

Commission on the
Status of Women

Commission on the Status of Women
Wednesday, September 20, 2023 – 7:00pm
North Berkeley Senior Center
1901 Hearst Ave, Berkeley, CA 94709

AGENDA

Mayor Arreguin:
Tiffaney Boyd

Rashi Kersarwani:
Alison Simon

Terry Taplin:

Ben Bartlett:
Kameka Goodwin

Kate Harrison
Shirley Posey

Sophie Hahn
Vice-Chair Radha Seshagiri


Susan Wengraf:
Chair-Carole Marasovic

Rigel Robinson:
Keyanna Ortiz-Cedeno

Mark Humbert
Linda Oliver

All items are for discussion and possible action.

1. Roll Call.
2. Land Acknowledgment.
3. Public Comment for Items not on Agenda.
4. Approval of Agenda. Discussion and Action.
5. Approval of Minutes from August 30, 2023. Discussion and Action.
6. Chair Report (Discussion only)
7. Presentation from National Housing Law Project on Abuse and Exploitation of Older Women in the Housing Market. Discussion and Possible Action.
8. Discussion on How Commission Recommendations are made to Council. Discussion and Possible Action.
9. Recommendation to Council on Development of Sex Trafficking Resources in Berkeley. Possible Q and A Discussion and Possible Action
10. Further Development of Subcommittees and Report on of from Subcommittees, if any. Discussion and Possible Action.
11. Finalize Workplan Plan. Discussion and Possible Action.

 **ADA Disclaimer** “This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services Specialist at 981-6418 (V) or 981-6347 (TDD) at least five business days before the meeting date. Please refrain from wearing scented products to this meeting.”

Communications Disclaimer

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SB 343 Disclaimer

Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at the City Manager’s Office located at 2180 Milvia Street, 5th Floor.

Commission Contact Information

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Commission on the Status of Women

**Commission on the Status of Women
Regular Meeting – August 30, 2023
DRAFT MINUTES**

The meeting convened at 7:07pm with Chairperson Marasovic presiding.

ROLL CALL

Present: Marasovic, Posey, Goodwin, Seshagiri, Boyd, Ortiz-Cedeno

Absent:

Leave of Absence: Simon

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Comments from the Public

- Public attendance: 3
- Public comments: 2

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Action

Item # 1:

Approval of July 26, 2023 Minutes:

Minutes Approved

M/S/C: Posey, Ortiz-Cedeno

Ayes: Marasovic, Seshagiri, Posey, Goodwin, Ortiz-Cedeno, Boyd

Absent:

Leave of Absence: Simon

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Item # 2:

Approval of the Agenda:

Agenda Approved

M/S/C: Seshagiri, Boyd

Ayes: Marasovic, Seshagiri, Boyd, Posey, Goodwin, Ortiz-Cedeno

Absent:
Leave of Absence: Simon

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Item # 3:
Presentation(s) on Planned Berkeley High School Wellness Center as Addressing Girls' Needs and Coaching Boys into Men on Facilitating Healthy Relationships. Discussion and Possible Action.

Presentation will take place at a future meeting.

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Item # 4:
Presentation from National Housing Law Project on Abuse and Exploitation of Older Women in the Housing Market. Discussion and Possible Action.

Presentation will take place at a future meeting.

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Item # 5:
Possible Recommendation to Council on Development of Sex Trafficking Resources in Berkeley.

No recommendation is ready to be submitted at this time.

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Item # 6:
Commission Workplan to be Submitted. Discussion and Possible Action.

Moved to be discussed at a future meeting.

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Item # 7:
Identify Commissioners Areas of Focus and Form Subcommittees to Address Issues.

A tentative draft of subcommittees will be drafted by secretary and sent over to commissioners to review and further provide areas of interest to be discussed at the next scheduled meeting.

The meeting was adjourned at 9:20pm.

Respectfully Submitted,

**Okeya Vance-Dozier, Secretary
Commission on the Status of Women**



Commission on the
Status of Women

Approved 2023 Meeting Schedule Commission on the Status of Women

1. Wednesday, January 18, 2023 at 6pm
2. Wednesday, February 15, 2023 at 6pm
3. Wednesday, March 15, 2023 at 6pm
4. Wednesday, April 19, 2023 at 7pm
5. Wednesday, May 17, 2023 at 7pm
6. Wednesday, June 21, 2023 at 7pm
7. Wednesday, August 30, 2023 at 7pm
8. Wednesday, September 20, 2023 at 7pm
9. Wednesday, October 18, 2023 at 7pm
10. Wednesday, November 15, 2023 at 7pm

Land Acknowledgement Statement

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun (Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-chen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors and descendants of the sovereign Verona Band of Alameda County. This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band. As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay. We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878. As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today. The City of Berkeley will continue to build relationships with the Lisjan Tribe and to create meaningful actions that uphold the intention of this land acknowledgement.

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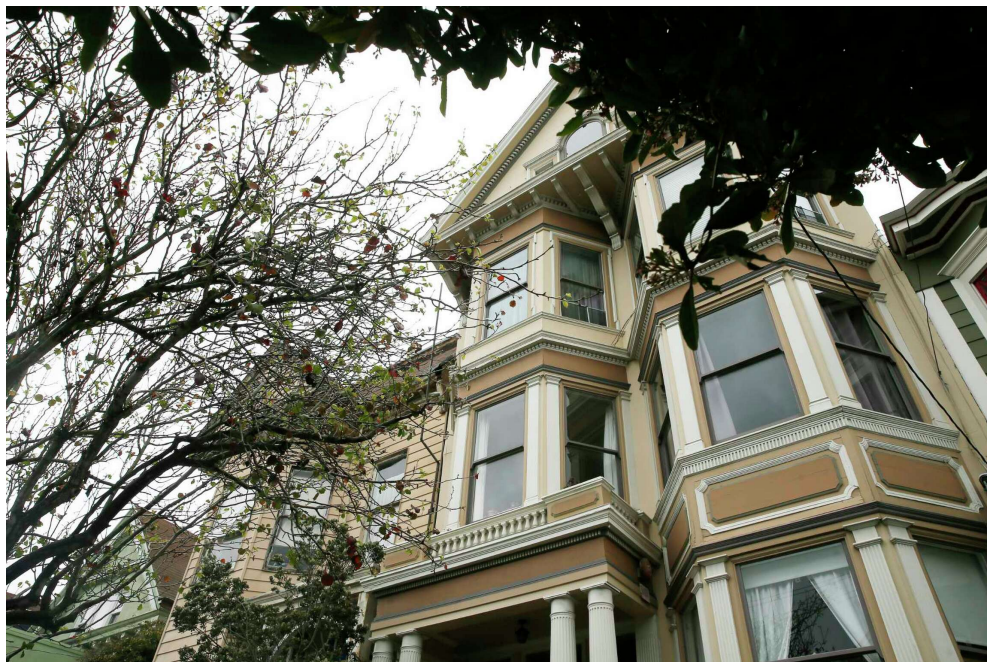
BAY AREA

81-year-old S.F. resident sues in fight to stay in longtime Upper Haight home



Rachel Swan

Updated: April 24, 2023 6:23 p.m.



A \$1.4 million condo in the Upper Haight on Page Street in San Francisco. The condo's owner filed a lawsuit claiming she was defrauded out of her home and is facing eviction.

Santiago Mejia/The Chronicle

An 81-year-old woman is suing to keep her \$1.4 million condominium in San Francisco's Upper Haight district, saying she fell victim to a "deceptive, fraudulent and predatory scheme" that caused her to lose her home.

Rosemarie Benter filed a fraud and elder financial abuse complaint Sunday night against Redwood city mortgage adviser Laura Biche and San Carlos real estate broker Michael Bruno, accusing them of an intricate conspiracy that led to the foreclosure of an upstairs unit she purchased in 1991, in a cream-colored Victorian near the Panhandle. Benter said she lost the home after failing to pay a loan worth less than \$10,000, unaware that she had used the condominium as collateral.

She submitted the lawsuit to San Francisco Superior Court three days after the new owner of her condominium, Eugene Gardner, taped a notice to the door, giving Benter three days to clear out.

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Gardner's attorney said he bought the home lawfully by placing a \$138,000 bid at a foreclosure sale, and that he will have to pay the balance of Benter's \$735,000 mortgage, up to \$40,000 to service the mortgage, and \$10,000 a year in property taxes and homeowner association dues, coming to about \$4,000 a month.

"My client's intention is to live at this property," attorney Joanna Kozubal wrote in an email, "however, if Ms. Benter wants to buy it back my client is willing to negotiate."

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Reached by phone on Monday, Biche declined to comment. A representative of Golden West Foreclosure Services cited a list of precedents for wrongful foreclosures, but did not go into detail about what might happen in Benter's case.

For Benter, the trouble began in 2007, when she took out a reverse mortgage — a type of loan that allows older homeowners to cash in on the equity they have built up, on the condition that they stay in the dwelling and pay property taxes.

Thirteen years later, a series of health issues and home maintenance costs plunged Benter into debt, and she fell behind on her property taxes. Seeking to use some of her home equity to cover her \$5,000 property tax bill, Benter reached out to Biche, who persuaded her to apply for an \$8,000 refinancing loan. Biche handled the application but Benter never secured the refinance, and in April 2021 she defaulted on her reverse mortgage when she did not pay property taxes.

After repeatedly assuring Benter that the refinance would eventually come through, Biche convinced the plaintiff to take out a \$9,519 loan from Bruno, whom Biche described as a trusted friend, according to the lawsuit. She said that Benter could use the

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ere was no risk of losing her home in this

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ould be at risk of losing her home if she

failed to make payments on the loan," the complaint said, adding that Biche facilitated all the signing of documents for the loan from Bruno's company, Cal-West, and that Benter never met Bruno.

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Biche and Bruno did not tell Benter that her home would enter foreclosure proceedings if she failed to repay the loan, the complaint said. In May of last year, Benter suffered a stroke and was diagnosed with breast cancer, which left her drowning in medical bills. By Oct. 7, her loan — with late fees and interest at an 8% rate — had ballooned to \$11,387, and her property had been transferred to Golden West Foreclosure Services.

Around this time she was "inundated with mailings," the complaint said, mostly from scammers but one from the San Francisco Assessor-Recorder offering "loss mitigation options" to prevent the foreclosure. Biche told Benter to ignore all of them, the complaint said, and because Benter followed Biche's advice she missed an opportunity to receive \$20,000 in homeowner assistance funds to cover her property taxes.

Her home sold for \$13,000 — less than 1% of its value — at a foreclosure auction on Feb. 2, but then was put up for sale again under a new California law that provides 45 days for tenants, owner-occupants, or affordable housing nonprofits to exceed the highest bid at a foreclosure sale, aiming to protect residents from displacement keep properties from sitting vacant.

Although the San Francisco Community Land Trust submitted a bid, the condo was eventually sold to Gardner, a 52-year-old resident of San Francisco's West Portal neighborhood.

Gardner, who is also named as a defendant in the lawsuit, bought Benter's home for \$138,000. He is now trying to evict her.

Benter and her lawyer, Darren Orr of the Mission nonprofit Legal Assistance to the Elderly, believe that "because the loan was void and unenforceable," the foreclosure was wrong. They want a judge to declare Benter the sole owner of the property.

Reach Rachel Swan: rswan@sfchronicle.com

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BAY AREA

She sold her \$1.7 million Bay Area home for a third of its value over margaritas. What happened?



Rachel Swan

Updated: May 24, 2023 7:28 a.m.



The Redwood City home a woman said she unwittingly signed away for a fraction of its value. San Mateo County prosecutors filed criminal charges against the people accused of swindling her.
Google Street View

Over two rounds of margaritas at Applebee's, a 66-year-old school crossing guard signed a deal with a real estate agent, thinking she had rescued her \$1.7 million home in Redwood City from foreclosure.

Instead, Sara Jansohn had unwittingly sold the house for less than a third of its value. The buyer, a Hollywood actor named Justin Rodgers Hall, was working with real estate agent Tonika Miller in what prosecutors describe as an elaborate but all too familiar ruse to swindle an older adult out of her home.

Hall flipped the house for about \$1 million a few weeks later, allegedly transferring the proceeds through numerous bank accounts. Shortly thereafter, Miller rolled up to Jansohn's house with a U-Haul, according to a declaration by a Redwood City police detective, trying to "convince" Jansohn to find a new property in Auburn.

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San Mateo County prosecutors filed criminal charges against Hall for allegedly defrauding Jansohn of her home and selling it to an investment firm that fought to evict her. His trial wrapped up Monday with closing arguments. Hall's lawyer argued he tried to honor the terms of a lawful agreement he made with Jansohn.

"The defendant never intended to pay Sara Jansohn anything close to the true value of her house," Deputy District Attorney Kimberly Perrotti told the jury Monday morning. She characterized Jansohn as an "unsophisticated person living a simple life," riding her bicycle to and from her part-time job as a crossing guard, caring for a husband with dementia and renting rooms in her house to various tenants. To Hall she was "an easy mark," Perrotti said.

Hall's defense attorney, Charles Smith, urged the jury not to be swayed by pity toward Jansohn, who did not respond to requests for comment.

In the midst of their dealings with Jansohn, Hall and Miller flew to Orlando, Fla., so that Miller could be a contestant on the game show "Deal or No Deal," Perrotti said. In an email to the show's producers that became an exhibit at trial, Hall bragged that Miller had recently closed a \$1 million transaction — apparently referring to the sale of Jansohn's home. Smith said Hall was simply asked to prepare cute statements to present to a national audience. He accused Perrotti of being obsessed with the game show.

"This whole picture the D.A. (is trying) to sell you is false," he said.

Legal observers recognized the sequence of events: a property lands on a county foreclosure list; lenders and brokers who track these lists try to ingratiate themselves to the desperate homeowner; the homeowner is prone to trust anyone who seems

knowledgeable and offers financial assistance.

To Darren Orr, an attorney with the Mission District nonprofit Legal Assistance to the Elderly, Jansohn's situation serves as a cautionary tale to any homeowner in the booming Bay Area, and particularly to vulnerable older adults who have built assets but who may be medically fragile, behind on property taxes, or contending with complex end-of-life decisions.

"I wish I could say this is something unusual," said Orr, who is currently waging a separate legal battle to keep an 81-year-old woman from losing her \$1.4 million condo in the Upper Haight.

"Seniors are targets," Orr said, adding that many people over 60 have family homes that are worth a lot on paper, though they may be struggling to keep up on maintenance or property taxes. "It creates a situation" in which people are in dire need of money and susceptible to undue influence from anyone presenting themselves as an expert, he said.

For Jansohn, the trouble began in July 2018, when Miller, the real estate agent, showed up at her doorstep, according to a brief filed by Jansohn's attorney, Craig Davis, in the case against Miller.

At the time of Miller's visit, Jansohn had defaulted on the property tax bill for her family home — a ranch-style house with a decaying picket fence and board-and-batten siding, where Jansohn lived with a tenant and her ailing husband. San Mateo County officials were set to sell her house at a foreclosure auction in early August.

Although Jansohn initially told Miller to leave, she relented a few days later, when Miller popped in a second time, uninvited, the filing said. Miller offered to help save the house with a reverse mortgage, Jansohn told investigators. In Jansohn's understanding of the deal, Miller would pay the delinquent property tax bill, enabling Jansohn to stay in her residence and cash in on a portion of the equity she had built, to be paid back after she died.

On the afternoon of July 23, Miller and Jansohn met at a Redwood City Applebee's. Miller ordered two margaritas for Jansohn, who later testified that after the drinks, "the papers came out. And I thought I was signing a reverse mortgage" to draw

\$500,000 from her equity. Miller gave Jansohn \$1,000 cash once she signed the paperwork. Prosecutors said Hall waited outside the restaurant in a car.

Less than an hour later, a grant deed was recorded in San Mateo County official records, transferring Jansohn's house to Rex Regum LLC, a company solely owned by Hall, then a 37-year-old actor from Van Nuys in the San Fernando Valley.

The deed claimed that Jansohn had received \$800,000 for her property, an amount so far below market value that the county recorder reported the sale to law enforcement, leading to the arrest of Hall and Miller on a raft of charges alleging grand theft and money laundering. In 2020 Miller pleaded no contest to charges of theft and forgery and served time in prison. Hall awaits a jury verdict on felony counts of forgery, fraud, perjury, grand theft and other charges. He is out of jail on a \$1.1 million bond, and sat quietly in court Monday as the prosecution and defense sparred one last time. Approached during a court recess, he declined to comment.

Smith, the defense attorney, contends the deal was fair and that Jansohn was aware of the terms.

"My client was going to pay \$500,000 within 120 days; Sara was going to get in essence a life estate" — meaning she could stay in the house until her death, while Hall covered the property taxes, Smith said in an interview. He claimed that within weeks, the parties changed the deal in writing, with Jansohn agreeing to take \$500,000 and planning to move to Auburn, Smith said. Before Hall could give her the money, police intervened, he added.

Smith balked at the district attorney's argument that Miller had plied Jansohn with alcohol before she signed the first contract.

"No one plied her with liquor," Smith said. "It wasn't somebody saying, 'Oh, here, have a drink, have a drink, have a drink,' to get her drunk. It was her idea, 'I want a margarita.' 'OK, get a margarita.' And then, 'I want another margarita.' 'Well, get another margarita.' "

On July 31, Miller [appeared for the taping of "Deal or No Deal,"](#) Perrotti said, winning \$400,000 and a Chrysler Pacifica, according to a report in the Palo Alto Daily Post. She told CNBC she wanted to launch a nonprofit that provided affordable housing for homeless veterans and the elderly, the report said.

Reached by phone, Miller said her entire experience with Hall and Jansohn, and the prison sentence that followed, had been "severely traumatic."

"I have nightmares about it every single day," she said. "I'm going to try to forget about it."

Meanwhile, Hall is waiting for a jury to decide his fate. Lion Share Investments LLC, the company that purchased the house from Hall in 2018, is suing him and Miller for damages. Jansohn has filed a cross complaint against the defendants, alleging elder abuse. Her attorney, Davis, halted Lion Share's eviction effort.

"Ms. Jansohn never had half a million dollars in her life," Perrotti said, underscoring the plight of a woman who can spend only a couple of hours a day as a crossing guard "because she spends the rest of her time caring for her sick husband."

Smith parried with his own closing argument.

"She signed a document," he said. "If she didn't understand it, if she claims she was drunk, how come the next day she didn't pick up the phone and say, 'You know, I really didn't know what I signed.' "

another commission, the secretaries must collaborate to ensure both commissions have the opportunity to submit reports to Council representing their purview.

Requests for information or review of proposals from one commission to another are transmitted through the respective secretaries of each commission.

2) Outside Agencies

Commissions function in an advisory capacity and, in the absence of an explicit delegation of the role to act on the City's behalf by the Council on a particular issue, they may not directly communicate with outside agencies.

Unless specifically authorized by the Council, commissions may not represent the City or its policies or positions to outside agencies either on their own behalf or on behalf of the City.

If a commission wishes to support or object to a particular policy or program run by an outside agency, it should frame this action as a motion and a recommendation to the City Council. If adopted, the communication to the outside agency will be from the City Council.

When a commission requests that the City Council support or oppose legislation, policies, or actions, the position of the City is generally contained in a letter. The commission must attach the text of the letter to the report to Council. Resolutions are not needed for this type of action. However, should a resolution be requested of Council, such resolution must be in the proper format and attached to the Council report, ready for Council action.

If a request for an official policy statement is received from an outside jurisdiction, the commission may analyze and study the request. It can then make a recommendation to the Council for a response. All communications from outside agencies are transmitted through the secretary.

Furthermore, commissions may not take any action that commits or indicates an intention to commit the City without authorization by the Council and coordination with the City Manager, such as endorsing grant applications, receiving donations and gifts, sponsoring community events, or approving use of City property, facilities, or other resources.

The commission may not act as a sponsor of or participate in (such as having an information booth) community events without the authorization of the City Council.



Commissions cannot hold a joint meeting or joint event with an outside agency. If information from an outside agency is desired, the commission may request that the secretary invite the outside agency to make a presentation and field questions at a regular commission meeting.

3) General Public

The most direct way for the general public to communicate with commissions/commissioners is to attend commission meetings.



Members of the public may also communicate with commissions by sending a letter or an e-mail to the secretary, who will forward the e-mail to the commission in the agenda packet. If the communication is submitted after the packet is published, copies may be distributed to the commissioners and placed in the public viewing binder.

All communications from the commission to members of the public are transmitted through the commission secretary. Similarly, arriving communications are received by the secretary and relayed to the commission through the agenda packet. The secretary is responsible for including all communications received in the agenda packet according to publication deadlines. If the commission wishes to recommend Council action in response to a public comment or communication, the topic must be agendized at a future meeting for commission discussion and action.

Commissioners may interact with the public; however, if commissioners are contacted by the public outside of a meeting, commissioners should encourage them to send their comments to the secretary for distribution to all commissioners or come to a commission meeting and speak at public comment. This will allow the full commission to hear and consider all pertinent information and points of view.



Commissions may not, without approval of Council, represent City policy or communicate in an official manner outside of Commission meetings. This prohibition includes any type of public surveys and/or polling of the public, distributing informational flyers, newsletters, mass e-mails, or other similar media.

4) Individual Commissioners

Commissioners may not represent their Commission or the City to the general public or the media unless the Council authorizes the commission to authorize the individual commissioner to do so. Similarly, commissioners may not use city logos, branding, or collateral to represent themselves externally. Please see Chapter V, Section G for more detail. A commission may authorize one of its members to appear before another City commission without Council approval.

Any time a commissioner uses their commission title or references their membership on a city commission when speaking publically, they must state the following:

“I am speaking in an individual capacity and not representing the [Commission Name] or the City of Berkeley.”

Each commissioner also has the obligation to work cooperatively with other commissioners. Commissioners should exercise self-discipline and strive always to be objective, fair, and courteous with each other as well as with staff and the public. A healthy respect for the time of other commissioners, staff, and the public is of critical importance.

5) Press and Other Media

Inquiries from the media should be handled only by the chair or a representative designated by the commission, who may clarify actions taken by the commission, fairly and accurately recap commission conversations, or outline next steps. The Chair or designee must not editorialize, offer personal opinions, or speculate on future actions when speaking in an official capacity. Any commissioner may recite commission actions taken and state factual accounts of those actions.

6) Election-Related Activity

While potential ballot measures are under consideration for inclusion on the ballot, commissioners may communicate with Council, but they should limit themselves to advisory comments only. If a commission wishes to recommend a ballot item to Council, they should discuss it at a commission meeting, which offers the public a chance to participate, and then make their recommendation to Council via normal channels. Once a measure is placed on the ballot, Council has already taken action, so a commission, as an advisory body to Council, may not endorse or oppose the measure.

Commissions may not take official positions or host a public forum or debate for measures or candidates. Commissioners may engage in election-related activity as community members, and may use their commission title(s), current or former, for identification purposes, so long as they affirmatively declare that they do not represent the City or any legislative body of the City.

7) Summary

When considering the appropriateness of communicating publically as a commissioner, remember these simple guidelines.

- The City Council speaks for the City
- Commissions speak to the Council
- Commissioners speak as private individuals

C. COMMISSION REPORTS TO COUNCIL

1) Method of Communication

A commission transmits its findings and responds to referrals and other communications to the City Council through a report on the City Council agenda. Commissions must stay within their purview when making recommendations to Council.

When the City Manager differs with the recommendations of a commission or wishes to include additional or different information, the City Manager may present a City Manager Companion Report to the Council highlighting alternate recommendations or additional information. Otherwise, the City Manager section of the report should state "City Manager [concur with/takes no position on] the content and recommendations of the commission's report."

Alternately, commissions may relay their position on an issue to the Council in the form of a letter. These communications to Council must be approved by the full commission. The letter is then signed by the chair, and the secretary submits it to the City Clerk as a communication. These are less formal documents that do not carry the weight of an officially adopted recommendation. This type of communication is typically used when, for example, an item on the Council agenda is of interest to the commission and under their purview, but the timeline doesn't allow the commission an adequate opportunity to prepare a formal report.

For reports on the Council agenda, commissions may prepare the types of reports described below. These reports go through the agenda review process and are distributed to Council as part of the agenda packet. All three types of commission reports to Council shall state the full commission motion and the listing of how each commissioner voted. It must also state whether or not any commissioner was recused and the reason for recusal.

EXAMPLE:

At the [date of commission meeting] meeting, the commission took the following action:

Action: M/S/C (Fernandez/Jones) to [input text of the motion...].

Vote: Ayes – Nguyen, Okafor, Garcia, Lee, Fernandez; Noes - Wong, Jones; Abstain – Stein; Absent – Smith (Recused: lives within 300 feet of project).

Information Reports

This type of report should be used when the subject matter seeks to advise or inform the Council on a subject but does not request any action by Council. Information reports do not include formal recommendations.

Consent Calendar Reports

This type of report must include a specific recommendation for Council approval, adoption, or authorization. All items on the Consent Calendar are



approved with a single vote of the Council. Items that are controversial or complex should not be submitted for the Consent Calendar. This type of report should be used when an item needs to be acted on by Council but is routine in nature. In a Consent item, the City Manager section of the report should state "City Manager [concurrs with/takes no position on] the content and recommendations of the commission's report."

Action Calendar Reports

This type of report is for items that require a full dialogue with Council, have particularly high public interest, or are complex in nature. These reports must include a specific recommendation for Council approval, adoption, or authorization. If the City Manager submits a companion report to a commission report, typically with an alternative recommendation, both reports must be submitted for the Action Calendar and will appear together as items (a) and (b) under the same item number.

2) **Basic Steps for Communicating to Council**

1. An item is placed before the commission by Council referral, staff, or a commissioner.
2. The commission agendaizes the topic.
3. The commission discusses the agendaized item and votes to send its recommendation or findings to Council.
4. The commission drafts a report, approving the text by motion and vote, and sends it to the secretary (it may take several commission meetings to fully discuss an item and agree on findings).
5. The secretary enters the report into the agenda review process.

3) **Creating Council Reports**

The commission is responsible for drafting the text of the report and providing the final text to the secretary. With the permission of the full commission, final editing duties may be assigned to specific commissioners.

4) **Formatting and Submitting Council Reports**

The secretary of the commission is responsible for formatting and submitting the commission report as approved by the commission and upon final review by the commission chair or his or her designee. The chair of the commission should be listed on the report on the "Submitted by:" line in the heading. The City Manager may ask the commission for additional information and/or clarification before placing the report on the agenda.

5) **Timeline**

Once the commission provides the complete text of the report to the secretary, the secretary ensures that it is in the proper format and submits it through the department director to the City Clerk. The secretary must submit the commission report into the agenda workflow no later than three weeks following receipt of the final report text.

Once the commission report has been placed on a draft City Council agenda, the Agenda Committee has the following options with regards to scheduling the commission item:

1. For a commission item that does not require a companion report from the City Manager, the Agenda Committee may 1) move a commission report from the Consent Calendar to the Action Calendar or from the Action Calendar to the Consent Calendar; 2) re-schedule the commission report to appear on one of the next three regular Council meeting agendas that occur after the regular meeting under consideration. Commission reports submitted in response to a Council referral shall receive higher priority for scheduling; or 3) allow the item to proceed as submitted.
2. For any commission report that requires a City Manager companion report, the Agenda Committee will schedule the item on a Council agenda for a meeting occurring not sooner than 60 days and not later than 120 days from the date of the meeting under consideration by the Agenda Committee. A commission report submitted with a complete companion report may be scheduled pursuant to the paragraph above.

As stated above, the deadline to submit reports for the Council agenda is 33 days prior to the meeting. Departments may have additional deadline requirements. As a general guideline, a commission should allow at least three months for an item or recommendation to be considered and adopted by the commission, then entered into the Council agenda process, and ultimately be heard at a City Council meeting.

6) Votes Needed to Take Action

On rare occasions, a commission may be unable to achieve the number of votes needed to take official action in time for consideration of an issue by the City Council. In such cases, a commission may communicate the opinion of fewer commissioners than the officially required majority. Nothing in this section shall be construed to prevent the City Manager from reporting what occurred at the commission meeting.

Scenario:

A commission of nine Actual Appointees, where there are only five commissioners present at the meeting (thus achieving the required quorum of five). These five commissioners disagree: three voting for a proposal and two against. If time permits, the matter would be held until all commissioners were present and a definitive recommendation voted upon. If, however, the matter is time sensitive, the commission could take action to communicate the facts to the Council and indicate those voting for each of the opposing viewpoints.

7) Reports to Council: Structure/Content/Format

It is the commission's responsibility to provide complete, concise, and accurate reports to the Council so that the City Council fully understands the issue and what action, if any, it is being asked to take.

It is the responsibility of the commission to ensure that each report includes:

- A clear recommendation on what action the commission is asking the Council to take.
- A realistic evaluation of the financial implications of the recommendation and, if possible, potential funding sources.
- The reason(s) for making the recommendation.
- The facts on which the recommendation was made.
- The resolution or ordinance in proper format, if needed.

High quality commission reports and recommendations take into account the Council's need to view an issue from as many perspectives as possible. The Council must fully understand the relevant background and implications, including costs, if possible, of each action it is asked to take. Submission of high quality reports will enable the City Council to act knowledgeably and expeditiously on commission recommendations and will reduce the likelihood of the Council referring the report back to the commission for clarification.

High quality reports entail the following key procedural aspects:

- Review by other affected commissions, if any, prior to submission to the City Council.
- Proper report format and preparation.
- Legal review when appropriate.
- Consideration of potential monetary costs.

The format requirements for reports to the Council are the same for commissions as for staff. It is the secretary's responsibility to follow format requirements when finalizing a commission report. Format templates and examples are available to secretaries through the City's intranet.



Commission reports may be considered incomplete in one or more of the following instances.

- When the discussion and evaluation of the financial implications and, if possible, funding sources are not included.
- When the report has not been reviewed by another commission(s) whose review is essential if the Council is to make an informed decision.
- When an improper format has been used.
- When the recommendation or implications of the recommendation are unclear because of inadequate information.
- If any attachments such as resolutions, letters, or supporting documentation are missing.

To: Mayor and Members of the Berkeley City Council

From: Commission on the Status of Women

Submitted by: Carole Marasovic, Chair

Re: Information Report: Work Plan for 2023-2024

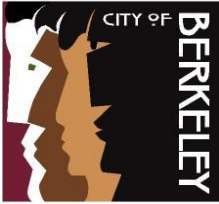
Mission statement: Seeks improvement of all conditions affecting women and advocates women's issues.

The Commission on the Status of Women intends to explore all resources through independent commissioner research; presenters with expertise in related subject areas; exploring data; receiving community input and conducting community education; collaborating with other city commissions, as needed, and discussion and planning at meetings in order to make recommendations to Council on the following objectives in order to seek improvement of conditions affecting women through advocating on the following women's issues:

1. Monitor women's right to exercise reproductive health rights post-Dobbs. Make recommendations to Council as needed.
2. Identify local issues regarding abuse and exploitation of older women in the housing market, both homeowners and renters. Make recommendations to Council as needed.
3. Identify local issues, and systems gaps, regarding domestic violence/gender-based violence/intimate partner violence. Make recommendations to Council as needed.
4. Identify local issues, and systems gaps, regarding sex trafficking in Berkeley. Make recommendations to Council as needed.
5. Identify local issues, and systems gaps, regarding older women targeted as victims of crime. Make recommendations to Council as needed.
6. Identify local issues, and systems gaps, regarding sexual assaults in Berkeley. Make recommendations to Council as needed.
7. Identify local issues regarding mental health and rising suicide rates among young women and impact of social media in causation and prevention. Make recommendations to Council as needed.
8. Plan local Black Maternal Health Week in collaboration with other local organizations and agencies. Make recommendations to Council as needed.
9. Research women-owned businesses and micro-enterprises (including self-employed women and gig workers) to gain an understanding of how women-owned enterprises are faring in Berkeley and develop recommendations to City Council as needed.
10. Monitor implementation of BHS Wellness Clinic as it relates to meeting the needs of girls including incorporating Coaching Boys into Men to facilitate healthy relationships. Make recommendations to Council as needed.

11. Monitor progress of development of African-American Holistic Resource Center as it relates to meeting the needs of black women. Make recommendations to Council as needed.

12. Monitor progress on Mason-Tillman report as to disparities with women contractors. Make recommendations to Council as needed.



Commission on the
Status of Women

Areas of Interest

Commissioner Radha:

Women's economic well-being, including small businesses and micro entrepreneurs.

Commissioner Tiffany:

Revamping of the City of Berkeley CEDAW ordinance.

Commissioner Keyanna:

Commissioner Kameka:

Small Businesses

Maternal Health Events

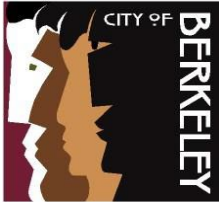
Commissioner Linda:

Commissioner Shirley:

Safety for Women in the Downtown District

Commissioner Alison:

Commissioner Carole:



Commission on the
Status of Women

Tentative Subcommittees Groups of Interest

Sexual Assault:

Keyanna

Sexual Harassment at Berkeley High School:

Domestic Violence / Stalking:

Carole

Keyanna

Shirley

Tiffaney

Older Women Targeted as Victims of Crime:

Carole

Shirley

Research Women-Owned Businesses and Micro-Enterprises:

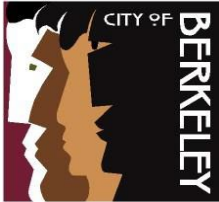
Radha

Allison

Kameka

Tiffaney

Mental Health and Rising Suicide Rates/ Social Media:



Commission on the
Status of Women

Carole

Keyanna

Plan Black Maternal Health Week:

Kameka

Tiffany

Sex Trafficking:

Carole

Keyanna

Abuse and Exploitation of Older Women in the Housing Market:

Carole

Keyanna

Tiffany

Alison

Monitor ABA Civil Rights and Social Justice and Economic Justice Survey and Identify how A.I and Automation are Impacting Low-Income and Marginalized Women are Impacting Berkeley:

Carole

Tiffany

Internal



**Commission on the
Status of Women**