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**AGENDA
HUMAN SERVICES COMMISSION
REGULAR MEETING
WEDNESDAY, NOVEMBER 13, 2019**

MEMBERS

Jacques Bolton, Chair, Agency Representative
Joe Ford, Vice-Chair, Agency Representative
Myra Martin Booker, Mayor
Alfred Carr, District 1
Erica Jaramillo, 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) 744-7295 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.

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**AGENDA
HUMAN SERVICES COMMISSION
REGULAR MEETING
WEDNESDAY, NOVEMBER 13, 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 ERICA JARAMILLO (DISTRICT 2)**

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

Please limit comments to 3 minutes per speaker.

- 3. REVIEW AND APPROVAL OF MINUTES, OCTOBER 9, 2019***

- 4. NEW BUSINESS**

INFORMATION ITEM

 - **PRESENTATION ABOUT THE OFFICE OF THE YOUNG CHILD – CRYSTAL O’GRADY (EARLY CHILDHOOD COORDINATOR, LIBRARY AND INFORMATION SERVICES) (30 MINUTES)**

- 5. OLD BUSINESS**

ACTION ITEMS

 - **DISCUSSION ABOUT HOLDING A SPECIAL MEETING AT PASADENA CITY COLLEGE (5 MINUTES)**

 - **COMMISSION WORK PLAN UPDATES AND DISCUSSION* (15 MINUTES)**
 - **OUTREACH (CALDWELL)**
 - **OFFICE OF THE YOUNG CHILD (SISSON)**
 - **HOMELESSNESS (BOLTON, BOOKER)**
 - **INTELLECTUAL DISABILITIES – YOUTH (CALDWELL)**

- 6. COMMENTS AND UPDATES**
 - **COMMENTS FROM CHAIR**

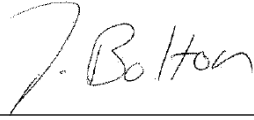
 - **STAFF COMMENTS**

 - **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 7th day of November 2019, by 6:00 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
WEDNESDAY, OCTOBER 9, 2019
6:00 PM
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

COMMISSIONERS PRESENT: Michael Albrecht, Jacques Bolton, Myra Martin Booker, Alfred Carr, Joe Ford, Nasir Rasheed, Ann Rector, Peggy Sisson, Jessica Xie

COMMISSIONERS ABSENT: James Aragon (excused), Leslie Caldwell (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, SEPTEMBER 11, 2019*

After review, it was moved (Sisson) and seconded (Rasheed) to approve the minutes of the September 11, 2019 meeting. (Motion unanimously carried)

4. NEW BUSINESS

▪ **PRESENTATION OF CONSOLIDATED ANNUAL PERFORMANCE & EVALUATION REPORT (CAPER) – RANDY MABSON (HOUSING DEPARTMENT) (10 MINUTES)**

Randy Mabson (Program Coordinator, Housing Department) presented the 2019 Consolidated Annual Performance and Evaluation Report (CAPER) to the commission. Questions and discussion followed.

▪ **PRESENTATION ABOUT TRANSITIONAL AGE YOUTH – COMMISSIONER FORD (10 MINUTES)**

Vice-Chair Ford introduced Stan Rushing and Samuel Gonzalez from Hathaway-Sycamores Child and Family Services who conducted an informational presentation about the Transitional Independent Living Program and resources available through Hathaway-Sycamores in the Pasadena area. Questions followed.

▪ **DISCUSSION ABOUT HOLDING A SPECIAL MEETING AT PASADENA CITY COLLEGE**

This item was tabled to the next regular meeting.

- **DISCUSSION OF INVITING DIANE TREJO TO PRESENT ON THE HOMELESS PLAN**

The commission discussed inviting Diana Trejo to the November-meeting to present the Homelessness Plan. No formal action was taken.

5. OLD BUSINESS

- **COMMISSION WORK PLAN UPDATES AND DISCUSSION* (15 MINUTES)**

After discussion, it was moved (Sisson) and seconded (Ford) to approve the work plan updates and approve Chair Bolton to begin researching if the PUSD Education Center can be used for affordable housing or for permanent supportive housing for the homeless. (Motion unanimously carried)

6. COMMENTS AND UPDATES

- **REPORT FROM CHAIR**

Chair Bolton commented on a student's idea from John Muir High School's Leaders of Change Program to house the homeless in closed school buildings, as well as commented on school closures.

- **STAFF COMMENTS**

Staff (Osborne) made the following comments:

- The Human Services and Recreation Department will look into after school programs and the crossing guard program in relation to schools closing in PUSD and will provide an update.
- Provided information about Art Night on Friday, October 11 taking place from 6:00-10:00 PM; and
- Provided information about the Latino Heritage Parade and Festival taking place on Saturday, October 19, and invited the commission to support the event by having a commissioner volunteer at the commission table.

- **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Booker commented on scheduling a presentation in May 2020 from Dr. Sofia Herrera and Jennifer O'Reilly-Jones about the Homeless Count report, and reminded the commission about the Homelessness In Our Community Town Hall at Rosebud Coffee on Saturday, October 19 from 2:00PM-4:00PM

Commissioner Xie commented on an idea of the Outreach ad hoc committee to communicate the commission's work plan accomplishments to the City Council by working with staff and the Pasadena Citizen Service Center to publish resources available to citizens.

Commissioner Carr commented on creating an app to publish information and bring attention to the work of the commission.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Commissioner Booker's item for the Office of the Young Child and Diana Trejo

8. ADJOURNMENT

It was moved (Carr) and seconded (Ford) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:33 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**, 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 quarterly 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 ad hoc committee and discontinued this item as a goal in the work plan. 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 Pasadena Now articles on the homeless update.

October 2019: The goal was discontinued from the work plan.

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.

October 2019:

- Crystal O'Grady (Office of the Young Child) will be presenting to the commission at the November regular meeting
- Office of the Young Child event (Growing Together PASadena Launch) on Friday, November 15 at La Pintoresca Branch Library

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 an ad hoc committee meeting with representatives from LA County including 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 (February 2020)
- 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 from Youth Moving On (March 2020)
- Presentation from Public Health Department Project Wraparound (April 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:

COMMISSION ACTION PLAN

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 – Information
- Working on a Tool kit of activities that provide resources to the community; and participating in Developing an Information Kit for public awareness.

Participate in Research Subcommittee by:

- Attending meetings to give input on ideas for preventing Homelessness.
- Inviting Dr. Sofia Herrera & Jennifer O'Reilly-Jones to highlight issues of homelessness – comp (August 2019);
- Inviting Diana Trejo to present the draft of the City of Pasadena Homelessness Plan; Critique - Written input
- Providing commission input for development of the Pasadena Homelessness Plan;
 - Participating in the 2020 Homeless count;
 - Inviting Dr. Sofia Herrera and Jennifer O'Reilly-Jones to present Homeless Count results-Information

Pasadena Outreach Response Team (PORT) Activities: (Information)

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

Real Change Movement – Research

Collaborate with Flintridge Center to help:

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

July 2019: No update

August 2019:

- The commission received an informational presentation from Dr. Sofia Herrera and Jennifer O'Reilly-Jones highlighting issues of homelessness
- 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 ad hoc committee.

October 2019:

- Commissioners Bolton, Ford, and Albrecht met with the PCC Vice President and the Principal of John Muir High School at the PCC Northwest Campus and agreed to open a dry goods food bank on the John Muir campus, but needed to meet with the Executive Committee at PCC and follow-up in the near future.
- Commissioner Booker updated the commission on:
 - Inviting Diana Trejo the present at the November meeting;
 - Sending out the Homelessness Plan for the commission to read and provide comments and suggestions to Diana Trejo
 - Sending the organizational chart for the Pasadena Partnership Continuum of Care; and
 - Contacted Daniel Torres at the Flintridge Center about the Real Change Movement work plan item to see how the commission can collaborate with the Flintridge Center.

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 city 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.

October 2019: No update.

Status: