



**SPECIAL MEETING
COMMISSION ON THE STATUS OF WOMEN
Wednesday, February 3, 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
Maura Harrington Roggero, District 6
Margaret de Larios, District 7
Beatriz Martinez Sanchez, At Large
Vacant, District 5

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

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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/82762345671>

OR

Phone: 1 (669) 900-6833 - Webinar ID: 827 6234 5671

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, February 3, 2021
6:00 P.M.**

- 1. CALL TO ORDER; ROLL CALL**
- 2. APPROVAL OF MINUTES**
 - JANUARY 6, 2021*
- 3. NEW BUSINESS**
INFORMATION ITEM
 - PRESENTATION ABOUT THE COVID-19 VACCINE OUTREACH STAKEHOLDER COMMITTEE AND REPRESENTATION OF WOMEN ON THE COMMITTEE – (STAFF, JUDITH DUNAWAY, PUBLIC HEALTH DIVISION MANAGER)
- 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)
- 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 28th day of January 2021, 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, January 6, 2021
6:00 P.M.**

COMMISSIONERS PRESENT: Valinda Bowens (signed-off at 6:43pm due to technical difficulties, rejoined at 6:48pm), Margaret de Larios, Sandra Lindoerfer, Lorraine Montgomery, Beverley Morgan-Sandoz

COMMISSIONERS ABSENT: Norma Fernandez (excused), Beatriz Martinez (excused)

STAFF PRESENT: Ali Everett, Tamer Sabha

1. CALL TO ORDER; ROLL CALL

Chair Morgan-Sandoz called the meeting to order at 6:04 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 (Lindoerfer) to approve the minutes of the December 2, 2020 meeting. (Motion unanimously carried)

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

3. NEW BUSINESS

- **INFORMATIONAL PRESENTATION ABOUT THE PASADENA CITIZEN SERVICE CENTER – MANDY TEMPLETON (STAFF, 311 CALL CENTER MANAGER)**
The Commission received a presentation about the Pasadena Citizen Service Center. Questions from the Commission followed.

4. OLD BUSINESS

- **RECOMMENDED AMENDMENTS TO THE COMMISSION ON THE STATUS OF WOMEN RULES AND REGULATIONS, SUBJECT TO CITY COUNCIL APPROVAL BY RESOLUTION**
After discussion, it was moved (Lindoerfer) and seconded (de Larios) to recommend that the City Council approve the recommended amendments to the Commission on the Status of Women Rules and Regulations. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Morgan-Sandoz	X
Bowens	X
Montgomery	X
Lindoefer	X
de Larios	X

- RECOMMENDED AMENDMENTS TO THE PASADENA MUNICIPAL CODE CHAPTER 2.65, SUBJECT TO CITY COUNCIL APPROVAL BY ORDINANCE

After discussion, it was moved (Montgomery) and seconded (Lindoefer) to recommend that the City Council approve the amendments to the Pasadena Municipal Code Chapter 2.65. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Morgan-Sandoz	X
Montgomery	X
Lindoefer	X
de Larios	X

- COMMISSION WORK PLAN UPDATES AND DISCUSSION

After discussion, it was moved (Lindoefer) and seconded (Montgomery) that Chair Morgan Sandoz draft and send a letter on behalf of the Commission to the City Council recommending the appointment of a woman to fill the City Council District 5 vacancy. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Morgan-Sandoz	X
Bowens	X
Montgomery	X
Lindoefer	X
de Larios	X

After discussion, it was moved (Lindoefer) and seconded (Bowens) to approve the Herstory 2021 event theme of "How can we promote women candidates for elected office?" (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Morgan-Sandoz	X
Bowens	X
Montgomery	X
Lindoefer	X
de Larios	X

After discussion, it was moved (Lindoefer) and seconded (de Larios) to recommend that the Mayor issue a proclamation recognizing March 2021 as Women's History Month, and to highlight a specific woman in Pasadena's political history in conjunction with the proclamation. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Morgan-Sandoz	X
Bowens	X
Montgomery	X
Lindoefer	X
de Larios	X

5. COMMENTS AND UPDATES

▪ **STAFF COMMENTS**

None.

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

None.

6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Presentation on the impact of COVID-19 on women in the workforce

7. ADJOURNMENT

It was moved (Lindoefer) and seconded (Montgomery) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 8:03 PM.

**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) <hr/> Work Plan Updates:
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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>January 2021:</p> <ul style="list-style-type: none"> • Commissioners signed up to virtually attend City Council meetings and report back to the Commission. • Commissioner Lindoerfer virtually attended the organizational meeting of the City Council on Monday, December 7, during which the newly elected Councilmembers were sworn in and a new Vice-Mayor was elected. There were no Commission related subjects discussed. • Chair Morgan-Sandoz sent a congratulatory letter to newly elected Mayor Gordo on behalf of the Commission.
<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>Status: COMPLETED</p>
<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

	<p>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.</p> <p>January 2021:</p> <ul style="list-style-type: none"> To help inform planning for the future structure of the Survival Guide, the Commission received a presentation about the Pasadena Citizen Service Center and Commissioner de Larios submitted an inquiry to 211 LA (www.211la.org) to ask how partnerships work.
<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. <hr/> <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:
 - 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?

	<p>5. What are the recommendations in response to the information contained in the report?</p> <ul style="list-style-type: none"> ○ 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. <p>January 2021:</p> <ul style="list-style-type: none"> ● The Herstory ad hoc committee shared their proposal with the following details that the Commission approved: <ul style="list-style-type: none"> ○ Herstory event to be hosted virtually on Zoom or another online platform ○ Tentative dates of Wednesday, April 21, 2021, or Wednesday, April 28, 2021 ○ Theme: "How can we promote women candidates for elected office?" ○ Format: panel discussion or keynote speakers ● Commissioner de Larios volunteered to join the Herstory ad hoc committee ● The ad hoc committee for updating the report on the status of women in Pasadena provided written recommendations for the report contents to Chair Morgan-Sandoz. Chair Morgan-Sandoz submitted the recommendations to Mount Saint Mary's University and is awaiting a response on the feasibility of producing a report with the requested contents as well as an updated quote. ● The Commission voted to recommend that City Council issue a proclamation recognizing March 2021 as Women's History Month, and to highlight a specific woman in Pasadena's political history in conjunction with the proclamation. ● Vice-Chair Bowens presented at the virtual Young African American Women's Conference on Saturday, December 5, on the theme of "My identity and purpose." ● Chair Morgan-Sandoz virtually attended the Win with Black Women weekly meetings. Win with Black Women focuses on voter education and supporting women as they run for public office, which relates to the Herstory topic of how to promote women candidates for public office. ● Chair Morgan-Sandoz virtually attended the Southern California Women's Health Conference on Friday, December 18, during which she participated in discussion groups on various topics, including access to digital information and technology, which will help inform the Commission's research on the digital divide and how it affects women.
<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 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.

January 2021: No update provided.

Work Plan Objective #1 (Advise City Council)
 Commissioner Sign-Up To Observe Virtual City Council Meetings
 (updated 01/06/21)

January 2021

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

April 2021

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

February 2021

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

May 2021

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

March 2021

Meeting Date	Commissioner
Monday, March 1	Morgan-Sandoz
Monday, March 8	Morgan-Sandoz
Monday, March 15	Morgan-Sandoz
Monday, March 22	Morgan-Sandoz
Monday, March 29	Morgan-Sandoz

June 2021

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