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**AGENDA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
MONDAY, MAY 13, 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 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, MAY 13, 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, APRIL 8, 2019***
- 4. OLD BUSINESS**
ACTION ITEMS
 - **DISCUSS REGULAR COMMISSION MEETING DAY AND TIME**
 - **REPORT FROM NOMINATING COMMITTEE FOR RECOMMENDED FY 2019-2020 COMMISSION OFFICERS**
 - **SURVIVAL GUIDE UPDATES AND NEXT STEPS**
 - **COMMISSION WORK PLAN UPDATES AND DISCUSSION***
- 5. NEW BUSINESS**
INFORMATION ITEM
 - **INFORMATION ABOUT THE PASADENA POLICE DEPARTMENT DOMESTIC VIOLENCE REDUCTION PROJECT**
Sergeant Carolyn Gordon, Pasadena Police Department
 - **REPORT FROM CONVENTION ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN (CEDAW) AD-HOC COMMITTEE**
- 6. COMMENTS, UPDATES**
INFORMATION ITEMS
 - **STAFF COMMENTS**
 - **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 9th day of May 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.

DRAFT MINUTES



**CITY OF PASADENA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
APRIL 08, 2019
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Marna Cornell, Norma Fernandez, Kimberly Ferreira, Lorraine Montgomery, Jessica Rivas

COMMISSIONERS ABSENT: Charlotte Bland (excused), Valinda Bowens (excused), Mireya Jones (excused), Beverley Morgan-Sandoz (excused)

STAFF PRESENT: Ali Everett, Tamer Sabha

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Fernandez called the meeting to order at 6:35 P.M. Recording Secretary Tamer Sabha called the roll and a quorum was established for the Commission.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

Shavonne Caldwell from Chapcare Community Outreach, provided information about the new Chapcare facility opening at 1595 North Lake Avenue, offering services such as: pediatric, dental, optometry, and behavioral health.

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

After review, it was moved (Ferreira) and seconded (Rivas) to approve the minutes of the March 11, 2019 meeting. (Motion unanimously carried)

4. OLD BUSINESS

INFORMATION ITEMS

▪ **HERSTORY EVENT WRAP-UP AND DISCUSSION**

Chair Fernandez thanked the Commission and Staff on their hard work on the Herstory event that took place on Thursday, March 21, at All Saints Church in Pasadena. Discussion followed regarding the success of the event and suggestions for improvement for the next event.

ACTION ITEMS

▪ **ESTABLISH AD HOC COMMITTEE FOR THE CONVENTION ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN**

Chair Fernandez appointed Commissioners Fernandez, Rivas, Montgomery, and Bland to serve on CEDAW ad-hoc committee. Commissioner Rivas will Chair the ad-hoc committee.

- **SURVIVAL GUIDE UPDATES AND NEXT STEPS**
 Commissioner Ferreira provided an update regarding the Survival Guide, including the April 13 deadline for updates from the Junior League, and her plan to send all revisions to staff by April 22.
- **DISCUSS DENIM DAY ON WEDNESDAY, APRIL 24, 2019**
 Chair Fernandez informed the Commission about the Denim Day proclamation at the City Council meeting on Monday, April 15, at 6:30pm and the “Let’s Talk Consent Over Coffee” Denim Day event with Peace Over Violence and Pasadena Police Department at Jackie Robinson Community Center on Thursday, April 18, from 10am-12pm.
- **RECOMMEND CELEBRATORY ACTIVITIES TO THE CITY OF PASADENA CELEBRATING 100 COMMITTEE**
 After discussion, it was moved (Ferreira) and seconded (Montgomery) to recommend the following celebratory activities to the City of Pasadena Celebrating 100 Committee: a panel discussion about diversity issues along with the 2020 Herstory event, a musical program led by Pasadena Unified School District, social media/blog postings, and voter registration education. (Motion unanimously carried)
- **COMMISSION WORK PLAN UPDATES AND DISCUSSION***
Objective 2 – Survival Guide
 The Junior League will be finalizing edits and the Commission will be submitting the revised document to Staff by the end of April.

Objective 4 – Outreach and Awareness
 The Commission held a successful Herstory event with approximately 100 attendees and established a CEDAW ad-hoc committee consisting of Commissioners Fernandez, Rivas, Montgomery, and Bland.

Objective 5 – City-level Partnerships
 The Commission identified four activities to propose to the City of Pasadena Celebrating 100 subcommittee and confirmed the Mayor will issue a proclamation for Denim Day on Monday, April 15.

5. NEW BUSINESS

ACTION ITEMS

- **DISCUSS DATE, TIME, AND LOCATION FOR ANNUAL MEETING**
 After discussion, it was moved (Montgomery) and seconded (Rivas) to hold the Commission’s Annual Meeting as a Special Meeting on Monday, June 10, from 5:30pm-8:00pm at La Casita Del Arroyo. (Motion unanimously carried)
- **ESTABLISH NOMINATING COMMITTEE FOR FY 2019-2020 COMMISSION OFFICERS**
 Chair Fernandez appointed Commissioners Ferreira, Jones, and Bowens to serve on the Nominating Committee for FY 2019-2020 Commission officers. (Motion unanimously carried)

6. REPORTS, COMMENTS

▪ STAFF REPORTS

Staff (Everett) made the following comments:

- Meeting minutes contained in the agenda packet will now be titled “Draft Minutes” until approved;
- Commissions are not permitted to have their own logo, nor may they use the City seal or any City logo without written permission.

▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

Commissioner Cornell shared information about the Women’s City Club event on Wednesday, April 10, at 5:30pm, which will be a Roundtable Salon featuring Dr. Phlunte Riddle.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Survival Guide
- Report from the Convention On The Elimination Of Discrimination Against Women (CEDAW) ad-hoc committee
- Report from the Commission’s representative to the Celebrating 100 Committee
- Report from the Nominating Committee for FY 2019-2020 Commission Officers
- Discussion of Annual Meeting format

8. ADJOURNMENT

It was moved (Cornell) and seconded (Ferreira) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:17 P.M.

Norma Estela Fernandez, Chair
Commission on the Status of Women

Tamer Sabha, Recording Secretary
Human Services and Recreation Department

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

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.	<p>STRATEGY DEVELOPMENT</p> <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.	<p>SURVIVAL GUIDE</p> <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>

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

	<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 2019: 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. • April 2019: Commissioners are working with the Junior League on edits to the Survival Guide, which will be submitted to staff by the end of April.
<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. • April 2019: No updates
<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.

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

*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.

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

	<ul style="list-style-type: none"> 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. March 2019: The Commission finalized planning for Herstory 2019. Chair Fernandez attended the first meeting of the City of Pasadena Celebrating 100 Committee. April 2019: The Commission held a successful Herstory event with approximately 100 attendees. Chair Fernandez established a CEDAW ad-hoc committee consisting of Commissioners Fernandez, Rivas, Montgomery, and Bland.
<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"> April 2019: Commissioners approved four celebratory event ideas to submit to the City of Pasadena Celebrating 100 Committee. The Commission arranged for Denim Day to be recognized by proclamation at the City Council meeting on Monday, April 11.
<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>

*These are approximate costs based on market value.

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