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**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
September 13, 2017  
6:00 P.M.  
CITY HALL, GRAND CONFERENCE ROOM  
100 NORTH GARFIELD AVENUE  
PASADENA CA 91101**

**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.*

*Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7333 al por lo menos con 24 horas de anticipación.*

*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 in the HUMAN SERVICES & RECREATION DEPARTMENT at CITY HALL, 100 North Garfield Ave., ROOM N255 during normal business hours.*



**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
SEPTEMBER 13, 2017  
6:00 P.M.  
CITY HALL, GRAND CONFERENCE ROOM  
100 NORTH GARFIELD AVENUE  
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, JULY 22, 2017\***
- 4. OLD BUSINESS**  
**INFORMATION ITEM ONLY/ACTION ITEM ONLY/INFORMATION AND ACTION ITEMS**
- 5. NEW BUSINESS**  
**INFORMATION ITEM ONLY/ACTION ITEM ONLY/INFORMATION AND ACTION ITEMS**
  - Commendation Certificate for Theresa Reed (PCC Foster and Kinship Care)
  - Overview process of CDBG and Measure H - Randy Mabson, Housing
  - Pasadenahelp.org – Jennifer Allan Goldman, Junior League
  - Form Ad Hoc committees for:
    - Foster Care for Non-Identified Youth (Flintridge Center)
    - Pasadena Council for the Young Child
    - Youth Council
    - Vision 20/20 Community Violence
    - Homelessness
- 6. REPORTS, COMMENTS, UPDATES**  
**INFORMATION ITEM ONLY/ACTION ITEM ONLY/INFORMATION AND ACTION ITEMS**
  - **REPORT FROM THE CHAIR**
  - **COMMITTEE REPORTS**
    - Pasadena Council for the Young Child (Vignes)
    - Launch of the Office of the Young Child, September 23
    - Youth Council (Santilena)
  - **STAFF REPORTS**
  - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
- 7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

## 8. 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 8th day of September 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 July 22, 2017**

**\*MINUTES\***



**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
SPECIAL MEETING  
JULY 22, 2017  
9:00 A.M.  
MOTHERS' CLUB  
980 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Chair Tony Santilena, Commissioners Jacques Bolton, Myra Martin Booker, Leslie Caldwell, Hector La Farga, Ann Rector, Peggy Sisson, Vera Vignes

**COMMISSIONERS ABSENT:** James Aragon (Excused), Kim Chavarria (Excused), Joe Ford (Excused), Ri-Karlo Handy, Nasir Rasheed

**STAFF PRESENT:** Maricela Galvez-Community Services Supervisor II,  
Souci Hovsepien-Recording Secretary

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

Chair Tony Santilena called the meeting to order at 9:03 AM and thanked Commissioner La Farga for hosting the meeting at Mothers' Club. Souci Hovsepien called the roll and a quorum was established for the Commission.

**2. PUBLIC COMMENT – LIMITED TO ITEMS ON THIS SPECIAL MEETING AGENDA**

None

**3. REVIEW AND APPROVAL OF MINUTES, JUNE 14, 2017**

After review, it was moved by Commissioner Booker and seconded by Commissioner Caldwell to approve the Minutes of the June 14, 2017 meeting. (Motion unanimously carried) (Absent: Aragon, Chavarria, Handy, Rashid) (Abstain: Bolton, Vignes)

**4. OLD BUSINESS**

None

**5. NEW BUSINESS**

**INFORMATION AND ACTION ITEM**

▪ **REPORT FROM NOMINATING COMMITTEE FOR COMMISSION OFFICERS FOR FY 17/18**

Commissioner Bolton stated that the Nominating Committee recommends Commissioner Santilena as Chair and Commissioner Vignes as Vice Chair for FY 2017/2018.

It was moved by Commissioner Bolton and seconded by Commissioner Caldwell to accept the re-appointing of Santilena as Chair and Vignes as Vice Chair for FY 2017/2018.

**6. REVIEW OF COMMISSION ATTENDANCE IN FY 16/17**

- After review, it was moved by Commissioner Bolton and seconded by Vice Chair Vignes to approve the Commission attendance with a correction for Commissioner Sisson from absent to excused at the November 9, 2016 meeting.

**7. REVIEW OF COMMISSION ACCOMPLISHMENTS IN FY 16/17**

Following review and discussion of the Commission accomplishments for FY 16/17, it was moved by Vice Chair Vignes and seconded by Commissioner Sisson to approve the document with the following amendments:

- Objective 4: With a follow-up at the May 10, 2017 meeting
- Objective 6: Introduction of new Library Director, Michelle Perera
- Objective 7: Joint meeting with School Board and City Council  
Reviewed and updated Youth Master Plan  
Special Joint Meeting with Recreation & Parks Commission – In Progress
- Objective 8: Held a Special Joint Meeting with the Library
- Objective 9: Update from Housing – CDBG funding and Measure H
- Objective 10: Follow-up report from Housing on homelessness count
- Objective 11: Overview of new youth focused App (Live Loud) by Christy Zamani, Day One  
Nominating Committee Report tabled for July Annual Meeting

**8. REVIEW OF COMMISSION FY 17/18 CALENDAR**

**9. ESTABLISH COMMISSION WORK PLAN FOR FY 17/18**

A draft outline of the Work Plan for the upcoming year was reviewed by the Commission. Inclusion of key items, dates and related items was reviewed. Following discussion, it was moved by Commissioner Sisson and seconded by Commissioner Vignes to adopt the draft Work Plan and submit to City Council with the following amendments:

1.	By July 31, 2017, conduct a Commission Retreat to review Accomplishments for the FY2016-2017, Member attendance for the year ended 6/30/17, and draft a Work Plan for FY 2017-18 (July 1, 2017 to June 30, 2018).  <b>STATUS:</b> <i>Completed.</i> At their Annual Retreat held on July 22, 2017, the Commission reviewed and approved the previous year’s Accomplishments and Attendance Record and drafted a Work Plan for FY 2017-18.
2.	By August 31, 2017, submit to City Council an Annual Report of Accomplishments per the FY 2016-2017 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/17 and a Work Plan for FY 2017-18 (July 1, 2017 to June 30, 2018).  <b>STATUS:</b>

<p>3.</p>	<p>By September 30, 2017, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Form Ad Hoc Committees for: <ul style="list-style-type: none"> <li>• Foster care for non-identified youth (Flintridge Center)</li> <li>• Pasadena Council for the Young Child</li> <li>• Youth Council</li> <li>• Vision 20/20 Community Violence</li> <li>• Homelessness</li> </ul> </li> <li>➤ Overview/Process of Community Development Block Grant (CDBG) program, Pasadena Assistance Fund (PAF) Projects, Emergency Solutions Grant (ESG) and update on Measure H (Randy Mabson – Housing Department)</li> <li>➤ Presentation: Pasadenahelp.org (Junior League)</li> <li>➤ Commendation for Teresa Reed (Coordinator, PCC, Foster and Kinship Care)</li> </ul> <p><b>STATUS:</b></p> <p><i>After a ten minute recess, the Commission reconvened regarding the following:</i></p>
<p>4.</p>	<p>By October 31, 2017, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Presentation: 211 LA County (Laura James – Supervisor)</li> <li>➤ Review Public Service RFP Packet (Housing Department)</li> </ul> <p><b>STATUS:</b></p>
<p>5.</p>	<p>By November 30, 2017, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ An update on the Launch of Pasadena as an Early Learning City (September 23, 2017)</li> <li>➤ An update on the development of the Community Hubs for Early Learning</li> </ul> <p><b>STATUS:</b></p>
<p>6.</p>	<p>By January 31, 2018, convene the following:</p> <ul style="list-style-type: none"> <li>➤ CDBG Training (Brad Fuller – City Attorney’s Office &amp; Housing Department)</li> <li>➤ Nominate a CDBG AD HOC committee for review and recommendations regarding the CDBG proposed projects</li> </ul>



	<b>STATUS:</b>
7.	<p>By February 28, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Update on the Foster Care Youth Town Hall</li> <li>➤ Update information on Homelessness – Dr. Joe Colletti (Fuller Seminary)</li> </ul> <p><b>STATUS:</b></p>
8.	<p>By March 31, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Evaluation and recommendation of proposed projects for CDBG Public Service awards – two year cycle (Housing Department)</li> </ul> <p><b>STATUS:</b></p>
9.	<p>By April 30, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Joint meeting with Youth Council</li> <li>➤ Hear the Appeal Presentations for the CDBG Proposed Projects</li> </ul> <p><b>STATUS:</b></p>
10.	<p>By May 31, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Appoint Nominating Committee for FY 2018-19 Officers</li> <li>➤ Update 2018 homeless count result in Pasadena – Ann Lansing (Housing)</li> </ul> <p><b>STATUS:</b></p>
11.	<p>By June 30, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Nominating Committee Report and Election of Officers for FY 2018-2019</li> <li>➤ Report on Pasadena Council for the Young Child and Office of the Young Child</li> </ul> <p><b>STATUS:</b></p>

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

## 10. REPORTS AND COMMENTS FROM COMMITTEES

### INFORMATION AND ACTION ITEM

#### REPORT FROM CHAIR

- Chair Santilena informed Commissioners that Elizabeth Luna will become the new staff for the Youth Council. He also announced that the Youth Leadership conference will be held at the Central Library on August 10 and 11, 2017 from 9:00 AM to 1:00 PM.

#### COMMITTEE REPORTS

- **Pasadena Council for the Young Child (Vignes/Booker)**
  - **Launch of the Office of the Young Child, September 23, 2017**  
Vice Chair Vignes gave an update on 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 PM.
- **Foster Care Ad Hoc Committee (Bolton)**
  - Commissioner Bolton inquired staff about the commendation from the City of Pasadena to present to Theresa Reed (coordinator, PCC Foster and Kinship Care) at a future Commission meeting.
- **Commission Updates/Comments**
  - Commissioner La Farga announced that Mothers' Club will be renamed 'Families Forward Learning Center' in the near future.

#### STAFF REPORTS

Staff Galvez reported that the Rose Program and Parks after Dark are running on schedule. She also announced that the swimming pools at Robinson Park and PHS are closed during the Aquatics season.

## 11. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

## 12. ADJOURNMENT

It was moved by Commissioner Booker and seconded by Commissioner LaFarga to adjourn the meeting. (Motion unanimously carried) (Absent: Aragon, Chavarria, Ford, Handy, Rashid). The meeting was adjourned at 12:10 pm



Souci Hovsepien, Recording Secretary  
Human Services and Recreation Department