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**AGENDA  
COMMISSION ON THE STATUS OF WOMEN  
REGULAR MEETING  
WEDNESDAY, AUGUST 7, 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  
Beatriz Martinez Sanchez, At Large/District 2

**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**  
**REGULAR MEETING**  
**WEDNESDAY, AUGUST 7, 2019**  
**6:00 PM**  
**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, JULY 8, 2019\***
4. **OLD BUSINESS**  
**INFORMATION ITEMS**
  - **DISCUSS RESPONSES TO THE COMMISSION ON THE STATUS OF WOMEN COMMUNITY SURVEY ON KEY ISSUES AFFECTING WOMEN**
  - **2018-2020 SURVIVAL GUIDE UPDATES AND DISCUSSION****ACTION ITEMS**
  - **REVIEW AND APPROVE COMMISSION WORK PLAN FOR FY 2019-2020\***
  - **COMMISSION WORK PLAN UPDATES AND DISCUSSION\***
5. **NEW BUSINESS**  
**INFORMATION ITEM**
  - **PRESENTATION ON THE CONVENTION ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN (CEDAW) (COMMISSIONERS RIVAS, MORGAN-SANDOZ)**
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 31<sup>st</sup> day of July 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  
JULY 8, 2019  
6:00 PM  
JACKIE ROBINSON COMMUNITY CENTER  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Charlotte Bland, Valinda Bowens (7:37 PM departure), Norma Fernandez, Kimberly Ferreira, Lorraine Montgomery, Beatriz Martinez, Beverley Morgan-Sandoz, Jessica Rivas

**COMMISSIONERS ABSENT:** Mireya Jones

**STAFF PRESENT:** Ali Everett, Tamer Sabha

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

Chair Fernandez called the meeting to order at 6:07 PM. 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, MAY 13, 2019, AND MAY 29, 2019.\***

After review, it was moved (Rivas) and seconded (Montgomery) to approve the minutes of the May 13, 2019 meeting. (Motion carried) (Abstain: Martinez)

After review, it was moved (Ferreira) and seconded (Bowens) to approve the minutes of the May 29, 2019 meeting. (Motion carried) (Abstain: Martinez)

**4. OLD BUSINESS**

▪ **REPORT FROM CONVENTION ON THE ELIMINATION OF DISCRIMINATION AGAINST WOMEN (CEDAW) AD-HOC COMMITTEE**

Commissioner Bland provided an update to the commission and suggested inviting the local United Nations representative to talk about CEDAW. The commission discussed strategy and messaging before addressing the Mayor and City Council in the future.

▪ **2018-2020 SURVIVAL GUIDE UPDATES AND DISCUSSION**

Commissioner Ferreira provided an update about the Survival Guide and the remaining steps before the final edited version is submitted for approval and Spanish translation.

- **REVIEW AND APPROVE YEAR END REPORT OF ACCOMPLISHMENTS FOR FY 2018-2019\***  
After discussion, it was moved (Ferreira) and seconded (Rivas) to approve the Year End Report of Accomplishments FY 2018-2019. (Motion carried) (Abstain: Martinez)
- **REVIEW AND APPROVE COMMISSION WORK PLAN FY 2019-2020\***  
The commission reviewed and discussed changes to the Work Plan FY 2019-2020. The commission will approve the work plan at the August meeting.

## 5. NEW BUSINESS

- **DISCUSS RENEWING MEMBERSHIP TO THE ASSOCIATION OF CALIFORNIA COMMISSIONS FOR WOMEN FOR FY 2019-2020\***  
The commission discussed renewing its membership to the Association of California Commissions for Women for FY 2019-2020 and would like to explore the opportunity to request funding for the membership fee (\$50) through the City Council.
- **DISCUSS JOINING THE NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN FOR FY 2019-2020\***  
The commission discussed joining the National Association of Commissions for Women for FY 2019-2020 and options to pay for the membership fee (\$75).
- **DISCUSSION REGARDING COMMISSION PARTICIPATION AT ASSEMBLYMEMBER CHRIS HOLDEN'S ANNUAL BLOCK PARTY ON SATURDAY, AUGUST 3**  
After discussion, it was moved (Ferreira) and seconded (Montgomery) to participate in Assemblymember Chris Holden's Annual Block Party on Saturday, August 3, from 12:00 PM – 1:00 PM, with the table to be covered by Commissioners Ferreira and Fernandez. (Motion unanimously carried)
- **COMMISSION WORK PLAN UPDATES AND DISCUSSION\***  
Advise City Council:  
The commission discussed researching how to present recommendations, specifically related to Convention on the Elimination of Discrimination Against Women (CEDAW) to the City Council, as well as discussed continuing research about CEDAW.

### City-level Partnerships:

Chair Fernandez provided information about the City's Celebrating 100 Committee, including the city-level events ad hoc committee meeting scheduled for Wednesday, July 10.

### Survival Guide:

Commissioner Ferreira has taken the lead in finalizing the Survival Guide edits and a small committee will conduct a final review and share an update with the Commission's staff liaison during the week of July 15. The commission also discussed funding for printing of the Survival Guide.

### Outreach & Awareness:

No update.

Financial Resources:

The commission decided to renew its memberships to the Association of California Commissions for Women (ACCW) and National Association of Commissions for Women (NCCW) and will submit a request with the Human Services and Recreation Department to fund the membership fees.

After discussion, it was moved (Morgan-Sandoz) and seconded (Ferreira) to renew the memberships for the Association of California Commissions for Women (ACCW) and National Association of Commissions for Women (NCCW), as well as request a sponsorship from the Human Services and Recreation Department to fund the membership fees. (Motion unanimously approved)

**6. REPORTS, COMMENTS**

▪ **STAFF REPORTS**

Staff (Everett) reminded the commission about the new meeting date of the first Wednesday of the month beginning on Wednesday, August 7, at 6:00 PM, and provided printed copies of City Council Resolution No. 9716 (Rules of Conduct for all Public Meetings).

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Morgan-Sandoz commented on the positive experience she recently had with the Pasadena Fire Department.

**7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

- Presentation on CEDAW (Rivas, Morgan-Sandoz)
- Discussion of commission meeting protocol
- Discussion of developing of a list of groups and organizations to present to the commission

**8. ADJOURNMENT**

It was moved (Morgan-Sandoz) and seconded (Bland) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:02 PM.

**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
DRAFT WORK PLAN: 7/1/19 - 6/30/20**

**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>ADVISE CITY COUNCIL</b></p> <p>During FY 19/20 the Commission will:</p> <ul style="list-style-type: none"><li>• Invite City Council representatives to attend meetings of the Commission on the status of Women.</li><li>• Learn about the processes and procedures for presenting recommendations to City Council.</li><li>• Develop a list of “hot topics” on which the commission will advise council, as needed, after gathering information about the topics through research and other appropriate methods.</li><li>• Continue to research the Convention on the Elimination of All Forms of Discrimination against Women and make a recommendation to City Council based on that research.</li></ul> <p>July 2019: The commission discussed starting to research on how to present recommendations, specifically related to Convention on the Elimination of Discrimination Against Women (CEDAW) to the City Council, as well as discussed continuing research about CEDAW.</p>
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**2. CITY LEVEL PARTNERSHIPS**

During FY 19/20 the Commission will:

- Strengthen its link with City Council through quarterly updates, attending City Council meetings, making recommendations on hot topics, and other appropriate methods.
- Explore and identify collaborative opportunity with other City Commissions, community groups, and other organizations.
- Collaborate with the City of Pasadena Celebrating 100 Committee, which will conduct events and other activities to recognize the 100<sup>th</sup> anniversary of women obtaining the right to vote.

July 2019: Chair Fernandez provided information for Celebrating 100, including city-level events adhoc committee meeting scheduled for Wednesday, July 10.

**3. SURVIVAL GUIDE**

During FY 19/20 the Commission will:

- 2018-2020 Survival Guide
  - Finalize the Survival Guide.
  - Establish a distribution plan for hard copies.
  - Develop and distribute a flyer and postcard marketing the online version of the Survival Guide.
- 2020-2023 Survival Guide
  - Establish an Ad Hoc Committee to begin working on the 2020-2021 Survival Guide.
  - Develop a project plan and timeline.
  - Identify a fiscal sponsor.

Cost: \$10,000

July 2019: Commissioner Ferreira has taken the lead in finalizing the Survival Guide edits and a small committee will do a final review and share an update with the liaisons the week of July 15. The commission also discussed funding related to the Survival Guide that was formally committed.



**4. OUTREACH & AWARENESS**

During FY 19/20 the Commission will:

- In March 2020, celebrate Women’s History month with community events that engage diverse attendees, including organizing Herstory 2020.  
Cost: \$750
- In April 2020, support the City of Pasadena’s recognition of Denim Day in support of Peace over Violence.
- Explore opportunities to engage young girls in opportunities to give back to the community.
- Host a special meeting of the Commission on the Status of Women featuring subject matter experts on a specific issue that impacts women such as pay equity, domestic violence, children and family, or mental health.  
Cost: \$1,000
- Engage in opportunities to stimulate discussion on the status of women of all ages and young girls, including attending and tabling at events such as the YWCA Racial Justice Breakfast, the Southern California Women’s Health Conference, and League of Women Voters activities, which improve the quality of life for women and young girls.
- Share information about outreach and awareness activities with City Councilmembers for the purpose of disseminating the information to the community through Councilmember newsletters and other existing communication methods.

July 2019: No update.

**5. FINANCIAL RESOURCES**

During FY 19/20 the Commission will:

- Explore/identify funding sources for FY 19/20 in order to fulfill the Commission purpose and functions as stated in Pasadena Municipal Code 2.65.110, including but not limited to participation in the Association of California Commissions for Women (ACCW) and the National Association of Commissions for Women (NACW).  
Cost: \$50 / \$75
- Submit the application to establish the Recreation and Parks Foundation as a fiscal sponsor for the Commission on the Status of Women.

	<p>July 2019: The commission decided to renew their memberships from the Association of California Commissions for Women (ACCW) and National Association of Commissions for Women (NCCW) and will submit a request with the Human Services and Recreation Department to fund the memberships.</p>
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