, ethnic and cultural backgrounds, religious convictions, and economic and social circumstances. Duties include recommending programs and legislation to promote and insure equal rights and opportunities for all women in Pasadena.

	OBJECTIVE	ACTIVITY
1.	STRATEGY DEVELOPMENT	<ul style="list-style-type: none">• By June 2019, the full commission will conduct a commission Annual Meeting to review accomplishments of the Work Plan for July 2018 through June 2019; review and discuss attendance for July 2018 through June 2019; and discuss potential Commission activities and Work Plan items for July 2019 through June 2020.• By August 31, 2019, submit to City Council an Annual Report of Accomplishments per the FY 2018-2019 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/19, and a Work Plan for FY2019-2020 (July 1, 2019 to June 30, 2020).• Status: Commission on the Status of Women Review and Approval of Rules and Regulations – Commissioners Reviewed Changes. Commissioner Bland motioned to approve all sections and articles. Motion seconded by Commissioner Cornell and unanimously approved October 08, 2018.
2.	SURVIVAL GUIDE	<ul style="list-style-type: none">• From July 1, 2018 through June 30, 2019, continue to market, distribute and update the 2016-2018 Survival Guide. Identify a fiscal sponsor.• Establish an ad hoc Committee during FY18-19, to coordinate with staff and collaborate with external organizations to update and publish the 2018–2020 Survival Guide. <i>*cost: \$10,000</i> Status:
3.	FUNDRAISING	<ul style="list-style-type: none">• By June 2019, explore/identify funding sources for FY 2018/2019 in order to fulfill the Commissions purpose and functions as stated in the Municipal Code 2.65.110 – Purpose and Functions. Status:
4.	OUTREACH & AWARENESS	<ul style="list-style-type: none">• Continue to raise the profile of the Commission throughout the Community and publicize meetings, resources and events in order to ensure that the Commission is accessible to community members throughout Pasadena. <i>*cost \$150</i>• In March 2019, celebrate Women’s History Month with events that involve the greater community and include various ethnically, culturally and generationally diverse groups of Pasadena women. <i>*cost \$750</i> Status:

		<ul style="list-style-type: none"> • Newly established partnership with the Women’s City Club Women’s Roundtable Salon initiated by Commissioner Marna Cornell announced formally at CSW Commission meeting 9/10/18 • Outreach and Awareness: Community Assessment Survey Discussion and Approval moved by Commissioner Jones, seconded by Commissioner Montgomery and unanimously approved by CSW Commission on October 08, 2018.
5.	OUTREACH & AWARENESS	<ul style="list-style-type: none"> • By June 2019, the Commission will engage in appropriate opportunities to stimulate discussion on the Status of Women and will support and engage in efforts to improve the quality of life for women of all ages in the City of Pasadena by supporting events such as the YWCA Racial Justice Breakfast, the Southern California Women’s Health Conference, and the League of Women voters. *cost \$1,000 • Continue to identify opportunities to participate in media, especially local media, print and social media, on subject matter related to women of all ages and ethnic backgrounds. • In the 2018-2019 year, host a town hall meeting on topics involving women’s issues. *cost - \$1,500 - \$2,000 • In 2018-2019 FY, continue involvement with Mount Saint Mary’s College, regarding the annual report on the Status of Women and Girls in the state of California <p>Status:</p> <ul style="list-style-type: none"> • Final Discussion to Participate in Black History Parade and/or Festival. Review of Parade and Festival Materials. Motion to participate in both the Black History Parade and Festival moved by Commissioner Char and seconded by Commissioner Montgomery. Motion unanimously carried. (Absent: Commissioner Morgan-Sandoz) Special Meeting November 14, 2018 • Jackie Robinson Community Center Exterior Bulletin Board Women’s History Month Display March 2019 theme discussion and approval – Motion to form Ad Hoc committee moved by Commissioner Jones and Seconded by Commissioner Montgomery. Ad Hoc Committee, Vice Chair Rivas, Commissioner Bland and Commissioner Montgomery Special Meeting November 14, 2018

6.	CITY-LEVEL PARTNERSHIPS	<ul style="list-style-type: none"> • Seek and engage Council support and visibility for topics related to issues that the Commission supports regarding women of all ages. These efforts are to include support of Women’s History Month and domestic violence. • In the 2018-2019 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations. *cost \$500 • In FY 2018-2019 continue to support Title IX. <p>Status:</p>
7.	MEMBERSHIPS	<ul style="list-style-type: none"> • In FY 2018/2019, the Commission will seek fundraising opportunities to participate with the Association of California Commissions for Women (ACCW) and the National Association of Commissions for Women (NACW). *cost associated: Memberships \$150, Conference ACCW \$500, Conference NACW \$1,500 <p>Status:</p>

*These are approximate costs based on market value.

NOTE: Objectives and dates are subject to change with approval by the Commission.