



**SPECIAL MEETING  
COMMISSION ON THE STATUS OF WOMEN  
Wednesday, November 4, 2020  
6:00 P.M.**

**MEMBERS**

Beverley Morgan-Sandoz, Chair, District 1  
Dr. Valinda M. Bowens, Vice-Chair, District 3  
Norma Estela Fernandez, Mayor  
Lorraine Montgomery, District 2  
Sandra Lindoerfer, District 4  
Margaret de Larios, District 7  
Beatriz Martinez Sanchez, At Large  
Vacant, District 5  
Vacant, District 6

**STAFF**

Ali Everett, Accessibility Coordinator  
Tamer Sabha, Recording Secretary

Commission on the Status of Women meetings are held on the 1<sup>st</sup> Wednesday of each month.

Agendas and related documents are available for public review on the City website at:  
[www.cityofpasadena.net/commissions/commission-on-the-status-of-women](http://www.cityofpasadena.net/commissions/commission-on-the-status-of-women)

*To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Providing at least 72-hour advance notice will help ensure availability.*

*Language translation services may also be requested with 72-hour advance notice by calling (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.*

## **PUBLIC PARTICIPATION**

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE **SOLELY BY TELECONFERENCE/VIDEOCONFERENCE**.

MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY IN THE OPEN SESSION PORTION OF THE MEETING.

ACCESS TO THE MEETING IS AS FOLLOWS:

**Video Conference:** <https://us02web.zoom.us/j/82303553966>

**OR**

**Phone:** 1 (669) 900-6833 - Webinar ID: 823 0355 3966

## **PUBLIC COMMENT INSTRUCTIONS**

If you wish to provide comments, you may do so as follows:

**1. ADVANCE CORRESPONDENCE, TO BECOME PART OF THE RECORD:**

Submit public comment of any length to [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net) prior to the meeting day. Please be aware that, while these comments will be provided to the members of the body and will become part of the meeting record, they will not be read aloud.

**2. COMMENTS TO BE READ ALOUD AT THE MEETING:**

Submit public comment of up to 200 words regarding items on the agenda to: [www.cityofpasadena.net/commissions/public-comment](http://www.cityofpasadena.net/commissions/public-comment). The body reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All comments in their entirety will become part of the meeting record.

Public comments will be limited to matters on this agenda.

If you need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act because you are unable to participate electronically as set forth above, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net).



**AGENDA**  
**SPECIAL MEETING**  
**COMMISSION ON THE STATUS OF WOMEN**  
**Wednesday, November 4, 2020**  
**6:00 P.M.**

1. **CALL TO ORDER; ROLL CALL**
2. **APPROVAL OF MINUTES**
  - OCTOBER 7, 2020\*
3. **NEW BUSINESS**  
**INFORMATION ITEMS**
  - PRESENTATION ABOUT SERVICES FOR WOMEN IN PASADENA EXPERIENCING HOMELESSNESS – ANNE MISKEY (CEO, UNION STATION HOMELESS SERVICES)
  - PRESENTATION FROM MOUNT SAINT MARY’S UNIVERSITY ON THE STATUS OF WOMEN AND GIRLS IN CALIFORNIA AND UPDATING THE 2015 REPORT ON THE STATUS OF WOMEN IN PASADENA – DR. EMERALD ARCHER (DIRECTOR, MOUNT SAINT MARY’S UNIVERSITY CENTER FOR THE ADVANCEMENT OF WOMEN)
  - DISCUSS THE PROCESS FOR MODIFICATION OF THE COMMISSION RULES AND REGULATIONS AS WELL AS P.M.C. CHAPTER 2.65 – STAFF\*
4. **OLD BUSINESS**  
**ACTION ITEMS**
  - DISCUSS RECOGNITION OF COMMISSIONERS WHO COMPLETED THEIR TERMS DURING FY 2019-2020
  - DISCUSS RECOGNITION OF COUNCILMEMBER MCAUSTIN FOR HER SUPPORT OF THE COMMISSION AND THE HERSTORY EVENT
  - COMMISSION WORK PLAN UPDATES AND DISCUSSION\*
    - ADVISE CITY COUNCIL (MONTGOMERY, MARTINEZ SANCHEZ, LINDOERFER)
    - CITY LEVEL PARTNERSHIPS (LINDOERFER)
    - SURVIVAL GUIDE (BOWENS, FERNANDEZ, DE LARIOS)
    - OUTREACH & AWARENESS (MORGAN-SANDOZ, BOWENS)
    - FINANCIAL RESOURCES (MORGAN-SANDOZ)

**5. COMMENTS AND UPDATES**

- STAFF COMMENTS
  
- COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

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

**7. ADJOURNMENT**

\*Attachment

Note to Public: Public comment is limited to items on this special meeting agenda and will be heard the time the item is considered.

POSTING STATEMENT: I HEREBY CERTIFY that this Agenda, in its entirety was posted on the City Council Chamber Bulletin Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 29<sup>th</sup> day of October 2020, by 5:30 p.m. The agenda may be viewed at the City's website at: [www.cityofpasadena.net/commissions/commission-on-the-status-of-women](http://www.cityofpasadena.net/commissions/commission-on-the-status-of-women).



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Beverley Morgan-Sandoz, Chair  
Commission on the Status of Women



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Tamer Sabha, Recording Secretary



**\*DRAFT MINUTES\***

**CITY OF PASADENA  
SPECIAL MEETING  
COMMISSION ON THE STATUS OF WOMEN  
Wednesday, October 7, 2020  
6:00 P.M.**

**COMMISSIONERS PRESENT:** Valinda Bowens (departed at 6:45pm), Margaret de Larios, Sandra Lindoerfer, Lorraine Montgomery, Beverley Morgan-Sandoz, Beatriz Martinez Sanchez (departed at 6:45pm)

**COMMISSIONERS ABSENT:** Norma Fernandez (excused)

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

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

Chair Morgan-Sandoz called the meeting to order at 6:04 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

**2. APPROVAL OF MINUTES**

After review, it was moved (Montgomery) and seconded (Bowens) to approve the minutes of the September 2, 2020 meeting. (Motion carried)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>	<b>ABSTAIN</b>
Morgan-Sandoz	x	
Bowens	x	
Montgomery	x	
Lindoerfer		x
de Larios	x	
Martinez Sanchez		x

**3. OLD BUSINESS**

▪ **DISCUSS DISTRIBUTION OF THE 2018-2022 SURVIVAL GUIDE**

Chair Morgan-Sandoz provided an update that there are 140 Survival Guides remaining after 60 were distributed to City entities and agencies in the Guide.

After discussion, the Commission decided to have Commissioners drop off the Guide to agencies listed in the Guide and requested Staff (Everett) provide the list of agencies in a shared document to facilitate the sign-up process.

▪ **SELECT LEAD COMMISSIONERS FOR FY 2020-2021 WORK PLAN OBJECTIVES**

It was moved (Lindoerfer) and seconded (de Larios) to approve the updated FY 2020-2021 work plan with the addition of lead commissioners for each objective listed below. (Motion unanimously carried)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>
Morgan-Sandoz	x
Montgomery	x
Lindoefer	x
de Larios	x

<b>Work Plan Objectives</b>	<b>Leads</b>
1. Advise City Council	Montgomery, Martinez Sanchez, Lindoefer
2. City level Partnerships	Morgan-Sandoz, Lindoefer
3. Survival Guide	Bowens, Fernandez, de Larios
4. Outreach & Awareness	Morgan-Sandoz, Bowens
5. Financial Resources	Morgan-Sandoz

#### **4. NEW BUSINESS**

- **DISCUSS RECOGNITION OF COMMISSIONERS WHO COMPLETED THEIR TERMS DURING FY 2019-2020**

The Commission discussed ways to recognize former Commissioners Bland, Ferreira, and Jones, who completed their terms during FY 2019-2020, but were unable to be recognized formally during the Herstory event that was cancelled due to COVID-19.

The Commission requested that staff provide certificates of recognition and the Commission will draft a letter about recognizing the former Commissioners in person, when it is safe to do so.

- **DISCUSS RECOGNITION OF COUNCILMEMBER MCAUSTIN FOR HER SUPPORT OF THE COMMISSION AND THE HERSTORY EVENT**

The Commission requested that staff provide a certificate of appreciation and plans to acknowledge Councilmember McAustin in person, when it is safe to do so.

- **COMMISSION WORK PLAN UPDATES**

Phyllis Chestang, a Pasadena resident, submitted a public comment about the FY 2020-2021 work plan and Mount Saint Mary's University's 2020 Report on the Status of Women and Girls in California.

#### **5. COMMENTS AND UPDATES**

- **STAFF COMMENTS**

Staff (Everett) commented on the Commissioner Orientation Manual and the Standards of Conduct section.

- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Chair Morgan-Sandoz thanked the Commission for the robust discussion that took place during the September meeting about work plan goals and objectives for FY 2020-2021.

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

- Informational presentation related to one of the “hot topics”
- Presentation from Mount Saint Mary’s University’s Center for Advancement regarding the 2020 Report on the Status of Women and Girls in California

**7. ADJOURNMENT**

It was moved (Montgomery) and seconded (Lindoefer) to adjourn the special meeting. The meeting was adjourned at 7:38 PM.

**EXCERPTS FROM PASADENA MUNICIPAL CODE AND  
THE COMMISSION ON THE STATUS OF WOMEN RULES AND REGULATIONS  
REGARDING AMENDING THE RULES AND REGULATIONS**

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**PASADENA MUNICIPAL CODE CHAPTER 2.65 - COMMISSION ON THE STATUS OF  
WOMEN**

**2.65.080 – Rules and Regulations**

The commission shall adopt and amend, by the affirmative vote of 5 members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council.

**COMMISSION ON THE STATUS OF WOMEN RULES AND REGULATIONS**

**Article X – Amendment of Rules**

Section 1. These rules may be amended at any regular meeting of the commission by a majority vote, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the Board of Directors for final approval.



**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN  
WORK PLAN: 08/01/20 - 06/30/21**

**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>Lead Commissioner(s): Montgomery, Martinez Sanchez, Lindoerfer</p> <p>Action Items:</p> <ul style="list-style-type: none"><li>• Invite City Council representatives (Councilmembers and liaisons) to attend meetings of the Commission on the Status of Women.</li><li>• Strengthen the Commission’s link with City Council through quarterly updates, attending City Council meetings, and other appropriate methods.</li><li>• Share information about outreach and awareness activities with City Councilmembers for the purpose of disseminating the information to the community through Councilmember newsletters, community meetings, and the City’s website.</li><li>• Research “hot topics” that affect women and invite subject matter experts to present on the topics in order to inform possible recommendations to the City Council.</li><li>• Continue to encourage the City Council to consider the adoption of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)</li></ul> <hr/> <p><b>Work Plan Updates:</b></p>
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	<p>September 2020: Chair Morgan-Sandoz reviewed the list of hot topics the Commission developed during FY 19-20 and advised that the topics will be discussed further at subsequent meetings.</p> <p>October 2020: Commissioners agreed on the following hot topics:</p> <ul style="list-style-type: none"> <li>- Human Trafficking: Commissioner Lindoerfer</li> <li>- Engaging Young Girls and Young Women: Commissioner Bowens</li> <li>- Domestic Violence and Homelessness: Commissioner Montgomery</li> <li>- Access to information/digital divide: Commissioner de Larios</li> <li>- Wage Equity: Commissioner Martinez Sanchez</li> <li>- COVID 19: Commissioner Morgan-Sandoz</li> <li>- Police Oversight Commission: Commissioner Lindoerfer</li> </ul>
<p><b>2.</b></p>	<p><b>CITY LEVEL PARTNERSHIPS</b></p> <p>Lead Commissioner(s): Morgan-Sandoz, Lindoerfer</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• 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.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></p> <p>September 2020: Chair Morgan-Sandoz attended the July and August meetings of the Celebrating 100 Committee and reported to the Commission the names of groups that the Committee is contacting about the VoteCauseWeCan campaign.</p> <p>October 2020: Chair Morgan-Sandoz attended the September Pasadena Celebrating 100 meeting and shared information about the VoteCauseWeCan social media campaign.</p>
<p><b>3.</b></p>	<p><b>SURVIVAL GUIDE</b></p> <p>Lead Commissioner(s): Bowens, Fernandez, de Larios</p> <p>Survival Guide ad hoc committee: Bowens (lead), Fernandez, de Larios</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Establish an ad hoc committee to make a recommendation on the next edition of the Survival Guide, including an estimated cost for printing, translation, and other expenses related to the guide.</li> </ul> <hr/>

**Work Plan Updates:**

September 2020: The Commission established a tentative date for distributing hard copies of the 2018-2022 Survival Guide to the agencies listed in the guide.

October 2020:

- Commissioners distributed hard copies of the Survival Guide to agencies listed in the guide at a drive-through pick-up on Wednesday, September 23 at Robinson Park Recreation Center.
- Chair Morgan-Sandoz appointed Commissioners Bowens (lead), Fernandez, and de Larios to the Survival Guide ad hoc committee.

**4. OUTREACH & AWARENESS**

Lead Commissioner(s): Morgan-Sandoz, Bowens

Herstory 2021 ad hoc committee: Montgomery (lead), Lindoerfer, and Martinez Sanchez

Action Items:

- In March 2021, celebrate Women’s History month with community events that engage diverse attendees, including organizing Herstory 2021.  
Cost: \$750
- In April 2021, support the City of Pasadena’s recognition of Denim Day in partnership with Peace over Violence.
- Explore opportunities to engage young girls in opportunities to give back to the community.
- Improve the quality of life for women and young girls by engaging 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.  
Cost: \$1,000
- Explore the feasibility of partnering with Mount Saint Mary’s University to update the 2015 Report on the Status of Women in Pasadena.

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**Work Plan Updates:**

September 2020: The Commission requested the assistance of young women in the Youth Ambassador program to assist with distributing the Survival Guide to agencies.

	<p>October 2020:</p> <ul style="list-style-type: none"> <li>• The Commission received assistance from the Youth Ambassador program while distributing Survival Guides on Wednesday, September 23.</li> <li>• Vice-Chair Bowens spoke to a member of the Human Services Commission about their work plan objective related to mentoring young women of color.</li> <li>• Chair Morgan-Sandoz: <ul style="list-style-type: none"> <li>○ Spoke to the San Gabriel Valley National Council of Negro Women about their interest in collaborating on Herstory 2021 and Denim Day.</li> <li>○ Contacted the Mount Saint Mary's University Center for Advancement regarding the 2020 Report on the Status of Women and Girls in California and the possibility of partnering to update the Report on the Status of Women in Pasadena.</li> <li>○ Appointed Commissioners Montgomery (lead), Lindoerfer, and Martinez Sanchez to the Herstory 2021 ad hoc committee.</li> </ul> </li> </ul>
<p><b>5.</b></p>	<p><b>FINANCIAL RESOURCES</b></p> <p>Lead Commissioner(s): Morgan-Sandoz</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Explore/identify funding sources for FY 2020-2021 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).</li> </ul> <p>Cost: \$50 (ACCW membership dues for FY 2020-2021) / \$75 (NACW membership dues for calendar year 2021)</p> <hr/> <p><b>Work Plan Updates:</b></p> <p>September 2020: The Commission requested and obtained approval for funding from the Parks, Recreation and Community Services Department for the annual ACCW and NACW membership fees.</p> <p>October 2020: No update was provided.</p>