



**Regular Meeting  
Commission on the Status of Women  
Wednesday, July 5, 2023  
6:00 P.M.  
Jackie Robinson Community Center  
1020 North Fair Oaks Avenue, Pasadena, CA 91103**

**Members**

Charlotte Lacey, Chair, District 7  
Vanessa F. Rodriguez, Vice-Chair, District 5  
Beverley Morgan-Sandoz, District 1  
Robin Allen, District 2  
Jill Thompson, District 3  
Mary Urtecho-Garcia, District 4  
Maura Harrington Roggero, District 6  
Vacant, Mayor  
Vacant, At Large

**Staff**

Lola Osborne, Acting Director  
Jane Whitmore, Recording Secretary

**Mission Statement**

The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture, and unique character.

**Meeting Information**

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

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 [jwhitmore@cityofpasadena.net](mailto:jwhitmore@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 [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.

Public meetings begin at 6:00 P.M. Items on the agenda may not be called in the order listed. Agendas and related documents are available on the City website at: [www.cityofpasadena.net/commissions/commission-on-the-status-of-women](http://www.cityofpasadena.net/commissions/commission-on-the-status-of-women) and all branch libraries.

Materials related to an item on this agenda submitted to the Commission on the Status of Women after distribution of the agenda packet are available for public inspection at the reception counter at the Jackie Robinson Community Center at 1020 N. Fair Oaks Ave., Pasadena, 91103 and City Hall, 100 N. Garfield Ave. N255, Pasadena, 91101 during normal business hours.



**Agenda  
Regular Meeting  
Commission on the Status of Women  
Wednesday, July 5, 2023  
6:00 P.M.  
Jackie Robinson Community Center  
1020 North Fair Oaks Avenue, Pasadena, CA 91103**

- 1. Call to order**
  - Welcome to new Commissioner Robin Allen (District 2)
- 2. Roll call**
- 3. Public comments for items not on the agenda**
- 4. Approval of minutes**
  - May 3, 2023\*
  - May 31, 2023\*
- 5. New business**

None
- 6. Old business**

**Action item**

  - Discussion and approval of the Commission on the Status of Women Work Plan and Presentation Calendar for FY 2023-2024\*
- 7. Reports/comments from the Chair**
- 8. Comments from Commissioners**
- 9. Staff comments**
- 10. Upcoming meeting agenda items**
- 11. Adjournment**

\*Attachments

A handwritten signature in cursive script, appearing to read "Charlotte Lacey".

Charlotte Lacey, Chair  
Commission on the Status of Women

**Note to Public:** An opportunity for public comment will be provided at the time the above items are discussed. In order to facilitate public participation at meetings, the Commission will accept public comment in the following manner:

**1. In-person public comments during the meeting:**

Prior to or during the meeting, members of the public may provide public comment by submitting a speaker card prior to the start of public comment on that item to the recording secretary.

**2. Advance correspondence, to become part of the record:**

Members of the public may submit written correspondence of any length prior to the start of the meeting, at the following email address: [jwhitmore@cityofpasadena.net](mailto:jwhitmore@cityofpasadena.net). Correspondence will be forwarded to the Commission on the Status of Women prior to the meeting if received at least 30 minutes before the start of the meeting. Any correspondence received later will be forwarded to the Commission by email the next business day.

**Posting statement:** I hereby certify that this agenda, in its entirety, was posted on the City Council Chamber bulletin board S249, the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue, and Jackie Robinson Community Center, 1020 North Fair Oaks Avenue, and a copy was distributed to the branch libraries for posting on or before the 29<sup>th</sup> day of June 2023, by 5:30 P.M.; and that copies were emailed not less than 72 hours prior to the meeting, to each member of the Commission on the Status of Women, to each local newspaper of general circulation, radio, or television station requesting notice in writing, all of which media recipients are identified on the distribution list below. The agenda may be viewed at the City's website at: [www.cityofpasadena.net/commissions/commission-on-the-status-of-women](http://www.cityofpasadena.net/commissions/commission-on-the-status-of-women).



Jane Whitmore, Recording Secretary  
Parks, Recreation, and Community Services Department

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**Distribution:**

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Pasadena Weekly



**Draft Minutes  
Regular Meeting  
Commission on the Status of Women  
Wednesday, May 3, 2023  
6:00 P.M.**

**Commissioners Present:** Charlotte Lacey, Lorraine Montgomery, Vanessa Rodriguez, Jill Thompson, Mary Urtecho-Garcia

**Commissioners Absent:** Maura Harrington Roggero (excused), Beverley Morgan-Sandoz (excused)

**Staff Present:** Sarah Mendez and Jane Whitmore

**1. Call to order**

Chair Lacey called the meeting to order at 6:05 P.M.

- Welcome to new Commissioner Mary Urtecho-Garcia (District 4)  
Commissioner Urtecho-Garcia introduced herself and shared her professional and community experience.

**2. Roll call**

Staff (Whitmore) called the roll, and a quorum was established for the Commission.

**3. Public comments for items not on the agenda**

None

**4. Approval of minutes**

After review, it was moved (Rodriguez) and seconded (Montgomery) to approve the minutes of the March 1, 2023, regular meeting. (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Thompson, Urtecho-Garcia

Absent: Morgan-Sandoz, Harrington-Roggero

**5. New business**

- **Presentation from CAST LA (Coalition to Abolish Slavery and Trafficking, Los Angeles) regarding human trafficking and its impact on women – Amy Nguyen, Director of Empowerment**  
The Commission received a presentation from Amy Nguyen (Director of Empowerment) regarding human trafficking and its impact on women. Questions from the Commission followed the presentation.
- **Establish Nominating Committee for FY 2023-2024 Commission Officers – Chair Lacey**  
After discussion, it was moved (Thompson) and seconded (Montgomery) to approve the appointment of Commissioners Rodriguez, Morgan-Sandoz, and

Urtecho-Garcia to the nominating committee to nominate FY 2023-2024 Commission Officers. (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Thompson, Urtecho-Garcia  
Absent: Morgan-Sandoz, Harrington-Roggero

- **Finalize the date, time, and location of the June Annual Meeting**  
After discussion, it was moved (Rodriguez) and seconded (Thompson) to hold the Commission on the Status of Women Annual Meeting on May 31, 2023, at 4:00 p.m. at La Casita del Arroyo as discussed (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Thompson, Urtecho-Garcia  
Absent: Morgan-Sandoz, Harrington-Roggero

## 6. Old business

- **Commission work plan updates and discussion**  
After discussion, it was moved (Rodriguez) and seconded (Montgomery) to approve the updates to the Commission on the Status of Women Work Plan and Presentation Calendar for April and May 2023 as discussed. (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Thompson, Urtecho-Garcia  
Absent: Morgan-Sandoz, Harrington-Roggero

## 7. Reports/comments from the Chair

Chair Lacey stated she is looking forward to working with the Commission to develop the work plan for the new fiscal year.

## 8. Comments from Commissioners

None

## 9. Staff Comments

Staff (Mendez) stated she is looking forward to supporting the Commission in developing their work plan for the new fiscal year. Upcoming meeting agenda items

- Review and approval of Survival Guide postcard
- Review and approval of Meeting Attendance Record for FY 2022-2023
- Review and approval of Report of Accomplishments for FY 2022-2023
- Report from the Nominating Committee with recommendation for Commission Officers for FY 2023-2024
- Election of Commission Officers for FY 2023-2024
- Appointment of Parliamentarian for FY 2023-2024
- Establish Work Plan for FY 2023-2024
- Discuss July Commission meeting date

## 10. Adjournment

It was moved (Thompson) and seconded (Urtecho-Garcia) to adjourn the regular meeting. The meeting was adjourned at 7:47 P.M.



**Draft Minutes  
Special Annual Meeting  
Commission on the Status of Women  
Wednesday, May 31, 2023  
4:00 P.M.  
La Casita del Arroyo  
177 South Arroyo Blvd, Pasadena, CA 91105**

**Commissioners Present:** Maura Harrington Roggero (arrived at 4:36 P.M.), Charlotte Lacey, Lorraine Montgomery, Vanessa Rodriguez, Mary Urtecho-Garcia

**Commissioners Absent:** Beverley Morgan-Sandoz (excused), Jill Thompson (excused)

**Staff Present:** Kari Bell, Lola Osborne, and Jane Whitmore

**1. Call to order**

Chair Lacey called the meeting to order at 4:17 P.M.

**2. Roll call**

Staff (Whitmore) called the roll, and a quorum was established for the Commission.

**3. Public comments for items on the agenda**

None

**4. New business**

**Action items**

- **Review and approval of Commission Attendance Record for FY 2022-2023**  
After review, it was moved (Urtecho-Garcia) and seconded (Montgomery) to approve the Commission Attendance Record for FY 2022-2023. (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Urtecho-Garcia

Absent: Harrington Roggero (absent at the time of the motion), Morgan-Sandoz, Thompson

- **Review and approval of Commission Report of Accomplishments for FY 2022-2023**

After review, it was moved (Rodriguez) and seconded (Urtecho-Garcia) to approve the Commission Report of Accomplishments for FY 2022-2023. (Motion unanimously carried)



In Favor: Lacey, Rodriguez, Montgomery, Urtecho-Garcia  
Absent: Harrington Roggero (absent at the time of the motion), Morgan-Sandoz, Thompson

- **Report from the Nominating Committee for recommended FY 2023-2024 Commission Officers (oral report)**

Commissioner Urtecho-Garcia presented the oral report with the recommendation of Commissioner Lacey to serve as Chair and Commissioner Rodriguez to serve as Vice Chair for FY 2023-2024.

- **Election of Commission Officers for FY 2023-2024**

After discussion, it was moved (Montgomery) and seconded (Rodriguez) to approve Commissioner Lacey to serve as Chair for FY 2023-2024. (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Urtecho-Garcia  
Absent: Harrington Roggero (absent at the time of the motion), Morgan-Sandoz, Thompson

After discussion, it was moved (Montgomery) and seconded (Urtecho-Garcia) to approve Commissioner Rodriguez to serve as Vice Chair for FY 2023-2024. (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Urtecho-Garcia  
Absent: Harrington Roggero (absent at the time of the motion), Morgan-Sandoz, Thompson

- **Chair to appoint Parliamentarian for FY 2023-2024**

Chair Lacey appointed Commissioner Harrington Roggero as Parliamentarian for FY 2023-2024.

- **Establish Work Plan for FY 2023-2024**

After discussion, it was moved (Harrington Roggero) and seconded (Urtecho-Garcia) to approve the Work Plan for FY 2023-2024 as discussed (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Urtecho-Garcia, Harrington Roggero  
Absent: Morgan-Sandoz, Thompson

## 5. Old business

### Action items

- **Review and approve Survival Guide postcard**

After discussion, it was moved (Rodriguez) and seconded (Urtecho-Garcia) to approve the Survival Card postcard with the changes as discussed (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Montgomery, Urtecho-Garcia, Harrington Roggero  
Absent: Morgan-Sandoz, Thompson

- **Discuss July Commission meeting date**

After discussion, it was decided to keep the July meeting for the Commission on the Status of Women as scheduled on Wednesday, July 5, 2023, at 6:00 P.M.

**6. Reports/comments from the Chair**

Chair Lacey thanked the Commission for the wonderful and inclusive ideas for the Work Plan for FY 2023-2024 and she is excited for the new year.

**7. Comments from Commissioners**

Commissioner Urtecho-Garcia reminded everyone to wear orange on Friday, June 2 in support of National Gun Violence Awareness Day and encouraged the Commission to attend the event hosted by the City from 4:00 – 6:00 P.M. at Day One.

**8. Staff Comments**

Staff (Osborne) invited the Commission to attend the raising of the Pride Flag at City Hall on Thursday, June 1 at 12:30 P.M. to mark the beginning of Pride Month. Additional information about the flag raising and National Gun Violence Awareness Month events will be emailed to the Commission.

**9. Upcoming meeting agenda items**

- Develop list of current topics for presentations
- Approve the Work Plan and Presentation Calendar for FY 2023-2024

**10. Adjournment**

It was moved (Montgomery) and seconded (Urtecho-Garcia) to adjourn the special meeting. The meeting was adjourned at 6:52 P.M.

**City of Pasadena Commission on the Status of Women  
Work Plan: 07/05/2023 – 06/05/2024**

**Mission:**

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 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 with other public agencies and commissions on matters relevant to the commission.

**FY 2023-2024 Ad Hoc Committees:**

**Ad Hoc Committee re: Objective #1:** Advise City Council

**Ad Hoc Committee re: Objective #2:** Empower Women

**Ad Hoc Committee re: Objective #3:** Empower Girls

## **Ad Hoc Committee re: Objective #1 – Advise City Council**

Objective Purpose: Advise City Council on public policy supporting women's issues

Commissioners: Harrington Roggero, Rodriquez

### **Action Items:**

- Drive awareness about women's issues using data points via social media.
- Develop content calendar with input from the City Public Information Officer.
- Sponsor citywide Women's History Month events in conjunction with City Council, i.e., movies in the park, yoga in the park, shop women owned businesses.

### **Work Plan Updates:**

July 2023:

### **Status:**

## **Ad Hoc Committee re: Objective #2 – Empower Women**

Objective Purpose: Provide opportunities for women's empowerment

Commissioners: Lacey

### **Action Items:**

- Invite third party subject matter experts to educate the Commission and community members on current events affecting women.
- Develop and manage annual Herstory event, save the date March 7, 2024.

### **Work Plan Updates:**

July 2023:

### **Status:**

## **Ad Hoc Committee re: Objective #3 – Empower Girls**

Objective Purpose: Offer support to help girl's achieve success

Commissioners: Urtecho-Garcia

### **Action Items:**

- Partner with local organizations to host professional skills workshops.
- Identify citywide young women focused programs to partner with and promote meaningful opportunities for growth.

### **Work Plan Updates:**

July 2023:

### **Status:**

## Commissioner Sign-Up to Observe City Council Meetings

### July 2023:

3<sup>rd</sup> – Cancelled  
10<sup>th</sup> –  
17<sup>th</sup> –  
24<sup>th</sup> –  
31<sup>st</sup> – Cancelled

### August 2023:

7<sup>th</sup> – Cancelled  
14<sup>th</sup> – Cancelled  
21<sup>st</sup> –  
28<sup>th</sup> –

### September 2023:

4<sup>th</sup> – Cancelled  
11<sup>th</sup> –  
18<sup>th</sup> –  
25<sup>th</sup> – Cancelled

### October 2023:

2<sup>nd</sup> –  
9<sup>th</sup> – Cancelled  
16<sup>th</sup> –  
23<sup>rd</sup> –  
30<sup>th</sup> –

### November 2023:

6<sup>th</sup> –  
13<sup>th</sup> –  
20<sup>th</sup> –  
27<sup>th</sup> – Cancelled

### December 2023:

4<sup>th</sup> –  
11<sup>th</sup> –  
18<sup>th</sup> –  
25<sup>th</sup> –

### January 2024:

1<sup>st</sup> – Cancelled  
8<sup>th</sup> –  
15<sup>th</sup> –  
22<sup>nd</sup> –  
29<sup>th</sup> –

### February 2024:

5<sup>th</sup> –  
12<sup>th</sup> –  
19<sup>th</sup> –  
26<sup>th</sup> –

### March 2024:

4<sup>th</sup> –  
11<sup>th</sup> –  
18<sup>th</sup> –  
25<sup>th</sup> –

### April 2024:

1<sup>st</sup> –  
8<sup>th</sup> –  
15<sup>th</sup> –  
22<sup>nd</sup> –  
29<sup>th</sup> –

### May 2024:

6<sup>th</sup> –  
13<sup>th</sup> –  
20<sup>th</sup> –  
27<sup>th</sup> –  
29<sup>th</sup> –

### June 2024:

3<sup>rd</sup> –  
10<sup>th</sup> –  
17<sup>th</sup> –  
24<sup>th</sup> –

## Commission on the Status of Women Presentation Calendar FY 2023-2024

To be scheduled:

- Presentation regarding Domestic and Family Violence – Presenter TBD

July 2023:

- 

August 2023:

- 

September 2023

- 

October 2023

- 

November 2023

- 

December 2023

- 

January 2024

- 

February 2024

- 

March 2024

- 

April 2024

- 

May 2024

- 

June 2024 - Annual Meeting

(updated XXXX, 2023)