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**AGENDA
HUMAN SERVICES COMMISSION
SPECIAL MEETING
JUNE 16, 2018
9:00 A.M.**

MEMBERS

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

STAFF

Lola Osborne, Deputy Directory
Karla Covarrubias, 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 in the HUMAN SERVICES & RECREATION DEPARTMENT at CITY HALL, 100 North Garfield Ave., ROOM N255 during normal business hours.



**AGENDA
HUMAN SERVICES COMMISSION
SPECIAL MEETING
JUNE 16, 2018
9:00 A.M.
FAMILIES FORWARD LEARNING CENTER
980 N. FAIR OAKS AVENUE
PASADENA, CA 91103**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. REVIEW AND APPROVAL OF MINUTES, MAY 9, 2018***
- 3. OLD BUSINESS**
INFORMATION AND ACTION ITEM
 - **MODIFICATIONS TO THE HUMAN SERVICES COMMISSION PROCEDURES AND POLICIES, AS WELL AS RECOMMENDATION TO THE CITY COUNCIL TO MODIFY PASADENA MUNICIPAL CODE CHAPTER 2.86**
- 4. NEW BUSINESS**
ACTION AND INFORMATION ITEMS
 - **BROWN ACT TRAINING (RAD)**
 - **NOMINATIONS FOR COMMISSION OFFICERS FOR FY 2018-2019 (CHAVARRIA)**
 - **ELECTION OF COMMISSION OFFICERS FOR FY 2018-2019 (CHAVARRIA)**
- 5. REVIEW OF COMMISSION ATTENDANCE IN FY 2017-2018**
- 6. REVIEW OF COMMISSION ACCOMPLISHMENTS IN FY 2017-2018**
- 7. ESTABLISH COMMISSION WORK PLAN FOR FY 2018-2019**
- 8. REPORTS, COMMENTS, UPDATES**
ACTION AND INFORMATION ITEMS

Please limit comments to 3 minutes per speaker.

 - **FY 17/18 WORK PLAN UPDATES***
 - **REPORT FROM CHAIR**

- STAFF COMMENTS
- COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

9. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

10. 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. Public comment for this special meeting is limited to the items on the special meeting notice. Please limit comments to 3 minutes per speaker.

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 13th day of June 2018 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.



 Karla Covarrubias, 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 9, 2018

MINUTES



**CITY OF PASADENA
HUMAN SERVICES COMMISSION
REGULAR MEETING
MAY 9, 2018
6:00 P.M.
CITY HALL, 100 NORTH GARFIELD AVENUE
GRAND CONFERENCE ROOM, S038
PASADENA CA 91101**

COMMISSIONERS PRESENT: Tony Santilena, Vera Vignes, , Myra Martin Booker, Peggy Sisson, Hector LaFarga, Kim Chavarria, James Aragon, Nasir Rasheed and Jacques Bolton

COMMISSIONERS ABSENT: Leslie Caldwell, Ann Rector and Joe Ford

STAFF PRESENT: Lola Osborne, Horace Wormely, Ann Lansing, Jennifer O'Reilly-Jones and Karla Covarrubias

OTHERS PRESENT: Matt Hawkesworth, Director of Finance and Dr. Sofia Herrera, Director of Urban Initiatives

1. CALL TO ORDER; WELCOME; ROLL CALL

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

2. PUBLIC COMMENT

NONE

3. REVIEW AND APPROVAL OF MINUTES, APRIL 11, 2018

After review, it was moved (Vignes) and seconded (Aragon) to approve the Minutes of the April 11, 2018. (Motion unanimously carried) (Absent: Caldwell, Rector and Ford) (Abstain: Chavarria and Bolton)

4. OLD BUSINESS

NONE

5. NEW BUSINESS

INFORMATION ITEM

▪ **“JOIN THE CONVERSATION” (MATTHEW HAWKESWORTH, DIRECTOR OF FINANCE)**

Staff Hawkesworth presented commissioners on “Join the Conversation” campaign. The City of Pasadena is engaging the community on upcoming budget planning. Residents are encouraged to complete a survey, which is available online, to ensure that the City continues to address the community’s priorities in its long-range planning.

- **ESTABLISH NOMINATING COMMITTEE FOR FY 2018-2019 COMMISSION OFFICERS**

It was moved (Chavarria) and seconded (Aragon) to establish FY 2018-2019 nominating committee with Commissioners: Chavarria and Aragon (Motion unanimously carried) (Absent: Caldwell, Rector and Ford) (Abstain: None)

6. REPORTS, COMMENTS, UPDATES

ACTION AND INFORMATION ITEMS ONLY

- **FY 17/18 WORK PLAN UPDATES***

- **REPORT FROM CHAIR**

- **DISCUSS DATE, TIME AND LOCATION FOR ANNUAL MEETING**

After review, it was moved (Aragon) and seconded (Chavarria) to hold the Annual Meeting at Families Forward Learning Center on June 16, 2018 from 9:00am to 12:00 pm. (Motion unanimously carried) (Absent: Caldwell, Rector and Ford) (Abstain: None)

- **FOSTER YOUTH (FORD, BOLTON)**

- Commissioner Bolton reported that Townhall meeting will be on Saturday, May 19, 2018 at Pasadena Community College.

- **PASADENA YOUTH COUNCIL (SANTILENA)**

- Commissioner Santilena reported that Youth Council meeting will be on Wednesday, May 16, 2018. They will also be staffing "Family Fun Day" at La Pintoresca Park on May 26, 2018.

- **LIASON TO HOMELESS ISSUE (BOOKER)
URBAN INITIATIVES – JENNIFER O'REILLY-JONES, HOMELESS PROGRAMS COORDINATOR AND DR. SOFIA HERRERA, DIRECTOR, URBAN INITIATIVES**

- Staff (Lansing) introduced Staff (O'Reilly-Jones) who will be as the new Program Coordinator. Staff (O'Reilly-Jones) reported on 2018 Homeless count. She reported on local strategies to reduce homelessness, in particular to women, challenges and community responses.

- **UPDATE ON THE STATUS OF THE COUNCIL FOR THE YOUNG CHILD (VIGNES)**

NONE

- **STAFF REPORTS**

- **REVIEW OF MINOR MODIFICATIONS TO THE HUMAN SERVICES COMMISSION PROCEDURES AND POLICIES, AS WELL AS OT THE PASADENA MUNICIPAL CODE CHAPTER 2.86**

- Staff Osborne presented commissioners with the Procedures and Policies and Municipal Code Chapter 2.86.

- After review, it was moved (Chavarria) and seconded (Aragon) to form a sub-committee (Vera, Santilena, Chavarria and Sisson). (Motion unanimously carried) (Absent: Caldwell, Rector and Ford) Sub-Committee will report back on the Annual Meeting on June 16, 2018.

- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
NONE

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Rules and Regulation Sub-Committee report

8. ADJOURNMENT

It was moved (Aragon) and seconded (Rasheed) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:42 P.M. (Motion unanimously carried) (Absent: Caldwell, Rector and Ford) (Abstain: None)