



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, DECEMBER 11, 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.

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) 744-7295 to request use of a listening device.

Language translation services are available for this meeting by calling (626) 744-7295 at least 24 hours in advance.

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.

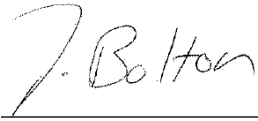
Materials related to an item on this Agenda submitted to the Human Services Commission after distribution of the agenda packet are available for public inspection in the HUMAN SERVICES & RECREATION DEPARTMENT at CITY HALL, 100 North Garfield Ave., ROOM N255 during normal business hours



**AGENDA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
WEDNESDAY, DECEMBER 11, 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, NOVEMBER 13, 2019\***
- 4. NEW BUSINESS**  
**INFORMATION ITEM**
  - **PRESENTATION ON THE HOMELESSNESS PLAN – DIANA TREJO AND JENNIFER O'REILLY-JONES**
- 5. OLD BUSINESS**  
**ACTION ITEM**
  - **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 6<sup>th</sup> day of December 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

**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) 744-7295. 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) 744-7295 at least 24 hours in advance.

Habra servicio de interpretación disponible para éstas juntas llamando al (626) 744-7295 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  
WEDNESDAY, NOVEMBER 13, 2019  
6:00 PM  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Michael Albrecht, James Aragon (6:44 PM arrival), Jacques Bolton, Leslie Caldwell, Alfred Carr, Erica Jaramillo, Nasir Rasheed, Ann Rector, Peggy Sisson, Jessica Xie

**COMMISSIONERS ABSENT:** Myra Martin Booker (excused), Joe Ford (excused)

**STAFF PRESENT:** Lola Osborne, Tamer Sabha

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

Chair Bolton called the meeting to order at 6:05 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

Erica Jaramillo introduced herself as the new Commissioner from District 2 and shared information about her profession.

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

None.

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

After review, it was moved (Rector) and seconded (Sisson) to approve the minutes of the October 9, 2019 meeting. (Motion carried) (Abstain: Jaramillo)

**4. NEW BUSINESS**

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

Crystal O'Grady provided an informational presentation about the Office of the Young Child and Growing Together PASadena. Questions followed.

**5. OLD BUSINESS**

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

The Commission discussed and agreed to hold a special meeting at Pasadena City College on January 8, 2020.

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

After discussion, it was moved (Xie) and seconded (Caldwell) to re-establish the Outreach ad hoc committee. (Motion carried) (Abstain: Aragon)

After discussion, it was moved (Albrecht) and seconded (Aragon) to make suggestions to PUSD about providing homeless services at one or more of their currently or soon to be closed schools. (Motion unanimously carried)

## **6. COMMENTS AND UPDATES**

### **▪ REPORT FROM CHAIR**

Chair Bolton commented on:

- The last meeting with the Homeless ad hoc committee that led to great ideas to present to PUSD;
- Waiting for approval from Pasadena City College (PCC) about the food bank at the PCC Northwest Campus at John Muir High School ;
- Asked the Commission for location recommendations for a day camp for adults with disabilities from the A Step Ahead agency;
- Asked the Commission for a location or entity to refer to a basketball group who wants to host 100 meals for the homeless; and
- Thanked the Commission for their great work with the various ad hoc committees.

### **▪ STAFF COMMENTS**

Staff (Osborne) commented on:

- Asked Commissioners to follow the procedures outlined in the Commission manual which requires Commission approval to act on behalf of the Commission; and
- Councilmember Kennedy's Community Meeting and Turkey Giveaway taking place at Robinson Park Recreation Center tonight until 8:30PM.

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

Commissioner Xie will attend a meeting with Josh McCurry from the Flintridge Center next week to find out what resources are available to the homeless and how the Commission can help fulfill their work plan.

Commissioner Aragon commented that the actor Rufino Romero will be at the Pasadena City College on Tuesday, November 19 from 12:00-1:00PM and his play "Always Running" will be performed at PCC on Tuesday, December 3.

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

None.

## **8. ADJOURNMENT**

It was moved (Sisson) and seconded (Aragon) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:29 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.

November 2019:

- The Commission voted to re-establish the Outreach ad hoc committee.
- Commissioner Caldwell provided an update on contacting Councilmember Kennedy's office about their preferred format for providing Commission updates.
- Commissioner Xie asked the ad hoc committee leads to think about accomplishments in the last quarter, with a deadline at the end of November, to send the one page quarterly news update to their Councilmembers.

---

**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

November 2019: The Commission received an informational presentation from Crystal O'Grady about the Office of the Young Child and Commissioner Sisson will attend the Growing Together PASadena launch event on Friday, November 15.

---

**Status:**

### 3. **Homelessness**

Leads: **Bolton, Booker, Xie**, 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 (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 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 to 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.

November 2019:

- Chair Bolton and Commissioner Albrecht updated the Commission on meeting at Perry's Joint with the Pasadena Unified School District about providing temporary support for homeless youth, on a weekly basis on school grounds, including showers, washing machines, food banks, internet access, and other types of support.
- The Commission voted to approve Chair Bolton and Commissioner Albrecht action items discussed with the Pasadena Unified School District about providing services at one or more of their currently or soon to be closed schools

---

**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.

November 2019: Commissioner Caldwell is continuing to research inclusive programs for youth with intellectual disabilities and will provide an update at the next meeting.

---

**Status:**