



**SPECIAL MEETING
COMMISSION ON THE STATUS OF WOMEN
Wednesday, June 9, 2021
5:15 P.M.**

MEMBERS

Beverley Morgan-Sandoz, Chair, District 1
Dr. Valinda M. Bowens, Vice-Chair, District 3
Peggy Sisson, Mayor
Lorraine Montgomery, District 2
Sandra Lindoerfer, District 4
Vanessa F. Rodriguez, District 5
Maura Harrington Roggero, District 6
Vacant, District 7
Vacant, At Large

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 at (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/87618950047>

OR

Phone: 1 (669) 900-6833 – Webinar ID: 876 1895 0047

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, June 9, 2021
5:15 P.M.

1. CALL TO ORDER

2. ROLL CALL

3. NEW BUSINESS

ACTION ITEMS

- REVIEW AND APPROVAL OF COMMISSION ATTENDANCE RECORD FOR FY 2020-2021*
- REVIEW AND APPROVAL OF COMMISSION ACCOMPLISHMENTS FOR FY 2020-2021*
- REPORT FROM THE NOMINATING COMMITTEE FOR RECOMMENDED FY 2021-2022 COMMISSION OFFICERS (ORAL REPORT)
- ELECTION OF COMMISSION OFFICERS FOR FY 2021-2022
- CHAIR TO APPOINT PARLIAMENTARIAN FOR FY 2021-2022
- ESTABLISH WORK PLAN FOR FY 2021-2022*

4. OLD BUSINESS

- NONE

5. REPORTS/COMMENTS FROM THE CHAIR

6. COMMENTS FROM COMMISSIONERS

7. STAFF COMMENTS

- FORMAT UPDATES TO COMMISSION MEETING AGENDA, MEETING MINUTES, AND WORK PLAN TEMPLATES

8. UPCOMING MEETING AGENDA ITEMS

9. ADJOURNMENT

*Attachments

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

Posting statement: I hereby certify that this Agenda, in its entirety was posted on the City Council Chamber Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 4th day of June 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

**COMMISSION ON THE STATUS OF WOMEN
MEETING ATTENDANCE RECORD
August 2020 - June 2021**

MEMBERS	08/05/20	09/02/20	10/07/20	11/04/20	12/02/20	01/06/21	02/03/21	03/03/21	04/07/21	05/05/21	06/09/21	TOTAL MEETINGS ATTENDED	ATTENDANCE RECORD PERCENTAGE
	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	REGULAR	REGULAR	SPECIAL		
BEVERLEY MORGAN-SANDOZ	P	P	P	P	P	P	P	P	P	P		10	100.00%
VALINDA BOWENS	P	P	P	P	P	P	P	P	A	P		9	90.00%
PEGGY SISSON	/	/	/	/	/	/	/	P	P	P		3	100.00%
NORMA ESTELA FERNANDEZ	P	P	A	P	P	A	A	/	/	/	/	4	57.14%
BEATRIZ MARTINEZ SANCHEZ	P	A	P	A	P	A	P	/	/	/	/	4	57.14%
LORRAINE MONTGOMERY	P	P	P	P	P	P	P	P	P	P		10	100.00%
SANDRA LINDOERFER	P	A	P	P	P	P	P	P	P	P		9	90.00%
JESSICA RIVAS	P	P	/	/	/	/	/	/	/	/	/	2	100.00%
VANESSA RODRIGUEZ	/	/	/	/	/	/	/	/	/	P		1	100.00%
MAURA HARRINGTON ROGGERO	/	/	/	/	/	/	P	P	P	P		4	100.00%
MARGARET DE LARIOS	/	P	P	P	P	P	P	P	P	P	/	9	100.00%

LEGEND
P - PRESENT
A - EXCUSED ABSENCE
U - UNEXCUSED ABSENCE
XX - CANCELED MEETING
NQ - NO QUORUM

Total Meetings Held	10
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**CITY OF PASADENA COMMISSION ON THE STATUS OF WOMEN
REPORT OF ACCOMPLISHMENTS: 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, Lindoerfer, Sisson 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 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)
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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 (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, and Martinez) recommended Commissioners volunteer to attend City Council meetings in order to report 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 Council meetings on a monthly basis and report back to the Commission. The Commission voted to approve the recommendation.
- 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.

January 2021:

- Commissioners signed up to virtually attend City Council meetings and report 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.

February 2021:

- Commissioners Harrington and Sanchez signed up to virtually attend City Council meetings in the month of June and report to the Commission.
- Commissioner Lindoerfer virtually attended the City Council meeting on Monday, January 25, which included a discussion about the rules and regulations and policy for the appointment of members of the Community Police Oversight Commission. The Commission will continue to monitor the status of the Community Police Oversight Commission, specifically looking to the number of women who will be appointed to that Commission.
- The Commission received a presentation about the Pasadena Public Health Department's COVID-19 Vaccine Community Outreach Committee and the representation of women on the committee.

March 2021:

- Chair Morgan-Sandoz appointed Commissioner Sisson as a lead for the Advise City Council objective in place of Commissioner Martinez-Sanchez who resigned from the Commission.
- Chair Morgan-Sandoz attended the special City Council meeting on February 4, 2021, during which former Commissioner Jessica Rivas was appointed as the Councilmember representing District 5. Chair Morgan-Sandoz also attended the joint meeting of the City Council and Pasadena Unified School District on Monday, March 1, during which the Youth Master Plan was discussed, and

	<p>relates to the Commission’s "hot topic" of engaging young girls and young women.</p> <p>April 2021:</p> <ul style="list-style-type: none"> • Chair Morgan-Sandoz attended the City Council meetings on March 1, 8, 15, and 22, during which several topics were discussed pertaining to women and the Commission’s hot topics, including the new Police Oversight Commission and the Redistricting Task Force. • The Commission discussed representation of women on the new Police Oversight Commission and approved Chair Morgan-Sandoz submitting a letter to City Council on behalf of the Commission expressing support for 50% representation of women on the Commission. <p>May 2021:</p> <ul style="list-style-type: none"> • The Commission received a presentation on the economic impact of COVID-19 on women (one of the Commission's "hot topics") from Dr. Sarah Bohn, Vice President and Senior Fellow of the Public Policy Institute of California. • Chair Morgan-Sandoz submitted a letter to City Councilmembers encouraging them to consider women for positions on the newly established Police Oversight Commission. • Vice-Chair Bowens attended the City Council meeting on Monday, April 26, during which items pertaining to women and the Commission's hot topics were discussed, including the new Police Oversight Commission, to which multiple women were appointed. <p>Status:</p>
<p>2.</p>	<p>SURVIVAL GUIDE</p> <p>Bowens, de Larios, Harrington</p> <p>Survival Guide ad hoc committee: Bowens (lead), de Larios, Harrington</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>

October 2020:

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

November 2020:

- The Survival Guide ad hoc committee met and made the following recommendations:
 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.

December 2020: 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.

January 2021: 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.

February 2021:

- Commissioner de Larios reported she has not heard back from 211 LA, but will follow-up in hopes to have information for the next meeting.
- Vice-Chair Bowens will reconvene the ad hoc committee to develop a proposal for how to implement the Survival Guide webpage.

March 2021:

- Chair Morgan-Sandoz appointed Commissioner Harrington to the Survival Guide ad hoc committee in place of former Commissioner Fernandez who resigned from the Commission.
- The Survival Guide ad hoc committee recommended producing a one sheet that has 24-hour emergency numbers and information about 211 LA and the Pasadena Citizen Service Center. The ad hoc committee also recommended

	<p>posting the one sheet on the City’s website on a page to be recommended by the ad hoc committee at a later time.</p> <p>April 2021: Commissioner de Larios reported that she still has not been successful in connecting with 211 LA, but will try again after the Herstory event.</p> <p>May 2021: No update provided.</p> <p>Status:</p>
<p>3.</p>	<p>OUTREACH & AWARENESS</p> <p>Morgan-Sandoz, Bowens, Rodriguez</p> <p>Herstory 2021 ad hoc committee: Montgomery (lead), Lindoerfer, and de Larios</p> <p>Report on the Status of Women ad hoc committee (recommending report content): Fernandez, de Larios</p> <p>Report on the Status of Women ad hoc committee (working on the report): de Larios, Harrington</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 collaborating with Mount Saint Mary’s University to update the 2015 Report on the Status of Women in Pasadena. <hr/> <p>Work Plan Updates:</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.

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 collaborating 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.

January 2021:

- The Herstory ad hoc committee shared their proposal with the following details that the Commission approved:
 - 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.

February 2021:

- The Herstory ad hoc committee presented the draft Herstory 2021 program and confirmed several speakers for the event including Jacque Robinson (moderator), Tina Wu Fredericks (PUSD Board), Councilmember Felicia Williams, and Supervisor Kathryn Barger. Additional event details are as follows:
 - Recommendation from the Herstory ad hoc committee:
 - Date – Wednesday, April 21, 2021
 - Time – 5:30pm-7:00pm
 - Theme – Herstory 2021: Celebrating and Elevating Women in Public Office
 - Format – Panel discussion (up to six panelists), with stage-setting remarks and recognition of former Commissioners.
 - Community partners identified by the ad hoc committee to date who will assist with event advertising: All Saints Church, Adelante Youth Alliance, Pasadena City College Student Services
- Mt. Saint Mary's provided an updated quote of \$4,300 to update the 2015 Report on the Status of Women in Pasadena, including additional data recommended by the ad hoc committee at the December 2020 meeting.
- The Commission reviewed and provided comments on the draft proclamation recognizing Women's History Month, scheduled to be recognized at the City Council meeting on Monday, March 8, and the draft proclamation recognizing Denim Day, scheduled to be recognized at the City Council meeting on Monday, April 26.

March 2021:

- Chair Morgan-Sandoz appointed Commissioner de Larios to the Herstory ad hoc committee in place of former Commissioner Fernandez who resigned from the Commission.
- The Herstory ad hoc committee continued planning Herstory 2021 and provided the following updates to the Commission:
 - VIP video remarks (confirmed): Congresswoman Judy Chu, County Supervisor Hilda Solis
 - Moderator (confirmed): Jacque Robinson-Baisley
 - Panelists (confirmed): Pasadena City Councilwoman Felicia Williams, LA County Supervisor Kathryn Barger, PUSD Board Member Tina Wu Fredericks, Char Bland, Lena Kennedy
 - Acknowledgement/recognition of former Commissioners: Pasadena City Councilwoman Jessica Rivas, Norma Fernandez, and Beatriz Martinez-Sanchez
 - Event format will be Zoom webinar (webinar attendance by pre-registration) and live stream provided by Pasadena Media at www.cityofpasadena.net/media.
 - Community partners to assist with marketing (confirmed): All Saints Church, Adelante Youth Alliance, Emerge CA, San Gabriel Valley Chapter of National Council of Negro Women, League of Women Voters

- Pre-event technical run through: April 14
- The Commission discussed options for highlighting Denim Day on April 28, 2021, including collaborating with Peace Over Violence.
- Chair Morgan-Sandoz submitted the proposal for the updated Report on the Status of Women in Pasadena to Parks, Recreation and Community Services (PRCS) Department Director Brenda Harvey-Williams and Deputy Director Lola Osborne and will meet with them on March 5 to further discuss the proposal.
- Chair Morgan-Sandoz appointed Commissioners de Larios and Harrington to work with Mount Saint Mary's on the content of the updated report on the Status of Women, once the proposal is approved.

April 2021:

- The Commission received a presentation from the Junior League of Pasadena about their efforts to provide programs focused on business, entrepreneurship, and leadership skills for women in Pasadena and discussed recommended priorities for the Junior League.
- Commissioner Harrington shared updated statistics for inclusion in the Denim Day proclamation and a draft press release about Denim Day for the Commission's review and comment. The Commission also received a public comment from Peace Over Violence about Denim Day.
- The City Council issued a proclamation at its meeting on March 8, 2020, recognizing March as Women's History Month. Chair Morgan-Sandoz attended the meeting to provide comments on behalf of the Commission in conjunction with the proclamation.
- The Herstory ad hoc committee continued planning Herstory 2021 and provided the following updates to the Commission:
 - The event webpage, including event registration and a link to watch the event live on KPAS, is now live at www.cityofpasadena.net/herstory.
 - Deborah Robertson, Mayor of Rialto, joined the speaker's panel
 - The Zoom webinar attendee maximum limit was increased to 500
 - The pre-event technical run-through will take place on Thursday, April 15 at 5:00pm
- The Herstory ad hoc committee presented the Herstory 2021 event script/run of show and possible questions for the speaker's panel, which were reviewed and approved by the Commission.
- Chair Morgan-Sandoz met with PRCS Director Brenda Harvey-Williams and Deputy Director Lola Osborne to discuss the proposal for the updated Report on the Status of Women in Pasadena. Based on their feedback, Chair Morgan-Sandoz requested a formal proposal from Mount Saint Mary's University, which she received and submitted to staff on April 6, 2021.

	<p>May 2021:</p> <ul style="list-style-type: none"> • The Commission held a successful Herstory event on April 21, 2021. The event was attended via Zoom by approximately 75 individuals and was broadcast live through KPAS. The recording of the event is available on the Commission's webpage at www.cityofpasadena.net/commissions/commission-on-the-status-of-women. • The City Council issued a proclamation at its meeting on Monday, April 26, recognizing National Sexual Assault Awareness Month and encouraged people to wear jeans on Wednesday, April 28, in honor of Denim Day. Chair Morgan-Sandoz attended the virtual meeting to provide comments on behalf of the Commission in conjunction with the proclamation and met with the Mayor in preparation for the proclamation. • Chair Morgan-Sandoz provided follow-up information to the PRCS Director and Deputy Director in response to questions about the proposal for the updated Report on the Status of Women and Girls in Pasadena. She also communicated with Mount Saint Mary's about information needed to move forward with procuring the report. • The Commission reviewed and discussed responses to the Junior League of Pasadena Community Partner Survey about the support and development of women in business, entrepreneurship, and leadership skills. • Chair Morgan-Sandoz appointed Commissioner Rodriguez to the Outreach and Awareness ad hoc committee. <p>Status:</p>
<p>4.</p>	<p>FINANCIAL RESOURCES</p> <p>Morgan-Sandoz (Lead)</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). <p>Cost: \$50 (ACCW membership dues for FY 2020-2021) / \$75 (NACW membership dues for calendar year 2021)</p> <hr/> <p>Work Plan Updates:</p>

	<p>September 2020: The Commission requested and obtained approval for funding from the Parks, Recreation and Community Services Department for the annual ACCW and NACW membership fees.</p> <p>October 2020: No update provided.</p> <p>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.</p> <p>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.</p> <p>January 2021: No update provided.</p> <p>February 2021: The Commission approved Chair Morgan-Sandoz to meet with Director Harvey-Williams and Deputy Director Osborne to discuss funding for the updated Report on the Status of Women in Pasadena.</p> <p>March 2021: No update provided.</p> <p>April 2021: Chair Morgan-Sandoz met with PRCS Director Brenda Harvey-Williams and Deputy Director Lola Osborne to discuss funding for the updated Report on the Status of Women. The proposed cost for updating the report is \$4,300.</p> <p>May 2021: PRCS Director Brenda Harvey-Williams approved funding for updating the Report on the Status of Women in Pasadena.</p> <p>Status:</p>
<p>5.</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>

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.

October 2020: Chair Morgan-Sandoz attended the September Pasadena Celebrating 100 meeting and shared information about the VoteCauseWeCan social media campaign.

November 2020: 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.

December 2020:

- 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.

Status: Completed

The following rules and regulations were approved by the City Council on May 3, 2021 for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

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

ARTICLE I

NAME

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

ARTICLE II

PURPOSES

SECTION 1. The purposes and functions of this Commission are set forth in Chapter 2.65 of the Pasadena Municipal Code.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to nine 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 Commission shall submit his/her resignation in writing to the Chair of the Commission and to the person who appointed and/or nominated the member to the Commission or his/her successor.

SECTION 4. Absent members cannot vote by proxy on issues before the Commission at scheduled meetings.

SECTION 5. 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 Commission.

SECTION 6. 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 Commission; and
- g. To make recommendations to the Commission.

SECTION 7. No member shall purport to represent or speak on behalf of the Commission without prior approval of the majority of the Commission.

SECTION 8. 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 interest 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.

d. All members shall comply with City Resolution 4830, passed by the City Council on December 14, 1982, entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees." A copy of the Resolution is attached to these rules and incorporated by this reference.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the Commission shall be a Chair and Vice-Chair. The Secretary shall be a member of the City staff. The Commission shall have a Parliamentarian who is appointed by the Chair at the annual meeting.

SECTION 2. The Chair shall have the following responsibilities: preside at all meetings of the Commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the Parliamentarian for the Commission; prepare the annual report for submission to the City Council; set the date, hour and place of meeting; make appointments to committees; sign recommendations of the Commission; and conduct Commission business in a manner consistent with these rules and regulations.

SECTION 3. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such other duties as are assigned by the Chair. In the absence of both the Chair and Vice-Chair, the members shall select a temporary chairperson.

SECTION 4. The Secretary shall have the following responsibilities: record the minutes of all proceedings before the Commission; maintain the records of the Commission in complete and up-to-date order; report all correspondence to the Commission; advise the Chair 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 post all notices.

SECTION 5. The Parliamentarian shall assist the Commission to resolve 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 shall govern the Commission 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 and appointed for the Parliamentarian position.

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 Commission shall be held on the first Wednesday of the month at 6:00 P.M. at Jackie Robinson Community Center (1020 North Fair Oaks Avenue, Pasadena, CA 91103). Written notice of these meetings, including the date, time and location, shall be given to each member, City Council and the City Manager.

SECTION 2. Regular meetings should begin no later than 6:30 P.M. and adjourn by 8:30 P.M. unless otherwise extended by the Commission.

SECTION 3. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers, appointing a Parliamentarian, and for any other business that may arise.

SECTION 4. Special meetings may be scheduled by the Chair or a majority of the Commission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION 5. All meetings of the Commission 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 must be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be included in the agenda by a member, or by staff.

SECTION 7. The order of business at all regular meetings shall be:

1. Call to order
2. Roll call
3. Public comments
4. Approval of minutes
5. New business
6. Old business
7. Reports/comments from the Chair
8. Comments from the Commissioners
9. Staff comments

10. Upcoming meeting agenda items

11. Adjournment

SECTION 8. Discussion on any agenda item shall be limited to 15 minutes unless the Commission votes to extend discussion.

SECTION 9. 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 – MOTIONS

SECTION 1. The Commission may employ five motions in reaching decisions:

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

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

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

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

ARTICLE VII

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 Chair may appoint members to ad hoc committees necessary to carry on the work of the Commission. The Chair shall define their area of operation and concern, and establish rules of operation. The Chair 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 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.

RESOLUTION NO. 4830
December 14, 1982

Introduced by Director Jess Hughston

WHEREAS, service on advisory boards, commissions and committees of the City imposes an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust; and

WHEREAS, over the past year and a half, a subcommittee of this Board, the Ad Hoc Committee on Conflicts of Interests and Outside Employment, has reviewed a variety of issues concerning possible conflicts of interest; and

WHEREAS, said subcommittee has developed a model code of conduct for the City's advisory boards, commissions and committees, a copy of which is attached hereto and entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees"; and

WHEREAS, said subcommittee recommends that said model code of conduct be adopted by each of the City's boards, commissions and committees by March 1, 1983, and that a copy of the adopted code be given to each current member and each newly-appointed member of said boards, commissions and committees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Pasadena that the attached model code of conduct, "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees", presented herewith, is approved, each City board, commission and committee is directed to formally adopt such model code by March 1, 1983, and, once adopted, a copy of said code should be given to each current member and each newly-appointed member of said boards, commissions and committees.

Adopted by the following vote:

Ayes: Directors Crowley, Glickman, Heckman, Hughston, Thomson
Noes: None
Absent: Directors Acker, Bogaard

STANDARDS OF CONDUCT FOR MEMBERS
OF PASADENA BOARDS, COMMISSIONS AND COMMITTEES

Service as an appointed member of the advisory boards, commissions and committees of the City of Pasadena provides a unique opportunity for service to the community. Such service also imposes an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust.

These standards of conduct are adopted to provide guidance to members of Pasadena advisory bodies. The service of such persons is expected to comply with the following standards:

- (1) to understand fully the role and scope of responsibility of the advisory body;
- (2) to perform responsibilities in a manner that is efficient, courteous, responsive and impartial, providing fair and uniform treatment of all persons and actions coming before the advisory body;
- (3) to seek in making decisions the overall public good, and not the interest of a particular group even when the member has been chosen in whole or in part to represent a particular group;
- (4) to ensure equal treatment of all persons and issues without unlawful discrimination because of race, age, religious creed, sex, national origin, or political affiliation;
- (5) to establish effective, courteous and cooperative working relations with fellow members of the advisory body, the City staff, and members of other advisory bodies;
- (6) to serve as a communicator between the community

- and the City Board, and to facilitate the expression of citizen views;
- (7) to provide advice to the City Board, respecting the authority and responsibility of the City Directors to make final decisions and of the City staff to carry out official City actions;
 - (8) to avoid participation in any official decision which could affect the member's personal financial interest, and to disclose possible conflicts of interest and refrain from voting or attempting to influence the vote on any such matter;
 - (9) to avoid any action which could be construed by an objective person to create the appearance of
 - . using public office for personal gain;
 - . giving preferential treatment to any person or group;
 - . impeding governmental responsiveness or efficiency.
 - (10) to avoid disclosing information, which is confidential or not generally known or readily available to the public, concerning the business or property of the City for the purpose of benefiting any private interest;
 - (11) to identify personal opinions and recommendations, avoiding any implication that personal opinions and recommendations are those of the advisory body unless such position has been duly voted;
 - (12) to recognize that Pasadena City government is non-partisan and to avoid use of the appointed position title to further political activities; and
 - (13) to refuse gifts, favors, services or any promise of future benefit which could be construed to

compromise independence of judgment or action
as a public official.