



**SPECIAL MEETING AGENDA  
COMMISSION ON THE STATUS OF WOMEN  
DECEMBER 14, 2015**

**MEMBERS**

Charlotte Bland, Chair Person, District 4  
Lorena Yepez Hernandez, Vice Chair, District 7  
Tamika Farr, Commissioner, District 1  
VACANT, Commissioner, District 2  
Nichelle Holliday, Commissioner, District 3  
Michelle Zavala, Commissioner, District 5  
Anne Wolf, Commissioner, District 6  
Marna Cornell, Commissioner, At-Large/District 2  
VACANT, Commissioner, Mayor

**STAFF**

Kellee O'Rourke, Management Analyst IV  
Valerie Carrillo, Recording Secretary

**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.

*In compliance with the Americans with Disabilities Act of 1990, listening assistive 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.*

*Habr  servicio de interpretaci n disponible para  stas juntas llamando al 626/744-7333 por lo menos con 24 horas de anticipaci n.*

*Public meeting begins at 4:30 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 ON THE STATUS OF WOMEN **after** distribution of the agenda packet are available for public inspection in the HUMAN SERVICES AND RECREATION DEPARTMENT at 100 N. GARFIELD AVE., ROOM N255 during normal business hours.*



**CITY OF PASADENA  
NOTICE OF SPECIAL MEETING  
OF THE COMMISSION ON THE STATUS OF WOMEN  
DECEMBER 14, 2015  
4:00 P.M.**

**NOTICE IS HEREBY GIVEN** that a special meeting of the Commission on the Status of Women will be held on Monday, December 14, 2015, beginning at 6:30 p.m. for a Special Business Meeting located at Pasadena City Hall, for the purpose of considering only those items listed on the agenda below.

**SPECIAL BUSINESS MEETING**

1. **CALL TO ORDER; ROLL CALL**
2. **PUBLIC COMMENT – LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA  
(Limited to 3 minutes)**
3. **REVIEW AND APPROVAL OF MINUTES FOR NOVEMBER 9, 2015\***
4. **OLD BUSINESS**
  - A. **Consideration of partnership with Human Services Commission and sponsorship of a community workshop on keeping children safe.**

5. **NEW BUSINESS**

**ACTION ITEMS**

- A. **ACCW January 22, 2016 Conference Commission participation and travel.**
- B. **March Women’s History Month Event Planning.**

**6. REPORTS FROM COMMISSION and COMMITTEES  
INFORMATION ITEMS ONLY**

- A. Survival Guide 2016-2018 Ad-Hoc Committee Update**
- B. Commission Workplan Update\***
- C. FY 2015-2016 Women's Issues Budget\***


**7. ANNOUNCEMENTS FROM COMMISSIONERS**

**8. STAFF COMMENTS/UPDATES**

**9. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

**10. ADJOURNMENT**

*\*Attachment*



**Charlotte Bland, Chair  
Commission on the Status of Women**

*\*Attachment*

I HEREBY CERTIFY that this notice, in its entirety, was posted on the Internet at <http://ww2.cityofpasadena.net/humanservices-agendas/agendas/HumanServices/currentagenda.pdf>, Council Chamber Bulletin Board, Room 249, and the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library for posting on this 10<sup>th</sup> day of December 2015, by 5:30 p.m., and that copies were emailed or delivered, and/or notice accepted by telephone not less than 24 hours prior to the meeting, to each member of the Pasadena 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.



**Kellee O'Rourke, MA IV  
Staff, Commission on the Status of Women**

**DISTRIBUTION:**

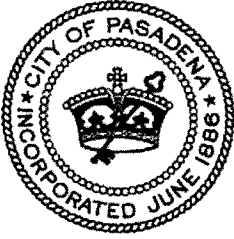
Central Library	Los Angeles Times
City Clerk	
City Council	Pasadena NOW
City Manager	Pasadena Star News
Neighborhood Connections	Pasadena Weekly

In compliance with the Americans and Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-4386. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

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Habra servicio de interpretación disponible para éstas juntas llamando al (626) 744-4386 por lo menos con 24 horas de anticipación.

**\*MINUTES \***

**COMMISSION ON THE STATUS OF WOMEN**



**JACKIE ROBINSON CENTER  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**November 9, 2015**

**6:30 P.M.**

**COMMISSIONERS PRESENT:**

Chair Charlotte Bland, Vice Chair Lorena Yopez-Hernandez (arrived at 6:41 p.m.),  
Marna Cornell, Tamika Farr, Nichelle Holliday (arrived at 6:47 p.m.),  
Michelle Zavala.

**COMMISSIONERS ABSENT:**

Anne Wolf (excused)

**STAFF PRESENT:**

Valerie Carrillo, Kellee O'Rourke

**1. CALL TO ORDER; WELCOME; ROLL CALL**

Chair Bland called the Meeting to order at 6:34 p.m. Kellee O'Rourke called the roll. A quorum was established for the Commission.

**2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

Elizabeth Pomeroy, Pasadena Unified School District School Board Member spoke briefly on how public education intersects with what the Commission is doing.

Jill Shook, Missionary, spoke on her involvement with the church, community and housing in the city and asked for volunteers to help with the Resource Fair on November 21, 2015.

**3. REVIEW and APPROVAL of MINUTES FOR September 14, 2015**

Following review, it was moved (Farr) and seconded (Zavala) to approve the Minutes of the September 14, 2015 meeting. (Motion unanimously carried)  
(Absent: Wolfe)

**4. OLD BUSINESS**

**A. Update on City Commissioners and liaisons**

Chair Bland requested the Commissioners to pick one of the other City Commission meetings they plan to attend and report back. Commissioner Yopez-Hernandez selected to attend the Human Services Commission and

the Senior Commission meeting, Commissioner Farr selected the Senior Commission meeting, Chair Bland and Commissioner Cornell selected the Human Services Commission meeting, Commissioners Holliday and Zavala will report back.

## **5. NEW BUSINESS ACTION ITEMS**

### **A. Consideration of partnership with Human Services Commission and sponsorship of a community workshop on keeping children safe**

Commissioner Yepez-Hernandez spoke on details of the workshop and payment for the speaker. Chair Bland asked for a written proposal on the Workshop.

### **B. Participation in and support of the January 22, 2016 Association of California Commissions for Women Conference (ACCW) 2016: Advocacy in Action**

Chair Bland informed the Commission that the ACCW asked for a donation toward the sponsorship for the conference of \$250.00.

It was moved (Bland) and seconded (Cornell) to donate \$250.00 toward the sponsorship of the ACCW Conference. (Motion unanimously carried)  
(Absent: Wolfe)

### **C. Commission Meeting Schedule 2015**

December 14, 2015 meeting scheduled at 6:30 p.m. moved to City Hall, room TBD.

## **6. REPORTS FROM COMMISSION and COMMITTEES INFORMATION ITEMS ONLY**

### **A. Update on Southern California Women's Health Conference**

Chair Bland gave a brief update on the Women's Health Conference the Commissioners attended and mentioned that the Commission was listed in the conference brochure.

### **B. Update on YWCA Women for Racial Justice Breakfast**

Commissioner Cornell mentioned that the breakfast was well attended.

### **C. Update from the Ad Hoc Committee on the 2016-2018 Survival Guide**

Vice Chair Yepez-Hernandez gave an update on production and asked staff to scan the updated pages of the Survival Guide and email it to the Commission. Next Ad Hoc meeting will be held on December 9, 2015 at 6:00 and 7:00 p.m. location TBD.

**D. Update on the 2015 Report on the Status of Women Community Chat follow up**

A discussion was held on partnering with other agencies to host an event for Women's History Month in March. Commissioner Farr volunteered to chair the CSW Women's History Month event.

**E. FY 2015-2016 Women's Issues Budget**

No update.

**F. Commission Work Plan Update**

Chair Bland commented on moving the publishing date of the Survival Guide to early May 2016.

**7. ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Cornell announced that the League of Women Voters is hosting a Holiday Party on December 3, 2015; Vice Chair Yepez-Hernandez announced that International Best Seller Author of "Calmer, Easier, Happier Parenting" will be speaking at Pasadena City College on November 17, 2015; Chair Bland announced that the Commission on the Status of Women and Girls of Color is hosting a Forum in Cerritos, date TBA, "Celebrating National Apprentice Week" from the Women's Bureau, "Ted X Pasadena Women" on November 16, 2015, 6:30 p.m. at Lincoln Restaurant.

**8. STAFF COMMENTS/UPDATES**

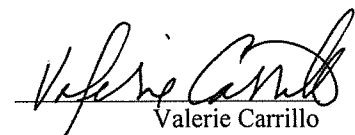
Kellee O'Rourke, Management Analyst IV, Human Services and Recreation Department, noted the following Human Services and Recreation Department/ City of Pasadena upcoming events: Veterans Day Celebration at City Hall, Centennial Square on 11/11/15 11:00 a.m. – 2:00 p.m.; Annual Tree Lighting, at City Hall, Centennial Square on 12/4/15, 5:00 – 7:00 p.m.; La Pintoresca Library Tree Lighting and Concert on 12/11/15, 5:00 – 8:00 p.m.

**8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

- Women's History Day Event
- Update on City Commissions & Liaisons
- FY 2015-2016 Women's Issues Budget

**9. ADJOURNMENT**

It was moved (Holliday) and seconded (Yepez-Hernandez) to adjourn the meeting. The meeting was adjourned at 8:31 p.m.

  
Valerie Carrillo  
Recording Secretary

**6. REPORTS FROM COMMISSION  
and COMMITTEES  
INFORMATION ITEMS ONLY**

**B. Commission Workplan Update\***

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
OUTLINE FOR WORK PLAN: 7/1/15 - 6/30/16**

**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.

**OBJECTIVES:**

<b>1.</b>	By June, 2016, the full commission will conduct a commission retreat to review accomplishments of the Work Plan for July, 2015 through June, 2016; review and discuss attendance for July, 2015 through June, 2016; and discuss potential Commission activities and Work Plan items for July, 2016 through June, 2017.
<b>2.</b>	By August, 2016, submit an Annual Report for the year completed June, 2016, a Commission Attendance Report for July, 2015 through June, 2016, and a Work Plan for July, 2016 through June, 2017.
<b>3.</b>	From May, 2015 through June, 2016, continue to market and distribute the 2014-2016 Survival Guide.
<b>4.</b>	Establish a standing committee to research, update and publish the 2016-2018 Survival Guide.
<b>5.</b>	By June, 2016, explore various funding sources for the 2016-2018 Survival Guide printing costs.
<b>6.</b>	By June, 2016, publish the 2016-2018 Survival Guide.
<b>7.</b>	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.
<b>8.</b>	Continue to identify opportunities to participate in media, especially local media, print and social media, on subject matter related to women of all ages.



**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
OUTLINE FOR WORK PLAN: 7/1/15 - 6/30/16**

<b>9.</b>	Seek 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, the Women’s Policy Summit and domestic violence.
<b>10.</b>	In March, 2016, celebrate Women’s History Month with an event that involves the greater community and includes various ethnically, culturally and generationally diverse groups of Pasadena women.
<b>11.</b>	By January, 2016, the Commission will continue to hold membership in and participate with the Association of California Commissions for Women (ACCW) and the National Association of Commissions for Women (NACW).
<b>12.</b>	In October, 2015, the Commission will participate in the Southern California Women’s Health Conference to be held at the Pasadena Convention Center.
<b>13.</b>	By June, 2016, 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.
<b>14.</b>	By June, 2016, continue support implementation of Title IX and AB 2494- Gender Equality Policy support for the City of Pasadena.
<b>15.</b>	In the 2015-2016 year, follow up on the five topics identified in the 2015 Report on the Status of Women in Pasadena in the form of community chats.
<b>16.</b>	In the 2015-2016 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations.

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

**6. REPORTS FROM COMMISSION  
and COMMITTEES  
INFORMATION ITEMS ONLY**

**C. FY 2015-2016 Women's Issues  
Budget\***

12/10/2015 15:33 |LIVE DATABASE Oct 6 2014  
 korourke |YTD BUDGET

|P 1  
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FOR 2016 12

JOURNAL DETAIL 2016 1 TO 2016 5

ACCOUNTS FOR:	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
101 General Fund	APPROP	BUDGET				BUDGET	USED
800500 Regular Pay - PERS	16,964	16,964	.00	.00	.00	16,963.68	.0%
802700 Workers' Compensation	196	196	.00	.00	.00	196.07	.0%
803100 General Liability	2	2	.00	.00	.00	2.27	.0%
804000 City Portion-PERS	4,387	4,387	.00	.00	.00	4,386.83	.0%
804400 Life Insurance	17	17	.00	.00	.00	16.65	.0%
804500 Dental Insurance	108	108	.00	.00	.00	108.10	.0%
804600 MediCare City Contribution	302	302	.00	.00	.00	301.81	.0%
804700 Long Term Disability	52	52	.00	.00	.00	51.59	.0%
804900 Medical	3,130	3,130	.00	.00	.00	3,129.89	.0%
805000 Benefits	3,851	3,851	.00	.00	.00	3,850.65	.0%
805900 CellPhone/SmartPhone Stipend	72	72	.00	.00	.00	72.00	.0%
810100 Materials And Supplies	1,000	1,000	.00	.00	.00	1,000.00	.0%
811000 Outside Printing & Duplicatin	4,814	4,814	.00	.00	.00	4,814.00	.0%
811400 Other Contract Services	1,250	1,250	390.00	.00	.00	860.00	31.2%
812400 Dues And Memberships	200	200	.00	.00	.00	200.00	.0%
812500 Special Civic Events	500	500	.00	.00	.00	500.00	.0%
812700 Conf & Mtgs-City Departments	1,200	1,200	660.00	.00	.00	540.00	55.0%
860100 IS-Structural Maintenance	1,307	1,307	435.00	.00	.00	872.00	33.3%
860400 IS-Utilities & Insurance-Hsek	714	714	294.00	.00	.00	420.00	41.2%
860500 IS-Houskeeping Services	597	597	197.00	.00	.00	400.00	33.0%
860700 IS-Printing	1,800	1,800	119.00	.00	.00	1,681.00	6.6%
860800 IS-Mail - Basic Services	249	249	81.00	.00	.00	168.00	32.5%
860900 IS-DoIt Telephone Basic	1,158	1,158	285.00	.00	.00	873.00	24.6%
862000 IS-Building Preventive Mainte	270	270	86.00	.00	.00	184.00	31.9%
862200 IS-DoIt Telephone Usage	100	100	.32	.00	.00	99.68	.3%
870800 Trans To Benefits & Insurnce	365	365	125.00	.00	.00	240.00	34.2%
TOTAL General Fund	44,604	44,604	2,672.32	.00	.00	41,931.22	6.0%
TOTAL EXPENSES	44,604	44,604	2,672.32	.00	.00	41,931.22	

12/10/2015 15:33 |LIVE DATABASE Oct 6 2014  
 korourke |YTD BUDGET

|P 2  
 |glytbdud

FOR 2016 12

JOURNAL DETAIL 2016 1 TO 2016 5

	ORIGINAL	REVISED	YTD ACTUAL	MTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
	APPROP	BUDGET				BUDGET	USED
GRAND TOTAL	44,604	44,604	2,672.32	.00	.00	41,931.22	6.0%

\*\* END OF REPORT - Generated by O'Rourke, Kellee \*\*

12/10/2015 15:33 |LIVE DATABASE Oct 6 2014  
 korourke |YTD BUDGET

|P 3  
 |glytdbud

REPORT OPTIONS

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Sequence 1      Field #      Total  Page Break  Year/Period: 2016/12
Sequence 2      11          Y       Y           Print revenue as credit: Y
Sequence 3       0          N       N           Print totals only: Y
Sequence 4       0          N       N           Suppress zero bal accts: Y
                0          N       N           Print full GL account: N
                0          N       N           Double space: N
Report title:   Roll projects to object: N
  YTD BUDGET

Print Full or Short description: F
Print MTD Version: Y
Print Revenues-Version headings: N
Format type: 1
Print revenue budgets as zero: N
Include Fund Balance: N
Include requisition amount: N
Multiyear view: F

Carry forward code: 1
Print journal detail: Y
  From Yr/Per: 2016/ 1
  To Yr/Per: 2016/ 5
Include budget entries: Y
Incl encumb/liq entries: Y
Sort by JE # or PO #: J
Detail format option: 1
    
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Find Criteria
Field Name      Field Value
Org              10118005
Object
Project
Rollup code
Account type
Account status
    
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