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**AGENDA  
COMMISSION ON THE STATUS OF WOMEN  
SPECIAL ANNUAL MEETING  
WEDNESDAY, MAY 29, 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.*

*Language translation services are available for this meeting by calling (626) 744-7333 at least 24 hours in advance.*

*Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7333 al por lo menos con 24 horas de anticipación.*

*Public meeting begins at 5:00 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 ANNUAL MEETING  
WEDNESDAY, MAY 29, 2019  
5:00 PM  
LA CASITA DEL ARROYO  
177 SOUTH ARROYO BOULEVARD  
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. WELCOME FROM BRENDA HARVEY-WILLIAMS, DIRECTOR OF HUMAN SERVICES & RECREATION**
- 4. OLD BUSINESS**
  - ACTION ITEM**
    - **DISCUSS CHANGING THE REGULAR COMMISSION MEETING DAY**
  - INFORMATION ITEM**
    - **DISCUSSION REGARDING THE CITY OF PASADENA CELEBRATING 100 COMMITTEE**
- 5. NEW BUSINESS**
  - ACTION ITEMS**
    - **ELECTION OF COMMISSION OFFICERS FOR FY 2019-2020**
    - **REVIEW AND APPROVAL OF COMMISSION ATTENDANCE FOR FY 2018-2019\***
    - **DISCUSS COMMISSION WORK PLAN FOR FY 2019-2020**
  - INFORMATION ITEMS**
    - **REVIEW YEAR END REPORT OF ACCOMPLISHMENTS FOR FY 2018-2019\***
    - **REVIEW ROBERT'S RULES OF ORDER (VICE-CHAIR RIVAS)**
- 6. COMMENTS AND 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 24<sup>th</sup> 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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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-4386. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

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Items on the agenda may not be called in the order listed.

**COMMISSION ON THE STATUS OF WOMEN  
MEETING ATTENDANCE RECORD  
July 2018 - June 2019**

MEMBERS	07/12/18 SPECIAL	08/20/18 SPECIAL	09/10/18 REGULAR	10/08/18 REGULAR	11/14/18 SPECIAL	12/10/18 SPECIAL	01/15/19 REGULAR	02/11/19 REGULAR	03/11/19 REGULAR	04/08/19 REGULAR	5/13/2019	05/29/19 SPECIAL	TOTAL MEETINGS ATTENDED	ATTENDANCE RECORD PERCENTAGE
NORMA ESTELLA FERNANDEZ	P	P	P	P	P	P	P	P	P	P	P		11	100.00%
MARNA CORNELL	P	P	P	P	P	P	P	P	P	P	P		11	100.00%
CHARLOTTE BLAND	P	P	P	P	P	P	P	A	A	A	P		8	72.73%
MIREYA ASTURIAS JONES			P	P	P	P	P	P	P	A	P		8	88.89%
LORRAINE MONTGOMERY	P	A	P	P	P	P	P	P	P	P	P		10	90.91%
BEVERLEY MORGAN-SAN DOZ					A	P	P	A	P	A	P		4	66.67%
JESSICA RIVAS	P	P	P	A	P	P	P	A	P	P	P		9	81.82%
KIMBERLY FERREIRA						P	A	P	P	P	P		5	83.33%
JULI CANAVAN	A	P	P	A									2	50.00%
VALINDA BOWENS							P	P	P	A	P		4	80.00%

LEGEND
P - PRESENT
A - EXCUSED ABSENCE
U - UNEXCUSED ABSENCE
XX - CANCELED MEETING
NQ - NO QUORUM

Total Meetings Held	11
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**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
 WORK PLAN: 7/1/18 - 6/30/19  
 Year End Report of Accomplishments June 30, 2019**

**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:**

<b>1.</b>	<p><b>STRATEGY DEVELOPMENT</b></p> <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> <hr/> <p><b>Work Plan Updates:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• May 2019: The Commission voted to schedule the Annual Meeting for Wednesday, May 2019.</li> </ul> <p><b>STATUS:</b></p>
<b>2.</b>	<p><b>SURVIVAL GUIDE</b></p> <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> </ul>

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN**

**WORK PLAN: 7/1/18 - 6/30/19**

**Year End Report of Accomplishments June 30, 2019**

	<ul style="list-style-type: none"><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> <hr/> <p><b>Work Plan Updates:</b></p> <ul style="list-style-type: none"><li>• December 2018: 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.</li><li>• 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</li><li>• 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.</li><li>• 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.</li><li>• May 2019: After completion of the Junior League updates, Commissioners will now make final edits to the Survival Guide with the goal of having a final draft completed by the end of June. Commissioner Bland secured \$1,000 for the printing of the Survival Guide from the Pasadena Fire Department.</li></ul> <p><b>STATUS:</b></p>
<p><b>3.</b></p>	<p><b>FUNDRAISING</b></p> <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> <hr/> <p><b>Work Plan Updates:</b></p> <ul style="list-style-type: none"><li>• February 2019: Commissioners determined that they will submit an application to the Recreation and Parks Foundation to serve as the fiscal sponsor.</li><li>• March 2019: Chair Fernandez requested the Pasadena Recreation and Parks Foundation application from Kenny James.</li><li>• April 2019: No updates</li></ul>

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN**

**WORK PLAN: 7/1/18 - 6/30/19**

**Year End Report of Accomplishments June 30, 2019**

	<ul style="list-style-type: none"><li>• May 2019: Chair Fernandez obtained the Recreation and Parks Foundation fiscal agent application from Kenneth James.</li></ul> <p><b>STATUS:</b></p>
<p><b>4.</b></p>	<p><b>OUTREACH &amp; AWARENESS</b></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</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. *cost \$750</li><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> <hr/> <p><b>Work Plan Updates:</b></p> <ul style="list-style-type: none"><li>• September 2018: 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</li><li>• October 2018: Community Assessment survey discussion and approval. Moved by Commissioner Jones, seconded by Commissioner Montgomery and unanimously approved by the Commission October 08, 2018.</li><li>• December 2018:</li></ul>

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN**

**WORK PLAN: 7/1/18 - 6/30/19**

**Year End Report of Accomplishments June 30, 2019**

- 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.
- 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.
- 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.
- January 2019: Black History Parade and Festival Discussion to coordinate parade and festival participation – Commissioner Jones is sponsoring the Commission on the Status of Women to participate in the Black History Parade. The Commissioner on the Status of Women will share commission booth at the Black History Festival to promote CSW and Survival Guide
- 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.
- May 2019: Commissioners Fernandez, Ferreira, and Bland were present for the Peace Over Violence “Let’s Talk Consent Over Coffee” outreach event for Denim Day at Jackie Robinson Community Center on Thursday, April 18. Sgt. Gordon presented to the Commission about the Domestic Violence Reduction Project at the May meeting.

***STATUS: COMPLETED***



**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
 WORK PLAN: 7/1/18 - 6/30/19  
 Year End Report of Accomplishments June 30, 2019**

5.	<p><b>CITY-LEVEL PARTNERSHIPS</b></p> <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> <hr/> <p><b>Work Plan Updates:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• May 2019: Commissioner Morgan-Sandoz attended a meeting of Celebrating 100 subcommittee and reported on the subcommittee working on a panel on gender issues and raising women’s awareness of the opportunities within the city, with a focus on city employees being role models for young girls.</li> </ul> <p><b>STATUS:</b></p>
6.	<p><b>MEMBERSHIPS</b></p> <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> <hr/> <p><b>STATUS:</b></p>