



**MEETING AGENDA  
COMMISSION ON THE STATUS OF WOMEN  
September 12, 2016**

**MEMBERS**

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

**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.  
Habrá servicio de interpretación disponible para éstas juntas llamando al 626-744-6530 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.*

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

**September 12, 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, AUGUST 8, 2016\***
- 4. NEW BUSINESS**  
**INFORMATION ITEMS**
  - **COMMISSION POLICIES/PROTOCOLS/PROCEDURES**  
Raphael Guillen, Deputy Director, Human Services and Recreation Department
  - **FY 2016-2017 WORK PLAN**
    - A. SELECTION OF ONE WORK PLAN OBJECTIVE**
- 5. ANNOUNCEMENTS FROM COMMISSIONERS**  
**INFORMATION ITEMS ONLY**
  - **CONFERENCE/REPORTS UPDATES**  
(ACCW, NACW, SOUTHERN CALIFORNIA HEALTH, *REPORT ON THE STATUS OF WOMEN IN PASADENA*)
  - **REVIEW MUNICIPAL CODE/BYLAWS**
- 6. STAFF COMMENTS/UPDATES**
  - **SURVIVAL GUIDE UPDATES**
- 7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

## 8. 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 8<sup>th</sup> day of September 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

### **DISTRIBUTION:**

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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.

*In compliance with the Americans with 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. Language translation services are available for this meeting by calling (626) 744-4386 at least 24 hours in advance. Habra servicio de interpretación disponible para éstas juntas llamando al (626) 744-4386 por lo menos con 24 horas de anticipación. Items on the agenda may not be called in the order listed.*

**3.**  
**MINUTES**  
**AUGUST 8, 2016**



**\*MINUTES\***

**COMMISSION ON THE STATUS OF WOMEN**

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

**August 8, 2016**

**6:30 P.M.**

**COMMISSIONERS PRESENT:**

Chair Charlotte Bland, Vice Chair Lorena Yepez Hernandez, Marna Cornell,  
Tamika Farr, Nichelle Holliday

**COMMISSIONERS ABSENT:**

Anne Wolf (excused), Michelle Zavala (excused)

**STAFF PRESENT:**

Valerie Carrillo, Maricela Galvez

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

Chair Bland called the regular meeting to order at 6:30 p.m. Valerie Carrillo called the roll. A quorum was established for the Commission.

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

Lorraine Montgomery attended to observe the meeting and noted that she is considering joining the Commission; she was referred by Councilmember Margaret McAustin, District 2.

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

**4. OLD BUSINESS**

**ACTION ITEMS**

**• REVIEW, DISCUSS, AND APPROVAL OF FY16-17 COMMISSION WORK PLAN**

Following review and discussion, it was moved (Farr) and seconded (Yepez-Hernandez) to approve the FY16-17 Commission Work Plan with the following amendments: (Motion unanimously carried) (Excused: Wolf, Zavala).

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

- **OBJECTIVE 1:** Change the following: By July 31, 2017, ...
- **OBJECTIVE 2:** Change the following: and a Work Plan for FY 2017-2018 (July 1, 2017 to June 30, 2018)
- **OBJECTIVE 3:** Add the following: From July 1, 2016 through June 30, 2017, continue to market, distribute and update...
- **OBJECTIVE 4:** Add the following: Establish a Standing Committee during FY16-17...
- **OBJECTIVE 5:** Change the following: By June 2017,
- **OBJECTIVE 6:** Add the following: \$150.00
- **OBJECTIVE 7:** Add the following: and ethnic backgrounds.
- **OBJECTIVE 9:** Change the following: In March, 2017, celebrate Women's History Month with events that involve the greater community and include various ethnically, culturally and generationally diverse groups of Pasadena women. \*Cost \$750.00.
- **OBJECTIVE 14:** Change the following: \*Cost \$1,500.00 - \$2,000.00.
- **OBJECTIVE 15:** Add the following: \$500.00
- Add the following:
- OBJECTIVE 16: In 2016-2017 FY, continue communications with Mount Saint Mary's College, regarding the creation of the future report on the Status of Women, in Pasadena.

### 3. REVIEW AND APPROVAL OF MINUTES, July 11, 2016

Following review, it was moved (Cornell) and seconded (Holliday) to approve the Minutes of the July 11, 2016 meeting with the changes to the FY 16-17 Work Plan. (Motion unanimously carried) (Excused: Wolf, Zavala).

- **REVIEW BUDGET DISCUSSION PRESENTED BY SUSAN KIM ON JULY 11, 2016**  
Item tabled for September meeting.
- **REVIEW MUNICIPAL CODE/BYLAWS DISCUSSION PRESENTED BY ANN RIDER ON JULY 11, 2016**  
Item tabled for September meeting.

## 5. NEW BUSINESS

### **ACTION ITEMS**

- **NACW – THE NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN, ANNUAL MEETING REPORT**  
Chair Bland attended the meeting and provided a brief overview. Discussion followed.
- **ACCW – THE ASSOCIATION OF CALIFORNIA COMMISSIONS FOR WOMEN**  
Chair Bland attended the meeting and was elected Vice President.
- **ESTABLISH STANDING COMMITTEE TO SURVIVAL GUIDE UPDATES**  
It was suggested that Commissioners review the FY16-17 Work Plan and decide which Objective they would like to take the lead in.

### **INFORMATION ITEMS ONLY**

- **HUMAN TRAFFICKING LETTER TO CITY OF PASADENA MAYOR**  
No updates.

## 6. ANNOUNCEMENTS FROM COMMISSIONERS

The following announcements were made:

- Pasadena Unified School District schools start week of August 15 (Vice Chair Yopez-Hernandez)
- Assemblymember Chris Holden's Block Party took place on July 30, 2016; Friends in Deed "Jazz on the Green" 6:00 p.m. September 28, 2016 at the Castle Green; Business Life Magazine to honor her at the 27<sup>th</sup> Annual Women Achievers banquet on September 19, 2016 at the Castaways in Burbank and feature her in the September issue (Chair Bland)
- The League of Women Voters event and various websites (Commissioner Cornell)

## 7. STAFF COMMENTS/UPDATES

Maricela Galvez reminded the Commission that Pasadena is a "Green City" and recommended the Commission opt out of having hardcopies of Agenda Packet.

## 8. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

Commissioner Farr suggested the following Action Item: Commissioners vote on purchasing a table at the YWCA Racial Justice Breakfast, October 17, 2016.

## 9. ADJOURNMENT

It was moved (Holliday) and seconded (Cornell) to adjourn the meeting. (Motion unanimously carried) (Excused: Wolf, Zavala) Meeting adjourned at 8:30 pm.

  
Valerie Carrillo  
Recording Secretary