



COPIES OF THIS AGENDA  
ARE AVAILABLE FROM THE  
NEIGHBORHOOD  
INFORMATION SERVICE AT  
THE CENTRAL AND ALL  
BRANCH LIBRARIES

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

**MEMBERS**

Jacques Bolton, Chair, Agency Representative  
Joe Ford, Vice-Chair, Agency Representative  
Myra Martin Booker, Mayor  
Alfred Carr, District 1  
Vacant, District 2  
Leslie Caldwell, District 3  
Nasir Rasheed, District 4  
Peggy Sisson, District 5  
Kim Chavarria, District 6  
Martha Warren Rosenfeld, District 7  
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, JULY 10, 2019  
6:00 PM  
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, MAY 8, 2019 AND JUNE 22, 2019\***
- 4. NEW BUSINESS**  
**INFORMATION ITEM**
  - **UPDATE ON COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) – RANDY MABSON (CDBG COORDINATOR, HOUSING DEPARTMENT)****ACTION ITEMS**
  - **DISCUSSION REGARDING ASSEMBLYMEMBER CHRIS HOLDEN'S ANNUAL BLOCK PARTY ON SATURDAY, AUGUST 3**
  - **COMMISSION WORK PLAN UPDATES AND DISCUSSION\***
- 5. OLD BUSINESS**  
**ACTION ITEM**
  - **REVIEW AND APPROVE COMMISSION WORK PLAN FY 2019-2020\***
- 6. COMMENTS AND UPDATES**
  - **REPORT FROM CHAIR**
  - **STAFF COMMENTS**
  - **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**
- 7. ADJOURNMENT**

\*Attachment



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.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, the Bulletin Board in the rotunda area of City Hall, Robinson Park Recreation Center, and a copy was distributed to the Central Library for posting on this 3<sup>rd</sup> day of July 2019, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 24 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.



Tamer Sabha, Recording Secretary  
Human Services and Recreation Department

**DISTRIBUTION:**

Human Services Commission	City Clerk	La Opinion	Pasadena NOW
City Council	Central Library	Los Angeles Times	Pasadena Star News
City Manager	Public Information Officer	Pasadena Journal	Pasadena Weekly
City Attorney			

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.

Language translation services are available for this meeting by calling (626) 744-4386 at least 24 hours in advance.

Habra servicio de interpretación disponible para éstas juntas llamando al (626) 744-4386 por lo menos con 24 horas de anticipación.

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

**\*DRAFT MINUTES\***



**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
MAY 8, 2019  
6:00 PM  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Jacques Bolton, Myra Martin Booker, Leslie Caldwell, Kim Chavarria, Joe Ford, Ann Rector, Tony Santilena, Peggy Sisson (6:10 PM arrival)

**COMMISSIONERS ABSENT:** James Aragon, Alfred Carr (excused), Nasir Rasheed, 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 6:00 PM. Staff (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, APRIL 10, 2019**

After review, it was moved (Booker) and seconded (Ford) to approve the minutes of the April 10, 2019 meeting. (Motion unanimously carried)

**4. NEW BUSINESS**

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

The Nontraditional Leaders of Change presented to the Commission on challenges that youth are currently facing in the community. Topics included: rent control, financial literacy, lack of resource centers, and access to mental health in schools. Discussion and questions followed.

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

Police Chief John Perez presented to the Commission on issues related to human services and ways to collaborate with the Commission. Chief Perez also answered questions from the Commission.

**▪ 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**

After discussion, it was moved (Booker) and seconded (Sisson) to approve presentation of information to Pasadena City College staff on hosting a satellite food bank at John Muir High School. (Motion unanimously carried)

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

Chair Bolton appointed Commissioners Booker, Caldwell, and Chavarria to serve on the Nominating Committee for FY 2019-2020 Commission officers.

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

After discussion, it was moved (Rector) and seconded (Chavarria) to approve the new format for the annual work plan. (Motion carried) (Abstain: Santilena)

▪ **DISCUSSION REGARDING CANCELLATION OF THE JUNE 12<sup>TH</sup> REGULAR MEETING**

After discussion, it was moved (Booker) and seconded (Rector) to cancel the June 12 regular meeting. (Motion unanimously carried)

▪ **REVIEW OF DRAFT RETREAT AGENDA\***

After discussion, it was moved (Chavarria) and seconded (Ford) to approve draft retreat agenda. (Motion unanimously carried)

**5. OLD BUSINESS**

▪ **UPDATE LEADS**

Chair Bolton created “Students with Special Needs” ad-hoc committee (temporary name) and appointed Commissioners Caldwell, Carr, Rasheed, and Rosenfeld to the ad-hoc committee.

▪ **FY 2018-2019 WORK PLAN UPDATES**

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

Homeless (Booker) – The Planning and Research Committee for Pasadena Partnership will be meeting on Tuesday, May 14 and continuing work on drafting a strategy for combatting homelessness. The Faith Community Committee for Pasadena Partnership is working on updating city of Pasadena homelessness toolkit, and also working in partnership with a representative from United Way on the “Everyone In” initiative.

Council for the Young Child (Sisson) – The “All Children Thrive” conference was held at the Boys and Girls Club on Wednesday, April 17. Options for Learning new CEO is Paul Pulver.

Unidentified Homeless Youth (Bolton) – The Commission voted to approve a presentation of information to Pasadena City College staff on hosting a satellite food bank at John Muir High School.

Youth Council (Santilena) – No update.

Vision 2020 – Chair Bolton dissolved the Vision 2020 ad-hoc committee due to lack of emphasis on youth violence in the community on Vision 2020 meeting agendas.

## **6. COMMENTS AND UPDATES**

### **▪ REPORT FROM CHAIR**

Chair Bolton emphasized understanding the role of the Commission and its purpose to advise the City Council, especially when developing the work plan for the next fiscal year. The Chair also thanked the Commission for listening to the presentation by the Nontraditional Leaders of Change.

### **▪ STAFF COMMENTS**

Staff (Osborne) provided informed to the Commission about Domestic Violence Awareness education seminars taking place, as well as National Gun Violence Awareness Weekend on June 7-9.

### **▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Booker commended Chair Bolton on his work as Chair this year.

Commissioner Chavarria thanked Commissioner Santilena on his work as Vice-Chair on the Commission this year.

Commissioner Caldwell commented on the positive direction the Commission is heading in, including the topics that are being discussed, and focusing on what is relevant in the community.

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

None.

## **8. ADJOURNMENT**

It was moved (Rector) and seconded (Sisson) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:43 PM.

**\*DRAFT MINUTES\***



**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
SPECIAL ANNUAL MEETING  
SATURDAY, JUNE 22, 2019  
9:30 AM  
ROBINSON PARK RECREATION CENTER  
1081 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** James Aragon (9:51 AM arrival), Jacques Bolton, Myra Martin Booker, Leslie Caldwell, Alfred Carr, Kim Chavarria, Joe Ford, Nasir Rasheed, Ann Rector, Peggy Sisson

**COMMISSIONERS ABSENT:** Martha Warren-Rosenfeld

**STAFF PRESENT:** Brenda Harvey-Williams, Lola Osborne, Tamer Sabha

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

Chair Bolton called the meeting to order at 9:35 AM. Staff (Sabha) called the roll and a quorum was established for the Commission.

**2. PUBLIC COMMENT LIMITED TO ITEMS NOT ON THIS SPECIAL MEETING AGENDA**

None.

**3. WELCOME FROM BRENDA HARVEY-WILLIAMS, DIRECTOR OF HUMAN SERVICES & RECREATION**

Director Harvey-Williams introduced herself to the Commission and thanked them for their service in the past year.

**4. NEW BUSINESS**

▪ **INTRODUCTION OF COMMISSIONERS AND AREAS OF EXPERTISE**

The members of the Commission introduced themselves, shared their areas of expertise and professional experience, as well as their focus in the area of human services.

▪ **ROLE OF COMMISSION (JACQUES BOLTON AND LOLA OSBORNE)**

Chair Bolton provided information to the Commission on their purpose and function, and their role in being an advisory board to the City Council. Discussion followed.

▪ **ELECTION OF COMMISSION OFFICERS FOR FY 2019-2020**

The Nominating Committee reported the following nominations for FY 2019-2020 Commissioner officers:

- Chair: Commissioner Bolton
- Vice-Chair: Commissioner Ford

Nominations from the floor: None

After discussion, it was moved (Chavarria) and seconded (Booker) to elect Commissioner Bolton as Chair and Commissioner Ford and Vice-Chair. (Motion unanimously carried)

▪ **REVIEW AND APPROVAL OF COMMISSION ATTENDANCE FOR FY 2018-2019\***

After discussion, it was moved (Sisson) and seconded (Aragon) to approve the Commission attendance for FY 2018-2019 with the amendment of Commissioner Rasheed listed as Excused for the November 11 and February 13 meetings and Commissioner Booker listed as Excused for the February 13 meeting. (Motion unanimously carried)

▪ **REVIEW ACCOMPLISHMENTS FROM WORK PLAN FY 2018-2019\***

After discussion, it was moved (Sisson) and seconded (Caldwell) to approve the amended Review of Accomplishments from Work Plan FY 2018-2019. (Motion unanimously carried)

▪ **CARRYOVER ITEMS FROM WORK PLAN FY 2018-2019**

The Commission discussed carryover items from the FY 2018-2019 Work Plan to add to the FY 2019-2020 Work Plan. No formal action was taken.

▪ **ESTABLISH COMMISSION WORK PLAN FOR FY 2019-2020**

The Commission discussed objectives for the Work Plan for FY 2019-2020. The Commission will approve the Work Plan for FY 2019-2020 at the July regular meeting.

**5. COMMENTS AND UPDATES**

▪ **STAFF COMMENTS**

Staff (Osborne) commented on her absence at the Human Services Commission July regular meeting and announced that Director Harvey-Williams will be staffing it in her absence.

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Aragon announced new Pasadena City College president Dr. Erika Endrijonas and shared his pride in the LGBTQ-friendly staff on campus at PCC.

Commissioner Booker informed the Commission about a meeting at Polytechnic School, "Stories from the Front Line" in partnership with the United Way and Pasadena Partnership on Thursday, June 27 beginning at 6:00 PM. Commissioner Booker also announced a meeting at the Pasadena Partnership



Continuum of Care on Thursday, June 27 from 10:00 AM -11:30 AM about the 2019 Pasadena Homeless Count results.

Commissioner Chavarria informed the Commission about this being her last meeting with the Human Services Commission after serving over six years.

**6. ADJOURNMENT**

It was moved (Aragon) and seconded (Chavarria) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 1:09 PM. (Motion unanimously carried)

**CITY OF PASADENA HUMAN SERVICES COMMISSION  
DRAFT WORK PLAN: 7/1/19 - 6/30/20**

**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. Outreach**

Leads: **Caldwell, Carr**

- Update web page
- HSRD Social Event
- Review for Outreach
- KPAS – Announcement (PSA)
- HS Newsletter – Invitation
- In Focus
- Council District Newsletter – list all Commissioners for District and Function purpose

Action Items:

- Monthly invite announcing Human Services Commission meeting and topics
- Create content of invite
- Target audience
  - Identify for each month, as needed
- Use a global communication approach
  - Use already existing channels
  - Agency websites
  - Council quarter meetings

---

**Status:**

**2. Office of the Young Child**  
Leads: **Sisson**, Bolton, Ford

Action Items:

---

**Status:**

**3. Unidentified Homeless Youth, Foster Youth, Intellectual Disabilities – Youth**  
Leads: **Bolton**, **Caldwell**, Ford, Rector, Rasheed

**Unidentified Homeless Youth**

- Transitional age youth (ages 16-25)
- Shelters
- Food bank

**Foster Youth**

- Information to Youth
- College Tuition Costs
  - Scholarships/Grants
  - Meet w/PCC Food Bank
- Housing
- Healthcare
- How to disseminate information to high school students
- Require foster care providers to certify that information packet(s) delivered and discussed with kid
- Foster care providers failure to certify results in financial penalty
  - Reduction in payment
  - Continued/multiple failures
  - Suspension in license
- Kids must sign form to confirm counseling by foster care provider
- Packets printed in foreign languages
- Publish on city website(s)

**Intellectual Disabilities – Youth**

- Camps
- Inclusion
- Raising Awareness / “Free To Be Me”
- Adhoc committee
- Research other agencies

Action Items:

---

**Status:**

#### 4. **Community Clergy Coalition/Ecumenical**

Leads: **Bolton**, Carr

- Violence prevention/intervention

Action Items:

---

**Status:**

#### 5. **Homeless Prevention and Intervention for Adults**

Leads: **Booker**, Aragon

- Measure H
- Pasadena Partnership – Public/Private Agencies
- Continuum of Care
- Commission Representation
- Prevention Options
- Emergency Solutions Grant (ESG) Funds
- Expanded Use of Medi-Cal Funds to Pay for a Case Manager
- Involve the Commission with the review, selection, and evaluation of ESG grant recipients
- Leverage ESG grant recipient goals with support of the Commission
- Expand the current use of federal Medi-Cal dollars for intervention services for people experiencing homelessness
- Recommend as a priority Transitional-Age Youth Shelter (ref) 2.86.110 B.4/C-1
- Expand community outreach for homelessness
  - Tool kit of activities that provide resources
  - Information kit for public awareness
- Pasadena Partnership:
  - Subcommittee for focusing on ways to prevent transitioning into homelessness
  - Presentation from Dr. Sofia Herrera and Joe Colletti

Action Items:

---

**Status:**