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**AGENDA**  
**COMMISSION ON THE STATUS OF WOMEN**  
**REGULAR MEETING**  
**September 10, 2018**

**MEMBERS**

Norma Estela Fernandez, Chair, Mayor  
Jessica C. Rivas, Vice-Chair, District 5  
Vacant, District 1  
Lorraine Montgomery, District 2  
Vacant, District 3  
Charlotte Bland, District 4  
Mireya Asturias Jones, District 6  
Juli Canavan, District 7

**STAFF**

Susana Porras, Senior Community Relations Representative

**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.

**COMMISSION ON THE STATUS OF WOMEN 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.

*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. → Should the website where the agenda is available should be 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 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**  
**September 10, 2018**  
**6:30 P.M.**  
**JACKIE ROBINSON COMMUNITY CENTER**  
**1020 N. FAIR OAKS AVE.**  
**PASADENA, CA 91103**

- 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 20, 2018\***
- 4. OLD BUSINESS**  
**INFORMATION AND ACTION ITEMS**
  - 2018/2019 WORK PLAN
  - MUNICIPAL CODE 2.65 REVIEW AND APPROVAL
  - OUTREACH & AWARENESS: ORGANIZATIONAL OUTREACH
  - SURVIVAL GUIDE: SPONSORSHIP
  - FRIENDS OF THE COMMISSION
- 5. NEW BUSINESS**  
**INFORMATION AND ACTION ITEMS**
  - MEET AND GREET ASSISTANT CITY ATTORNEY ANN RIDER
  - WOMEN'S CITY CLUB ROUNDTABLE
  - CITY COUNCIL AGENDA ITEMS DISCUSSION
- 6. REPORTS, COMMENTS, UPDATES**  
**INFORMATION ITEM ONLY**
  - **STAFF REPORTS OR COMMENTS**
    - **WORK PLAN UPDATE**
  - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
    - ASSOCIATION OF CALIFORNIA COMMISSIONS FOR WOMEN
    - NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN
    - LOS ANGELES COUNTY WOMEN'S LEADERSHIP CONFERENCE
- 7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 8. ADJOURNMENT**



Norma Estela Fernandez, 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 2018, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 72 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.



Susana Porras, 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 August 20, 2018**

**\*MINUTES\***



**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
SPECIAL MEETING  
AUGUST 20, 2018  
6:00 P.M.  
JACKIE ROBINSON COMMUNITY CENTER  
1020 N. FAIR OAKS AVE.  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Fernandez, Norma Estela, Rivas, Jessica C., Bland, Charlotte, Canavan, Juli, Cornell, Marna

**COMMISSIONERS ABSENT:** Montgomery, Lorraine (Excused)

**STAFF PRESENT:** Porras, Susana – Recording Secretary

**OTHERS PRESENT:** James, Kenneth – Recreation and Human Services Supervisor

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

Chair Fernandez called the meeting to order at 6:31 P.M. Staff Porras called the roll and a quorum was established for the Commission.

**2. PUBLIC COMMENT**

None

**3. REVIEW AND APPROVAL OF MINUTES, July 9, 2018**

After review, it was moved by Commissioner Rivas and seconded by Commissioner Cornell to approve the Minutes with amendments of the July 09, 2018 meeting. (Motion unanimously carried) (Abstain: Canavan)

**4. OLD BUSINESS**

**ACTION AND INFORMATION ITEM**

- REVIEW AND APPROVE THE 2018-2019 WORK PLAN – COMMISSIONERS UNANIMOUSLY APPROVED THE 2018-2019 WORK PLAN, COMMISSIONER CANAVAN ABSTAINED
- CSW AMMENDMENTS RULES AND REGULATIONS DISCUSSION – AMMENDMENTS AND CSW RULES AND REGULATIONS APPROVED IN JUNE MEETING WITH THE SUGGESTED CHANGES
- DISCUSS SECTION 2.65.110 PURPOSE AND FUNCTIONS DISCUSSION
- POST CARD EVENT WITH LEAGUE OF WOMEN VOTERS – DISCUSSION SUGGESTION BY COMMISSIONER CHAR AND CORNELL TO MOVE FORWARD

TO PROPOSE MOTION TO INCREASE COMMISSION PARTICIPATION WITH PASADENA'S WOMEN'S CITY CLUB

- SURVIVAL GUIDE SPONSORSHIP
- FRIENDS OF THE COMMISSION

## 5. NEW BUSINESS

### INFORMATION ITEMS ONLY

- OUTREACH & AWARENESS: IDENTIFY ORGANIZATIONS TO ENGAGE AND PLAN OUTREACH
- CALIFORNIA COALITION AGAINST SEXUAL ASSULT
- MEET & GREET KENNETH JAMES, JACKIE ROBINSON COMMUNITY CENTER HUMAN SERVICES AND RECREATION SUPERVISOR

## 6. REPORTS, COMMENTS

### ▪ STAFF REPORTS

STAFF PORRAS PRESENTED INFORMATION REGARDING FIESTAS PATRIAS AND DAY OF THE DEAD CELEBRATIONS IN THE CITY OF PASADENA

SURVIVAL GUIDE INVENTORY AND DISCUSSION – COMMISSIONER BLAND

### A. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

COMMISSIONER BLAND ANNOUNCED – ASSOCIATION OF CALIFORNIA COMMISSIONS FOR WOMEN HAD ANNUAL MEETING AUGUST 4<sup>TH</sup> AT PEACE OVER VIOLENCE IN LOS ANGELES

### B. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

Commissioner Bland suggested Pasadena Assistant City Attorney, Ann Rider be invited to introduce herself to the commission.

## 7. ADJOURNMENT

It was moved Commissioner Cornell and seconded Commissioner Rivas to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:48 P.M.



Norma Estela Fernandez, Chair  
Commission on the Status of Women



Susana Porras, Recording Secretary  
Human Services and Recreation Department

**Chapter 2.65**  
**COMMISSION ON THE STATUS**  
**OF WOMEN**

**Sections:**

- 2.65.010 Short title**
- 2.65.020 Establishment**
- 2.65.030 Membership-Appointment and terms**
- 2.65.040 Qualifications**
- 2.65.050 Absences and Vacancies**
- 2.65.060 Elections of Officers**
- 2.65.070 Meetings and Records**
- 2.65.080 Rules and Regulations**
- 2.65.090 Annual Report**
- 2.65.100 Disclosure and Requirements**
- 2.65.110 Purpose and Functions**
- 2.65.120 Expiration and chapter**

**2.65.010 Short Title**

This chapter shall be known as the  
“Commission of the Status of Women Ordinance.”  
(Ord. 6229 § 2 (part), 1987)

**2.65.020 Establishment**

There is created and established a commission of  
the City to be known as the ‘commission on the  
Status of Women’ and hereinafter called  
“commission.” (Ord. 6229 § 2 (part), 1987)

**2.65.030 Membership-Appointment and terms.**

- A. The commission shall consist of nine members,  
who shall be appointed as follows:
1. Each of the seven councilmembers and the mayor  
shall nominate one member for a total of eight  
members.
  2. The mayor shall nominate the remaining one  
member from persons recommended by the seven  
councilmembers.
  3. All nominations are subject to ratification by the  
city council.
- B. Members shall be appointed for a term of three  
years, and shall serve no more than two consecutive  
terms. A term of less than one year shall not be  
considered a full term. Terms expire on June 30<sup>th</sup> of  
the applicable years. A member shall continue in  
office for the term for which he/she was appointed  
or until his/her successor is appointed. No member  
who has served two consecutive terms shall be  
eligible for reappointment for the commission prior  
to the passage of a two-year interval.
- C. If a member ceases to reside in the city prior to  
the expiration of a term, the member may complete

the term only upon approval by the city council  
pursuant to Section 2.65.020

D. Any member of the commission may be  
removed by the city council at its pleasure. (Ord.  
6820 §§ 11, 45 (Part) 2000; Ord. 6229 § 2 (part),  
1987)

**2.65.040 Qualifications**

- A. All members shall be residents of the city;  
provided however, that a person nominated by a  
director need not reside in the director’s district.
- B. Members should possess knowledge or ability in  
areas pertaining to discrimination against women.
- C. Members should have exhibited leadership  
qualities in community activities relating to the  
general welfare of women in the City. (Ord. 6229 §  
2 (part), 1987)

**2.65.050 Absences and Vacancies**

- A. In the event a member has three consecutive  
unexcused absences from meetings of the  
commission, the city council may declare the office  
of such member vacant. The staff to the  
commission shall advise the secretary to the mayor  
of any member with three consecutive unexcused  
absences. The chair of the commission may excuse  
absences.
- B. Vacancies, whether scheduled or unscheduled,  
shall be filled by the person who nominated the  
member to the vacant office or by his/her successor,  
in the same manner as set forth in Section 2.65.030.  
(Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part),  
1987)

**2.65.060 Election of Officers**

At the annual meeting of the commission, and  
thereafter at its meeting of each subsequent year,  
the members shall elect a chair and a vice chair. In  
the absence or disability of the chair and vice chair,  
the commission may designate a temporary chair.  
(Ord. 6229 § 2 (part), 1987)

**2.65.070 Meetings-Records**

- A. The commission shall meet at least once a  
month. All its meetings shall be held in accordance  
with the Ralph M. Brown Act and shall be open to  
the public except as provided by law. Special  
meetings may be called by the chair to a majority of  
the commission.
- B. A quorum shall be a majority of the commission  
seats filled by the city council. A seat is deemed to



be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least 3 members.

C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings and other actions. (Ord. 68.20 § 12, 2000; Ord. 6675 § 1 (part), 1996; Ord. 6229 § 2 (part), 1987)

#### **2.65.080 Rules and Regulations**

The commission shall adopt and amend, by the affirmative vote of five members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6820 § 13, 2000; Ord. 6229 § 2 (part), 1987)

#### **2.65.090 Annual Report**

The commission shall submit an annual report and work plan to the city council no later than September 1<sup>st</sup> of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 5, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### **2.65.100 Disclosure Requirements**

Members of the commission shall not be required to file annual statements of economic interest pursuant

to the city's conflict of interest code. (Ord. 6229 § 2 (part), 1987)

#### **2.65.110 Purpose and Functions**

A. The purpose of the commission is to advise the council on the needs and concerns of women of all ages, races, religions, ethnic and cultural backgrounds, and economic and social circumstances.

B. The commission shall:

1. Study and examine inequality and access encountered by women;
2. Recommend procedures, programs and legislation to promote and ensure equal rights and opportunities for all women in the city;

C. In connection with the foregoing functions, the commission may:

1. Request of any City department or agency in formation, services, facilities and assistance in furtherance of the objectives of the commission;
2. Participate in activities of community groups and organizations dealing with equal rights and special concerns of women;
3. Collect, coordinate and disseminate information concerning women.

(Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

#### **2.65.120 Expiration of Chapter**

This chapter shall expire on June 30, 2010. (Ord. 6724 § 1, 1997; Ord. 6229 § 2 (part) 1987)

**FINAL**

**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	<ul style="list-style-type: none"><li>• By June 2019, the full commission will conduct a commission Annual Meeting to review accomplishments of the Work Plan for July 2018 through June 2019; review and discuss attendance for July 2018 through June 2019; and discuss potential Commission activities and Work Plan items for July 2019 through June 2020.</li><li>• By August 31, 2019, submit to City Council an Annual Report of Accomplishments per the FY 2018-2019 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/19, and a Work Plan for FY2019-2020 (July 1, 2019 to June 30, 2020).</li></ul> STATUS:
2.	SURVIVAL GUIDE	<ul style="list-style-type: none"><li>• From July 1, 2018 through June 30, 2019, continue to market, distribute and update the 2016-2018 Survival Guide. Identify a fiscal sponsor.</li><li>• Establish an ad hoc Committee during FY18-19, to coordinate with staff and collaborate with external organizations to update and publish the 2018–2020 Survival Guide. <i>*cost: \$10,000</i></li></ul> STATUS:
3.	FUNDRAISING	<ul style="list-style-type: none"><li>• By June 2019, explore/identify funding sources for FY 2018/2019 in order to fulfill the Commissions purpose and functions as stated in the Municipal Code 2.65.110 – Purpose and Functions.</li></ul> STATUS:
4.	OUTREACH & AWARENESS	<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. <i>*cost \$150</i></li><li>• In March 2019, celebrate Women’s History Month with events that involve the greater community and include various ethnically, culturally and generationally diverse groups of Pasadena women. <i>*cost \$750</i></li></ul> STATUS:

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
OUTLINE FOR WORK PLAN: 7/1/18 - 6/30/19**

5.	OUTREACH & AWARENESS	<ul style="list-style-type: none"> <li>By June 2019, 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, the Southern California Women’s Health Conference, and the League of Women voters. *cost \$1,000</li> <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> <li>In the 2018-2019 year, host a town hall meeting on topics involving women’s issues. *cost - \$1,500 - \$2,000</li> <li>In 2018-2019 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</li> </ul> <p>STATUS:</p>
6.	CITY-LEVEL PARTNERSHIPS	<ul style="list-style-type: none"> <li>Seek and engage 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> <li>In the 2018-2019 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations. *cost \$500</li> <li>In FY 2018-2019 continue to support Title IX.</li> </ul> <p>STATUS:</p>
7.	MEMBERSHIPS	<ul style="list-style-type: none"> <li>In FY 2018/2019, the Commission will seek fundraising opportunities to 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</li> </ul> <p>STATUS:</p>

\*These are approximate costs based on market value.

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