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AGENDA
COMMISSION ON THE STATUS OF WOMEN
SPECIAL MEETING
Wednesday, November 14, 2018

MEMBERS

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

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.

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 MEETING
November 14, 2018
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 FOR ITEMS ON THE AGENDA

Please limit comments to 3 minutes per speaker.

3. REVIEW AND APPROVAL OF MINUTES, October 08, 2018*

4. OLD BUSINESS

A. ACTION ITEMS

- I. 2018/2019 COMMISSION ON THE STATUS OF WOMEN WORK PLAN
- II. FINAL DISCUSSION TO PARTICIPATE IN BLACK HISTORY PARADE AND/OR FESTIVAL. REVIEW OF PARADE AND FESTIVAL BOOTH MATERIALS.
- III. REVIEW AND APPROVAL OF ARTICLE FOR HUMAN SERVICES AND RECREATION NEWSLETTER
- IV. APPROVAL OF THE THEME FOR THE BULLETIN BOARD AT THE JACKIE ROBINSON COMMUNITY CENTER REGARDING WOMEN'S MONTH

B. INFORMATION ITEMS

- I. SURVIVAL GUIDE UPDATE REGARDING SPONSORSHIP TO PAY FOR PRINTING COSTS
- II. WOMEN'S CITY CLUB ROUNDTABLE PARTNERSHIP UPDATE AND DISCUSSION
- III. SO CAL WOMEN'S HEALTH/BEAUTY CONFERENCE AND EXPO PARTICIPATION UPDATE DISCUSSION
- IV. YWCA WOMEN FOR RACIAL JUSTICE BREAKFAST PARTICIPATION UPDATE DISCUSSION
- V. COMMUNITY ASSESSMENT SURVEY UPDATE

5. NEW BUSINESS

A. ACTION ITEMS

- I. COMMISSION ON THE STATUS OF WOMEN DECISION TO CALENDAR OR TO SUSPEND DECEMBER MEETING.

B. INFORMATION ITEMS

- I. PARKS AND REC FOUNDATION SPEAKER
- II. CITY OF PASADENA LIBRARY VIRTUAL SERVICES PRESENTATION
- III. REQUIRED AB 1234 ETHICS TRAINING DISCUSSION

6. REPORTS, COMMENTS, UPDATES
A. STAFF REPORTS OR COMMENTS

B. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

- I. ASSOCIATION OF CALIFORNIA COMMISSIONS FOR WOMEN – WINTER MEETING DATES WILL BE AVAILABLE SOON
- II. NATIONAL ASSOCIATION OF COMMISSIONS FOR WOMEN

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, and the Bulletin Board in the rotunda area of City Hall, Jackie Robinson Community Center and a copy was distributed to the Central Library for posting on this 9th day of November 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 October 08, 2018

MINUTES



**CITY OF PASADENA
COMMISSION ON THE STATUS OF WOMEN
REGULAR MEETING
MONDAY, OCTOBER 08, 2018
6:30 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: FERNANDEZ, NORMA ESTELA; MONTGOMERY, LORRAINE; BLAND CHARLOTTE; ASTURIAS JONES, MIREYA; CORNELL, MARNA

COMMISSIONERS ABSENT: RIVAS, JESSICA C. (EXCUSED); CANAVAN, JULI (EXCUSED)

STAFF PRESENT: PORRAS, SUSANA, RECORDING SECRETARY

OTHERS PRESENT: INTERIM HUMAN SERVICES AND RECREATION DIRECTOR, BRENDA HARVEY-WILLIAMS, GENEVIEVE CLAVREUL

1. CALL TO ORDER; WELCOME; ROLL CALL

CHAIR FERNANDEZ CALLED THE MEETING TO ORDER AT 6:33 P.M. STAFF PORRAS CALLED ROLL AND A QUORUM WAS ESTABLISHED FOR THE COMMISSION ON THE STATUS OF WOMEN.

2. PUBLIC COMMENT

GENEVIEVE CLAVREUL SPOKE BRIEFLY ON HER BACKGROUND AND INTEREST IN THE VARIOUS COMMISSIONS IN THE CITY OF PASADENA

3. REVIEW AND APPROVAL OF MINUTES, September 10, 2018

AFTER REVIEW, IT WAS MOVED BY COMMISSIONER JONES AND SECONDED BY COMMISSIONER MONTGOMERY TO APPROVE THE MINUTES OF THE SEPTEMBER 10, 2018 (MOTION UNANIMOUSLY CARRIED).

4. OLD BUSINESS

ACTION ITEMS

- I. COMMISSION ON THE STATUS OF WOMEN REVIEW AND APPROVAL OF RULES AND REGULATIONS – COMMISSIONERS REVIEWED CHANGES. COMMISSIONER BLAND MOTIONED TO APPROVE ALL SECTIONS AND ARTICLES. MOTION SECONDED BY COMMISSIONER CORNELL AND UNANIMOUSLY APPROVED BY THE COMMISSION.
- II. ORGANIZATIONAL OUTREACH – COMMUNITY ASSESSMENT SURVEY DISCUSSION AND APPROVAL. MOVED BY COMMISSIONER JONES, SECONDED BY COMMISSIONER MONTGOMERY AND UNANIMOUSLY APPROVED BY THE COMMISSION.

- III. 2018/2019 COMMISSION ON THE STATUS OF WOMEN WORK PLAN – REVIEWED BY THE COMMISSION

INFORMATION ITEMS

- I. SURVIVAL GUIDE SPONSORSHIP DISCUSSION TO REACH OUT TO THE PASADENA JUNIOR LEAGUE AND FOLLOW UP DISCUSSION WITH PASADENA POLICE DEPARTMENT REGARDING SPONSORSHIP
- II. FRIENDS OF THE COMMISSION DISCUSSION
- III. WOMEN'S CITY CLUB ROUNDTABLE UPDATE AND DISCUSSION

5. NEW BUSINESS

ACTION ITEMS

- I. DISCUSS PARTICIPATION IN BLACK HISTORY PARADE
- II. COMMISSION ON THE STATUS OF WOMEN NOVEMBER REGULAR MEETING OF NOVEMBER 12, 2018 CANCELLATION AND NEW DATE SELECTION OF WEDNESDAY, NOVEMBER 14, 2018 DUE TO OBSERVANCE OF VETERAN'S DAY HOLIDAY – COMMISSIONER JONES MOTIONED TO CHANGE DATE, SECONDED BY COMMISSIONER MONTGOMERY AND UNANIMOUSLY APPROVED.
- III. CSW PARTICIPATION IN HUMAN SERVICES AND RECREATION DEPARTMENT NEWSLETTER DISCUSSION – COMMISSIONER CORNELL VOLUNTEERED TO DRAFT INFORMATIVE ARTICLE REGARDING THE WOMEN'S CITY CLUB, WOMEN'S ROUNDTABLE SALON
- IV. YWCA WOMEN FOR RACIAL JUSTICE BREAKFAST PARTICIPATION DISCUSSION – COMMISSIONER JONES MOVED AND COMMISSIONER MONTGOMERY SECONDED TO ATTEND YWCA BREAKFAST
- V. SO CAL WOMEN'S HEALTH/BEAUTY CONFERENCE AND EXPO PARTICIPATION PLAN DISCUSSION AND APPROVAL
- VI. JACKIE ROBINSON COMMUNITY CENTER EXTERIOR BULLETIN BOARD WOMEN'S HISTORY MONTH DISPLAY MARCH 2019 DISCUSSION AND APPROVAL – COMMISSIONER JONES MOVED TO APPROVE, SECONDED BY COMMISSIONER MONTGOMERY AND UNANIMOUSLY APPROVED BY COMMISSION.

6. REPORTS, COMMENTS

▪ **STAFF REPORTS**

A. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

- VICE CHAIR RIVAS ANNOUNCED LOS ANGELES COUNTY WOMEN'S LEADERSHIP CONFERENCE. COMMISSIONER BLAND RECOMMENDED POSTPONING ASSOCIATION OF COMMISSIONS FOR WOMEN UPDATES TO OCTOBER MEETING.

B. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

CHAIR FERNANDEZ SUGGESTED CSW APPROVAL OF RULES AND REGULATIONS, BLACK HISTORY PARADE PARTICIPATION, WORK PLAN QUATERLY CHECK IN AND YWCA WOMEN FOR RACIAL JUSTICE DISCUSSION.

7. ADJOURNMENT

ADJOURNMENT WAS MOVED BY COMMISSIONER RIVAS AND SECONDED BY COMMISSIONER JONES TO ADJOURN THE REGULAR MEETING. (MOTION UNANIMOUSLY CARRIED) THE MEETING WAS ADJOURNED AT 8:38 P.M.



Norma Estela Fernandez, Chair
Commission on the Status of Women



Susana Porras, Recording Secretary
Human Services and Recreation Department

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.

	OBJECTIVE	ACTIVITY
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).<ul style="list-style-type: none">▪ Status: 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> Status:
3.	FUNDRAISING	<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. Status:

4.	OUTREACH & AWARENESS	<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 <p>Status:</p> <ul style="list-style-type: none"> • 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 Montgoverly and unanimously approved by the Commission October 08, 2018.
5.	OUTREACH & AWARENESS	<ul style="list-style-type: none"> • 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 <p>Status:</p>
6.	CITY-LEVEL PARTNERSHIPS	<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. <p>Status:</p>

7.	MEMBERSHIPS	<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). <p>*cost associated: Memberships \$150, Conference ACCW \$500, Conference NACW \$1,500</p> <p>Status:</p>
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*These are approximate costs based on market value.

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