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**AGENDA
HUMAN SERVICES COMMISSION
SPECIAL MEETING
July 22, 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
SPECIAL MEETING
July 22, 2017
9:00 A.M.
MOTHER'S CLUB
980 N. FAIR OAKS AVENUE
PASADENA, CA 91103**

- 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, JUNE 14, 2017***
- 4. OLD BUSINESS**
- 5. 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**
- 6. REVIEW OF COMMISSION ATTENDANCE IN FY 16/17***
- 7. REVIEW OF COMMISSION ACCOMPLISHMENTS IN FY 16/17***
- 8. REVIEW OF COMMISSION FY 17/18 CALENDAR***
- 9. ESTABLISH COMMISSION WORK PLAN FOR FY 17/18***
- 10. 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 REPORTS**

11. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

12. ADJOURNMENT

*Attachment



Tony Santilena, 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 19th day of July 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.



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 June 14, 2017

MINUTES



**CITY OF PASADENA
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**

COMMISSIONERS PRESENT: CHAIR TONY SANTILENA, COMMISSIONERS JAMES ARAGON (6:11 PM), MYRA MARTIN BOOKER, LESLIE CALDWELL (6:10 PM), JOE FORD, HECTOR LAFARGA, NASIR RASHEED, ANN RECTOR, PEGGY SISSON

COMMISSIONERS ABSENT: VICE CHAIR VERA VIGNES (EXCUSED), JACQUES BOLTON (EXCUSED), KIM CHAVARRIA (EXCUSED), RI-KARLO HANDY

STAFF PRESENT: MARICELA GALVES-COMMUNITY SERVICES SUPERVISOR II, SOUCI HOVSEPIAN-RECORDING SECRETARY

OTHERS PRESENT: CHRISTY ZAMANI, DAY ONE; ASHLEY RICARDO, C-SUN

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Tony Santilena called the meeting to order at 6:08 P.M. Souci Hovsepian called the roll and a quorum was established for the Commission.

**2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA
CHRISTY ZAMANI, DIRECTOR, DAY ONE**

Christy Zamani gave an overview of the new youth focused App (Live Loud) being developed by Day One to inspire and connect youth to local resources for teen jobs and internships, post resumes, inform youth of free and fun things to do locally, discounts, social media and calendar of events

3. REVIEW AND APPROVAL OF MINUTES, April 12, 2017

After review, it was moved by Commissioner Sisson and seconded by Commissioner Rashid to approve the Minutes of the April 12, 2017 meeting. (Motion unanimously carried) (Absent: Bolton, Chavarria, Handy, Vignes) (Abstain: La Farga)

REVIEW AND APPROVAL OF MINUTES, MAY 10, 2017

After review, it was moved by Commissioner Aragon and seconded by Commissioner Rashid to approve the Minutes of May 10, 2017 meeting. (Motion unanimously carried) (Absent: Bolton, Chavarria, Handy, Vignes) (Abstain: La Farga, Rector, Sisson)

4. OLD BUSINESS

None

5. NEW BUSINESS

- **REPORT FROM NOMINATING COMMITTEE FOR COMMISSION OFFICERS FOR FY 17/18 – Tabled**
- **ELECTION OF COMMISSION OFFICERS FOR FY 17/18 – Tabled**

6. REPORTS AND COMMENTS FROM COMMITTEES **INFORMATION AND ACTION ITEM**

- **REPORT FROM CHAIR**
- **ANNUAL MEETING –DATE AND LOCATION**
 - Chair Santilena confirmed the Annual Meeting will be on July 22, 2017 from 9:00 a.m. to 12:00 p.m. at Mothers' Club (change in location from La Casita Del Arroyo). It was moved by Commissioner Sisson and seconded by Commissioner Booker (Motion unanimously carried) (Absent: Bolton, Chavarria, Handy, Vignes) (Abstain: Ford)
 - Chair Santilena advised Commissioners that a calendar of topics will be created during the Annual Meeting

COMMITTEE REPORTS

Pasadena Council for the Young Child

- Commissioner Booker distributed invitation to attend the Launch of the Office of the Young Child scheduled to take place on September 23, 2017 at Brookside Park from 9:00 am to 1:00 p.m.
- Commissioner Booker also attended the symposium held on Measure H, a plan to prevent and combat homelessness

YOUTH LEADERSHIP CONFERENCE

- Chair Santilena informed Commissioners that the Youth Leadership conference will be held at the Central Library on August 10 and 11, 2017. He also announced that recruitment applications to fill seven slots for the Youth Council have been distributed.

Town hall for Transitional Youth

- Commissioner Ford inquired staff about the commendation from the Mayor's office to present to Teresa Reed (coordinator, PCC Foster and Kinship Care) at a future Commission meeting

STAFF REPORTS

- Staff Galvez announced that at the May 22, 2017 Council meeting, an additional \$40,000.00 was raised to increase the number of youth hired for the Summer Rose Program to 167

COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

None

SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

None

7. ADJOURNMENT

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



Souci Hovsepian, Recording Secretary
Human Services and Recreation Department

6.

**Review of Commission attendance in
FY 16/17**

Human Services Commission Attendance Report

NAME	2016						2017					
	[R]	[S]				[C]			[S]			
	7/16		9/14	10/12	11/9	12/14	1/11	2/8	3/15	4/12	5/10	6/14
ARAGON, JAMES	P		late 6:50	P	E		P	E	E	P	late 6:16	late 6:11
BOLTON, JACQUE	P		late 6:07	P	P		P	E	P	P	P	E
BOOKER, MYRA	E		P	P	P		P	P	P	P	P	P
CALDWELL, LESLIE	E		P	P	P		P	E	P	P	P	late 6:10
CHAVARRIA, KIM	E		P	E	P		E	P	P	E	P	E
FORD, JOE	P		P	P	P		E	P	P	A	P	P
HANDY, RI-KARLO			P	E	A		P	A	P	P	E	A
LAFARGA, HECTOR	P		P	E	P		E	E	A	E	A	P
RASHEED, NASIR	P		late 6:06	P	P		E	P	E	P	late (6:12)	P
RECTOR, ANN	P		P	P	P		P	P	P	P	E	P
SANTILENA, TONY	P		P	P	P		P	P	P	P	P	P
SISSON, PEGGY	P		P	P	A		P	P	P	P	E	P
VIGNES, VERA	P		P	P	P		P	P	P	P	P	E

KEY:

P=PRESENT

A=ABSENT (UNEXCUSED)

E= EXCUSED ABSENCE

SHADED=NOT APPLICABLE

C=DARK/MEETING CANCELLED/HOLIDAY

S=SPECIAL MEETING

[R]=RETREAT

7.
**Review of Commission
accomplishments in FY 16/17**

MISSION (as stated in Charter/Ordinance):

The purpose of the Human Services Commission is to advise and make recommendations to the City Council regarding human service needs of people of all ages in this community. The commission will aid the city in facilitating collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services in Pasadena. The commission is established to respond to significant unmet human services needs and gaps as identified in various city documents related to human services.

OBJECTIVES:

1.	<p>By July 31, 2016, conduct a Commission Retreat to review Accomplishments for the FY2015-2016, Member Attendance for the year ended 6/30/16, and draft a Work Plan for FY2016-2017 (July 1, 2016 to June 30, 2017). <i>At their Annual Retreat held on July 16, 2016, the Commission reviewed and approved the previous year's Accomplishments and Attendance Record and drafted a Work Plan for FY 2016-17.</i></p> <p>STATUS: COMPLETED.</p>
2.	<p>By August 31, 2016, submit to City Council an Annual Report of Accomplishments per the FY 2015-2016 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/16, and a Work Plan for FY2016-17 (July 1, 2016 to June 30, 2017). <i>Documents submitted to City Clerk's Office August 30, 2016.</i></p> <p>STATUS: COMPLETED.</p>
3.	<p>By September 30, 2016, convene regarding the following:</p> <ul style="list-style-type: none">➤ Legal advice regarding Rules and Regulations / Protocol-presentation by City Attorney's Office and Staff. <i>At the September 14, 2016 meeting Raphael Guillen, Deputy Director, Human Services and Recreation Department, presented on Commission Policies/Protocols/Procedures.</i>➤ Standing Committees, Ad Hoc Committees-establish Sub-committees/Org Chart. <i>At the September 14, 2016 meeting the Commission discussed current Rules and Regulations in reference to the various committees of the Commission.</i> <p>STATUS: COMPLETED.</p>

4.	<p>By October 31, 2016, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Presentation on Homeless Issues. <i>At the September 14, 2016 meeting, Anne Lansing, Project Planner, Housing Department, reported on homelessness in Pasadena.</i> <p>STATUS: COMPLETED.</p>
5.	<p>By November 30, 2016, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Special Joint Meeting with Youth Council and Youth Master Plan. <i>Youth Master Plan was approved by City Council on February 8, 2017 meeting.</i> <p>STATUS: COMPLETED.</p>
6.	<p>By January 31, 2016, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Special Joint Meeting with Library Commission. <i>March 15, 2017 joint meeting was held with Library Commission.</i> <p>STATUS: COMPLETED.</p>
7.	<p>By February 28, 2017, convene regarding the following :</p> <ul style="list-style-type: none"> ➤ Special Joint Meeting with Recreation and Parks Commission. For FY 17-18 Work Plan <p>STATUS: IN PROGRESS.</p>
8.	<p>By March 31, 2017, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Hold the regular monthly meeting at Jackie Robinson Community Center. <p>STATUS: NOT COMPLETE. To be scheduled in the future.</p>
9.	<p>By April 30, 2017, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Special Joint Meeting with Youth Council. <i>Held on February 2017.</i> ➤ Hold the regular monthly meeting at Villa Parke Community Center or Victory Park Recreation Center. <p>STATUS: NOT COMPLETE. To be scheduled in the future.</p>

10.	By May 31, 2016, convene regarding the following: <ul style="list-style-type: none">➤ Appoint Nominating Committee for FY 2017-18 Officers. STATUS: COMPLETED.
11.	By June 30, 2017, convene regarding the following: <ul style="list-style-type: none">➤ Nominating Committee Report and Election of Officers for FY 2017-18. STATUS: IN PROGRESS. Will take place at Annual Meeting in July 22, 2017.

NOTE: Objectives and dates are subject to change with approval by the Commission.

8. Review of Commission Calendar

9.

**Establish Commission work plan for
FY 17/18**

**CITY OF PASADENA HUMAN SERVICES COMMISSION
POTENTIAL WORK PLAN OBJECTIVES
FISCAL YEAR 17/18**

MISSION (as stated in Charter/Ordinance):

The purpose of the Human Services Commission is to advise and make recommendations to the City Council regarding human service needs of people of all ages in this community. The commission will aid the city in facilitating collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services in Pasadena. The commission is established to respond to significant unmet human services needs and gaps as identified in various city documents related to human services.

OBJECTIVES:

1.	By xxxx xx, 201x, conduct a Commission Retreat to review Accomplishments for the FY201x-201x, Member Attendance for the year ended x/xx/xx, and draft a Work Plan for FY201x-201x (July 1, 2016 to June 30, 2017).
2.	By August 31, 2017, submit to City Council an Annual Report of Accomplishments per the FY 201x-201x Work Plan, a Commission Membership Attendance Report for the year ended xx/xx/xx, and a Work Plan for FY201x-1x (July 1, 2016 to June 30, 2017).
3.	
4.	
5.	

6.	