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**AGENDA
HUMAN SERVICES COMMISSION
REGULAR MEETING
WEDNESDAY, OCTOBER 9, 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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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, OCTOBER 9, 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, SEPTEMBER 11, 2019***
- 4. NEW BUSINESS**
INFORMATION ITEMS
 - **PRESENTATION OF CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER) – RANDY MABSON (HOUSING DEPARTMENT) (10 MINUTES)**
 - **PRESENTATION ABOUT TRANSITIONAL AGE YOUTH – COMMISSIONER FORD (10 MINUTES)**
ACTION ITEMS – (10 MINUTES)
 - **DISCUSSION ABOUT HOLDING A SPECIAL MEETING AT PASADENA CITY COLLEGE**
 - **DISCUSSION OF INVITING DIANE TREJO TO PRESENT ON THE HOMELESS PLAN**
- 5. OLD BUSINESS**
ACTION ITEM
 - **COMMISSION WORK PLAN UPDATES AND DISCUSSION* (15 MINUTES)**
- 6. COMMENTS AND UPDATES**
 - **COMMENTS FROM CHAIR**
 - **STAFF COMMENTS**
 - **REVIEW OF PRESENTATION SCHEDULE**

▪ **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 2nd day of October 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
SEPTEMBER 11, 2019
6:00 PM
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Michael Albrecht, James Aragon, Jacques Bolton, Myra Martin Booker, Leslie Caldwell (6:03 PM arrival), Alfred Carr, Nasir Rasheed, Peggy Sisson, Jessica Xie

COMMISSIONERS ABSENT: Joe Ford (excused), Ann Rector (excused)

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; WELCOME; ROLL CALL

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

Michael Albrecht introduced himself as the new commissioner from District 6 and shared his professional experience.

Jessica Xie introduced herself as the new commissioner from District 7 and shared her professional experience.

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA

None.

3. REVIEW AND APPROVAL OF MINUTES, AUGUST 14, 2019*

After review, it was moved (Aragon) and seconded (Carr) to approve the minutes of the August 14, 2019 meeting with the correction stated below. (Motion unanimously carried)

Outreach (Caldwell, Carr):

Commissioner Carr provided an update on the successful 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.

4. NEW BUSINESS

▪ PRESENTATION OF UNDOCUMENTED AND LGBTQ COMMUNITY MEMBERS – COMMISSIONER ARAGON

Commissioner Aragon provided information on the LGBTQ community in Pasadena and informed the commission he could not find anything that the city does specifically to support the LGBTQ community, but that Pasadena City College (PCC) has opened up the Equity Center to serve undocumented scholars on campus, as well as the LGBTQ student population. Commissioner Aragon also

requested holding a special meeting at PCC in the future once the Equity Center is fully operational.

▪ **APPOINT PARLIAMENTARIAN FOR FY 2019-2020**

Chair Bolton appointed Commissioner Carr to serve as Parliamentarian for FY 2019-2020.

5. OLD BUSINESS

▪ **COMMISSION WORK PLAN UPDATES AND DISCUSSION***

Chair Bolton appointed Commissioner Aragon to serve on the Homelessness adhoc committee and the adhoc committee leads provided updates for their work plan objectives. Discussion followed.

▪ **UPDATING ACTION ITEMS FOR WORK PLAN**

- **OUTREACH (CALDWELL)**
- **OFFICE OF THE YOUNG CHILD (SISSON)**
- **HOMELESSNESS (BOLTON, BOOKER)**
- **INTELLECTUAL DISABILITIES – YOUTH (CALDWELL)**

After review, it was moved (Carr) and seconded (Caldwell) to accept the updated work plan. (Motion unanimously carried)

6. COMMENTS AND UPDATES

▪ **REPORT FROM CHAIR**

Chair Bolton promoted the Parking Lot Giveaway on Saturday, September 14 at the New Revelation Church and requested the commission promote the event to organizations and interested people. The Chair also informed the commission about receiving a commissioner application for the current agency representative vacancy.

▪ **STAFF COMMENTS**

Staff (Osborne) made the following comments:

- Informed the commission and distributed the flyer for Homelessness in Our Community Town Hall at Rosebud Coffee on Saturday, October 19; and
- Fiestas Patrias on Friday, September 13 at Villa-Parke Community Center.

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Booker commented on Shawn Morrissey (Union Station Homeless Services) speaking at the Community Town Hall at Rosebud Coffee on Saturday, October 19.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Discussion about holding a special meeting at Pasadena City College
- Discussion of inviting Diane Trejo to present on the Homeless Plan

8. ADJOURNMENT

It was moved (Aragon) and seconded (Carr) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 8:03 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: **Xie**

Objective: To communicate the action items of the commission to the stakeholders of the community.

Action Items:

- Staff provide a recap of action items to distribute to the commission
- Commissioners provide a monthly update to their district Councilmember about what the commission is working on

July 2019: No update.

August 2019: Commissioner Carr provided an update on the successful staffing of 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

September 2019: Chair Bolton dissolved the outreach subcommittee. Commissioner Carr sent his monthly email to Vice-Mayor Hampton, which included the flyer for the New Revelation Church Parking Lot Giveaway on Saturday, September 14, and links to PasadenaNow articles on the homeless update

Status:

2. Office of the Young Child

Leads: **Sisson**, Bolton

Objective: To inform the commission on the progress and accomplishments of the Office of the Young Child.

Action Item:

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

July 2019: No update.

August 2019: No update.

September 2019: Commissioner Sisson confirmed that Crystal O'Grady will be presenting to the commission at the November regular meeting.

Status:

3. Homelessness

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

Unidentified Homeless Youth

Objective: To create multiple food banks across the city of Pasadena and to increase the communication between foster parents and foster children.

Action Items:

- Meet with Pasadena Unified School District, Pasadena City College, and other city officials to implement the food banks
- Hold a subcommittee meeting with representatives for LA County Supervisor Barger to encourage the effective communication of monies and services available for school, housing, and transportation for transitional age youth
- Presentation from Leaders of Change (December 2019)
- 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)
- New presentation from Youth Moving On (March 2020)

Homeless Prevention and Intervention for Adults

Objective: Provide monthly oral and written reports about commission collaboration with agencies working to prevent adults from transitioning into homelessness and intervening with those who are homeless in the following areas:

Action Items:

- Provide reports and invite commissioners to attend Pasadena Partnership meetings
- Participate and give input to the Homeless Plan
- Presentation from Dr. Sofia Herrera and Jennifer O'Reilly-Jones about triggers/factors they have identified that lead to adults transitioning into homelessness (August 2019)
- Participate in the Homeless Count (January 2020)

Continuum of Care & Pasadena Partnership Public/Private Agencies Activities:

Participate in the Faith Community Subcommittee by:

- Participating in outreach forums to the homeless and the community;
- Participate with Pasadena Partnership on the creation of:
 - Tool kit of activities that provide resources to the community; and
 - Information Kit for public awareness.

Participate in Research Subcommittee by:

- Attending meetings to give input on preventing transitioning into homelessness;
- Researching the current use of federal Medi-Cal dollars for intervention service;
- Keeping informed about Measure H funding and other grants for homelessness and staying informed about current federal and state legislation/research on homelessness.

Pasadena Outreach Response Team (PORT) Activities:

- Invite PORT to provide its power point presentation of its strategies and interventions employed to help the homeless (April 2020) in order for the Commission to provide active support and participation in some selected activities.

Real Change Movement

Collaborate with Flintridge Center to help:

- Provide for the homeless with donations made through the meter program.
- Raise awareness about the issues of homelessness within our community.

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)

September 2019:

- Chair Bolton spoke to Dr. Bell at Pasadena City College about opening up a food bank at John Muir High School and is waiting for the MOU to go out to the Pasadena Unified School District
- Commissioner Booker attended various subcommittee meetings of the Pasadena Partnership and suggested that other commissioners also attend these meetings to give their input on the Homeless Plan
- Chair Bolton appointed Commissioner Aragon to serve on the Homelessness adhoc committee.

Status:

4. Intellectual Disabilities – Youth

Lead: **Caldwell**

Objective: Provide access to recreational programs and ensure that youth with intellectual disabilities are fully included in the existing park programs.

Action Items:

- Research Special-Fit program (fitness for diverse needs) to be added to current HSRD programs in parks
- Research existing programming and adding information so that individuals with intellectual disabilities can be fully included
- Share information gathered with the Pasadena community
- Present information that was gathered to the Accessibility and Disability Commission to get their input

July 2019: No update.

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

September 2019: Commissioner Caldwell shared the names she developed (RECREATION4US, FITNESS4US) and a sample program description as a suggestion for the Human Services & Recreation Department to communicate about programs offered to youth with intellectual disabilities.

Status: