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**AGENDA
HUMAN SERVICES COMMISSION
REGULAR MEETING
WEDNESDAY, MAY 8, 2019**

MEMBERS

Jacques Bolton, Chair, Agency Representative
Vacant, 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.

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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, MAY 8, 2019
6:00 P.M.
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH 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, APRIL 10, 2019*

4. NEW BUSINESS (total 40 mins)

INFORMATION ITEMS

- **PRESENTATION FROM NONTRADITIONAL LEADERS OF CHANGE ON CHALLENGES THAT YOUTH ARE FACING**

- **PRESENTATION FROM POLICE CHIEF PEREZ ON COLLABORATION WITH THE COMMISSION ON ISSUES CENTERED AROUND HUMAN SERVICES**

ACTION ITEMS

- **PRESENTATION BY THE UNIDENTIFIED HOMELESS YOUTH ADHOC COMMITTEE REQUESTING APPROVAL TO PRESENT INFORMATION ON JOHN MUIR HIGH SCHOOL FOOD BANK TO PASADENA CITY COLLEGE STAFF FROM THE OFFICE OF SPECIAL SERVICES**

- **ESTABLISH A NOMINATING COMMITTEE FOR FY 2019-2020 COMMISSION OFFICERS**

- **REVIEW AND APPROVE THE NEW FORMAT FOR THE ANNUAL WORK PLAN**

- **DISCUSSION REGARDING CANCELLATION OF THE JUNE 12TH REGULAR MEETING**

- **REVIEW OF DRAFT RETREAT AGENDA***

5. OLD BUSINESS (3 minutes per report, total 20 minutes)

ACTION ITEMS

- **UPDATE LEADS**

- **FY 2018-2019 WORK PLAN UPDATES**
LIAISON UPDATE: HOMELESS (BOOKER), COUNCIL FOR THE YOUNG CHILD (BOLTON), UNIDENTIFIED HOMELESS YOUTH (FORD, BOLTON), YOUTH COUNCIL (TBD) AND VISION 2020 (CALDWELL, CARR, RASHEED, ROSENFELD)

6. COMMENTS AND UPDATES


INFORMATION ITEMS

- **REPORT FROM CHAIR**
- **STAFF COMMENTS**
- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

8. ADJOURNMENT

*Attachment



 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 as well as the Jackie Robinson Community Center for posting on this 2nd day of May 2019, by 5:30 p.m., and that copies were emailed or delivered, and/or notice accepted by telephone not less than 72 hours prior to the meeting, to each member of the Northwest 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.



 Tamer Sabha, Recording Secretary
 Human Services and Recreation Department

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

DRAFT MINUTES



**CITY OF PASADENA
HUMAN SERVICES COMMISSION
REGULAR MEETING**

APRIL 10, 2019

6:00 P.M.

**CITY HALL, GRAND CONFERENCE ROOM, S038
100 NORTH GARFIELD AVENUE
PASADENA, CA 91101**

COMMISSIONERS PRESENT: Jacques Bolton, Myra Martin Booker, Leslie Caldwell, Alfred Carr, Kim Chavarria, Joe Ford, Nasir Rasheed, Ann Rector, Tony Santilena, Peggy Sisson

COMMISSIONERS ABSENT: James Aragon, Martha Warren-Rosenfeld (excused),

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; WELCOME; ROLL CALL

Chair Bolton called the meeting to order at 6:02 P.M. Recording Secretary Tamer Sabha 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, MARCH 13, 2019

After review, it was moved (Rector) and seconded (Santilena) to approve the minutes of the March 13, 2019 meeting with the amendment of Commissioner Rector attending the Homeless Count on Tuesday, January 22. (Motion carried) (Abstain: Caldwell, Chavarria, Sisson)

4. NEW BUSINESS

INFORMATION ITEM

▪ **YOUTH COUNCIL PRESENTATION**

The Youth Council presented the Youth Master Plan, which “provides a blueprint for Pasadena as it seeks to create a community where youth are seen as assets and thus are able to thrive and reach their full potential”. The Youth Council also answered questions from the Commission.

ACTION ITEM

▪ **REVIEW AGENCY REPRESENTATIVE APPLICATION AND PROVIDE RECOMMENDATIONS FOR AGENCIES**

After discussion, it was moved (Sisson) and seconded (Ford) to approve the Human Services Commission Agency Representative Application with edits requested by the Commission to use slashes instead of commas under Month/Day/Year. (Motion unanimously carried)

5. OLD BUSINESS

ACTION ITEMS

▪ FY 2018-2019 WORK PLAN UPDATES

A. REVIEW OF WORK PLAN FORMAT AND REPORTING

Chair Bolton and Commissioner Booker introduced for review an updated format to the Commission Work Plan for more detailed work plan updates.

After discussion, it was moved (Booker) and seconded (Rector) to schedule presentation from Jennifer O'Reilly-Jones and Dr. Sofia Herrera for July meeting and invite Pasadena Police Chief Perez and the Non-traditional Leaders of Change to present at the May meeting. (Motion unanimously carried)

After discussion, it was moved (Booker) and seconded (Santilena) to approve the Work Plan updates with amendment of the postponement of the CDBG presentation from Randy Mabson to November 2019. (Motion unanimously carried)

B. LIAISON UPDATE: HOMELESS (BOOKER), COUNCIL FOR THE YOUNG CHILD (BOLTON, SISSON), UNIDENTIFIED HOMELESS YOUTH (FORD, BOLTON, RECTOR), YOUTH COUNCIL (SANTILENA) AND VISION 2020 (CALDWELL, CARR, RASHEED, ROSENFELD)

Chair Bolton appointed Commissioner Sisson to Council for the Young Child liaison and Commissioner Rector to Unidentified Homeless Youth liaison.

Homelessness – Booker

Commissioner Booker reported on: Los Angeles County Board of Supervisors Measure H streamlined funding motion, the Pasadena Outreach Response Team (PORT), meeting of Pasadena Partnership Faith Community Committee, “Homeless Women’s Needs Assessment” by Institute of Urban Initiatives (Fuller Theological Seminary) and The Women’s Room (Friends In Deed), and Flintridge Center’s Real Change machines.

Council for the Young Child – Bolton, Sisson

Commissioner Sisson provided information for All Children Can Thrive conference to be held at Boys & Girls Clubs of Pasadena on Wednesday, April 17 from 8:30am-11:00am.

Unidentified Homeless Youth – Bolton, Rector

Chair Bolton informed the Commissioners that Pasadena City College is ready and available to open food pantry at Muir High School, but is waiting for approval from Muir principal.

Youth Council – Santilena

Vice-Chair Santilena updated the Commissioners on current Youth Council numbers and recruiting.

Vision 2020 – Caldwell, Carr, Rasheed, Rosenfeld

Chair Bolton updated the Commission of no Vision 2020 updates as of yet due to scheduling of meetings on the subject of youth violence in the community.

6. COMMENTS AND UPDATES

INFORMATION ITEMS

▪ REPORT FROM CHAIR

Chair Bolton emphasized the importance of work plan liaison groups to show actionable items to recommend to the City Council.

▪ STAFF COMMENTS

Staff (Osborne) reminded the Commission of the May meeting location at the Jackie Robinson Community Center. The Annual Meeting is scheduled for Saturday, June 22.

▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

None

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Presentation from Police Chief John Perez
- Presentation from Nontraditional Leaders of Change

8. ADJOURNMENT

It was moved (Sisson) and seconded (Caldwell) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:27 P.M.

**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:

1.	<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>STATUS:</p>
2.	<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>STATUS:</p>
3.	<p>By September 30, 2018, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Assign a Commission Parliamentarian Commissioner Booker assigned ➤ 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"> - Homelessness – Booker, Aragon - Council for the Young Child – Bolton, Sisson - Unidentified Homeless Youth – Bolton, Caldwell, Ford, Rector - Youth Council – TBD - Vision 2020 – Caldwell, Carr, Rasheed, Rector, Rosenfeld

	<p style="text-align: center;">- Community Clergy Coalition – Bolton</p> <p>➤ Update Commission’s Web Page Commission Web Page was updated in October 2018 and included adding the work plan as a document for review by the public.</p> <p>STATUS: COMPLETED</p>
<p>4.</p>	<p>By October 31, 2018, convene regarding the following:</p> <p>➤ Meeting to be held at Pasadena Community College. Meeting location held at City Hall. The offsite location was not available, the regular meeting was held at the time and place as identified in the Commission rules and regulations.</p> <p>➤ 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.</p> <p>STATUS: COMPLETED</p>
<p>5.</p>	<p>By November 30, 2018, convene regarding the following:</p> <p>➤ 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.</p> <p>STATUS: COMPLETED</p>
<p>6.</p>	<p>By January 31, 2019, convene regarding the following:</p> <p>➤ The report from Dr. Sofia Herrera on Homeless Women was received and discussed by the Commission. No action was taken.</p> <p>STATUS: COMPLETED</p>

<p>7.</p>	<p>By February 28, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Pasadena Community College (PCC) Foundation presentation on Grant Funds. <p>STATUS: PCC did not attend meeting</p>
<p>8.</p>	<p>By March 31, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Special joint meeting with Recreation and Parks Commission (to be rescheduled to a date to be determined). ➤ The Commission was assigned as liaisons to various adhoc sub-committees. <p>STATUS: The joint meeting did not occur and will be rescheduled to a future date. (See item #3 of the work plan for update on liaison assignments)</p>
<p>9.</p>	<p>By April 30, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Presentation by Youth Council on their work plan The Youth Council presented the Youth Master Plan at the Human Services Commission April meeting and no action was taken. ➤ CDBG <ul style="list-style-type: none"> - Role of the Commission in the process - Priorities of the Human Services Commission - Establish a subcommittee for CDBG – the Commission voted at the April meeting to postpone CDBG presentation until November 2019 based on a timeline update from staff, Randy Mabson. <p>STATUS: COMPLETED AND ITEM POSTPONED</p>
<p>10.</p>	<p>By May 31, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> ▪ Presentation by Jennifer O'Reilly-Jones, Housing Department, update on status of homelessness ▪ Report from Dr. Sofia Herrera, Homeless Count and Dr. Joe Colletti <p>The Commission voted at the April meeting to schedule presentation from Jennifer O'Reilly-Jones and Dr. Sofia Herrera for July meeting</p>

	<ul style="list-style-type: none"> ▪ Presentation from nontraditional leaders of change on challenges that youth are facing ▪ Presentation from Police Chief John Perez on collaboration with the Commission on issues centered around human services ▪ Presentation by the Unidentified Homeless Youth adhoc committee requesting approval to present information on John Muir High School food bank to Pasadena City College staff from the Office of Special Services <p><i>STATUS: PRESENTATION IS POSTPONED UNTIL THE HOMELESS COUNT IS MADE PUBLIC</i></p>
11.	<p>By June 30, 2019, convene regarding the following:</p> <ul style="list-style-type: none"> ➤ Hold annual meeting at Robinson Park Recreation Center on Saturday, June 22, 2019 <p><i>STATUS:</i></p>

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



**ANNUAL RETREAT AGENDA
HUMAN SERVICES COMMISSION
SPECIAL MEETING
SATURDAY, JUNE 22, 2019
9:00 A.M.
ROBINSON PARK RECREATION CENTER
1081 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
- 2. NEW BUSINESS**
 - INFORMATION ITEMS**
 - INTRODUCTION OF COMMISSIONERS AND AREAS OF EXPERTISE
 - ROLES OF COMMISSION (JACQUES BOLTON AND LOLA OSBORNE)
 - ACTION ITEMS**
 - REVIEW ACCOMPLISHMENTS FROM WORK PLAN FY 18-19
 - CARRYOVER ITEMS FROM WORK PLAN FY 18-19
 - CREATION OF NEW WORK PLAN FY 19-20
- 3. COMMENTS AND UPDATES**
 - STAFF COMMENTS
 - COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
- 4. ADJOURNMENT**

*Attachment

A handwritten signature in cursive script that reads "J. Bolton".

Jacques Bolton, Chair
Human Services Commission

Note to Public: Public comment is limited to items on this special meeting agenda. An opportunity for public comment will be provided at the time the above items are discussed. Please limit comments to 3 minutes per speaker.

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Tamer Sabha, Recording Secretary
Human Services and Recreation Department

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