



**SPECIAL MEETING
COMMISSION ON THE STATUS OF WOMEN
Wednesday, January 6, 2021
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/88283278728>

OR

Phone: 1 (669) 900-6833 - Webinar ID: 882 8327 8728

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, January 6, 2021
6:00 P.M.

1. **CALL TO ORDER; ROLL CALL**
2. **APPROVAL OF MINUTES**
 - DECEMBER 2, 2020*
3. **NEW BUSINESS**
INFORMATION ITEM
 - INFORMATIONAL PRESENTATION ABOUT THE PASADENA CITIZEN SERVICE CENTER – MANDY TEMPLETON (STAFF, 311 CALL CENTER MANAGER)
4. **OLD BUSINESS**
ACTION ITEMS
 - RECOMMENDED AMENDMENTS TO THE COMMISSION ON THE STATUS OF WOMEN RULES AND REGULATIONS, SUBJECT TO CITY COUNCIL APPROVAL BY RESOLUTION*
 - RECOMMENDED AMENDMENTS TO THE PASADENA MUNICIPAL CODE CHAPTER 2.65, SUBJECT TO CITY COUNCIL APPROVAL BY ORDINANCE*
 - COMMISSION WORK PLAN UPDATES AND DISCUSSION*
 - ADVISE CITY COUNCIL (MONTGOMERY, MARTINEZ SANCHEZ, LINDOERFER)
 - SURVIVAL GUIDE (BOWENS, FERNANDEZ, DE LARIOS)
 - OUTREACH & AWARENESS (MORGAN-SANDOZ, BOWENS)
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 31st day of December 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, December 2, 2020
6:00 P.M.**

COMMISSIONERS PRESENT: Valinda Bowens, Norma Fernandez, Margaret de Larios, Sandra Lindoerfer, Beatriz Martinez Sanchez* (joined at 6:03pm, departed at 8:06pm), Lorraine Montgomery, Beverley Morgan-Sandoz

(*Between 6:36pm and 8:06pm, Commissioner Martinez Sanchez observed the meeting but was unable to participate due to technical difficulties with Zoom.)

COMMISSIONERS ABSENT: None

STAFF PRESENT: Ali Everett, Tamer Sabha

1. CALL TO ORDER; ROLL CALL

Chair Morgan-Sandoz called the meeting to order at 6:02 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. APPROVAL OF MINUTES

After review, it was moved (Bowens) and seconded (Montgomery) to approve the minutes of the November 4, 2020 meeting **amended as stated below**. (Motion unanimously carried)

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Fernandez suggested sending a note of congratulations on the behalf of the Commission to the newly elected Mayor, **pending election results**.

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

3. NEW BUSINESS

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

The Commission formally recognized Councilmember Margaret McAustin for her support of the Commission on the Status of Women and the Herstory event during her time on the Council.

- **RECOGNITION OF COMMISSIONERS WHO RECENTLY COMPLETED THEIR TERMS**

The Commission formally recognized Commissioners who recently completed their terms, but were unable to be recognized in person due to COVID-19. The former Commissioners recognized were: Charlotte Bland, Marna Cornell, Kim Ferreira, and Mireya Jones.

RECESS: At 6:31 PM the Commission took a five minute recess. The meeting resumed at 6:36 PM.

- **INFORMATIONAL PRESENTATION ABOUT WOMEN AND FAMILIES EXPERIENCING HOMELESSNESS IN PASADENA – JENNIFER O’REILLY-JONES (STAFF, HOMELESS PROGRAMS COORDINATOR)**

The Commission received a presentation about programs and services for women and families experiencing homelessness in Pasadena, and the Housing Department’s response to COVID-19. Questions from the Commission followed.

- **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)**

Staff (Everett) reviewed the proposed modifications to the Commission on the Status of Women rules and regulations in order to align it with Pasadena Municipal Code 2.65 (Commission on the Status of Women). Questions and feedback from the Commission followed.

4. OLD BUSINESS

- **COMMISSION WORK PLAN UPDATES AND DISCUSSION**

After discussion, it was moved (Montgomery) and seconded (Lindoerfer) that each Commissioner sign up for a month during which the Commissioner will attend each virtual City Council meeting and report back to the Commission on issues that impact women. (Motion unanimously carried)

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

After discussion, it was moved (Fernandez) and seconded (de Larios) to approve Chair Morgan-Sandoz to draft and send a congratulatory email to Mayor-elect Gordo on behalf of the Commission. (Motion unanimously carried)

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

After discussion, it was moved (de Larios) and seconded (Lindoefer) that the Commissioner will not pursue the next edition of the Survival Guide in its current form, and instead use the Commission webpage as a local level connector to broader and more resourced databases such as 211 LA County and PasadenaHelp.org. (Motion unanimously carried)

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

Phyllis Chestang, a Pasadena resident, submitted a public comment related to the Commission’s work plan with information about the Southern California Womens’ Health Conference taking place on Friday, December 18.

5. COMMENTS AND UPDATES

▪ STAFF COMMENTS

Staff (Everett) provided the following comments:

- Reminded the Commission that the next scheduled meeting will be on Wednesday, January 6, 2021; and
- Shared that the Mayor-elect and new City Councilmember will assume their positions at the City Council meeting on Monday, December 7.

▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

Vice-Chair Bowens shared that she will speaking about identity and purpose at the Young African American Women’s Conference on Saturday, December 5, which is part of the outreach for women and young girls work plan objective

6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Presentation on the impact of COVID-19 on women in the workforce
- Review and approval of proposed minor modifications to the Commission on the Status of Women rules and regulations and P.M.C. 2.65 (Commission on the Status of Women)

7. ADJOURNMENT

It was moved (Fernandez) and seconded (Lindoefer) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 8:34 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 and function of this eCommission 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 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~~

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

~~3. Coordinate activities of community groups and organizations dealing with equal rights and special concerns of women.~~

~~4. Collect, coordinate and disseminate information concerning women~~

~~5. 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 ~~119~~ 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~~Ccommission shall submit his/her resignation in writing to the ~~e~~CChair of the ~~C~~eommission and to the person who appointed and/or nominated the member to the ~~e~~Ccommission, or his/her successor.

~~SECTION 4. Any member with three consecutive unexcused absences may be removed from the commission by the city council. The chair of the commission may excuse absences. If a member does not advise the chair in advance of any anticipated absence from a scheduled meeting, such absence shall be considered unexcused.~~

SECTION ~~54~~. Absent members cannot vote by proxy on issues before the ~~e~~Ccommission at scheduled meetings.

SECTION ~~65~~. 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~~Ccommission.

SECTION ~~76~~. 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 87. No member shall purport to represent or speak on behalf of the eCommission without the prior approval of a majority of the eCommission.

~~SECTION 98. 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.~~CONFLICT OF INTEREST

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 or 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 ~~C~~eommission shall be a ~~e~~Cchair and ~~v~~Vice-~~e~~CChair. ~~A~~The ~~s~~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 ~~e~~Cchair shall have the following responsibility: preside at all meetings of the ~~e~~CCommission; 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
Commission business in a manner consistent with these rules and regulations.

SECTION ~~34~~. The ~~v~~Vice-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 Chair and ~~v~~Vice-Chair, the members shall select a temporary
eChairperson.

SECTION ~~45~~. The ~~s~~Secretary shall have the following responsibilities: record the minutes of
all proceedings before the Commission; maintain the records of the eCommission in
complete and up-to-date order; report all correspondence to the Commission; ~~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 Parliamentarian 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 at 6:00 P.M. at Jackie Robinson Community Center.

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 6:30 P.M. and adjourn by 9:00 8:30 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~~notice of special meetings shall be given at least 24 hours in advance.

~~SECTION 4. Six (6) members of the commission shall constitute a quorum.~~

SECTION 5. 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 6. 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 57. The order of business at all regular meetings shall be as follows:

1. Call to order

2. Roll call

3. Public comments

4. 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 8. Discussion on any agenda item shall be limited to 15 minutes unless the

Commission votes to extend discussion.

SECTION 39. A member may be asked not to speak longer than three minutes during
discussion.

Section 10. 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 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 Ceommission may employ five motions in reaching decisions:

- a. Motion for Action: A proposal by a member that the eCommission 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 minutes ~~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 eCommission, the ~~chair-public~~ shall not be permitted the public to speak nor comment during the Commission's discussion of that motion.

SECTION 3. All voting on issues before the eCommission shall be by voice vote unless a roll call is requested by the eChair or a member of the eCommission. 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 Chair 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 Chair 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 eCommission 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 eCommission.
- c. The eChair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The eChair 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 eChair shall declare the hearing closed.
- g. By motion, the eCommission shall take action on the matter.
- h. The eChair shall announce the decision of the eCommission.
- 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 AND PANELS

SECTION 1. Unless otherwise provided in Chapter 2.65 of the Pasadena Municipal Code, the eChair may appoint members to ad hoc or standing committees ~~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.

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 IX

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.~~ These rules may be proposed to be amended by a majority vote of the Commission, upon which the rules shall be submitted to the City Council for approval. In the event of a conflict between these rules and any rules established by the City Council for the conduct of meetings of all Council, committee, board, and commission meetings (such as Resolution no. 9716, dated June 3, 2019, as may be amended or superseded), the broader City Council rules (including, but not limited to, rules applicable to all City Council, committee, board, and commission meetings) shall prevail.

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 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.
- 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** 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.	<p>ADVISE CITY COUNCIL</p> <p>Montgomery, Martinez Sanchez, Lindoerfer</p> <p>Action Items:</p> <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) <hr/> <p>Work Plan Updates:</p>
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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 (listed per the Chair's request):
 - 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.

December 2020:

- Commissioner Lindoerfer attended the virtual City Council meeting on Monday, November 23, and recommended Commissioners volunteer to attend virtual City

	<p>Council meetings on a monthly basis and report back to the Commission. The Commission voted to approve the recommendation.</p> <ul style="list-style-type: none"> • Commissioner de Larios requested a future presentation on the impact of COVID-19 on women in the workforce. • The Commission voted to approve Chair Morgan-Sandoz drafting and sending a congratulatory email to Mayor-elect Gordo.
<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>December 2020:</p> <ul style="list-style-type: none"> • Chair Morgan-Sandoz received an update from staff to the Celebrating 100 Committee that there are no events planned for 2021 and the committee has been dissolved. • Chair Morgan-Sandoz recommended that this objective be marked complete.
<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"> 1. Do not publish a printed version of the next edition of the guide; and 2. 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>December 2020:</p> <ul style="list-style-type: none"> • The Survival Guide ad hoc committee recommended discontinuing production of the Survival Guide in its current format due to cost, labor, usability, and accuracy, and instead use the Commission webpage as a local level connector to broader and more resourced databases such as 211 LA County and PasadenaHelp.org. The Commission voted to approve the recommendation and
<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>

- 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.

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.

October 2020:

- 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:
 - 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.

November 2020:

- 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.

December 2020:

- The Herstory ad hoc committee requested more time and input to plan a future event and shared content ideas for the event:
 - Herstory as history: What happened after women got the vote? How did women gain power in political office?
 - Herstory in the future: Where do we go from here? What legislation is currently in the pipeline and how will it affect women?
- Chair Morgan-Sandoz recommended holding the Herstory event in March 2021, during Women’s History month, and inviting a speaker to present on the women’s vote in the November 2020 election (What was the impact of women voting? What did women vote for? What are the trends they see?)
- The ad hoc committee for the updated report on the status of women in Pasadena made the following recommendation:
 - The updated report should contain information beyond the general demographic data that Mount Saint Mary’s provided in the previous report and would like to ask if Mount Saint Mary’s can incorporate data to help better understand city employees, including addressing questions such as:
 1. How many women are part of the Pasadena workforce?
 2. How many women are in leadership positions?
 3. What are the demographics of city commissions?
 4. What existing policies and/or resolutions support women?
 5. What are the recommendations in response to the information contained in the report?
- Chair Morgan-Sandoz requested that the ad hoc committee provide their recommendation in writing so she can share it with the researcher at Mount Saint Mary’s University in order to draft a formal proposal to submit a funding proposal to Director Harvey-Williams and Deputy Director Osborne.

5. FINANCIAL RESOURCES

Morgan-Sandoz (Lead)

Report on the Status of Women ad hoc committee: Fernandez, de Larios

Action Items:

- 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.

December 2020:

- Chair Morgan-Sandoz will follow-up with Director Harvey-Williams and Deputy Director Osborne after receiving more information about the updated Mount Saint Mary's report.

Work Plan Objective #1 (Advise City Council)
 Commissioner Sign-Up To Observe Virtual City Council Meetings

January 2021

Meeting Date	Commissioner
Monday, January 4	
Monday, January 11	
Monday, January 18	HOLIDAY
Monday, January 25	

April 2021

Meeting Date	Commissioner
Monday, April 5	
Monday, April 12	
Monday, April 19	
Monday, April 26	

February 2021

Meeting Date	Commissioner
Monday, February 1	
Monday, February 8	
Monday, February 15	HOLIDAY
Monday, February 22	

May 2021

Meeting Date	Commissioner
Monday, May 3	
Monday, May 10	
Monday, May 17	
Monday, May 21	
Monday, May 31	HOLIDAY

March 2021

Meeting Date	Commissioner
Monday, March 1	
Monday, March 8	
Monday, March 15	
Monday, March 22	
Monday, March 29	

June 2021

Meeting Date	Commissioner
Monday, June 7	
Monday, June 14	
Monday, June 21	
Monday, June 28	