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**AGENDA
HUMAN SERVICES COMMISSION
REGULAR MEETING
WEDNESDAY, MARCH 11, 2020**

MEMBERS

Jacques Bolton, Chair, Agency Representative
Joe Ford, Vice-Chair, Agency Representative
Myra Martin Booker, Mayor
Latasha Jamal, 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, PRCS
Tamer Sabha, Recording Secretary

MISSION STATEMENT

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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, MARCH 11, 2020
6:00 PM
JACKIE ROBINSON COMMUNITY CENTER
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

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

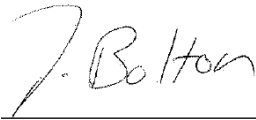
Please limit comments to 3 minutes per speaker
- 3. REVIEW AND APPROVAL OF MINUTES, FEBRUARY 19, 2020***
- 4. NEW BUSINESS**
 - INFORMATION ITEMS**
 - **PRESENTATION ABOUT UNIDENTIFIED HOMELESS YOUTH – CHIEF JOHN PEREZ (PASADENA POLICE)**
 - **PRESENTATION ABOUT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING RECOMMENDATIONS – RANDY MABSON (PROGRAM COORDINATOR, HOUSING)**
 - **PRESENTATION ABOUT PASADENA UNIFIED SCHOOL DISTRICT FAMILIES EXPERIENCING HOUSING INSECURITY – COMMISSIONER ANN RECTOR**
 - ACTION ITEM**
 - **FINALIZE DATE, TIME, AND LOCATION OF ANNUAL MEETING**
- 5. OLD BUSINESS**
 - ACTION ITEM**
 - **COMMISSION WORK PLAN UPDATES AND DISCUSSION* (15 MINUTES)**
 - **OUTREACH (CALDWELL)**
 - **OFFICE OF THE YOUNG CHILD (SISSON)**
 - **HOMELESSNESS (BOLTON)**
 - **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: An opportunity for Public Comment will be provided at the time the above items are discussed.

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, Jackie Robinson Community Center, and a copy was distributed to the Central Library for posting on this 5th day of March 2020, 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
Parks, Recreation and Community Services Department

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DRAFT MINUTES



**CITY OF PASADENA
HUMAN SERVICES COMMISSION
SPECIAL MEETING
WEDNESDAY, FEBRUARY 19, 2020
6:00 PM
1020 NORTH FAIR OAKS AVENUE
PASADENA, CA 91103**

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

COMMISSIONERS ABSENT: James Aragon (unexcused), Leslie Caldwell (unexcused)

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, JANUARY 8, 2020

After review, it was moved (Rector) and seconded (Sisson) to approve the minutes of the January 8, 2020 regular meeting. (Motion unanimously carried)

4. NEW BUSINESS

None

5. OLD BUSINESS

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

Outreach (Caldwell, Xie):

Staff (Osborne) asked Commissioner Xie to write an opening statement to send to the City Council about the newsletter.

Office of the Young Child (Sisson, Bolton):

Chair Bolton asked Commissioner Sisson to provide a list of Early Childhood Hubs for the next meeting. Commissioner Sisson will also work on scheduling a visit to a nearby Early Childhood Hub for Commissioners Albrecht and Ford.

Homelessness (Bolton):

Commissioner Booker asked to be removed as the lead from the Homelessness ad hoc committee.

6. COMMENTS AND UPDATES

▪ **REPORT FROM CHAIR**

None

▪ **STAFF COMMENTS**

Staff (Osborne) commented on:

- Each member of the Commission completed the CDBG Conflict of Interest form;
- The updated community services flyer for the Jackie Robinson Community Center and Villa Parke Community Center;
- That the City Council approved the name change of the Human Services and Recreation Department, which will now be called the Parks, Recreation and Community Services Department;
- The success of the Black History Parade and Festival on Saturday, February 15.

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

Commissioner Booker:

- Recommended to the Chair to appoint a lead for the Homeless Prevention and Intervention for Adults ad hoc committee;
- Asked about name badges for Commissioners and guidelines about when to wear the name badges. Staff (Osborne) provided clarification that name badges are to be worn when officially representing the Commission, and name badges will be ordered for those who do not have one; and
- Asked when the agency representative vacancy on the Commission will be filled.

Commissioner Albrecht thanked the Commission for nominating him to be part of the Community Development Block Grant (CDBG) review ad hoc committee, and would like to request that the Commission recommend to the City Council to make changes in the future to the allocation process of CDBG funds.

7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

None

8. ADJOURNMENT

It was moved (Sisson) and seconded (Ford) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 6:54 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.

December 2019:

- Commissioner Xie will use notes from previous meetings and information submitted the other ad hoc committee leads to create the newsletter.
- Commissioner Caldwell will update District 3 Councilmember Kennedy about what the Commission is working on and submit the information for the newsletter.

January 2020: Commissioners Caldwell and Xie provided an update that a draft of the newsletter has been completed and was sent to Staff (Osborne) for review.

February 2020: Commissioner Xie updated the Commission on completing the newsletter to be a more effective way of sharing the accomplishments of the Human Services Commission with the City Council.

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 Pintaresca 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.

December 2019: Commissioner Sisson provided an update on the successful Growing Together PASadena launch event at La Pintaresca Branch Library on Friday, November 15.

January 2020: Commissioner Sisson provided an update that Crystal O'Grady (Office of the Young Child) will be presenting at the All Children Thrive Pasadena: K-readiness meeting on Wednesday, January 22 at the Central Library.

February 2020:

- Commissioner Sisson attended the All Children Thrive Pasadena: K-readiness meeting on Wednesday, February 22, and also recommended scheduling a future presentation from Crystal O'Grady (Office of the Young Child).
- Staff (Osborne) provided an update that the Early Childhood Hub at Villa Parke Community Center will focus on health and wellness, and will provide an update once it is up and running.

Status:

3. Homelessness

Unidentified Homeless Youth

Leads: **Bolton**, Albrecht, Ford, Rector, Xie,

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 (March 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

Leads: Aragon, Jaramillo, Xie

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 be 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

December 2019: Commissioners Albrecht, Bolton, and Xie met with Shirly Barrett and Miguel Perez from the Pasadena Unified School District (PUSD) on Friday, November 22 about the legalities of providing temporary homeless services and housing on vacant school sites and any obstacles they might encounter.

January 2020:

- Chair Bolton provided an update about Pasadena Unified School District staff to contact regarding the-opening of a dry food bank at John Muir High School.
- Commissioners Albrecht, Bolton, and Xie provided an update on providing temporary support for homeless youth on a weekly basis.
- Staff (Osborne) provided information about funding that may be available with the Pasadena Public Health Department.

February 2020: Chair Bolton updated the Commission on:

- Pasadena Unified School District is considering using closed school sites for as locations to provide homeless resources.
- Will be meeting with William Syms from the Pasadena City College about opening a dry food bank at the Northwest Campus.
- The Homelessness ad hoc committee will have a phone conference on Thursday, February 20 in preparation for a meeting with Bill Huang (Housing Director) to discuss finding a site for temporary showers and meals for the homeless.
- Commissioner Booker asked to be removed as the lead from the Homelessness ad hoc committee.

Status:

4. Intellectual Disabilities – Youth

Lead: **Caldwell**, Jaramillo

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.

December 2019: Commissioner Caldwell is continuing to research inclusive physical fitness and park programs for kids ages 7-13 that are available in Pasadena and how to make those resources more available to the public.

January 2020: Commissioner Caldwell is continuing to work on a summary for this work plan objective.

February 2020: No update.

Status:

**Human Services Commission
Presentation Calendar – FY 2019-2020
(Updated 02/19/20)**

Month	Presentation
July	CDBG update (Randy Mabson)
August	Homelessness (Dr. Sofia Herrera, Jennifer O'Reilly-Jones)
September	Undocumented and LGBTQ Community Members (Commissioner Aragon)
October	Consolidated Annual Performance & Evaluation Report (CAPER) (Randy Mabson), Transitional Age Youth (Commissioner Ford)
November	Office of the Young Child (Crystal O'Grady)
December	Homelessness Plan (Diana Trejo, Jennifer O'Reilly-Jones), Presentation from Learning Works (Mikala Rahn)
January	Conflicts of Interest Presentation (Javan Rad)
February	Presentation from Lutheran Church (to be rescheduled)
March	Unidentified Homeless Youth (Police Chief Perez) P.U.S.D Families Experiencing Housing Insecurity (Commissioner Rector) Community Development Block Grant (CDBG) Funding Recommendations (Randy Mabson)
April	Pasadena Outreach Response Team (PORT) Transitional Age Youth (Pasadena Public Health) Presentation from Youth Moving On
May	Homeless Count Report (Dr. Sofia Herrera, Jennifer O'Reilly-Jones)
June	Annual Meeting