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**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 11, 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  
Michael Albrecht, District 6  
Jessica Xie, 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.

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*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*



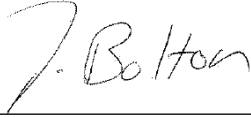
**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
WEDNESDAY, SEPTEMBER 11, 2019  
6:00 PM  
JACKIE ROBINSON COMMUNITY CENTER  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

- 1. CALL TO ORDER; WELCOME; ROLL CALL**
  - **WELCOME TO NEW COMMISSIONER MICHAEL ALBRECHT (DISTRICT 6)**
  
- 2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA**

Please limit comments to 3 minutes per speaker.
  
- 3. REVIEW AND APPROVAL OF MINUTES, AUGUST 14, 2019\***
  
- 4. NEW BUSINESS**
  - INFORMATION ITEM**
    - **PRESENTATION OF UNDOCUMENTED AND LGBTQ COMMUNITY MEMBERS – COMMISSIONER ARAGON (15 MINUTES)**
  
  - ACTION ITEM**
    - **APPOINT PARLIAMENTARIAN FOR FY 2019-2020**
  
- 5. OLD BUSINESS**
  - ACTION ITEMS**
    - **COMMISSION WORK PLAN UPDATES AND DISCUSSION\* (25 MINUTES)**
  
    - **UPDATING ACTION ITEMS FOR WORK PLAN**
      - **OUTREACH (CALDWELL, CARR)**
      - **OFFICE OF THE YOUNG CHILD (SISSON)**
      - **HOMELESSNESS (BOLTON, BOOKER)**
      - **INTELLECTUAL DISABILITIES – YOUTH (CALDWELL)**
  
- 6. COMMENTS AND UPDATES**
  - **COMMENTS 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:** 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 5<sup>th</sup> day of September 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

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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  
AUGUST 14, 2019  
6:00 PM  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** James Aragon (6:06 PM arrival), Jacques Bolton, Myra Martin Booker, Leslie Caldwell, Alfred Carr, Joe Ford (6:10 PM arrival), Nasir Rasheed, Peggy Sisson, Jessica Xie

**COMMISSIONERS ABSENT:** Ann Rector (excused)

**STAFF PRESENT:** Lola Osborne, Tamitra Clark, 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, JULY 10, 2019**

After review, it was moved (Carr) and seconded (Sisson) to approve the minutes of the July 10, 2019 meeting. (Motion carried) (Abstain: Booker, Caldwell, Xie)

Staff (Clark) introduced herself as the new Program Coordinator at the Jackie Robinson Community Center.

Jessica Xie introduced herself as the new commissioner from District 7.

**4. NEW BUSINESS**

- **PRESENTATION ON FACTORS THAT LEAD ADULTS TRANSITIONING INTO HOMELESSNESS – DR. SOFIA HERRERA AND DR. JOE COLLETTI (URBAN INITIATIVES), JENNIFER O'REILLY-JONES (PASADENA DEPARTMENT OF HOUSING) – (15 MINUTES)**

Dr. Sofia Herrera presented information to the commission on factors that lead adults into homelessness and provided examples in the form of vignettes. Questions and discussion followed.

- **UPDATE ON THE HOMELESS COUNT – JENNIFER O'REILLY-JONES (PASADENA DEPARTMENT OF HOUSING) – (10 MINUTES)**

Jennifer O'Reilly-Jones (Pasadena Department of Housing) provided information on the Pasadena Continuum of Care, data from the 2019 Pasadena Homeless Count, and answered questions from the commission.

- **EMERGENCY SOLUTIONS GRANT (ESG) UPDATE – COMMISSIONER RECTOR – (5 MINUTES)**

Jennifer O'Reilly-Jones (Pasadena Department of Housing) provided general information regarding the Emergency Solutions Grant (ESG) and updated the commission on the current ESG process.

## 5. OLD BUSINESS

- **COMMISSION WORK PLAN UPDATES AND DISCUSSION OUTREACH (CALDWELL, CARR), OFFICE OF THE YOUNG CHILD (SISSON), UNIDENTIFIED HOMELESS YOUTH (BOLTON), HOMELESS PREVENTION AND INTERVENTION FOR ADULTS (BOOKER), INTELLECTUAL DISABILITIES – YOUTH (CALDWELL)**

Outreach (Caldwell, Carr):

Commissioner Carr provided an update on he and Commissioner Caldwell successfully staffing the commissions table at Assemblymember Holden's Annual Block Party and Resource Fair on Saturday, August 3. Commissioner Carr also informed the commission on his update to Vice-Mayor Hampton, which he believes led to PasadenaNow article about the agenda items for the August meeting.

Office of the Young Child (Sisson):

Commissioner Sisson recommended inviting Crystal O'Grady (Early Childhood Coordinator, Office of the Young Child) to a future commission meeting to provide an update about the Office of the Young Child.

Unidentified Homeless Youth (Bolton):

Chair Bolton provided an update on the food bank at Pasadena City College (PCC) and was contacted by Dr. Bell (PCC) to meet about the process of opening a food bank at John Muir High School.

Homeless Prevention and Intervention (Booker)

Commissioner Booker updated the commission about the several committees within the Pasadena Partnership and their upcoming meetings.

The Housing Committee meeting on Thursday, August 15 at 10:00 AM at the Renaissance Plaza on Fair Oaks Ave. Items on the agenda will include: review of the Pasadena Homelessness plan, local housing rental status for current availability, and California Senate Bill 329,

The Faith Community Committee meeting on Wednesday, August 21 at 9:00 AM at the Renaissance Plaza on Fair Oaks Ave. Items on the agenda include reviewing the Pasadena Homelessness plan, an update on the bus tour (driving interested parties to affordable housing), and discussion on the Continuum of Care application.

Intellectual Disabilities – Youth (Caldwell):

Commissioner Caldwell will research agencies that provide programs for youth with intellectual disabilities.

After discussion, it was moved (Aragon) and seconded (Ford) to move that each liaison group clean up the action items under each work plan objective to present at the next commission meeting. (Motion unanimously carried)

After discussion, it was moved (Booker) and seconded (Sisson) to collapse the two homeless group (youth and adults) work plan objectives into one. (Motion unanimously carried)

## **6. COMMENTS AND UPDATES**

### **▪ COMMENTS FROM CHAIR**

Chair Bolton made the following comments:

- the passing of Commissioner Rector's mother and suggested sending her a condolence card and flowers;
- Perry's Joint Community Scholarship Fundraiser on Saturday, August 17; and
- New Revelation Mission Outreach Parking Lot Giveaway on Saturday, September 14.

### **▪ STAFF COMMENTS**

**Revised public meeting policy: Resolution No. 9716, A Resolution of the City Council of the City of Pasadena Amending and Restating Rules for the Conduct of all Council, Committee, Board, and Commission Meetings, Proceedings, and Business**

Staff (Osborne) made the following comments:

- Provided information and handout about City Council Resolution No. 9716 (Rules of Conduct for all Public Meetings);
- Centennial Square Boxing Show on Friday, August 23 from 7:00-9:00 PM at Pasadena City Hall (Centennial Square); and
- Pasadena Police Department News Release regarding the shooting that took place in Northwest Pasadena on Friday, August 9.

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

Commissioner Aragon provided information on enrollment of classes at Pasadena City College for the fall semester.

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

- Status of action items for Work Plan FY2019-2020
- Presentation of undocumented and LGBTQ community members (Commissioner Aragon)
- Appointment of Parliamentarian

## **8. ADJOURNMENT**

It was moved (Aragon) and seconded (Carr) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:52 PM.

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

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

The purpose of the Human Services Commission is to advise and make recommendations to the City Council regarding human service needs of people of all ages in this community. The commission will aid the city in facilitating collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services in Pasadena. The commission is established to respond to significant unmet human services needs and gaps as identified in various city documents related to human services.

For purposes of Chapter 2.86, "human services" is defined as a broad range of programs and activities designed to protect, improve and restore the personal welfare and well-being of residents of all ages. Typical human services would include, but not be limited to: social services, shelter, economic support, employment and training, education, health and protective services.

**OBJECTIVES/STRATEGIES:**

**1. Outreach**

Leads: **Caldwell, Carr**

Action:

- 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 existing channels
  - Agency websites
  - Council meetings

July 2019: No update.

August 2019: Commissioners Caldwell and Carr staffed the commissions table at Assemblymember Holden's Annual Block Party and Resource Fair on Saturday,

August 3. Commissioner Carr sent an update to Vice-Mayor Hampton, which he believes led to PasadenaNow article about the agenda items for the August meeting.

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**Status:**

## **2. Office of the Young Child**

Leads: **Sisson**, Bolton

Action:

- Presentation from Crystal O'Grady about grants and Early Childhood Hub Network (November 2019)

July 2019: No update.

August 2019: No update.

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**Status:**

## **3. Homelessness**

Leads: **Bolton, Booker**, Ford, Rector, Rasheed

:

### **Unidentified Homeless Youth**

Action:

- Transitional Age Youth (ages 16-25)
  - Presentation from Commissioner Ford (October 2019)
  - Recommend as a priority Transitional Age Youth Shelter (ref) 2.86.110 B.4/C-1
- Shelters
- Food Bank
- Information to Youth
- College Tuition Costs
  - Scholarships/Grants
- Meet with Pasadena City College 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)
- Presentation from Police Chief Perez on how the Police Department interacts with unidentified homeless youth (February 2020)
- Presentation from Commissioner Rector on PUSD's interaction with unidentified homeless youth (March 2020)
- Presentation by Youth Moving On (March 2020)

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

Action:

Find out what other agencies are doing in the following areas:

- Measure H
- Pasadena Partnership – Public/Private Agencies
- Continuum of Care
- 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.
- Research the current use of federal Medi-Cal dollars for intervention services for people experiencing homelessness
- 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, Dr. Joe Colletti, and Jennifer O'Reilly-Jones about triggers/factors they have identified that lead to adults transitioning into homelessness (August 2019)

July 2019: No update

August 2019: Chair Bolton provided an update on the food bank at Pasadena City College (PCC) and was contacted by Dr. Bell (PCC) to meet about the process of opening a food bank at John Muir High School.

Commissioner Booker updated the commission about the several committees within the Pasadena Partnership and their upcoming meetings and agenda items. (Housing Committee on 8/15, Faith Community Committee on 8/21)

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**Status:**

#### **4. Intellectual Disabilities – Youth**

Leads: **Caldwell**

Action:

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

July 2019: No update

August 2019: Commissioner Caldwell will research agencies that provide programs for youth with intellectual disabilities.

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**Status:**