

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

**C. Commission Workplan
Update.***

***MINUTES ***



COMMISSION ON THE STATUS OF WOMEN

**JACKIE ROBINSON COMMUNITY CENTER
1020 N. FAIR OAKS AVE.
PASADENA, CA 91103**

January 11, 2016

6:30 P.M.

COMMISSIONERS PRESENT:

Chair Charlotte Bland, Vice Chair Lorena Yepez-Hernandez, Marna Cornell, Nichelle Holliday (arrived at 6:49 p.m.), Anne Wolf, Michelle Zavala.

COMMISSIONERS ABSENT:

Tamika Farr (excused)

STAFF PRESENT:

Valerie Carrillo, Kellee O'Rourke

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Bland called the Meeting to order at 6:32 p.m. Chair Bland called the roll. A quorum was established for the Commission.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

There was no public comment.

3. REVIEW and APPROVAL of MINUTES, DECEMBER 14, 2015

Following review, it was moved (Wolf) and seconded (Cornell) to approve the Minutes of the December 14, 2015 meeting with the following amendments:

For clarification purposes, please note that amendments are *italicized*.

December 14, 2015 Minutes:

4. OLD BUSINESS

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

Remove the following: *marketing strategy, press release; ...*

**5. NEW BUSINESS
ACTION ITEMS**

A. ACCW January 22, 2016 Conference Commission participation and travel.

Remove the following: *per Commissioner including lodging for Chair Bland at the conference hotel/rate...*

Add the following: *for Commissioners attending the January ACCW conference. The Commission also recommended reimbursing the Chair for the additional expense of one night's lodging at the conference hotel.*

Minutes of January 11, 2016 Continued:

4. OLD BUSINESS

A. Participation in and support of the January 22, 2016 Association of California Commissions for Women (ACCW) California Women's Conference 2016: Advocacy in Action.

Chair Bland and Commissioner Wolf will attend the conference.

Commissioner Wolf gave an update and noted that the travel expense increased by \$100.00.

It was moved (Wolf) and seconded (Zavala) to amend the travel expense and that the amount not to exceed \$300.00. (Motion unanimously carried) (Absent: Farr).

Chair Bland gave an overview of the Conference agenda. The Commission will provide Kellee O'Rourke with an invoice to have a check issued for the \$50.00 registration fee for (Bland) and (Wolf).

Note: Chair Bland took the following items out of order from the published agenda.

5. NEW BUSINESS

Action Items

B. National Mentorship Month (January)

Chair Bland invited Youth representatives from the YWCA, Ballet Folklorico Quetzal and other local community groups to attend the meeting and to shadow Commissioners and observe proceedings as part of "National Mentorship Month;" information was disseminated; discussion followed. Several community members were present.

4. OLD BUSINESS (Continued)

B. March Women's History Month Event Planning

Commissioner Farr is taking the lead to follow up with potential partners. Will be discussed at future meetings.

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

Vice Chair Yepez-Hernandez gave an update/overview and noted that the proposal for the workshop will be submitted to the Human Services Commission this month.

D. Update on City Commissions and Liaisons

Chair Bland asked that the item be tabled and presented at the next Commission meeting.

5. NEW BUSINESS (Continued)

ACTION ITEMS

A. Commission Meeting schedule 2016

O'Rourke reminded the Commission of their regularly scheduled meeting time of the second Monday of every month at 6:30 p.m.

B. National Mentorship Month (January) (Continuation)

Chair Bland distributed a copy of the "Presidential Proclamation – National Mentoring Month;" discussion followed.

6. REPORTS FROM COMMISSION and COMMITTEES

INFORMATION ITEMS ONLY

A. Survival Guide 2016-2018 Ad Hoc Committee Update.

Chair Bland and Vice Chair Yepez-Hernandez will meet with O'Rourke to discuss the possibility of a clerical staff person to assist with inputting the changes to the Survival Guide. The Ad Hoc Committee will hold a conference call on Tuesday January 19, 2016 at 6:30 p.m.

(Youth representatives left the meeting at 7:30 p.m.).

B. FY 2015-2016 Women's Issues Budget

Chair Bland asked staff for clarification on the concerns of the Commission regarding the Women's Issues Budget; staff answered questions and will report back with further clarification and details; staff reminded the Commission of their role as an advisory body. Discussion followed.

Chair Bland requested staff to get an estimate for the printing of 5,000 copies of the Survival Guide from the City's Printing Department.

(Zavala left at 8:27 p.m.).

C. Commission Work Plan Update

Chair Bland noted that the Commission is in alignment with the Work Plan and requested that the item remain on the agenda.

D. Assembly Select Committee on the Status of Girls and Women of Color report back.

Chair Bland distributed and reviewed the agenda and reported on the hearing findings.

7. ANNOUNCEMENTS FROM COMMISSIONERS

Commissioner Cornell announced a work shop on Women Running for Office, Saturday January 16, 2016, 8:30 a.m. – 12:15 p.m. in South Pasadena, tuition is \$25.00.

8. STAFF COMMENTS/UPDATES

Black History Parade Saturday February 20, 2016, 10:00 a.m. – 4:00 p.m. at Robinson Park.

9. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

None

10. ADJOURNMENT

It was moved (Cornell) and seconded (Yopez-Hernandez) to adjourn the meeting. The meeting was adjourned at 8:42 p.m.


Valerie Carrillo
Recording Secretary

Commission	Host Department	Description	Composition	Meetings
Accessibility and Disability	Human Services and Recreation	Members shall have a demonstrated commitment to the accessibility of the community to all people, particularly those with disabilities, and shall be familiar with the City of Pasadena and current accessibility issues. Members shall be selected so as to represent a cross-section of the city's disability groups and to include persons with professional experience in the field of disability.	9 members. Each of the seven Council members and the mayor shall appoint one member. The mayor shall nominate one member from persons recommended by the other Council members. Pasadena residency required.	4th Tuesday, 4:00 p.m. at JRC
Arts and Culture	Planning	The Commission shall advise the City Council on matters pertaining to the City's arts and cultural program which shall: foster public and private partnerships for providing arts and cultural programs for the youth of Pasadena; promote access for the public to the highest quality arts opportunities possible; promote the work of artists and art groups and celebrate the City for its ethnic diversity, creativity, and its leadership in arts and culture; provide grants-in-aid to individual and group artists, cultural groups, and arts organizations; encourage the provision of cultural and artistic facilities and features in public and commercial construction. The Commission shall appoint highly qualified peer panels for specified time periods to: select public art and art in public places; review and evaluate requests for funding; advise the Commission on the allocation of funds from the Cultural Trust Fund.	9 members. 1 appointed by each of the 7 Councilmembers and the Mayor. The Mayor shall nominate one member from persons recommended by the other 7 Councilmembers. Pasadena residency required. Members required to file annual Statement of Economic Interest.	2nd Wednesday, 5:30 p.m. Hale Building
Code Enforcement	Planning	To hold hearings and rule on uncorrected violations of the Housing Code (as a final step to City prosecution), appeals regarding code violations, and on all proposed demolitions. The Housing Code sets minimum standards and requirements for housing.	Nine members. One appointed by each of the seven Council members and the Mayor. The Mayor shall nominate one member from persons recommended by the other seven council members. Pasadena residency required. Members required to file annual Statement of Economic Interest.	1st Thursday, 4:00 p.m. Hale Building
Commission on the Status of Women	Human Services and Recreation	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.	9 members, 1 appointed by each of the 7 Council members and the Mayor. The Mayor shall nominate one member by persons recommended by the other 7 Council members. Pasadena residency required.	2nd Monday, 6:30 p.m. at JRC

Commission	Host Department	Description	Composition	Meetings
Design	Planning	Advisory of the City Council on the establishment of design standards, criteria, concepts and policies for the implementation of public and private projects. Reviews projects for the purpose of creating uniform design concepts and to ensure the maintenance of design excellence.	9 members. The mayor shall nominate six members from persons recommended by the other seven Councilmembers. One member appointed by A&CC, TAC, HPC, & PC. Pasadena residency required. Members are required to file annual Statements of Economic Interest.	2nd and 4th Tuesday, 6:00 p.m. City Hall
Environmental Advisory	Planning	The Environmental Advisory Commission members advise the City Council and make policy recommendations in support of the goals and objectives of the City's Environmental Charter and monitor and guide the Green City Action Plan.	9 members. Pasadena residency required. Members are required to file annual Statements of Economic Interest.	3rd Tuesday, 6:00 p.m. City Hall
Historic Preservation	Planning	Advisory of the City Council on the promotion, protection and use of Pasadena cultural resources. It recommends the designation of landmarks and landmark districts, and prepares brochures and other material designed to promote public awareness of Pasadena's unique heritage.	9 members, 1 appointed by each of the 7 Councilmembers and the Mayor. The Mayor shall nominate one member from persons recommend by the other 7 Councilmembers. Also includes Landmark District Reps. Pasadena residency required. Members are required to file annual Statements of Economic Interest.	1st and 3rd Thursday, 6:00 p.m. Hale Building
Human Relations	Human Services and Recreation	To engage in activities designed to aid in elimination of prejudice, intolerance and discrimination against individuals or groups because of race, religion, national origin, sex or cultural background. To assist the City in achieving better inter-group understanding among residents and to provide assistance to local private persons and groups seeking to promote good will and better relations among all people. Members should have a personal acceptance of, and commitment to, the principle of equal opportunity for all people, and an ability to function harmoniously with a heterogeneous group.	9 members. 1 appointed by each of the 7 Councilmembers and Mayor. Pasadena residency required.	1st Tuesday, 6:30 p.m. at JRC

Commission	Host Department	Description	Composition	Meetings
Human Services	Human Services and Recreation	<p>The purpose of this commission is to advise and make recommendations to the Council regarding the human service needs of people of all ages in this community. This commission is established to respond to significant unmet human service needs and gaps in the city.</p>	<p>The Commission shall consist of 13 members, who shall be nominated as follows: Each of the 7 Council members and the Mayor shall nominate 1 member each for a total of 8. The Pasadena Area Community College Board of Trustees shall nominate 1 member who resides within the PCC boundaries. The Pasadena Unified School District shall nominate 1 member who resides in PUSD boundaries. Human services agencies providing services within Pasadena shall recommend 3 members to the Commission for nomination to the Council, provided that each nominee must represent an agency serving Pasadena residents. All nominations are subject to ratification by the City Council. Members shall be required to file annual statements of economic interest pursuant to the city's Conflict of Interest Code.</p>	2nd Wednesday, 6:00 p.m. at City Hall
Library	Library and Information Services	<p>To advise the City Council on matters relating to the public library system, in order that the library is well managed in a manner consistent with the law and policies, and to advise library administration on the development of library policies. Members should have an interest in the development and improvement of cost efficiency and equality of community library services. Prior or current community service is desirable.</p>	<p>Nine members, one appointed by each Council member and the Mayor. The Mayor will nominate one additional member from persons recommended by the seven Council members.</p>	3rd Wednesday, 6:00 p.m. Central Library
Northwest	Northwest Relations Office	<p>The commission shall have the following functions: A. Serve as a monitoring body for the Northwest community. B. Work with the City Manager and staff on updating and revising the Northwest Community Plan. C. Provide ongoing oversight on the implementation of the plan. D. Provide periodic advice to the Council on Northwest issues. E. Economic Development Activities. F. Present an annual review of the implementation of the Plan's projects and programs to the City Council and the community.</p>	<p>11 members. Districts 1, 3 and 5 shall nominate 2 members. Districts 2, 4, 6 and 7 and the Mayor shall nominate 1 member. All nominations are subject to ratification by the City Council. In making appointments and filling vacancies, all Councilmembers and the Mayor shall ensure that the commission has a majority of representation from the Northwest community. Pasadena residency required. Members of the commission shall not be required to file annual statements of economic interest pursuant to the City's Conflict of Interest Code.</p>	2nd Tuesday, 6:30 p.m. JRC

Commission	Host Department	Description	Composition	Meetings
Old Pasadena Parking Meter Zone Advisory	Transportation	To recommend to the City Council the priority expenditures of net revenues from the parking meters within the parking meter zone for street and parking related expenditures which regulate and control traffic and parking within parking meter zone and its surrounding areas; and to study and examine other parking related issues referred to it by the City Council or by the Director of Public Works and Transportation which may include, but without limitation, proposed changes and amendments to the parking meter rates.	Seven members shall be nominated by the Mayor from the persons recommended by the other 7 City Council members, subject to confirmation by the City Council. Three Commissioners shall be owners of property or officers, employees or agents of a corporation renting or leasing property within the parking meter zone. One Commissioner shall be an "at large" appointee.	3rd Thursday quarterly, 10:00 a.m.
Planning	Planning	Advisory to the City Council on the preparation and review of the General Plan, as well as the adoption or implementation of programs under the Plan, including the creation of districts and zones, modification to and administration of zoning regulations, review of the capital improvements program, and review of other programs and projects which affect city development.	9 members. Pasadena residency required. Members are required to file annual Statements of Economic Interest.	2nd and 4th Monday, 6:30 p.m. City Hall
Recreation and Parks	Parks and Natural Resources	The purpose of the commission is to advise the city council on all matters concerning parks and recreation, Arroyo Seco, the Rose Bowl and Brookside Golf Courses, and to make recommendations to the city council, city officials, and other governmental or private agencies as may appear to be proper or necessary for improvement of the area in and around Central Park.	9 Members. Pasadena residency required. Members are required to file annual Statements of Economic Interest	1st Tuesday, 6:00 p.m. City Yards
Senior	Human Services and Recreation	The purpose of the commission is to advise the city council on the needs, concerns, and quality of life of all seniors.	11 members. Pasadena residency is required. Each of the 7 Councilmembers shall nominate one member, the Mayor shall nominate one members from persons recommended by any of the other 7 Councilmembers. Human service agencies providing services in Pasadena shall recommend two representatives for nomination.	2nd Tuesday, 2:00 p.m. at JRC
South Lake Parking Place	Transportation	The purpose of the commission is to operate, manage and control the parking places within the district, and make and enforce all necessary regulations for the maintenance and operation of the district.	5 members. Pasadena residency not required; however, at least 3 members shall be owners or lessees of property, or officers, employees or agents of a corporation owning or leasing property within the SLAP District. Members are required to file annual Statements of Economic Interest.	4th Tuesday bi-monthly, 8:00 a.m. Walnut Street Office
Transportation Advisory	Transportation	To advise the City Council concerning policies affecting the City's transportation system.	9 members. Pasadena residency re	4th Tuesday of each month, 4:00 p.m. Walnut Street Office

Commission	Host Department	Description	Composition	Meetings
Urban Forestry Advisory	Parks and Natural Resources	The purpose of the Urban Forestry Advisory Committee is to advise and make recommendations to the city council relating to the city's master street tree plan and undertake such other reviews pertaining to public trees as are specified in the city trees and tree protection ordinance, section 8.52.050 of this code.	Two Recreation & Park Commission members, One Pasadena Beautiful Foundation Rep, Two members of the community who are appointed by the city council, and Two Design Review Commission members. Chair rotates among members.	2nd Wednesday, 6:00 p.m. City Yards