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AGENDA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
MONDAY, APRIL 08, 2019

MEMBERS

Norma Estela Fernandez, Chair, Mayor
Jessica C. Rivas, Vice-Chair, District 5
Beverley Morgan-Sandoz, District 1
Lorraine Montgomery, District 2
Dr. Valinda M. Bowens, District 3
Charlotte Bland, District 4
Mireya Asturias Jones, District 6
Kimberly Ferreira, District 7
Marna Cornell, At Large/D2

STAFF

Ali Everett, Accessibility Issues Coordinator
Tamer Sabha, Recording Secretary

CITY OF PASADENA 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 PURPOSE

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.

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.

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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
MONDAY, APRIL 08, 2019
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
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, MARCH 11, 2019***
4. **OLD BUSINESS**
 - INFORMATION ITEMS**
 - **HERSTORY EVENT WRAP-UP AND DISCUSSION**
 - ACTION ITEMS**
 - **ESTABLISH AD HOC COMMITTEE FOR THE CONVENTION ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN**
 - **SURVIVAL GUIDE UPDATES AND NEXT STEPS**
 - **DISCUSS DENIM DAY ON WEDNESDAY, APRIL 24, 2019**
 - **RECOMMEND CELEBRATORY ACTIVITIES TO THE CITY OF PASADENA CELEBRATING 100 COMMITTEE**
 - **COMMISSION WORK PLAN UPDATES AND DISCUSSION***
5. **NEW BUSINESS**
 - ACTION ITEMS**
 - **DISCUSS DATE, TIME, AND LOCATION FOR ANNUAL MEETING**
 - **ESTABLISH NOMINATING COMMITTEE FOR FY 2019-2020 COMMISSION OFFICERS**
6. **COMMENTS, UPDATES**
 - INFORMATION ITEMS**
 - **STAFF UPDATES**

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

8. ADJOURNMENT

*Attachment



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, the bulletin board in the rotunda area of City Hall, at Jackie Robinson Community Center, and a copy was distributed to the Central Library for posting on this 4th day of April 2019, 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.



Tamer Sabha, 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 March 11, 2019

DRAFT MINUTES



**CITY OF PASADENA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
MONDAY, MARCH 11, 2019
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Valinda Bowens, Marna Cornell, Norma Fernandez, Kimberly Ferreira, Mireya Jones, Lorraine Montgomery, Beverley Morgan-Sandoz, Jessica Rivas

COMMISSIONERS ABSENT: Charlotte Bland (excused)

STAFF PRESENT: Alison Everett, Tamer Sabha

1. CALL TO ORDER; WELCOME; ROLL CALL

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

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

None

3. REVIEW AND APPROVAL OF MINUTES, FEBRUARY 11, 2019

After review, it was moved (Montgomery) and seconded (Ferreira) to approve the Minutes of the February 11, 2019, with the following corrections:

- Identify Commissioners Bland, Morgan-Sandoz, and Rivas as excused from the February 11, 2019 meeting
- Edit the first sentence of the second paragraph under "Discuss the 100th Anniversary of the 19th Amendment Guaranteeing Women the Right to Vote" to read:
"Commissioners discussed many options for celebrating the 100th Anniversary of the 19th Amendment, including the suggestion made during public comment, a community panel discussion, a tea, a youth musical, and inclusion of marginalized groups during women's suffrage."

(Motion carried) (Absent: Bland) (Abstain: Morgan-Sandoz, Rivas)

**4. OLD BUSINESS
INFORMATION ITEMS**

▪ HERSTORY EVENT UPDATE AND DISCUSSION

Commissioners discussed event logistics for the Herstory event taking place at 6:00pm on Thursday, March 21, 2019, at All Saints Church. Commissioner Ferreira provided Commissioners with a tutorial about sharing the event information on social media.

- **DISCUSS CONVENTION ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN**

Commissioners discussed strategies to support the Convention on the Elimination of Discrimination against Women, including inviting guest speakers to present information in order to be able to develop a more informed recommendation to propose to City Council.

ACTION ITEMS

- **DISCUSS CELEBRATORY EVENT IDEAS TO RECOMMEND TO THE CITY OF PASADENA CELEBRATING 100 COMMITTEE AND PASADENA 2020 COMMITTEE**

Commissioners discussed celebratory events and activities they would like to coordinate in collaboration with the City of Pasadena Celebrating 100 Committee, with an emphasis on including diverse voices and recognizing women who are not traditionally recognized as part of the suffragette movement.

- **DISCUSS EDITS AND ADDITIONS OT THE 2016-2018 VERSION OF THE SURVIVAL GUIDE***

Commissioners Ferreira and Morgan-Sandoz provided information about the Survival Guide update. Discussion followed regarding edits and additions to the 2016-2018 version of the Survival Guide to make it more user friendly, including adding 24 hour phone numbers in an easy to find location.

- **COMMISSION WORK PLAN UPDATES AND DISCUSSION***

- **Objective #2 – Survival Guide**

The Survival Guide ad hoc committee organized volunteers from the Junior League to verify and update the information in the 2016-2018 Survival Guide.

Commissioners will send any additional updates directly to the ad hoc committee.

- **Objective #3 – Fundraising**

Chair Fernandez requested the Pasadena Recreation and Parks Foundation application from Kenny James.

- **Objective #4 – Outreach & Awareness**

The commission finalized planning for Herstory 2019, attended the first meeting of the City of Pasadena Celebrating 100 Committee, and is continuing the conversation about the Convention on the Elimination of Discrimination Against Women.

5. NEW BUSINESS

ACTION ITEM

- **COORDINATE RECOGNITION OF DENIM DAY ON WEDNESDAY, APRIL 24, 2019**

After discussion, it was moved (Morgan-Sandoz) and seconded (Jones) to approve the support of coordinating Denim Day for Wednesday, April 24, 2019. (Motion unanimously carried) (Absent: Bland)

6. REPORTS, COMMENTS, UPDATES

INFORMATION ITEMS

▪ STAFF REPORTS

Staff (Everett) provided information to the commission about responding to press inquiries and sharing event information on social media, advised the commission that the Survival Guide must go to print by the end of the fiscal year, and shared an excerpt from the City Manager's "Pasadena Three" email regarding International Women's Day.

▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

Chair Fernandez thanked Commissioner Montgomery and all those involved in decorating the bulletin board outside of Jackie Robinson Community Center for Women's History Month. Chair Fernandez also advised that she will present information about Herstory, the Survival Guide, and the 100th Anniversary of the 19th Amendment at the Progressive Discussion Group Meeting on Friday, March 15, 2019, at Du-par's Restaurant.

Vice-Chair Rivas reported on attending the ACT Pasadena meeting, at which she received positive feedback regarding the importance of the Survival Guide.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

Commissioners recommended the following agenda items for future commission meetings:

- Hosting Judith Harris to speak regarding the Convention on the Elimination of Discrimination Against Women.
- Outreach opportunities
- Next steps for planning activities and events in support of the 100th Anniversary of the 19th Amendment.
- Denim Day
- Survival Guide
- Annual meeting and election of officers

8. ADJOURNMENT

It was moved (Montgomery) and seconded (Cornell) to adjourn the regular meeting. (Motion unanimously carried) (Absent: Bland) The meeting was adjourned at 8:38 P.M.

Norma Estela Fernandez, Chair
Commission on the Status of Women

Tamer Sabha, Recording Secretary
Human Services and Recreation Department

4. Old Business

MISSION (as stated in Charter/Ordinance):

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

The commission shall:

1. Study and examine through the conduct of meetings, conferences, public hearings or other appropriate methods those conditions which indicate discrimination or prejudice encountered by women;
2. Recommend procedures, programs and legislation to promote and ensure equal rights and opportunities for all women in the city;
3. Consult and cooperate with other public agencies and commissions on matters relevant to the commission.

OBJECTIVES:

1.	STRATEGY DEVELOPMENT <ul style="list-style-type: none">• 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.• 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). <hr/> <p>Work Plan Updates:</p> <ul style="list-style-type: none">• The Commission on the Status of Women reviewed and approved updated version of the CSW rules and regulations. Commissioner Bland motioned to approve all sections and articles, the motion was seconded by Commissioner Cornell and unanimously approved on October 08, 2018.
2.	SURVIVAL GUIDE <ul style="list-style-type: none">• From July 1, 2018 through June 30, 2019, continue to market, distribute and update the 2016-2018 Survival Guide. Identify a fiscal sponsor.• 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> <hr/>

	<p>Work Plan Updates:</p> <ul style="list-style-type: none"> • Commissioner Bland reported to the Commission on the Status of Women that the Pasadena Police Department will help fund at least in part the printed version of the 2018-2020 Survival Guide. Postcards with link to survival guide, literature and book will be ready for print by March. Commissioner Ferreira will bring Junior League application to request assistance to vet Survival Guide. Motion to create 2018-2020 Survival Guide Ad Hoc Committee moved by Commissioner Morgan-Sandoz, seconded by Commissioner Montgomery and carried unanimously. Commission Ad Hoc Committee to be formed by Commissioners Ferreira, Bland and Sandoz. • February 2019: Commissioners determined that the cut-off date for submission of edits and additions for the 2018-2020 Survival Guide will be April 1, 2019 • March 2016: The Survival Guide ad hoc committee organized volunteers from the Junior League to verify and update the information in the 2016-2018 Survival Guide. Commissioners will send any additional updates directly to the ad hoc committee.
<p>3.</p>	<p>FUNDRAISING</p> <ul style="list-style-type: none"> • 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. <hr/> <p>Work Plan Updates:</p> <ul style="list-style-type: none"> • February 2019: Commissioners determined that they will submit an application to the Recreation and Parks Foundation to serve as the fiscal sponsor. • March 2019: Chair Fernandez requested the Pasadena Recreation and Parks Foundation application from Kenny James.
<p>4.</p>	<p>OUTREACH & AWARENESS</p> <ul style="list-style-type: none"> • 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 • 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. *cost \$750 • 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

- 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.
- In the 2018-2019 year, host a town hall meeting on topics involving women's issues.
*cost - \$1,500 - \$2,000
- 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

Work Plan Updates:

- Newly established partnership with the Women's City Club Women's Roundtable Salon initiated by Commissioner Marna Cornell announced formally at CSW Commission meeting 9/10/18
- Community Assessment survey discussion and approval. Moved by Commissioner Jones, seconded by Commissioner Montgomery and unanimously approved by the Commission October 08, 2018.
- Jackie Robinson Community Center Exterior Bulletin Board Women's History Month Display March 2019 Ad Hoc Committee theme update – Explored the various bulletin boards and have chosen to create the display based on the history of the Commission on the Status of Women on the main front entrance of the building – Minutes 12-10-18.
- HerStory Event Planning Discussion – HerStory Networking Event is scheduled for Thursday, March 21, 2019 6:30 pm and set-up begins at 5:30 pm. Councilwoman Margaret McAustin to do welcome – Minutes 12-10-18.
- Commission on the Status of Women Community Survey Discussion – Current available comments and results of survey takers may be used by the Commission on the Status of Women to work on topics that are important to the members of the community. The Commission on the Status of Women will continue to collect data - Minutes 12-10-18.
- Discussion on gender breakdown of commissions – Data collected from all, but four commissions currently shows the City of Pasadena Commission gender breakdown 73 women, 72 men and 10 vacancies. Results showed gender discrepancies in certain commissions – Minutes – 12-10-18.
- February 2019: Commissioners set the cut-off date of March 1, 2019, for community partners to commit support of the HerStory event. Dr. Caroline Heldman, Associate Professor of Politics at Occidental College and Research Director for the Geena Davis Institute for Gender in Media, committed to speak at the HerStory event.

	<ul style="list-style-type: none"> • March 2019: The commission finalized planning for Herstory 2019 and Chair Fernandez attended the first meeting of the City of Pasadena Celebrating 100 Committee. Continued planning for Herstory event on March 21. Continued participation in Vision 2020. Participation on 100th Anniversary celebration committee, sharing ideas on activities related to celebration. Conversation on CEDAW continues, working on next steps, including presentations by experts.
<p>5.</p>	<p>CITY-LEVEL PARTNERSHIPS</p> <ul style="list-style-type: none"> • 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. • In the 2018-2019 year, explore and identify collaborative opportunities with City commissions, community groups and other organizations. *cost \$500 • In FY 2018-2019 continue to support Title IX. <hr/> <p>Work Plan Updates:</p> <ul style="list-style-type: none"> •
<p>6.</p>	<p>MEMBERSHIPS</p> <ul style="list-style-type: none"> • 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 <hr/> <p>Work Plan Updates:</p> <ul style="list-style-type: none"> •

*These are approximate costs based on market value.

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