



**Regular Meeting  
Commission on the Status of Women  
Wednesday, August 2, 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  
Alicia Dhanifu, 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, August 2, 2023**  
**6:00 P.M.**  
**Jackie Robinson Community Center**  
**1020 North Fair Oaks Avenue, Pasadena, CA 91103**

1. **Call to order**
2. **Roll call**
3. **Public comments for items not on the agenda**
4. **Approval of minutes**
  - July 5, 2023\*
5. **New business**

None
6. **Old business**

**Action items**

  - Discussion regarding the Commission representation for the Association of California Commissions (ACCW)\*
  
  - Discussion and approval of the 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 27<sup>th</sup> day of July 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, July 5, 2023  
6:00 P.M.**

**Commissioners Present:** Robin Allen, Maura Harrington Roggero, Beverley Morgan-Sandoz, Mary Urtecho-Garcia

**Commissioners Absent:** Charlotte Lacey (excused), Vanessa Rodriguez (excused), Jill Thompson (unexcused)

**Staff Present:** Lola Osborne and Jane Whitmore

**1. Approval of Commissioner Harrington Roggero to Chair the meeting in the absence of Chair Lacey and Vice Chair Rodriguez**

After discussion, it was moved (Morgan Sandoz) and seconded (Allen) to approve Commissioner Harrington Roggero to Chair the meeting in the absence of Chair Lacey and Vice Chair Rodriguez. (Motion unanimously carried)

In Favor: Morgan-Sandoz, Allen, Urtecho-Garcia, Harrington Roggero

Absent: Lacey, Rodriguez, Thompson

**2. Call to order**

Commissioner Harrington Roggero called the meeting to order at 6:09 P.M.

**• Welcome to new Commissioner Robin Allen (District 2)**

Commissioner Allen introduced herself and shared her professional and community experience.

**3. Roll call**

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

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

None

**5. Approval of minutes**

After review, it was moved (Urtecho-Garcia) and seconded (Harrington Roggero) to approve the minutes of the May 3, 2023, regular meeting, and the May 31, 2023, special meeting. (Motion unanimously carried)

In Favor: Morgan-Sandoz, Allen, Urtecho-Garcia, Harrington Roggero

Absent: Lacey, Rodriguez, Thompson

**6. New business**

None

## **7. Old business**

- **Discussion and approval of the Commission on the Status of Women Work Plan and Presentation Calendar for FY 2023-2024**

After discussion, it was moved (Allen) and seconded (Urtecho-Garcia) to approve the Commission on the Status of Women Work Plan and Presentation Calendar for FY 2023-2024, as discussed. (Motion unanimously carried)

In Favor: Morgan-Sandoz, Allen, Urtecho-Garcia, Harrington Roggero

Absent: Lacey, Rodriguez, Thompson

## **8. Reports/comments from the Chair**

Commissioner Harrington Roggero reported that she, Commissioner Morgan Sandoz, and Dr. Eleanor Siebert (Professor Emeritus, Mt. St. Mary's University) made a presentation to the Legislative Policy Committee on Tuesday, June 6 regarding the *2021 Report on the Status of Women in Pasadena*. She stated the presentation was well received by the Committee.

## **9. Comments from Commissioners**

Commissioner Morgan Sandoz announced that this was her last meeting and expressed her appreciation for the work of the Commission.

The Commissioners thanked Commissioner Morgan Sandoz for her steady leadership and significant contributions to the Commission.

## **10. Staff Comments**

Staff (Osborne) provided the following comments:

- The Parks After Dark Kick Off Festival is on Thursday, July 6, from 6:00 – 9:00 P.M. at Robinson Park featuring free food, inflatable games, arts and crafts and a live DJ. The Commission was encouraged to bring their families and invite their neighbors to enjoy the Parks After Dark activities, including sports, recreation swim, and movie nights that will be held on Thursday, Friday, and Saturday evenings from July 6 – August 5 at several parks in Pasadena.

## **11. Upcoming meeting agenda items**

- (Tentative) Presentation regarding domestic and family violence.
- Complete list of topics for Commission presentations.
- Provide an update on City Council meeting dates and complete the Commission sign-up sheet.
- Discussion regarding the Commission representative for the Association of California Commissions for Women (ACCW)

## **12. Adjournment**

It was moved (Allen) and seconded (Urtecho-Garcia) to adjourn the regular meeting. The meeting was adjourned at 8:06 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 (lead), Rodriquez, Lacey

### **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.
- Monitor City Council meetings for agenda items relevant to the work of the Commission by reviewing the agendas for upcoming meetings, reading the meeting minutes, attending the scheduled meetings, or listening to the meeting recordings.

### **Work Plan Updates:**

July 2023:

- The Commission added the following action item:
  - Monitor City Council meetings for agenda items relevant to the work of the Commission by reviewing the agendas for upcoming meetings, reading the meeting minutes, attending the scheduled meetings, or listening to the meeting recordings.
- The Commissioners signed up to monitor the scheduled City Council meetings from July – September 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/issues affecting women as identified by the Commission.
- Develop and manage annual Herstory event, to be held on Thursday, March 7, 2024.

### **Work Plan Updates:**

July 2023:

- No updates provided

### **Status:**

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

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

Commissioners: Urtecho-Garcia, Allen, Lacey

### **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.
- Reimagine the Survival Guide with the intentional engagement of young women and girls.
- Develop a brief survey to gauge the utilization of the Survival Guide and provide updates and comments.

### **Work Plan Updates:**

July 2023:

- Commissioner Harrington Roggero appointed Commissioner Allen to the Empower Girls ad hoc committee
- The Commission added the following action items:
  - Reimagine the Survival Guide with the intentional engagement of young women and girls.
  - Develop a brief survey to gauge the utilization of the Survival Guide and provide updates and comments.

**Status:**

## Commissioner Sign-Up to Observe City Council Meetings

### July 2023:

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

### August 2023:

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

### September 2023:

4<sup>th</sup> – Cancelled  
11<sup>th</sup> – Urtecho-Garcia  
18<sup>th</sup> – Urtecho-Garcia  
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> – Cancelled  
25<sup>th</sup> – Cancelled

### 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 (Harrington Roggero)

July 2023:

- None

August 2023:

- None

September 2023

- 

October 2023

- 

November 2023

- 

December 2023

- 

January 2024

- 

February 2024

- 

March 2024

- 

April 2024

- 

May 2024

- 

June 2024 - Annual Meeting

(updated July 5, 2023)



## Why Should Your Commission Join The ACCW?

The Association of California Commissions for Women provides a voice for women of all races, creeds and economic status throughout the State of California. As our membership grows, so too does our ability to improve the quality of life of our mothers, sisters and daughters.

So why should YOU join?

1. ACCW works to ensure equality of rights and opportunities for all women within the state.
2. ACCW empowers women.
3. ACCW provides a unified voice for women's issues.
4. ACCW seeks dynamic women interested in making a difference in their communities.
5. ACCW needs YOU!

## What are the Benefits of Membership in ACCW?

Collaborate with other Commissions on strategic planning  
 Network to achieve local Commission goals and pursue initiatives  
 Training  
 Leadership  
 Fund Development  
 Event Planning/Conventions  
 Learn the Budget Process  
 Acquire staff  
 Recruit Commissioners  
 Raise Awareness of Women's Issues  
 Create a 501c3 to enable fundraising for your Commission

## What is the Mission of the ACCW?

The Mission of ACCW is: to promote viability, strength, and effectiveness of member Commissions within the State of California.

## What are the Goals of ACCW?

The goals are: to ensure that Commissions exist in every County or City, and that they are fully funded, permanent, and independent Government entities that give California women a voice.

[Application to Join](#)

## What is the Objective of the ACCW?

The objective is: to develop a Statewide agenda on issues of concern to women within California and to ensure implementation of key policy and legislative changes that address these concerns and give California women the best quality of life possible.

Take the Voices of American Women [Survey](#) sponsored by the National Association of Womens Commissions (NACW).

## Diversity Equity Inclusion

[May 10, 2022 - View PDF](#)

## MEMBER COMMISSIONS

- [City of Pasadena](#)
- [San Mateo County](#)
- [City of Glendale](#)
- [City of Los Angeles](#)
- [City and County of San Francisco](#)
- [Los Angeles County](#)
- [Sonoma County](#)
- [San Diego County](#)
- [Contra Costa County](#)
- [City of Santa Monica](#)
- [City of West Hollywood](#)
- [State of California](#)
- [Santa Barbara County](#)
- [Riverside County](#)
- [San Joaquin County](#)
- [Alameda County](#)
- [Santa Clara County](#)
- [Marin County](#)
- [San Luis Obispo County](#)

## What do we do?

The Association of California Commissions for Women provides a voice for women of all races, creeds and economic status throughout the State of California. As our membership grows, so too does our ability to improve the quality of life of our mothers, sisters and daughters

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