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AGENDA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
October 9, 2017

MEMBERS

Lorena Yepez-Hernandez, Chair, District 7
Norma Estela Fernandez, Vice-Chair, Mayor
Evan Kendal McCrary, District 1
Lorraine Montgomery, District 2
Nichelle Holliday, District 3
Charlotte Bland, District 4
Jessica C. Rivas, 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.

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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
REGULAR MEETING
October 9, 2017
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 N. FAIR OAKS AVENUE
PASADENA, CA 91103

1. **CALL TO ORDER; WELCOME; ROLL CALL**
2. **PUBLIC COMMENT - LIMITED TO ITEMS ON THIS REGULAR MEETING AGENDA**
Please limit comments to 3 minutes per speaker.
3. **REVIEW AND APPROVAL OF MINUTES, SEPTEMBER 11, 2017***
4. **OLD BUSINESS**
INFORMATION ITEM ONLY
 - **WORK PLAN FY 17/18***
 - **YWCA RACIAL JUSTICE BREAKFAST (OBJECTIVE #8)**
 - **UPDATE ON SURVIVAL GUIDE DISTRIBUTION (OBJECTIVE #3)**
5. **NEW BUSINESS**
INFORMATION AND ACTION ITEMS
 - **HUMAN SERVICES AND RECREATION DEPARTMENT PRESENTATION (OBJECTIVE #13)**
 - **TITLE IX (OBJECTIVE #14)**
 - **SURVIVAL GUIDE PLANNING (OBJECTIVE #3)**
 - **SOCIAL MEDIA (OBJECTIVE #9)**
 - **DEVELOPMENT OF COMMISSION TALKING POINTS (OBJECTIVE #6)**
 - **SOUTHERN CALIFORNIA WOMEN'S HEALTH CONFERENCE (OBJECTIVE #8)**
 - **LETTER CAMPAIGN (OBJECTIVE #5)**
 - **BETTER HEALTH BETTER LIFE WOMEN'S CONFERENCE – VILLA-PARKE, NOVEMBER 11, 2017 (OBJECTIVE #13)**
 - **ASSOCIATION OF CALIFORNIA COMMISSIONS ON WOMEN UPDATE (OBJECTIVE #15)**
6. **REPORTS, COMMENTS, UPDATES**
INFORMATION ITEM ONLY
 - **STAFF REPORTS**

 - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
7. **SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

8. ADJOURNMENT

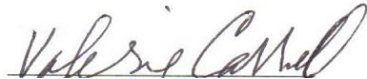
*Attachment



Lorena Yepez-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 7th day of September 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 September 11, 2017

MINUTES



**CITY OF PASADENA
COMMISSION ON THE STATUS OF WOMEN
SPECIAL MEETING
SEPTEMBER 11, 2017
5:00 P.M.
LA CASITA DEL ARROYO
177 S. ARROYO BLVD.
PASADENA, CA 91105**

COMMISSIONERS PRESENT:

Chair Lorena Yepez-Hernandez, Vice Chair Norma Estela Fernandez, Lorraine Montgomery, Nichelle Holliday, Jessica C. Rivas, Anne Wolf, Marna Cornell

COMMISSIONERS ABSENT:

Charlotte Bland (excused)

STAFF PRESENT:

Valerie Carrillo, Recording Secretary, Maricela Galvez

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Yepez-Hernandez called the meeting to order at 5:11 P.M. Recording Secretary Valerie Carrillo called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT

Sanghong Lintakoon, resident attended the meeting to learn more about the Commission and ask about the 2018-2020 Survival Guide.

3. REVIEW AND APPROVAL OF MINUTES, August 21, 2017

After review, it was moved (Wolf) and seconded (Holliday) to approve the Minutes of the August 21, 2017 meeting. (Motion unanimously carried) (Abstain: Cornell, Rivas) (Excused: Bland)

**4. OLD BUSINESS
INFORMATION ITEMS ONLY**

▪ **IMPLEMENTATION DISCUSSION OF THE FY 17/18 WORK PLAN**

The Commissioners divided into two groups At 6:05 P.M. to discuss ideas on Fundraising, Outreach and Awareness and City-Level Partnerships. They reconvened at 7:16 P.M. and presented their ideas.

5. NEW BUSINESS

INFORMATION AND ACTION ITEMS

DEVELOPMENT OF THE 2018-2020 SURVIVAL GUIDE

Chair Yepez-Hernandez mentioned exploring the idea of printing the Survival Guide every 3 years opposed to every 2 years. Discussion followed.

Commissioner Wolf mentioned having a conversation with the Junior League to collaborate on the publishing of the 2018-2020 Survival Guide.

It was requested that staff email the agencies to inform them that copies of the Survival Guide are available.

6. REPORTS, COMMENTS, UPDATES

STAFF REPORTS

- Maricela Galvez mentioned the possibility of the Commission Rules and Regulations presented to City Council in November 2017.

COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

Commissioner Wolf mentioned AB-41 Rape Kit backlog, made it out of the Senate Appropriations Committee and going to a second reading on the Senate floor.

Chair Yepez-Hernandez mentioned the following:

- Adult Education Program offered by PUSD
- Pasadena as an Early Learning City September 23, 2017, 9:00 A.M - 1:00 P.M.

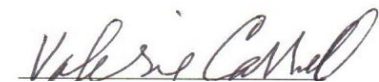
A. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

Chair Yepez-Hernandez mentioned the following:

- YWCA Racial Justice Breakfast – Follow up regarding funding a table
- Southern California Women's Health Conference
- Presentation from the Human Services and Recreation Department

7. ADJOURNMENT

It was moved (Holliday) and seconded (Cornell) to adjourn the Special meeting. (Motion unanimously carried) (Excused: Bland). The meeting was adjourned at 8:13 P.M.



Valerie Carrillo, Recording Secretary
Human Services and Recreation Department

4.
WORK PLAN FY 17/18

**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.

WORK PLAN (COMPLETED 2016/2017 ACTIVITIES)

Please list the completed objectives up here. Then add the following for 2017/2018:

	OBJECTIVE	ACTIVITY	SUGGESTIONS/IDEAS/NOTES	TIME FRAME & LEAD
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		

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

		the 2018–2020 Survival Guide. *cost: \$10,000		
5.	FUNDRAISING	By June 2018, explore/identify funding sources for FY 2017/2018 in order to fulfill the Commissions obligations as stated in the Municipal Code 2.65.110 – Purpose and Functions.	<ol style="list-style-type: none"> 1. Support of establishing a foundation <ul style="list-style-type: none"> o Engage city/community stakeholders o Recruit foundation founders/volunteers o Support establishment of foundation 2. Letter Campaign <ul style="list-style-type: none"> o Develop letter/ask o Identify potential sponsors o Send HR/follow-up <p>Explore and couple with outreach/awareness activities.</p> <ol style="list-style-type: none"> 3. Reception (honoring a community member/ or other leader) 	<p>2017/2018 Wolf/Fernandez</p> <p>Early Nov. Rivas</p> <p>TBA TBA</p>
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	<ul style="list-style-type: none"> ▪ Add agenda item each meeting for city services, non-profits, and local agencies. (6 & 8) ▪ Elevator Talk / Talking Points <ul style="list-style-type: none"> o History o 3-5 ▪ FYI – Pasadena is the city with most non-profits/charities per ca. ▪ Could CSW create our own email list? i.e. Monica Hubbard – start in our district? *use list from previous events. * - Schedule meeting with PIO regarding (6 & 9) communication distribution guidelines (information newsletter bi-monthly) - Provide links, etc. (add a sign up link) (6&9) - Legislation that affects women. ▪ CSW Postcard Event with League of Women Voters – offers Bill numbers , contact information (Free) (6&8) 	<p>October</p> <p>Montgomery</p> <p>Hernandez Holliday</p> <p>January Cornell</p>

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

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	<ul style="list-style-type: none"> ▪ Recognize Sheroes / Honor at Women's History month i.e. <ul style="list-style-type: none"> -Roberta Martinez -Dolores Hickambottom (ask Judi Chu for certificate / Councilwoman), host an event. 	Cornell Montgomery Holliday Yepez- Hernandez
8.	OUTREACH & AWARENESS	By June 2018, 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 and the Southern California Women's Health Conference. *cost \$1,000	<p>See 6.</p> <ul style="list-style-type: none"> ▪ Send letter from CSW to upcoming local events that support women so we can best serve the constituents. (8 & 13) ▪ Attend Council meetings for women issues <ul style="list-style-type: none"> ➤ Housing ➤ Domestic Violence ➤ Breast Cancer Awareness 	Cornell Montgomery Holliday Yepez- Hernandez
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.	<ul style="list-style-type: none"> ▪ CSW to serve as <u>link</u> to community/women & girls. ▪ Social media – what can we do? (newsletter) 	Holliday Yepez- Hernandez
10.	OUTREACH & AWARENESS	In the 2017-2018 year, host a town hall meeting on topics involving women's issues. *cost - \$1,500 - \$2,000	Women's City Club – civic engagement – has events once a month (4 th Thursday of month)	Bland
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		Wolf Yepez- Hernandez

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

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.	<ol style="list-style-type: none"> 1. Denim Day – in partner with Peace Over Violence 2. Pay Equity Awareness (Equal Pay Day) *coordinate council item/recognition. 3. Women’s History Month – inform council, explore activities-speakers, forum 	Jan – April Char / Anne
13.	CITY-LEVEL PARTNERSHIPS	In the 2017-2018 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations. *cost \$500	<ol style="list-style-type: none"> 1. Networking activity with commissions & community groups <ul style="list-style-type: none"> o Outreach/engage Human Services Dept. Commissions. o Conversation with Horace about networking event. o Event: Special Meeting with Commissioners & Community groups (objectives: networking & information sharing). o Host meetings (2/year) in different locations – city facilities. 	Nov – June Norma, Char, Jessica
14.	CITY-LEVEL PARTNERSHIPS	In FY 2017-2018 continue to support Title IX.	Research how Commission can support Title IX	October Group
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.