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**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
WEDNESDAY, APRIL 10, 2019**

**MEMBERS**

Jacques Bolton, Chair, Agency Representative  
Tony Santilena, Vice-Chair, District 2  
Myra Martin Booker, Mayor  
Alfred Carr, District 1  
Leslie Caldwell, District 3  
Nasir Rasheed, District 4  
Peggy Sisson, District 5  
Kim Chavarria, District 6  
Martha Warren Rosenfeld, District 7  
Joe Ford, Agency Representative  
Vacant, Agency Representative  
James Aragon, Pasadena City College  
Ann Rector, Pasadena Unified School District

**STAFF**

Lola Osborne, Deputy Director HS&R  
Tamer Sabha, 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.*

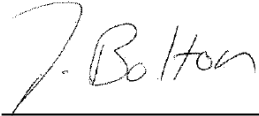


**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
WEDNESDAY, APRIL 10, 2019  
6:00 P.M.  
CITY HALL, GRAND CONFERENCE ROOM, S038  
100 NORTH GARFIELD AVENUE  
PASADENA, CA 91101**

1. CALL TO ORDER; WELCOME; ROLL CALL
2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA
3. REVIEW AND APPROVAL OF MINUTES, MARCH 13, 2019\*
4. NEW BUSINESS
  - INFORMATION ITEM**
    - YOUTH COUNCIL PRESENTATION
  - ACTION ITEM**
    - REVIEW AGENCY REPRESENTATIVE APPLICATION AND PROVIDE RECOMMENDATIONS FOR AGENCIES
5. OLD BUSINESS
  - ACTION ITEMS**
    - FY 2018-2019 WORK PLAN UPDATES
      - A. REVIEW OF WORK PLAN FORMAT AND REPORTING
      - B. LIAISON UPDATE: HOMELESS (BOOKER), COUNCIL FOR THE YOUNG CHILD (BOLTON), UNIDENTIFIED HOMELESS YOUTH (FORD, BOLTON), YOUTH COUNCIL (SANTILENA) AND VISION 2020 (CALDWELL, CARR, RASHEED, ROSENFELD)
6. COMMENTS AND UPDATES
  - INFORMATION ITEMS**

Please limit comments to 3 minutes per speaker.

    - REPORT FROM CHAIR
    - STAFF COMMENTS
    - COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS
8. ADJOURNMENT



Jacques Bolton, 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 5th day of April 2019 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.

\_\_\_\_\_  
Lola Osborne, Deputy Director  
Human Services and Recreation Department

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Human Services Commission	City Clerk	La Opinion	Pasadena NOW
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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-4386. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

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

### **3. REVIEW AND APPROVAL OF MINUTES, MARCH 13, 2019**

**\*DRAFT MINUTES\***



**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
WEDNESDAY, MARCH 13, 2019  
6:00 P.M.  
CITY HALL, GRAND CONFERENCE ROOM, S038  
100 N. GARFIELD AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** James Aragon (arrived 6:10pm), Jacques Bolton, Myra Martin Booker, Alfred Carr (arrived 6:47pm), Joe Ford, Nasir Rasheed, Ann Rector, Martha Warren Rosenfeld, Tony Santilena

**COMMISSIONERS ABSENT:** Leslie Caldwell (excused), Kim Chavarria (excused), Hector LaFarga, Peggy Sisson

**STAFF PRESENT:** Karla Covarrubias, Lola Osborne, Tamer Sabha

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

Chair Bolton called the meeting to order at 6:01 P.M. Staff (Covarrubias) called the roll and a quorum was established for the Commission.

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

None

**3. REVIEW AND APPROVAL OF MINUTES, FEBRUARY 13, 2019**

After review, it was moved (Rector) and seconded (Ford) to approve the Minutes of March 13, 2019 with the following correction listed below. (Motion carried) (Abstain: Booker, Rasheed, Santilena)

- **B. Unidentified Homeless Youth** – Chair Bolton  
Chair Bolton informed that Pasadena Community College is looking into opening a food bank at John Muir High School to service students after hours from 4:00 - 7:30pm.

**4. OLD BUSINESS**

**ACTION ITEMS**

**I. FY 2018-2019 WORK PLAN UPDATES**

Chair Bolton established an ad-hoc committee with Commissioner Booker to review work plan updates

**A. LIAISON UPDATE:**

**Council for the Young Child – Chair Bolton**

Chair Bolton informed commissioners regarding the new formation of the committee with the library, currently they are still working on a new recommendation.

**Unidentified Homeless Youth – Chair Bolton**

Chair Bolton informed the Commissioners that he is waiting to meet with Pasadena City College about establishing a food bank at Pasadena City College Northwest Campus (John Muir High School).

**Youth Council – Vice-Chair Santilena**

Vice-Chair Santilena informed the Commissioners that the Youth Council will have a joint meeting with Human Services Commission on April 10, 2019.

**Homelessness – Commissioner Booker**

Commissioner Booker reported that 2019 Homeless Count occurred on January 22, 2019 with 180+ volunteers participating. Commissioner Booker also informed that Pasadena Public Health Department, Social and Mental Health Division, provided a presentation at the Partnership Meeting and highlighted all services provided, especially for the homeless community.

**B. LIAISON RECOMMENDATIONS FOR COMMITTEES AND HOW TO COMMUNICATE THE ACCOMPLISHMENTS OF THE COMMISSION**

The following Commissioners volunteered for the following committees:

Homelessness – Aragon, Booker

Council for the Young Child – Chair Bolton recommended Sisson (absent) to join

Unidentified Homeless Youth – Caldwell, Ford, Rector

Youth Council – Santilena

Vision 2020 – Caldwell, Carr, Rasheed, Rector, Rosenfeld

Community Clergy Coalition – Bolton

**5. NEW BUSINESS**

**ACTION ITEM**

**I. COMMISSION MEETING LOCATION (STAFF, LOLA OSBORNE)**

Staff (Osborne) communicated the new location of Human Services Commission meetings at the Jackie Robinson Community Center beginning in May.

**6. REPORTS, COMMENTS, UPDATES**

**INFORMATION ITEMS**

**I. REPORT FROM CHAIR**

Chair Bolton reported meeting with Peter Dreier (Occidental College) regarding homelessness in Pasadena and the possibility inviting him to present to the Commission, and also spoke to Aaron Milam (Chair, Recreation and Parks Commission) about planning a special joint meeting in the future.

**II. STAFF COMMENTS**

Staff (Osborne) introduced Tamer Sabha as new commission recording secretary and informed the commission about: Annual Meeting date on June 22<sup>nd</sup> at Robinson Park Recreation Center, reviewing application for Agency Representative Commission vacancies, and Human Services and Recreation Department 2019 Spring/Summer Guide

### **III. COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

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

- Application for Agency Representative

#### **8. ADJOURNMENT**

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

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Jacques Bolton, Chair  
Human Services Commission

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Tamer Sabha, Recording Secretary  
Human Services and Recreation Department

**4. OLD BUSINESS  
FY 2018-2019 WORK PLAN**



**CITY OF PASADENA HUMAN SERVICES COMMISSION  
WORK PLAN: 7/1/18 - 6/30/19**

**MISSION** (as stated in Charter/Ordinance):

The purpose of the commission is to advise the council on accessibility issues in Pasadena. The commission shall:

1. Study and examine (a) existing inequities in access to the physical, work, social and cultural environments for all residents of Pasadena, particularly those who have disabilities, and (b) policies, procedures, programs and legislation for eliminating those inequities.
2. Recommend policies, procedures, programs and legislation to promote and ensure the accessibility of the physical, work, social and cultural environments to all residents of Pasadena, particularly those who have disabilities.
3. Consult and cooperate with other public agencies and commissions on matters relevant to the commission.
4. Assist the accessibility and disability issues coordinator to carry out assigned programs and responsibilities.

**OBJECTIVES:**

<b>1.</b>	<p>By June 30, 2019, conduct a Commission Annual Meeting to review Accomplishments for the FY 2018-2019, Member Attendance for the year ended 6/30/19, and draft a Work Plan for FY 2019-2020.</p> <p><b>STATUS:</b></p>
<b>2.</b>	<p>By August 31, 2019, submit to City Council an Annual Report of Accomplishments per the FY 2018-2019 Work Plan, a Commission Membership Attendance Report for the year ended 6/30/19, and a Work Plan for FY 2019-2020.</p> <p><b>STATUS:</b></p>
<b>3.</b>	<p>By September 30, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Assign a Commission Parliamentarian Commissioner Booker assigned</li> <li>➤ Finalize liaison for: Youth Council, Council for the Young Child, Clergy Commission Council and Foster Care Town Hall Planning Committee Liaison assigned as follows: <ul style="list-style-type: none"> <li>- Homelessness – <b>Booker</b>, Aragon</li> <li>- Council for the Young Child – <b>Lola Osborne</b></li> <li>- Unidentified Homeless Youth – <b>Bolton</b>, Caldwell, Ford, Rector</li> <li>- Youth Council – <b>Lola Osborne</b></li> <li>- Vision 2020 – Caldwell, Carr, Rasheed, Rector, Rosenfeld</li> <li>- Community Clergy Coalition – <b>Bolton</b></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>➤ Update Commission's Web Page Commission Web Page was updated in October 2018 and included adding the work plan as a document and an option to include reports and notices.</li> </ul> <p><b>STATUS: COMPLETED</b></p>
4.	<p>By October 31, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Meeting to be held at Pasadena Community College. Meeting location held at City Hall, PCC Conference Room not available until 2019. The offsite location was not available, the regular meeting was held at the time and place as identified in the Commission rules and regulations.</li> <li>➤ Presentation by Jaylene Mosley, Vision 20/20. A presentation was received regarding the work that Vision 20/20 has completed and will accomplish in the coming year. The Commission was invited to attend monthly meetings to determine how the Commission could get involved.</li> </ul> <p><b>STATUS: COMPLETED</b></p>
5.	<p>By November 30, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Presentation from Ann Rector on Homeless Student PUSD Data. The Commission received the data and discussed what role the Commission could play in providing education and solutions.</li> </ul> <p><b>STATUS: COMPLETED</b></p>
6.	<p>By January 31, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ The report from Dr. Sofia Herrera on Homeless Women was received and discussed by the Commission. No action was taken.</li> </ul> <p><b>STATUS: COMPLETED</b></p>
7.	<p>By February 28, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Pasadena Community College (PCC) Foundation presentation on Grant Funds.</li> </ul> <p><b>STATUS: PCC did not attend meeting</b></p>

<p><b>8.</b></p>	<p>By March 31, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Special joint meeting with Recreation and Parks Commission (to be rescheduled to a date to be determined).</li> <li>➤ The Commission was assigned as liaisons to various sub-committees. (See item #3 of the work plan)</li> </ul> <p><b><i>STATUS: The joint meeting did not occur and will be rescheduled to a future date.</i></b></p>
<p><b>9.</b></p>	<p>By April 30, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Presentation by Youth Council on their work plan</li> <li>➤ CDBG <ul style="list-style-type: none"> <li>- Role of the Commission in the process</li> <li>- Priorities of the Human Services Commission</li> <li>- Establish a subcommittee for CDBG</li> </ul> </li> </ul> <p><b><i>STATUS:</i></b></p>
<p><b>10.</b></p>	<p>By May 31, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Presentation by Jennifer O'Reilly-Jones, Housing Department, update on status of homelessness</li> <li>➤ Report from Dr. Sofia Herrera, Homeless Count and Dr. Joe Colletti</li> </ul> <p><b><i>STATUS:</i></b></p>
<p><b>11.</b></p>	<p>By June 30, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> <li>➤ Hold annual meeting at Robinson Park Recreation Center on Saturday, June 22, 2019</li> </ul> <p><b><i>STATUS:</i></b></p>

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

## **5. NEW BUSINESS**



HUMAN SERVICES COMMISSION

**NOMINATION OF HUMAN SERVICE AGENCY REPRESENTATIVE TO  
THE CITY OF PASADENA HUMAN SERVICES COMMISSION**

**The City of Pasadena Human Services Commission is seeking nominations to fill one (1) vacancy available for appointment of a representative of Pasadena human service agencies.** An eligible nominee is a person who represents a human service agency providing services in Pasadena. Each human service agency serving residents of Pasadena is eligible to submit one (1) name for consideration as a nominee to the Commission. It is recommended that agencies consider nominating individuals able to address a broad range of human service issues. The Commission seeks a membership reflective of our diverse community, in terms of ethnicity, gender, experience, areas of expertise, etc.

**TO SUBMIT A NOMINATION, an agency must complete this form and it must be received by MONTH DAY, YEAR at:**

**City of Pasadena / Attn: Lola Osborne  
Human Services & Recreation Department, Room N255  
100 Garfield Avenue  
Pasadena, CA 91101**

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\_\_\_\_\_ Agency Submitting Nomination Form  
\_\_\_\_\_ Name of Authorized Agent for Agency  
\_\_\_\_\_ Estimated Percentage (%) of Agency  
\_\_\_\_\_ Clients that are Pasadena Residents  
\_\_\_\_\_ Focus / Type of Services Provided by  
\_\_\_\_\_ Agency to Pasadena Residents

\_\_\_\_\_, declare that I am the authorized agent  
(Signature of Person Submitting Form)

for \_\_\_\_\_ and thus submit the following name for  
(Agency/Organization Submitting this Nomination Form) consideration as a nominee to the City of  
Pasadena Human Services Commission

Name of Nominee: \_\_\_\_\_

Affiliation/Agency/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone/Fax: \_\_\_\_\_

Email: \_\_\_\_\_

What could this person contribute to the Commission?  
(skills, abilities, and experience – Please continue on this form or add a page if needed):

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