



**SPECIAL MEETING
COMMISSION ON THE STATUS OF WOMEN
Wednesday, December 2, 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 1st 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

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. 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. 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/81859022845>

OR

Phone: 1 (669) 900-6833 - Webinar ID: 818 5902 2845

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 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. 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.



AGENDA
SPECIAL MEETING
COMMISSION ON THE STATUS OF WOMEN
Wednesday, December 2, 2020
6:00 P.M.

1. **CALL TO ORDER; ROLL CALL**
2. **APPROVAL OF MINUTES**
 - NOVEMBER 4, 2020*
3. **NEW BUSINESS**
INFORMATION ITEMS
 - RECOGNITION OF COUNCILMEMBER MCAUSTIN FOR HER SUPPORT OF THE COMMISSION AND THE HERSTORY EVENT
 - RECOGNITION OF COMMISSIONERS WHO RECENTLY COMPLETED THEIR TERMS
 - INFORMATIONAL PRESENTATION ABOUT WOMEN AND FAMILIES EXPERIENCING HOMELESSNESS IN PASADENA – JENNIFER O'REILLY-JONES (STAFF, HOMELESS PROGRAMS COORDINATOR)
 - REVIEW OF PROPOSED MINOR MODIFICATIONS TO THE COMMISSION ON THE STATUS OF WOMEN RULES AND REGULATIONS AS WELL AS TO THE P.M.C. CHAPTER 2.65 – ALI EVERETT (STAFF, ACCESSIBILITY COORDINATOR)*
4. **OLD BUSINESS**
ACTION ITEM
 - COMMISSION WORK PLAN UPDATES AND DISCUSSION*
 - ADVISE CITY COUNCIL (MONTGOMERY, MARTINEZ SANCHEZ, LINDOERFER)
 - SURVIVAL GUIDE (BOWENS, FERNANDEZ, DE LARIOS)
 - OUTREACH & AWARENESS (MORGAN-SANDOZ, BOWENS)
 - CITY LEVEL PARTNERSHIPS (LINDOERFER)
 - 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 25th day of November 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.



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



Tamer Sabha, Recording Secretary



DRAFT MINUTES

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

COMMISSIONERS PRESENT: Valinda Bowens, Norma Fernandez, Margaret de Larios, Sandra Lindoerfer, Lorraine Montgomery, Beverley Morgan-Sandoz,

COMMISSIONERS ABSENT: Beatriz Martinez (excused)

STAFF PRESENT: Ali Everett, Tamer Sabha

1. CALL TO ORDER; ROLL CALL

Chair Morgan-Sandoz called the meeting to order at 6:03 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 (de Larios) to approve the minutes of the October 7, 2020 meeting. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Morgan-Sandoz	X
Bowens	X
Fernandez	X
Montgomery	X
Lindoerfer	X
de Larios	X

3. NEW BUSINESS

- **PRESENTATION ABOUT SERVICES FOR WOMEN IN PASADENA EXPERIENCING HOMELESSNESS – ANNE MISKEY (CEO, UNION STATION HOMELESS SERVICES)**
The Commission received a presentation from Union Station Homeless Services about women who are experiencing homelessness in Pasadena, including causes of women's homelessness, resources needed for women experiencing homelessness, and recommendations for future action to address women's homelessness. Questions from the Commission followed and a copy of the presentation was provided to the Commission.
- **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)**

The Commission received a presentation from Mount Saint Mary’s University Center for the Advancement of Women with highlights from the 2020 Report of the Status of Women and Girls in California and recommendations for future action, as well as information about possible content for an updated report on the status of women in Pasadena. Questions from the Commission followed.

- **DISCUSS THE PROCESS FOR MODIFICATION OF THE COMMISSION RULES AND REGULATIONS AS WELL AS P.M.C. CHAPTER 2.65 – STAFF**
Staff (Everett) provided information about the process for amending the Commission on the Status of Women rules and regulations and Pasadena Municipal Code Chapter 2.65 (Commission on the Status of Women). The proposed amendments will be provided to the Commission for review and discussion at the December meeting.

4. OLD BUSINESS

- **DISCUSS RECOGNITION OF COMMISSIONERS WHO COMPLETED THEIR TERMS DURING FY 2019-2020**
After discussion, it was moved (Fernandez) and seconded (Bowens) to invite former Commissioners Bland, Cornell, Ferreira, Jones, and Rivas to attend the Commission’s December meeting where they will be recognized for their service on the Commission. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Morgan-Sandoz	x
Bowens	x
Fernandez	x
Montgomery	x
Lindoerfer	x
de Larios	x

- **DISCUSS RECOGNITION OF COUNCILMEMBER MCAUSTIN FOR HER SUPPORT OF THE COMMISSION AND THE HERSTORY EVENT**
After discussion, it was moved (Fernandez) and seconded (Montgomery) to invite Councilmember McAustin to attend the Commission’s December meeting where she will be recognized for her support of the Commission and the Herstory event. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Morgan-Sandoz	x
Bowens	x
Fernandez	x
Montgomery	x
Lindoerfer	x
de Larios	x

Jacque Robinson-Baisley, as Chair and on behalf of the National Women’s Political Caucus Greater Pasadena Area Caucus, submitted a public comment in support of recognizing Councilmember McAustin for her contributions and leadership.

- **COMMISSION WORK PLAN UPDATES AND DISCUSSION**

The Commission discussed and provided updates to the work plan for FY 2020-2021.

5. COMMENTS AND UPDATES

- **STAFF COMMENTS**

Staff (Everett) informed the Commission that its FY 2019-2020 Annual Report was submitted to the City Clerk's office on Tuesday, November 4.

- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Fernandez suggested sending a note of congratulations on the behalf of the Commission to the newly elected Mayor.

6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- COVID-19 update from the Public Health Department
- Presentation on the technology access gaps of children and families in the Pasadena Unified School District during COVID-19

7. ADJOURNMENT

It was moved (Fernandez) and seconded (Montgomery) to adjourn the special meeting. The meeting was adjourned at 8:09 PM.

The following rules and regulations were adopted by the Pasadena Commission on the Status of Women, for the conduct of its business consistent with the Pasadena Municipal Code.

RULES AND REGULATIONS

ARTICLE I

NAME

The name of this advisory body is the Pasadena Commission on the Status of Women.

ARTICLE II

PURPOSES

SECTION 1. The purposes 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.~~is commission are as set forth in Chapter 2.65 of the Pasadena Municipal Code.~~

a. The commission shall:

1. Study and examine ~~through the conduct of meetings, conferences, public hearings or other appropriate methods these~~ conditions which indicate discrimination or prejudice encountered by women.
2. Recommend policies, 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

b. In connection with the foregoing functions, the commission may:

- ~~1. Act as conciliator or mediator in disputes within the scope of the commission's functions with the approval of the parties.~~

~~2.1.~~ Request of any city department or agency information, ~~services, facilities,~~
~~and assistance~~ in furtherance of the objectives of the commission.

~~3.2.~~ ~~Coordinate-Participate in~~ activities of community groups and organizations
dealing with equal rights and special concerns of women.

~~4.3.~~ Collect, coordinate and disseminate information concerning women

~~Develop and maintain a talent bank of women to assist the city in performing its
functions.~~

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this ~~C~~eommission shall be limited to ~~149~~ members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter
2.65.~~030~~, Title 2 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the ~~e~~Commission shall submit his/her
resignation in writing to the ~~e~~C~~h~~air of the ~~C~~eommission and to the person who appointed and/or
nominated the member to the ~~e~~Commission, or his/her successor.

SECTION 4. Any member with three consecutive unexcused absences may be removed from
the ~~e~~Commission by the city council. The ~~e~~C~~h~~air of the ~~e~~Commission may excuse absences. ~~A~~
~~member must advise the Chair and staff If a member does not advise the chair~~ in advance of
any anticipated absence from a scheduled meeting, ~~such or~~ absence ~~shall be considered is~~
unexcused.

SECTION 5. Absent members cannot vote by proxy on issues before the ~~e~~Commission at
schedule meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and
regulations and Chapter 2.65 of the Pasadena Municipal Code relating to this ~~e~~Commission.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
- d. To debate motions;
- e. To vote on motions;
- f. To hold office on the eCommission; and
- g. To make recommendations to the eCommission.

SECTION 8. No member shall purport to represent or speak on behalf of the eCommission without the prior approval of a majority of the eCommission.

~~SECTION 9. Members shall comply with Resolution No. 4830 passed by the Board of Directors of the City of Pasadena on December 14, 1982 entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees". A copy of said resolution shall be attached to these Rules and Regulations and incorporated herein as if set forth in full.~~ Code of Ethics

a. If, due to any of the following factors, a member has a conflict of interest in a matter before the Commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the meeting room during any meeting and deliberations and not discuss the matter with any other Commission member prior to final action by the Commission:

- (1) Member is a client, employee or business associate of a party with a matter before the Commission;
- (2) Member is related by blood, marriage or adoption to a party with a matter

before the Commission;

(3) Member has a financial interest in the matter before the Commission;

(4) Member and the party with a matter before the Commission are affiliates in an association which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission;

(5) Member is a friend or acquaintance of a party with a matter before the Commission which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission.

b. No member shall participate in any matter before the Commission in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

c. If a member is required by City ordinance and the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the Commission.

ARTICLE IV

OFFICERS

SECTION 61. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they were elected and for the appointed Parliamentarian position.

SECTION 42. The officers of the Commission shall be a Chair and Vice-Chair. The Secretary may shall be a member of the City staff and the commission may appoint a parliamentarian. The Commission shall have a Parliamentarian who is appointed by the Chair at the annual meeting.

SECTION 23. The eChair shall have the following responsibility: preside at all meetings of the eCommission; vote on every motion as other members; call special meetings when necessary; compose the agenda; prepare the annual report for submission to the ~~Board of Directors~~City Council; set the date, hour and place of meeting ~~with approval of the commission required~~; make appointments to committees; execute official communications; sign orders or recommendations of the eCommission; ~~advise the Board of Directors of the names of members with three unexcused absences and of upcoming vacancies~~; and conduct eCommission business in a manner consistent with these rules and regulations.

SECTION 34. The vVice-eChair shall perform the duties of ~~an absent or disabled~~the eChair in the absence of the Chair and perform such other duties as are assigned by the eChair. In the absence of both the eChair and vVice-eChair, the members shall select a temporary eChairperson.

SECTION 45. The secretary shall have the following responsibilities: record the minutes of all proceedings before the eCommission; maintain the records of the eCommission in complete and up-to-date order; report all correspondence to the eCommission; ~~advise the chair three months prior to expiration of appointments~~; advise the eChair and City Council of any members with three consecutive unexcused absences and of upcoming vacancies; assist in the preparation of the agendas; and make and ~~serve post~~ all notices.

SECTION 56. The Pparliamentarian shall assist the eCommission in resolving questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in ~~the current edition of~~ Robert's Rules of Order, latest revised edition, (newly revised) shall govern the eCommission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

~~SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they were elected.~~

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V

MEETINGS – GENERAL RULES

SECTION 1. The regular meetings of the eCommission shall be held on the ~~second Monday~~first Wednesday of each month. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager.

~~SECTION 12. Scheduled Regular meetings should begin no later than 7:00 P.M. and adjourn by 9:00 P.M. unless otherwise extended by the Commission.~~

SECTION ~~23~~. The regular meeting in ~~July~~June shall be known as the annual meeting and shall be for the purpose of electing officers, appointing the Parliamentarian, and for any other business that may arise.

SECTION ~~34~~. Special meetings may be scheduled by the eChair or a majority of the eCommission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, ~~N~~o notice of special meetings shall be given at least 24 hours in advance.

SECTION ~~45~~. ~~Six (6) members of the commission shall constitute a quorum. A quorum shall be a majority of the Commission seats filled by the City Council. A seat is deemed to be filled after a nominee has been sworn in by the City Clerk.~~

SECTION ~~56~~. All meetings of the eCommission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION ~~67~~. A matter ~~shall~~must be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be placed on the agenda by a member, or by staff. ~~If a~~

member timely requests that an item be included on the agenda, the item shall be included on the next regular meeting agenda.

SECTION 58. The order of business at all regular meetings shall be as follows:

1. Call to order

2. Roll call

3. Public comments

4. Review and approval of minutes

5. Old business

6. New business (including public hearings if applicable)

7. Reports/comments from the Chair

a. Comments from the Commissioners

8. Staff Comments

9. Next meeting agenda items

10. Adjournment

~~Reading of minutes of previous meeting~~

~~Approval or correction of minutes~~

~~Old business~~

~~New business~~

~~Reports, correspondence~~

~~Public hearings (if applicable)~~

~~Public comment~~

~~Adjournment~~

~~Section 9. Discussion on any agenda item shall be limited to fifteen minutes unless the Commission votes to extend discussion.~~

~~SECTION 310. A member may be asked not to speak longer than three minutes during discussion.~~

~~Section 11. Discussion by members shall be monitored by the Chair.~~

~~ARTICLE VI~~

~~MEETINGS — SPECIAL RULES~~

~~SECTION 1. Scheduled meetings should begin no later than 7:00 P.M. and adjourn by 9:00 P.M.~~
~~SECTION 1. Scheduled meetings should begin no later than 7:00 P.M. and adjourn by 9:00 P.M.~~

~~SECTION 2. A member may not speak more than twice for or against any agenda item.~~

~~SECTION 3. A member may be asked not to speak longer than three minutes during discussion.~~

~~SECTION 4. Members should not prolong discussions by repeating an argument already made by another member.~~

~~SECTION 5. The order of business at all meetings shall be as follows:~~

- ~~○ Call to order~~
- ~~○ Roll call~~
- ~~○ Reading of minutes of previous meeting~~
- ~~○ Approval or correction of minutes~~
- ~~○ Old business~~
- ~~○ New business~~
- ~~○ Reports, correspondence~~
- ~~○ Public hearings (if applicable)~~

~~Public comment~~

~~Adjournment~~

ARTICLE VII

MEETINGS – MOTIONS

SECTION 1. The ~~C~~eommission may employ five motions in reaching decisions:

- a. Motion for Action: A proposal by a member that the ~~e~~Commission do a special thing.
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution.
- c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.)
- d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made. (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.)
- e. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda.

SECTION 2. Once a motion is before the ~~e~~Commission, the ~~chair-public~~ shall not ~~be permitted~~ ~~the-public~~ to speak ~~n~~or comment during the ~~C~~eommission's discussion of that motion.

SECTION 3. All voting on issues before the ~~e~~Commission shall be by voice vote unless a roll call is requested by the ~~e~~Chair or a member of the ~~e~~Commission. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the eChair or the Secretary may repeat the motion for the eCommission. The Cehair may rule the motion out of order or restate the motion so that the eCommission may know what is before it for consideration and action.

SECTION 5. The Cehair or Secretary shall announce the vote on the motion. In announcing the vote, the eChair shall state whether the motion carried or failed and the number of votes for and against and indicate abstentions.

ARTICLE VIII

MEETINGS – HEARING PROCEDURES (IF APPLICABLE)

SECTION 1. The commission shall follow the procedure outlined below in conducting public hearings:

- a. The title of the matter shall be announced by the chair.
- b. A city staff member shall then present the matter to the commission.
- c. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The chair shall call for the statements from other persons favoring the matter; then from persons opposing the matter under consideration.
- e. The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of the statements.
- f. The chair shall declare the hearing closed.
- g. By motion, the commission shall take action on the matter.
- h. The chair shall announce the decision of the commission.

- i. All decisions of the commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing.

ARTICLE VIII

COMMITTEES

SECTION 1. Unless otherwise provided in Chapter 2.65 of the Pasadena Municipal Code, the eChair may appoint members to ad hoc or standing Ccommittees ~~or panels~~ necessary to carry on the work of the eCommission. The eChair shall define their area of operation and concern, and establish rules of operation. The eChair shall be an ex officio member of all committees so created, but shall not count as a committee member for the purpose of quorum.

SECTION 2. The Commission hereby establishes a nominating committee to recommend nominees for office on the Commission. The nominating committee shall consist of three members appointed by the Chair. The Committee shall be activated at the May meeting and shall report its nominees at the June meeting.

ARTICLE VIII

AMENDMENT OF RULES

SECTION 1. These rules may be amended at any regular meeting of the eCommission 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~~City Council for final approval and shall not become effective until approved and ordered filed by the City Council.

Chapter 2.65 - COMMISSION ON THE STATUS OF WOMEN

2.65.010 - Short title.

This chapter shall be known as the "Commission on the Status of Women Ordinance."

(Ord. 6229 § 2 (part), 1987)

2.65.020 - Establishment.

There is created and established a commission of the city to be known as the "commission on the status of women" and hereinafter called "commission."

(Ord. 6229 § 2 (part), 1987)

2.65.030 - Membership—Appointment and terms.

A. The commission shall consist of 9 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.
2. The mayor shall nominate the remaining 1 member from persons recommended by the 7 councilmembers.
3. All nominations are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure.

(Ord. 6820 §§ 11, 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.65.040 - Qualifications.

A. All members shall be residents of the city; provided however, that a person nominated by a ~~director-city council member~~ need not reside in the ~~director's-city council member's~~ district.

B. Members should possess knowledge or ability in areas pertaining to discrimination against women.

C. Members should have exhibited leadership qualities in community activities relating to the general welfare of women in the city.

(Ord. 6229 § 2 (part), 1987)

2.65.050 - Absences and vacancies.

A. In the event a member has 3 consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the secretary to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

- B. Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.65.030.

(Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.65.060 - Election of officers.

At the first meeting of the commission, and thereafter at its first annual meeting of each subsequent year, the members shall elect a chair and a vice chair and the newly elected chair shall appoint a parliamentarian. In the absence ~~of disability~~ of the chair and vice chair, the commission may designate a temporary chair.

(Ord. 6229 § 2 (part), 1987)

2.65.070 - Meetings—Records.

- A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.
- B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least 3 members.
- C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings and other actions.

(Ord. 6820 § 12, 2000; Ord. 6675 § 1 (part), 1996; Ord. 6229 § 2 (part), 1987)

2.65.080 - Rules and regulations.

The commission shall adopt and amend, by the affirmative vote of ~~5~~ a majority of 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.

(Ord. 6820 § 13, 2000; Ord. 6229 § 2 (part), 1987)

2.65.090 - Annual report.

The commission shall submit an annual report and workplan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report.

(Ord. 6930 § 5, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

2.65.100 - Disclosure requirements.

Members of the commission shall not be required to file annual statements of economic interest pursuant to the city's conflict of interest code.

(Ord. 6229 § 2 (part), 1987)

2.65.110 - Purpose and functions.

- A. 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.
- B. 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 policies, 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.
- C. In connection with the foregoing functions, the commission may:
- ~~1. Act as conciliator or mediator in disputes within the scope of the commission's functions with the approval of the parties;~~
 12. Request of any city department or agency information, ~~services, facilities and assistance~~ in furtherance of the objectives of the commission;
 23. ~~Coordinate~~ Participate in activities of community groups and organizations dealing with equal rights and special concerns of women;
 34. Collect, coordinate and disseminate information concerning women;
 - ~~5. Develop and maintain a talent bank of women to assist the city in performing its functions.~~

(Ord. 6820 § 45 (part), 2000; Ord. 6229 § 2 (part), 1987)

**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:

1.	ADVISE CITY COUNCIL Montgomery, Martinez Sanchez, Lindoerfer Action Items: <ul style="list-style-type: none">• Invite City Council representatives (Councilmembers and liaisons) to attend meetings of the Commission on the Status of Women.• Strengthen the Commission’s link with City Council through quarterly updates, attending City Council meetings, and other appropriate methods.• 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.• 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.• Continue to encourage the City Council to consider the adoption of the Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)
-----------	--

Work Plan Updates:

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.

October 2020: Commissioners agreed on the following hot topics:

- Human Trafficking: Commissioner Lindoerfer
- Engaging Young Girls and Young Women: Commissioner Bowens
- Domestic Violence and Homelessness: Commissioner Montgomery
- Access to information/digital divide: Commissioner de Larios
- Wage Equity: Commissioner Martinez Sanchez
- COVID 19: Commissioner Morgan-Sandoz
- Police Oversight Commission: Commissioner Lindoerfer

November 2020:

- The Commission received a presentation from Union Station Homeless Services on women in Pasadena experiencing homelessness. The presenter identified the following resources that are needed for women experiencing homelessness:
 - Housing, including accessible to safe and interim bridge housing
 - Better access to mental and physical health care
 - Focus on trauma informed care
 - Focus on domestic and interpersonal violence
 - Improved access to 24/7 services including bathrooms/showers, storage, and safe services for undocumented women
 - Increased income
 - Resources to keep women in their community
- The Commission received a presentation from Dr. Emerald Archer (Mount Saint Mary's University) about the status of women and girls in California and possible content for an updated report on the status of women in Pasadena. Dr. Archer made the following recommendations which are based on her recent report on the Status of Women in California:
 - Improve Access to the sciences: Support more STEM and STEAM programs for girls
 - Address maternal mortality: maternal crash carts have proven effective in reducing maternal mortality, hospitals in Pasadena should have these.
 - Address Pay equity issues: Gather information on wage equity/inequity
 - Address issues in hiring practices: Make hiring processes "blind"
- The work plan objective leads (Montgomery, Lindoerfer, Martinez) recommended Commissioners volunteer to attend City Council meetings in order to report back on items relative to the Commission. Chair Morgan-Sandoz asked the leads to present a proposed schedule for City Council meeting attendance at the December meeting.

<p>2.</p>	<p>CITY LEVEL PARTNERSHIPS</p> <p>Morgan-Sandoz, Lindoerfer</p> <p>Action Items:</p> <ul style="list-style-type: none"> Collaborate with the City of Pasadena Celebrating 100 Committee, which will conduct events and other activities to recognize the 100th anniversary of women obtaining the right to vote. <hr/> <p>Work Plan Updates:</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>November 2020:</p> <ul style="list-style-type: none"> Commissioners Lindoerfer and Chair Morgan-Sandoz attended the final Pasadena Celebrates 100 Committee meeting on Thursday, October 22. The Commission asked whether the City is planning any women’s suffrage events in 2021 due to COVID-19 event cancellations in 2020. Chair Morgan-Sandoz agreed to ask City staff and report back to the Commission.
<p>3.</p>	<p>SURVIVAL GUIDE</p> <p>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"> 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. <hr/> <p>Work Plan Updates:</p> <p>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.</p>

	<p>October 2020:</p> <ul style="list-style-type: none"> 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. <p>November 2020:</p> <ul style="list-style-type: none"> The Survival Guide ad hoc committee met and made the following recommendations: <ol style="list-style-type: none"> Do not publish a printed version of the next edition of the guide; and Create a landing page on the City’s website that is a search engine optimized with resources and content, such as links to the Pasadena Public Health Department and LA County 211. Chair Morgan-Sandoz requested the ad hoc committee return with their recommendation in writing for further discussion at the December or January meeting.
<p>4.</p>	<p>OUTREACH & AWARENESS</p> <p>Morgan-Sandoz, Bowens</p> <p>Herstory 2021 ad hoc committee: Montgomery (lead), Lindoerfer, and Martinez Sanchez</p> <p>Action Items:</p> <ul style="list-style-type: none"> 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.

	<p>Work Plan Updates:</p> <p>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> <p>October 2020:</p> <ul style="list-style-type: none"> • The Commission received assistance from the Youth Ambassador program while distributing Survival Guides on Wednesday, September 23. • Vice-Chair Bowens spoke to a member of the Human Services Commission about their work plan objective related to mentoring young women of color. • Chair Morgan-Sandoz: <ul style="list-style-type: none"> ○ Spoke to the San Gabriel Valley National Council of Negro Women about their interest in collaborating on Herstory 2021 and Denim Day. ○ 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. ○ Appointed Commissioners Montgomery (lead), Lindoerfer, and Martinez Sanchez to the Herstory 2021 ad hoc committee. <p>November 2020:</p> <ul style="list-style-type: none"> • Chair Morgan-Sandoz attended the virtual YWCA Racial Justice Breakfast on Monday, October 19. • The Herstory ad hoc committee met and communicated with a potential sponsor, the National Council of Negro Women (San Gabriel Valley). • After the Mount Saint Mary's University presentation on the status of Women and Girls in California, the Commission discussed possible content for an updated report on the status of women in Pasadena. Chair Morgan-Sandoz established an ad hoc committee with Commissioners Fernandez and de Larios to recommend parameters for the updated report for further discussion at a future meeting.
<p>5.</p>	<p>FINANCIAL RESOURCES</p> <p>Morgan-Sandoz (Lead)</p> <p>Report on the Status of Women ad hoc committee: Fernandez, de Larios</p> <p>Action Items:</p> <ul style="list-style-type: none"> • 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).

Cost: \$50 (ACCW membership dues for FY 2020-2021) / \$75 (NACW membership dues for calendar year 2021)

Work Plan Updates:

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.

October 2020: No update was provided.

November 2020:

- Chair Morgan-Sandoz met with Director Harvey-Williams and Deputy Director Osborne to discuss financial resources available to the Commission, including potentially funding an updated Report on the Status of Women in Pasadena.

From: Valinda Bowens
Sent: Friday, November 06, 2020 1:12 PM
To: Beverley Morgan-Sandoz
Cc: Norma E. Fernandez; Margaret de Larios; Everett, Alison
Subject: Re: Recommendation re: Survival Guide

During the Commission's October meeting, Commissioners Bowens, De Larios, and Fernandez were appointed to the ad hoc committee on the Survival Guide. The charge to the Ad Hoc committee was to provide the Commission with recommendations on the following:

1. Whether or not there should be another Guide?
2. Format of the Guide?
3. Role of the Commissioners in preparing the Guide
4. Distribution plan: downloadable document only, hard copies etc.? Commissioners' role in distribution?
5. Cost considerations?

At our meeting on October 28, 2020, the Ad Hoc Committee considered all questions and after thorough discussion, we recommend that the Commission on the Status of Women cease production of the Survival Guide in its current format. The recommendation is based on the following:

- The production of the Survival Guide is costly.
- The production of the Survival Guide is labor intensive. Discontinuing the production of the Survival Guide in its current format will free up the commission to focus on programs and activities that are more closely tied to our mission.
- The current guide does not have a "live" component. As agency changes occur, we are not able to provide our community members with the most accurate and updated information.

We recognize that providing critical information to the residents of Pasadena is important. Therefore, we recommend that the Commission manage a landing page that is SEO optimized with resources and content that is readily accessible. This landing page can be part of the City's website, and we can look into partnering with 211 LA County and Pasadena Help who already have an infrastructure to provide residents with the most updated community resources. 211 LA County is the hub for community members and community organizations looking for all types of health, human, and social services in LA County. There is also a 24-hour hotline available for LA County residents who do not have access to the internet.

This new way of offering resources to the residents of Pasadena will reduce cost and increase productivity as it relates to the mission of the Commission on the Status of Women.

This is our recommendation. Please let us know if you have any further questions.

Best regards,

Valinda M. Bowens, Psy.D.