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**AGENDA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
AUGUST 8, 2016**

MEMBERS

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

STAFF

Maricela Galvez, Management Analyst IV, Acting
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 626-744-6530 at least 24 hours in advance.

Habr  servicio de interpretaci n disponible para  stas juntas llamando al 626-744-6530 por lo menos con 24 horas de anticipaci n.

Public meeting begins at 6:30 p.m. Items on the agenda may not be called in order listed.

*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 Avenue, Room N255, during normal business hours.*

***AGENDA ***



**COMMISSION ON THE STATUS OF WOMEN
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

AUGUST 8, 2016

6:30 P.M.

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**
Please limit comments to 3 minutes per speaker.
- 3. REVIEW AND APPROVAL OF MINUTES, JULY 11, 2016***
- 4. OLD BUSINESS**
ACTION ITEMS
 - REVIEW, DISCUSS, AND APPROVAL OF FY16-17 COMMISSION WORK PLAN*
 - REVIEW BUDGET DISCUSSION PRESENTED BY SUSAN KIM ON JULY 11, 2016
 - REVIEW MUNICIPAL CODE/BYLAWS DISCUSSION PRESENTED BY ANN RIDER ON JULY 11, 2016
- 5. NEW BUSINESS**
ACTION ITEMS
 - NACW - THE NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN, ANNUAL MEETING REPORT
 - ACCW - THE ASSOCIATION OF CALIFORNIA COMMISSIONS FOR WOMEN
 - ESTABLISH STANDING COMMITTEE TO SURVIVAL GUIDE UPDATES
INFORMATION ITEMS ONLY
 - HUMAN TRAFFICKING LETTER TO CITY OF PASADENA MAYOR
- 6. ANNOUNCEMENTS FROM COMMISSIONERS**
- 7. STAFF COMMENTS/UPDATES**

8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

9. ADJOURNMENT

*Attachment



Charlotte Bland, 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. Please limit comments to 3 minutes per speaker.

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 4th day of August 2016 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.


Maricela Galvez
Acting Management Analyst IV

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Any documents distributed to a majority of the Commission on the Status of Women regarding any item on this agenda will be made available at the Human Services and Recreation Front Counter at City Hall located at N255 and the Front Counter at the Central Library located at 285 E. Walnut Street, Pasadena, CA, during normal business hours.

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3.
MINUTES
JULY 11, 2016

***MINUTES ***



COMMISSION ON THE STATUS OF WOMEN

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

July 11, 2016

5:00 P.M.

COMMISSIONERS PRESENT:

Chair Charlotte Bland, Vice Chair Lorena Yepez Hernandez, Marna Cornell, Nichelle Holliday (arrived at 5:14 p.m.), Anne Wolf, Michelle Zavala

COMMISSIONERS ABSENT:

Tamika Farr (Excused)

STAFF PRESENT:

Valerie Carrillo, Maricela Galvez

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Bland called the Annual Retreat to order at 5:07 p.m. Valerie Carrillo called the roll. A quorum was established for the Commission.

2. NOMINATING COMMITTEE REPORT & ELECTION OF OFFICERS FY 16-17

Commissioner Zavala provided the following report: the Committee nominates Commissioner Bland as Chair and Commissioner Yepez-Hernandez as Vice Chair for FY 2016-2017 Officers.

It was moved (Wolf) and seconded (Cornell) to accept the nominations from the Nominating Committee of Commissioner Bland as Chair and Commissioner Yepez-Hernandez as Vice Chair for FY 2016-2017.

(Motion unanimously carried) (Excused: Farr)

3. PUBLIC COMMENT – LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA (Limited to 3 minutes)

None

4. REVIEW AND APPROVAL OF MINUTES, JUNE 13, 2016

Following review, it was moved (Zavala) and seconded (Wolf) to approve the Minutes of the June 13, 2016 meeting with the following amendments:

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

Add the following:

7. ANNOUNCEMENTS FROM COMMISSIONERS

\$50 donation...

(Motion unanimously carried) (Excused: Farr)

5. REVIEW MUNICIPAL CODE, RULES AND REGULATIONS/BYLAWS OF THE COMMISSION

Ann Rider, Assistant City Attorney, provided an overview of Title 2, Article III., Chapter 2.65 of the Pasadena Municipal Code, the Rules and Regulations/Bylaws of the Commission, and noted the following:

- Establishment of the Commission in 1987; membership-appointment and terms;
- The Rules and Regulations of the Commission, adopted in 1988; and
- Both documents can be amended by a majority vote of the Commission with final approval by the City Council; both documents govern the Commission.

Discussion followed. Chair Bland requested that Ms. Rider identify any conflicts between the two documents so that the Commission can determine any amendments to be made in the future.

6. BUDGET OVERVIEW

Susan Kim, Management Analyst IV, Human Services and Recreation Department provided an overview of the budget. Discussion followed which included:

- Commissioner Zavala requested additional staff hours for updating of the Survival Guide and its budget.
- Chair Bland requested a copy of the FY2015-2016 Budget along with a total of expenditures for the year.
- Commissioner Holliday asked when funds would be available for their estimated Work Plan budget.

The Commission will develop the FY2016-2017 Work Plan with proposed budget amounts and forward to staff for follow up with responses as soon as possible.

It was moved (Wolf) and seconded (Zavala) to adjourn for a brief recess. Meeting was adjourned at 6:56 p.m.

RECESS: There was a 5 minute recess.

The meeting reconvened at 7:01 p.m.

7. REVIEW and APPROVAL of ACCOMPLISHMENTS PER FY2015-2016 COMMISSION WORK PLAN

Following review and discussion of the draft Year End Report of Accomplishments: 7/1/15 - 6/30/16 document, it was moved (Cornell) and seconded (Zavala) to approve the document for submission to City Council with the following amendments. (Motion unanimously carried) (Excused: Farr)

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

- **OBJECTIVE 1:** Change STATUS to: COMPLETED
- **OBJECTIVE 10:** Add the following:
Screened movie "Iron Jawed Angels" in partnership with other women's groups.
- **OBJECTIVE 16:** Add the following:
Explored opportunities to partner with the Senior Commission and the Human Services Commission.

8. REVIEW and APPROVAL of COMMISSION ATTENDANCE RECORD for FY2015-2016

Following review of the Attendance Record FY2015-2016, it was moved (Wolf) and seconded (Cornell) to approve the document for submission to Council. (Motion unanimously carried) (Excused: Farr)

9. DEVELOPMENT of COMMISSION WORK PLAN for FY 2016 – 2017

Staff will draft the Commission Work Plan for FY2016-2017 and present at the August meeting with the following amendments:

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

OBJECTIVE 1.

By **July 31, 2017**, conduct a Commission Retreat to review Accomplishments for the **FY 2016-2017**, Member Attendance for the year ending **6/30/17**, and draft a Work Plan for **FY 2017-2018 (July 1, 2017 to June 30, 2018)**.

OBJECTIVE 2.

By **August 31, 2017**, submit an Annual Report of Accomplishments per the FY **2016-2017** Work Plan, a Commission Membership Attendance Report for the year ending **6/30/17**, and a Work Plan for **FY 2017-2018 (July 1, 2017 to June 30, 2018)**.

OBJECTIVE 3.

From **July 1, 2016** through **June 30, 2017**, continue to market and distribute the **2016-2018** Survival Guide.

OBJECTIVE 4.

Establish a Standing Committee *to coordinate with staff in updating the electronic version of the 2016–2018 Survival Guide.*

OBJECTIVE 5.

By *June, 2017 explore/identify funding sources for 2017 FY in order to fulfill the Commissions obligations as stated in the Municipal Code 2.65.110 – Purpose and Functions.*

OBJECTIVE 6.

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.

***Cost 150.00**

OBJECTIVE 7.

Continue to identify opportunities to participate in media, especially local media, print and social media, on subject matter related to women of all ages.

OBJECTIVE 8. Remove the following:

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, *Women’s Policy Summit* and domestic violence.

OBJECTIVE 9. Add the following:

In March, 2017, 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.

***Cost \$1,500 - \$2,000.**

OBJECTIVE 10. Change the following:

In FY 2017, 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); ***cost associated: Memberships \$150, Conference ACCW \$500, Conference NACW \$1,500.**

OBJECTIVE 11. Change the following:

In 2016, the Commission will participate in the Southern California Women’s Health Conference to be held at the Pasadena Convention Center.

***Cost - \$250.00**

OBJECTIVE 12. Change the following:

By June 2017, 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.*

***Cost - \$300.00.**

OBJECTIVE 13. Changed to the following:

In FY **2016-2017**, continue **to** support implementation of Title IX and AB 2494-Gender Equality Policy support for the City of Pasadena.

OBJECTIVE 14. Change to the following:

In the **2016-2017** year, **convene a town hall meeting** on five topics identified in the 2015 Report on the Status of Women in Pasadena.

***Cost - \$750.00.**

OBJECTIVE 15. Change to the following:

In the **2016-2017** year, explore and identify collaborative opportunities with City commissions, community groups and other organizations.

***Cost estimated based on past expenditures.**

Commissioners Zavala and Yopez-Hernandez left at 8:04 PM.

10. OTHER – FOR THE GOOD OF THE ORDER

No comment.

11. ADJOURNMENT OF ANNUAL RETREAT

It was moved (Wolf) and seconded (Cornell) to adjourn the Annual Retreat. (Motion unanimously carried) (Absent: Farr) Meeting adjourned at 8:32 pm.


Valerie Carrillo
Recording Secretary

4.
OLD BUSINESS
REVIEW, DISCUSS, AND APPROVAL OF
FY16-17 COMMISSION WORK PLAN

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN
OUTLINE FOR WORK PLAN: 7/1/16 - 6/30/17**

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:

1.	By July 31, 2016, conduct a Commission Retreat to review Accomplishments for the FY2016-2017, Member Attendance for the year ended 6/30/16, and draft a Work Plan for FY2016-2016 (July 1, 2016 to June 30, 2017).
2.	By August 31, 2016, submit to City Council an Annual Report of Accomplishments per the FY 2015-2016 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/16, and a Work Plan for FY2016-2016 (July 1, 2016 to June 30, 2017).
3.	From July 1, 2016 through June 30, 2017, continue to market and distribute the 2016-2018 Survival Guide.
4.	Establish a Standing Committee to coordinate with staff in updating the electronic version of the 2016–2018 Survival Guide.
5.	By June, 2017 explore/identify funding sources for 2017 FY in order to fulfill the Commissions obligations as stated in the Municipal Code 2.65.110 – Purpose and Functions.
6.	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. *Cost 150.00

7.	Continue to identify opportunities to participate in media, especially local media, print and social media, on subject matter related to women of all ages.
8.	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 and domestic violence.
9.	In March, 2017, celebrate Women's History Month with an event that involves the greater community and includes various ethnically, culturally and generationally divers groups of Pasadena women. *Cost \$1,500 - \$2,000.
10.	In FY 2017, 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); *cost associated: Memberships \$150, Conference ACCW \$500, Conference NACW \$1,500.
11.	In 2016, the Commission will participate in the Southern California Women's Health Conference to be held at the Pasadena Convention Center. *Cost - \$250.00
12.	By June 2017, 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. *Cost - \$300.00.
13.	In FY 2016-2017, continue to support implementation of Title IX and AB 2494- Gender Equality Policy support for the City of Pasadena.
14.	In the 2016-2017 year, town hall meeting on five topics identified in the 2015 Report on the Status of Women in Pasadena. *Cost - \$750.00.
15.	In the 2016-2017 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations.

*Cost estimated based on past expenditures.

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