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**AGENDA**  
**COMMISSION ON THE STATUS OF WOMEN**  
**SPECIAL MEETING**  
**August 21, 2017**

**MEMBERS**

Lorena Yepez-Hernandez, Chair, District 7  
Norma Estela Fernandez, Vice-Chair, District Mayor  
Vacant, District 1  
Lorraine Montgomery, District 2  
Nichelle Holiday, District 3  
Charlotte Bland, District 4  
Vacant, District 5  
Anne Wolf, District 6  
Marna Cornell, At Large/D2

**STAFF**

Maricela Galvez, Community Services Supervisor II  
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, 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.*

*Habr  servicio de interpretaci n disponible para  stas juntas llamando (626) 744-7333 al 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. 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 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**  
**SPECIAL MEETING**  
**August 21, 2017**  
**6:30 P.M.**  
**JACKIE ROBINSON CENTER**  
**1020 NORTH FAIR OAKS AVENUE**  
**PASADENA, CA 91103**

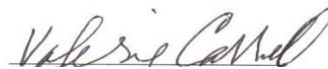
1. **CALL TO ORDER; WELCOME; ROLL CALL**
2. **PUBLIC COMMENT - LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA**  
Please limit comments to 3 minutes per speaker.
3. **REVIEW AND APPROVAL OF MINUTES, JULY 24, 2017\***
4. **OLD BUSINESS**  
**INFORMATION AND ACTION ITEMS**
  - **REVIEW FINAL APPROVAL 2016/2017 WORKPLAN\***
  - **REVIEW AND APPROVE 2017/2018 WORKPLAN\***
5. **NEW BUSINESS**  
**INFORMATION AND ACTION ITEMS**
  - **ACCW MEMBERSHIP**
  - **YWCA RACIAL JUSTICE BREAKFAST OCTOBER 23, 2017, PASADENA HILTON HOTEL**
  - **FY17/18 COMMISSION WORK PLAN IMPLEMENTATION WORKSHOP**
6. **REPORTS, COMMENTS, UPDATES**  
**INFORMATION ITEM ONLY**
  - **STAFF REPORTS**
  - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
7. **SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
8. **ADJOURNMENT**

\*Attachment

Lorena Yopez-Hernandez, 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 17 day of August 2017, 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.



Valerie Carrillo, 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 July 24, 2017**

**\*MINUTES\***



**CITY OF PASADENA  
COMMISSION ON THE STATUS OF WOMEN  
ANNUAL MEETING  
JULY 24, 2017  
6:30 P.M.  
JACKIE ROBINSON COMMUNITY CENTER  
1020 N. FAIR OAKS AVE.  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Vice Chair Norma Estella Fernandez, Lorraine Montgomery, Nichelle Holliday, Charlotte Bland, Anne Wolf, Lorena Yepez-Hernandez, Marna Cornell

**COMMISSIONERS ABSENT:** None

**STAFF PRESENT:** Valerie Carrillo, Recording Secretary, Maricela Galvez

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

Vice Chair Fernandez called the meeting to order at 6:35 P.M. Recording Secretary Valerie Carrillo 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, June 12, 2017**

After review, it was moved (Montgomery) and seconded (Cornell) to approve the Minutes of the June 12, 2017 meeting. (Motion unanimously carried) (Abstain: Wolf, Fernandez)

**4. OLD BUSINESS**

**INFORMATION ITEM ONLY**

- NONE

**5. NEW BUSINESS**

**INFORMATION AND ACTION ITEMS**

▪ **REPORT FROM NOMINATING COMMITTEE FOR COMMISSION OFFICERS FOR FY 17/18**

Nominating Committee Commissioner Fernandez reported the following nominations for FY 17/18 Commission Officer:

- Chair: Yepez-Hernandez
- **ELECTION OF COMMISSION OFFICER FOR FY 17/18**  
All Commissioners voted for Chair. Results as follows:

- Chair: Yopez-Hernandez

It was moved (Fernandez) and seconded (Wolf) to approve Commissioner Yopez-Hernandez as FY 17/18 Commission Chair. (Motion unanimously carried).

**6. REVIEW OF COMMISSION ATTENDANCE IN FY 16/17**

After review, it was moved (Bland) and seconded (Montgomery) to approve the Commission Attendance in FY 16/17. (Motion unanimously carried).

**7. REVIEW OF COMMISSION ACCOMPLISHMENTS IN FY 16/17**

Following review and discussion of the draft Year-End Report of Accomplishments: 7/1/16 - 6/30/17 document, it was moved (Bland) and seconded (Montgomery) to approve with adjustments the document for submission to City Council (Motion unanimously carried). See attachment Item 7.

**8. ESTABLISH COMMISSION WORK PLAN FOR FY 17/18**

After review and discussion it was moved (Wolf) and seconded (Holliday) to have staff update and edit the Commission Work Plan for FY17/18. (Motion unanimously carried)

**9. REPORTS, COMMENTS**

▪ **STAFF REPORTS**

None

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Bland reported on the National Association of Commission for Women 2018 meeting in Los Angeles and the Association of California Commission for Women meeting on September 23, 2017 in San Francisco, CA

Commissioner Wolf reported on the following:

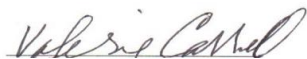
- California Pay Equity Task Force on August 1, 2017 in Sacramento CA
- Women's Equality Day on August 26, 2017

▪ **SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

Commissioner Wolf suggested a Special Meeting to address the implementation of the FY 17/18 Commission Work Plan.

**10. ADJOURNMENT**

It was moved (Wolf) and seconded (Holliday) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:15 P.M.



Valerie Carrillo, Recording Secretary  
Human Services and Recreation Department

**7.**  
**Work Plan Draft FY16/17**

**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:**

<b>1.</b>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ By July, 2017, the full commission will conduct a commission retreat to review accomplishments of the Work Plan for July, 2016 through June, 2017; review and discuss attendance for July, 2016 through June, 2017; and discuss potential Commission activities and Work Plan items for July, 2017 through June, 2018.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<b>2.</b>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ By August 31, 2017, submit to City Council an Annual Report of Accomplishments per the FY 2016-2017 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/17, and a Work Plan for FY2018-2018.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<b>3.</b>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ From July 1, 2016 through June 30, 2017, continue to market, distribute and update the 2016-2018 Survival Guide.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<b>4.</b>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ Establish a Standing Committee during FY16-17, to coordinate with staff in updating the electronic version of the 2016–2018 Survival Guide.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<b>5.</b>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>



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

<p><b>6.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<p><b>7.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<p><b>8.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<p><b>9.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ 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</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<p><b>10.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ 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 \$1,500.00</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<p><b>11.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ 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</li> </ul> <p><b>STATUS: COMPLETED.</b></p>

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

<p><b>12.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ 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.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<p><b>13.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ In FY 2016-2017 continue to support implementation of Title IX and AB 2494-Gender Equality Policy support for the City of Pasadena.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<p><b>14.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ In the 2016-2017 year, town hall meeting on five topics identified in the 2015 Report on the Status of Women in Pasadena. *Cost - \$1,500.00 - \$2,000.00.</li> </ul> <p><b>STATUS: ONGOING.</b></p>
<p><b>15.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ In the 2016-2017 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations. *Cost - \$500.00.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>
<p><b>16.</b></p>	<p>During FY 2016-2017:</p> <ul style="list-style-type: none"> <li>➤ In 2016-2017 FY, continue communications with Mount Saint Mary's College, regarding the creation of the future report on the Status of Women, City of Pasadena.</li> </ul> <p><b>STATUS: COMPLETED.</b></p>

\*Cost estimated based on past expenditures.

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

**8.**  
**Work Plan Draft FY17/18**

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
OUTLINE FOR WORK PLAN: 7/1/17 - 6/30/18**

**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.

	<b>OBJECTIVE</b>	<b>ACTIVITY</b>
1.	STRATEGY DEVELOPMENT	By July 2018, the full commission will conduct a commission Annual Meeting to review accomplishments of the Work Plan for July 2017 through June 2018; review and discuss attendance for July 2017 through June 2018; and discuss potential Commission activities and Work Plan items for July 2018 through June 2019.
2.	STRATEGY DEVELOPMENT	By August 31, 2018, submit to City Council an Annual Report of Accomplishments per the FY 2017-2018 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/18, and a Work Plan for FY2018-2019 (July 1, 2018 to June 30, 2019).
3.	SURVIVAL GUIDE	From July 1, 2017 through June 30, 2018, continue to market, distribute and update the 2016-2018 Survival Guide.
4.	SURVIVAL GUIDE	Establish a Standing Committee during FY17-18, to coordinate with staff to update and publish the 2018–2020 Survival Guide.  *cost: \$10,000
5.	FUNDRAISING	By June 2018, explore/identify funding sources for 2017/2018 FY in order to fulfill the Commissions obligations as stated in the Municipal Code 2.65.110 – Purpose and Functions.
6.	OUTREACH & AWARENESS	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
7.	OUTREACH & AWARENESS	In March 2018, 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
8.	OUTREACH &	By June 2018, the Commission will engage in appropriate opportunities to stimulate

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
OUTLINE FOR WORK PLAN: 7/1/17 - 6/30/18**

	AWARENESS	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 and the Southern California Women's Health Conference. *cost \$1,000
9.	OUTREACH & AWARENESS	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.
10.	OUTREACH & AWARENESS	In the 2017-2018 year, town hall meeting on topics involving women's issues. *cost - \$1,500 - \$2,000
11.	OUTREACH & AWARENESS	In 2017-2018 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.
12.	CITY-LEVEL PARTNERSHIPS	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.
13.	CITY-LEVEL PARTNERSHIPS	In the 2017-2018 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations. *cost \$500
14.	CITY-LEVEL PARTNERSHIPS	In FY 2017-2018 continue to support Title IX.
15.	MEMBERSHIPS	In FY 2018, 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

\*Cost estimated based on past expenditures.

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