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**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
June 14, 2017**

**MEMBERS**

Tony Santilena, Chair, District 2  
Vera Vignes, Vice-Chair, District 7  
Ri-Kharlo Handy, District 1  
Leslie Caldwell, District 3  
Nasir Rasheed, District 4  
Peggy Sisson, District 5  
Kim Chavarria, District 6  
Myra Martin Booker, Mayor  
Jacques Bolton, Agency Representative  
Joe Ford, Agency Representative  
Hector LaFarga, Agency Representative  
James Aragon, Pasadena City College  
Ann Rector, Pasadena Unified School District

**STAFF**

Maricela Galvez, Community Services Supervisor II  
Souci Hovsepian, 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.

*In compliance with the Americans with Disabilities Act of 1990, assistive listening devices are available from the Human Services and Recreation Department with a 24-hour advance notice. Please call (626) 744-4386 to request use of a listening device.*

*Language translation services are available for this meeting by calling (626) 744-7333 at least 24 hours in advance.*

*Habr  servicio de interpretaci n disponible para  stas juntas llamando (626) 744-7333 al por lo menos con 24 horas de anticipaci n.*

*Public meeting begins at 6:00 p.m. Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the internet.*

*Materials related to an item on this Agenda submitted to the Human Services Commission after distribution of the agenda packet are available for public inspection at the reception counter at the Human Services and Recreation Department at 100 N. Garfield Avenue, Room N255. during normal business hours.*



**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
June 14, 2017  
6:00 P.M.  
CITY HALL, 100 NORTH GARFIELD AVENUE  
GRAND CONFERENCE ROOM, S038  
PASADENA, CA 91101**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**  
Please limit comments to 3 minutes per speaker.
- 3. REVIEW AND APPROVAL OF MINUTES, APRIL 12, 2017 AND MAY 10, 2017\***
- 4. NEW BUSINESS**  
**INFORMATION AND ACTION ITEMS**
  - REPORT FROM NOMINATING COMMITTEE FOR COMMISSION OFFICERS FOR FY 17/18
  - ELECTION OF COMMISSION OFFICERS FOR FY 17/18
  - ANNUAL MEETING
    - LOCATION
- 5. REPORTS AND COMMENTS FROM COMMITTEES**  
**INFORMATION AND ACTION ITEMS**
  - REPORT FROM THE CHAIR
  - COMMITTEE REPORTS
    - Pasadena Council for the Young Child (Vignes/Booker)
      - Launch of the Office of the Young Child, September 23
    - Foster Care Ad Hoc Committee (Bolton)
    - Youth Council (Santilena)
  - Staff Updates
- 6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**
- 7. ADJOURNMENT**

\*Attachment



Tony Santinela, Chair  
Human Services Commission

**Note to Public:** An opportunity for Public Comment will be provided at the time the above items are discussed.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, and the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library for posting on this 8th day of June 2017, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 72 hours prior to the meeting, to each member of the Human Services Commission and emailed 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.



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Souci Hovsepian, Recording Secretary  
Human Services and Recreation Department

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Items on the agenda may not be called in the order listed.

**3.**  
**Minutes of May 10, 2017**

**\*MINUTES\***



**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
MAY 10, 2017  
6:00 P.M.  
CITY HALL, 100 NORTH GARFIELD AVENUE  
GRAND CONFERENCE ROOM, S038  
PASADENA, CA 91101**

**COMMISSIONERS PRESENT:** CHAIR TONY SANTILENA, VICE CHAIR VERA VIGNES, COMMISSIONERS: JAMES ARAGON (6:16 PM), JACQUES BOLTON, MYRA MARTIN BOOKER, LESLIE CALDWELL, KIM CHAVARRIA, JOE FORD, NASIR RASHEED (6:12 PM)

**STAFF PRESENT:** MARICELA GALVEZ-COMMUNITY SERVICES SUPERVISOR II, SOUCI HOVSEPIAN-RECORDING SECRETARY, HORACE WORMELY-HSR DIRECTOR, ANN LANSING-PROJECT MANAGER HOUSING

**1. CALL TO ORDER; WELCOME; ROLL CALL**

Chair Santilena called the meeting to order at 6:02 P.M. Souci Hovsepian called the roll and a quorum was established for the Commission.

**2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

There was no public comment

**3. REVIEW AND APPROVAL OF MINUTES, APRIL 12, 2017 AND MAY 10, 2017**

After review, it was moved Commissioner Vignes and second by Commissioner Bolton to approve the Minutes with corrections of the April 12, 2017 meeting. (Motion unanimously carried) (Abstain: Commissioner Chavarria) (Absent: Commissioners Handy, LaFarga, Rector and Sisson). Correction: Update Commissioner attendees.

**4. NEW BUSINESS**

▪ **Current Homeless Count, Anne Lansing - Housing**

Chair Santinela introduced Ann Lansing to the Commission. Ann provided a presentation on Homeless Count in Pasadena. Homeless Count has been conducted since 1992 but started in Pasadena in 2007. Counting method was updated to start count from sun down to sun up. In 2016, Pasadena homeless count was 575; in 2017 it was 530 – an 8% decrease. Since 2011, Pasadena has seen in decrease by 53%. There was increase in unsheltered families in 2017. Ann will provide the Commissioners with a PowerPoint slide and additional information through Staff Galvez.

▪ **Nominating Committee**

Chair Santinela requested a nominating committee. Commissioner Chavarria, Commissioner Bolton and Commissioner Caldwell were assigned to the nominating committee.

- **Robert's Rules of Order**

Chair Santilena and Vice Chair Vignes attending Robert's Rules of Order training. They provided Commissioners with handouts for their review. Staff Galvez asked Commissioners to add this insert to their binders.

## 5. REPORTS AND COMMENTS FROM COMMITTEES

- **REPORT FROM CHAIR**

- **Current Work Plan Review**

- Chair Santilena informed commissioners the Work Plan will be reviewed in the Annual Meeting on July 22, 2017.

- **Annual Meeting – Date and Location**

- Chair Santilena confirmed the Annual Meeting will be on July 22, 2017 at La Casita Del Arroyo from 9:00 a.m. to 12:00 p.m. Commissioners Chavarria, Ford and Rasheed are unable to attend.

- **COMMITTEE REPORTS**

- **Pasadena Council for the Young Child**

- Vice Chair Vignes presented information to the Commissioners on the Launch of the Office of the Young Child. Launch will be in September 23, 2017 at Brookside Park from 9:00 a.m. to 12:00 p.m. Vice Chair Vignes will provide more information on the next meeting.

- **Town Hall for Transitional Youth**

- Commissioner Bolton informed the Commissioners he was not able to attend, May 5, 2017 event, but did provide information. Event was at Pasadena Community College (PCC) and had high attendance but not enough funding. A commendation was requested for Theresa Reed (PCC Foster and Kinship Care); staff will work with the Mayor's Office to provide one. Commissioner Bolton will invite the coordinator to next commission meeting to present her with the commendation.

- **Youth Council**

- Chair Santilena informed Commissioners the year-end dinner will be June 7, 2017 at California Pizza Kitchen at 6:00 p.m. with the graduation of seven students.

- **COMMISSIONER UPDATES/COMMENTS**

Chair Santilena advised Commissioners on a calendar of topics will be created during the Annual Meeting. Commissioner Santilena advised Commissioners to respond with Staff Galvez on attendance in order to establish quorum before meeting.

Commissioner Rasheed informed that a Pasadena Service Credit Union will open a branch at John Muir Center in August 2017 and students will assist with the operation.

- **STAFF UPDATES**

Staff Galvez announced that a boxing event will be held at Villa Park on May 20, 2017 and Family Fun Day event will be held at La Pintoresca Park on May 27, 2017.

Horace Wormely-Director of Human Services and Recreation Department announced that the summer program preparations are underway for Summer Camp, Aquatics, Rose Program and Park After Dark.

**6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

Commissioner Booker, advised on Christy Zamani to present new app, event planning and interns.

**7. ADJOURNMENT**

It was moved by Commissioner Booker and seconded Commissioner Bolton to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:10 P.M.



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Souci Hovsepian, Recording Secretary  
Human Services and Recreation Department



**3.**  
**Minutes of April 12, 2017**



**\*MINUTES\***

**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
APRIL 12, 2017  
6:00 P.M.  
CITY HALL, GRAND CONFERENCE ROOM  
100 NORTH GARFIELD AVENUE  
PASADENA, CA 91101**

**COMMISSIONERS PRESENT:**

Chair Tony Santilena, Vice Chair Vera Vignes, James Aragon, Jacques Bolton, Myra Martin Booker, Leslie Caldwell, Ri-Karlo Handy, Nasir Rasheed, Ann Rector, Peggy Sisson

**COMMISSIONERS ABSENT:**

Kim Chavarria (Excused), Joe Ford (absent), Hector LaFarga (excused)

**STAFF PRESENT:**

Maricela Galvez, Karla Covarrubias, Araceli López Mellem, Horace Wormely

**1. CALL TO ORDER; WELCOME; ROLL CALL**

Chair Santilena called the regular meeting to order at 6:01 p.m. Araceli López Mellem called the roll and a quorum was established for the Commission.

**2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

There was no public comment.

### **3. REVIEW AND APPROVAL OF MINUTES, February 8, 2017 and March 15, 2017**

After review, it was moved (Sisson) and seconded (Vignes) to approve the Minutes of the February 8, 2017 meeting. (Motion unanimously carried) (Absent: Chavarria, Ford, LaFarga)(Abstain: Aragon, Bolton, Caldwell, Handy)

After review, it was moved (Vignes) and seconded (Bolton) to approve the Minutes of the March 15, 2017 meeting. (Motion unanimously carried) (Absent: Chavarria, Ford, LaFarga) (Abstain: Aragon, Sisson)

### **4. OLD BUSINESS**

None.

### **5. NEW BUSINESS**

#### **ACTION ITEMS**

- **RETREAT DATE AND LOCATION**

After discussion, the item was tabled. Staff Liaison, Maricela Galvez, will send out a poll to the Commission in order to assess availability for the Annual Retreat.

### **6. REPORTS AND COMMENTS FROM COMMITTEES**

#### **INFORMATION ITEMS ONLY**

- **Report from the Chair**

- **CDBG Update**

Chair Santilena reports that the new federal administration has proposed funding cuts to the program and he invited staff, Randy Mabson, CDBG Program Coordinator, City of Pasadena Housing and Career Services Department, to provide an update.

Staff (Mabson) reported that he had developed a report showing how CDBG funds have impacted Pasadena and that the report will be shared with elected area representatives in Washington, D.C. who will be voting on budget proposals. CDBG 2017 funding has already been received and the next funding cycle is in September. The HOME Investments Partnership Programs (HOME) has been recommended for elimination in the President's budget proposal. HOME had already experienced a 60% reduction in funding during the recession in 2009.

Commissioner Booker inquired about the Measure H funds. Staff (Mabson) reported that the funds are being administered by Los Angeles Homeless Services Authority (LAHSA). However, given that the City of Pasadena has their own continuum of care for homeless services, the City is in negotiations with Los Angeles County in order to receive a direct allocation.

- **Leadership Pasadena Workshop for Chairs and Vice-Chairs**  
Chair Santilena reported that he and Vice Chair Vignes attended a workshop hosted by Leadership Pasadena. The presentation on Robert's Rules of Order by the Chair of the Library Commission was helpful.

Chair Santilena also reported that the Attendance Report will be included in the Minutes beginning in May 2017.

- **Committee Reports**

- **Pasadena Council for the Young Child**

- Vice Chair Vignes reported that the Pasadena Council of the Young Child held a retreat on March 18, 2017. A launch of the Office of the Young Child is scheduled to take place on September 23, 2017, location to be determined. Vice Chair Vignes also reported that former City of Pasadena Public Information Officer, Ann Erdman, has volunteered to provide assistance in public relations/marketing matters.

- **Foster Care Youth Issues**

- Commissioner Bolton reported town hall for transitional youth will take place on May 5, 2017 at Pasadena City College from 9 a.m. to 3 p.m. More than 200 youth are expected to attend. Commissioner Bolton will provide the event flyer to staff for distribution to the Commission.

- **Youth Council**

- **Short Range Transit Plan, Follow-up to Youth Master Plan**

- Chair Santilena reported that Youth Council representatives met with three staff members from the City of Pasadena's Transportation Department on April 5, 2017 meeting arranged by Councilmember Victor Gordo's office.

- **Commissioner Updates/Comments**

- Commissioner Booker reported that the January 2017 Homeless Count counted 575 homeless persons which is an approximate 8.5% increase from the results of the 2016 Homeless Count.

- **Staff Updates**

- Horace Wormely, Director, Human Services and Recreation Department, discussed recent staff changes within the department. The department is in the process of implementing a new business plan. The Egg Bowl will take place on Saturday, April 15, 2017 at the Rose Bowl. The egg hunts are free; however, tickets are still for sale and available for the VIP Bunny Brunch.

## 6. **SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

Commissioner Booker would like to request a Homeless Count staff update from Anne Lansing, City of Pasadena.

**7. ADJOURNMENT**

It was moved (Vignes) and seconded (Caldwell) to adjourn the regular meeting. (Motion unanimously carried) (Absent: Chavarria, Ford, LaFarga) The meeting was adjourned at 6:48 p.m.



Araceli López Mellem, Recording Secretary  
Human Services and Recreation Department

**\*ATTACHMENT**

Human Services Commission Attendance Report

| NAME             | 2016 |     |           |       |      |     |       |      |     |     | 2017 |           |           |      |  |
|------------------|------|-----|-----------|-------|------|-----|-------|------|-----|-----|------|-----------|-----------|------|--|
|                  | [R]  | [S] | 3/14      | 10/12 | 11/3 | [C] | 12/14 | 1/11 | 2/8 | [S] | 3/15 | 4/12      | 5/10      | 6/14 |  |
| ARAGON, JAMES    | P    |     | late 6:50 | P     | E    |     |       | P    | E   | E   | P    | P         | Late 6:16 |      |  |
| BOLTON, JACQUE   | P    |     | late 6:07 | P     | P    |     |       | P    | E   | P   | P    | P         | P         |      |  |
| BOOKER, MYRA     | E    |     |           | P     | P    |     |       | P    | P   | P   | P    | P         | P         |      |  |
| CALDWELL, LESLIE | E    |     |           | P     | P    |     |       | P    | E   | P   | P    | P         | P         |      |  |
| CHAVARRIA, KIM   | E    |     |           | P     | E    |     |       | E    | P   | P   | E    | P         | P         |      |  |
| FORD, JOE        | P    |     |           | P     | P    |     |       | E    | P   | P   | A    | P         | P         |      |  |
| HANDY, RI-KARLO  |      |     |           | P     | E    |     |       | P    | A   | P   | P    | P         | E         |      |  |
| LAFARGA, HECTOR  | P    |     |           | P     | E    |     |       | E    | E   | A   | E    | A         | A         |      |  |
| RASHIED, NASIR   | P    |     | late 6:06 | P     | P    |     |       | E    | P   | E   | P    | Late 6:12 |           |      |  |
| RECTOR, ANN      | P    |     |           | P     | P    |     |       | P    | P   | P   | P    | P         | E         |      |  |
| SANTILENA, TONY  | P    |     |           | P     | P    |     |       | P    | P   | P   | P    | P         | P         |      |  |
| SISSON, PEGGY    | P    |     |           | P     | P    |     |       | P    | P   | P   | P    | P         | E         |      |  |
| VIGNES, VERA     | P    |     |           | P     | P    |     |       | P    | P   | P   | P    | P         | P         |      |  |

KEY:

- P=PRESENT
- A=ABSENT (UNEXCUSED)
- E= EXCUSED ABSENCE
- SHADED=NOT APPLICABLE
- C=DARK/MEETING CANCELLED/HOLIDAY
- S=SPECIAL MEETING
- [R]=RETREAT