



**Regular Meeting**  
**Commission on the Status of Women**  
**Wednesday, September 6, 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  
Maria Guadalupe Castellon, Mayor  
Alicia Dhanifu, District 1  
Robin Allen, District 2  
Jill Thompson, District 3  
Mary Urtecho-Garcia, District 4  
Maura Harrington Roggero, District 6  
Jennifer Thibault, 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**  
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**Wednesday, September 6, 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 Maria Guadalupe Castellon (Mayor)
2. **Roll call**
3. **Public comments for items not on the agenda**
4. **Approval of minutes**
  - August 2, 2023\*
5. **New business**  
**Information item**
  - Presentation from Lisa Derderian, City of Pasadena Public Information Officer regarding how the Commission can utilize social media to increase awareness of women's issues.
6. **Old business**  
**Action items**
  - Discussion regarding the Commission membership in the Association of California Commissions (ACCW) and selection of the Commission representative for 2023 – 2024 – Vice Chair Rodriguez
  - Discussion and approval of the Work Plan and Presentation Calendar updates for September 2023\*
7. **Reports/comments from the Chair**
8. **Comments from Commissioners**
9. **Staff comments**
10. **Upcoming meeting agenda items**
11. **Adjournment**

\*Attachments



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 31<sup>st</sup> day of August 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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**Draft Minutes  
Regular Meeting  
Commission on the Status of Women  
Wednesday, August 2, 2023  
6:00 P.M.**

**Commissioners Present:** Robin Allen, Alicia Dhanifu, Maura Harrington Roggero, Charlotte Lacey, Vanessa Rodriguez, Jill Thompson, Mary Urtecho-Garcia

**Commissioners Absent:** None

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

**1. Call to order**

Chair Lacey called the meeting to order at 6:06 P.M.

**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 (Allen) and seconded (Thompson) to approve the minutes of the July 5, 2023, regular meeting as amended. (Motion carried with 2 abstentions)

In Favor: Lacey, Allen, Thompson, Urtecho-Garcia, Harrington Roggero

Abstain: Rodriguez, Dhanifu

**5. New business**

None

**6. Old business**

- **Discussion regarding the Commission representation for the Association of California Commissions (ACCW)**

After discussion, Chair Lacey requested this item be moved to the agenda for the next regular meeting of the Commission scheduled for September 6, 2023.

- **Discussion and approval of the Work Plan and Presentation Calendar for FY 2023-2024**

After discussion, it was moved (Rodriguez) and seconded (Allen) to approve the Work Plan and Presentation Calendar for FY 2023-2024, as discussed. (Motion unanimously carried)

In Favor: Lacey, Rodriguez, Dhanifu, Allen, Thompson, Urtecho-Garcia, Harrington Roggero

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

Chair Lacey provided the following comments:

- Welcomed new Commissioners Dhanifu and Allen and expressed her appreciation for their interest in joining the Commission.
- Stated there are two vacancies on the Commission and recommended the Commission encourage potential applicants to complete the application online.

**8. Comments from Commissioners**

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

**9. Staff Comments**

Staff (Osborne) reported the Commission will have an information table at Assemblymember Chris Holden's 24<sup>th</sup> Annual Community Resource Fair and Block Party on Saturday, August 5, 2023, from 11:00 A.M. – 3:00 P.M. and encouraged the Commission to attend the event. More information will be emailed to the Commissioners that volunteered to assist at the Commission table during the event.

**10. Upcoming meeting agenda items**

- Discussion regarding the Commission membership in the Association of California Commissions (ACCW) and selection of the Commission representative for 2023 – 2024.
- (tentative) Presentation from Lisa Derderian, City of Pasadena Public Information Officer regarding how the Commission can utilize social media to increase awareness of women's issues.

**11. Adjournment**

It was moved (Urtecho-Garcia) and seconded (Allen) to adjourn the regular meeting. The meeting was adjourned at 8:28 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.
- 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.

August 2023:

- Commissioner Harrington Roggero reported on the City Council meetings held on Monday, July 10 and Monday, July 17 and provided an update on items that pertained to the work of the Commission.
- Commissioner Allen reported she attended a breakfast on Saturday, July 29 for Council District 2 Commissioners.
- The ad hoc committee recommended the following action item be moved to Objective #2:
  - Sponsor citywide Women's History Month events in conjunction with the City Council, i.e., movies in the park, yoga in the park, shop women owned businesses.
- The ad hoc committee recommended the Commission receive a presentation from the City of Pasadena Public Information Officer to provide information on how the Commission can utilize social media to increase awareness of women's issues.
- The Commissioners signed up to monitor the City Council meetings from October 2023 – January 2024.

**Status:**

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

Objective Purpose: Provide opportunities for women's empowerment

Commissioners: Lacey (lead), Allen, Harrington Roggero

### **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.
- 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:

- No update provided

August 2023:

- Chair Lacey reported that Sweetland Hall at All Saints Church is reserved for Thursday, March 7, 2024 from 6:00 – 8:00 P.M. for the Herstory 2024 event.
- The Commission discussed Herstory 2024 and suggested the following potential themes for the event:
  - Women in Politics including the barriers to running for office
  - How women can engage in the political process
  - Women in traditional male dominated professions such as technology, law, medicine, and politics
  - Women in STEM
  - Day of sharing Herstory creatively for adults, teens, and children
- Chair Lacey appointed Commissioners Allen and Harrington Roggero to the Empower Women ad hoc committee.

**Status:**

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

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

Commissioners: Urtecho-Garcia (lead), Dhanifu, 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.
- **Discontinued** - 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.

August 2023:

- Commissioner Urtecho-Garcia reported the ad hoc committee identified Pasadena Unified School District (PUSD) and the La Pintoresca Teen Education Center (LPTEC) as potential community partners to host workshops for teen girls.
- The Commission determined the following action item should be discontinued:
  - Develop a brief survey to gauge the utilization of the Survival Guide and provide updates and comments.
- Chair Lacey removed Commissioner Allen, at her request, from the Empower Girls ad hoc committee.
- Chair Lacey appointed Commissioner Dhanifu to the Empower Girls ad hoc committee.

### 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> – Dhanifu  
30<sup>th</sup> – Dhanifu

### November 2023:

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

### December 2023:

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

### January 2024:

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

### 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:

July 2023:

- No presentation

August 2023:

- No presentation

September 2023

- Presentation from Lisa Derderian, Public Information Officer, City of Pasadena regarding how the Commission can utilize social media to increase awareness of women's issues.

October 2023

- (tentative) Presentation regarding Domestic and Family Violence – Presenter TBD (Lacey)

November 2023

- 

December 2023

- 

January 2024

- 

February 2024

- 

March 2024

- 

April 2024

- 

May 2024

- 

June 2024 - Annual Meeting

(updated August 2, 2023)