



**SPECIAL MEETING  
HUMAN SERVICES COMMISSION  
Wednesday, July 8, 2020  
6:00 P.M.**

**MEMBERS**

Jacques Bolton, Chair, Agency Representative  
Joe Ford, Vice-Chair, Agency Representative  
Vacant, Mayor  
Latasha Jamal, District 1  
Erica Jaramillo, District 2  
Jamie Wright, District 3  
Nasir Rasheed, District 4  
Peggy Sisson, District 5  
Michael Albrecht, District 6  
Jessica Xie, District 7  
James Aragon, Pasadena City College  
Vacant, Pasadena Unified School District  
Vacant, Agency Representative

**STAFF**

Lola Osborne, Deputy Director  
Tamer Sabha, Recording Secretary

Human Services Commission meetings are held on the 2<sup>nd</sup> Wednesday of each month.

Agendas and related documents are available for public review on the City website at: <https://www.cityofpasadena.net/commissions/human-services-commission>

*To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Providing at least 72-hour advance notice will help ensure availability.*

*Language translation services may also be requested with 72-hour advance notice by calling (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net). Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-7295.*

## **PUBLIC PARTICIPATION**

PURSUANT TO EXECUTIVE ORDER N-29-20 ISSUED BY GOVERNOR GAVIN NEWSOM ON MARCH 17, 2020, THE FOLLOWING MEETING WILL TAKE PLACE **SOLELY BY TELECONFERENCE/VIDEOCONFERENCE.**

MEMBERS OF THE PUBLIC MAY PARTICIPATE ELECTRONICALLY IN THE OPEN SESSION PORTION OF THE MEETING.

ACCESS TO THE MEETING IS AS FOLLOWS:

**Video Conference:** <https://us02web.zoom.us/j/84570156318>

**OR**

**Phone:** 1 (669) 900-6833 - Webinar ID: 845 7015 6318

## **PUBLIC COMMENT INSTRUCTIONS**

If you wish to provide comment, you may do so as follows:

**1. ADVANCE CORRESPONDENCE, TO BECOME PART OF THE RECORD:**

Submit public comment of any length to [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net) prior to the meeting day. Please be aware that, while these comments will be provided to the members of the body and will become part of the meeting record, they will not be read aloud.

**2. COMMENTS TO BE READ ALOUD AT THE MEETING:**

Submit public comment of up to 200 words regarding items on the agenda to: <https://www.cityofpasadena.net/commissions/public-comment/>. The body reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All comments in their entirety will become part of the meeting record.

Public comments will be limited to matters on this agenda.

If you need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act because you are unable to participate electronically as set forth above, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-7295 or [tsabha@cityofpasadena.net](mailto:tsabha@cityofpasadena.net).



**AGENDA**  
**SPECIAL MEETING**  
**HUMAN SERVICES COMMISSION**  
**Wednesday, July 8, 2020**  
**6:00 P.M.**

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

**2. WELCOME**

- WELCOME TO NEW COMMISSIONERS LATASHA JAMAL (DISTRICT 1) AND JAMIE WRIGHT (DISTRICT 3)

**3. APPROVAL OF MINUTES**

- MARCH 11, 2020\*

**4. NEW BUSINESS**

**INFORMATION ITEM**

- RECOMMEND APPROVAL FOR PY20-21 PASADENA ASSISTANCE FUND (PAF) AND COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AWARD RECOMMENDATIONS – RANDY MABSON (PROGRAM COORDINATOR, HOUSING)

**ACTION ITEMS**

- RECOMMEND SUBMITTAL OF THE HOMELESSNESS ADHOC COMMITTEE'S TEMPORARY HOUSING PLAN TO CITY STAFF FOR REVIEW
- ESTABLISH A NOMINATING COMMITTEE FOR FY 2020-2021 COMMISSION OFFICERS

**5. OLD BUSINESS**

**ACTION ITEM**

- COMMISSION WORK PLAN UPDATES AND DISCUSSION\*
  - OUTREACH (XIE)
  - OFFICE OF THE YOUNG CHILD (SISSON)
  - HOMELESSNESS (BOLTON)
  - INTELLECTUAL DISABILITIES – YOUTH (TBD)

**6. COMMENTS AND UPDATES**

- COMMENTS FROM CHAIR

- STAFF COMMENTS
- COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

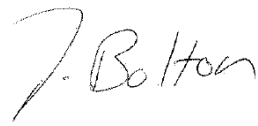
**7. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS**

**8. ADJOURNMENT**

\*Attachment

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.

POSTING STATEMENT: I HEREBY CERTIFY that this Agenda, in its entirety was posted on the City Council Chamber Bulletin Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 2<sup>nd</sup> day of July 2020, by 5:30 p.m. The agenda may be viewed at the City's website at: [www.cityofpasadena.net/commissions/human-services-commission](http://www.cityofpasadena.net/commissions/human-services-commission).



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Jacques Bolton, Chair  
Human Services Commission



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Tamer Sabha, Recording Secretary



**\*DRAFT MINUTES\***

**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
REGULAR MEETING  
WEDNESDAY, MARCH 11, 2020  
6:00 PM  
1020 NORTH FAIR OAKS AVENUE  
PASADENA, CA 91103**

**COMMISSIONERS PRESENT:** Michael Albrecht, James Aragon, Jacques Bolton, Joe Ford, Nasir Rasheed, Ann Rector, Peggy Sisson

**COMMISSIONERS ABSENT:** Myra Martin Booker (excused), Leslie Caldwell (excused), Latasha Jamal (excused), Erica Jaramillo (excused), Jessica Xie (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.

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

None

**3. REVIEW AND APPROVAL OF MINUTES, FEBRUARY 19, 2020\***

After review, it was moved (Rector) and seconded (Albrecht) to approve the minutes of the February 19, 2020 regular meeting. (Motion carried) (Abstain: Aragon)

**4. NEW BUSINESS**

▪ **PRESENTATION ABOUT UNIDENTIFIED HOMELESS YOUTH – CHIEF JOHN PEREZ (PASADENA POLICE)**

This item was tabled to a future meeting.

▪ **PRESENTATION ABOUT COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDING RECOMMENDATIONS – RANDY MABSON (PROGRAM COORDINATOR, HOUSING)**

This item was tabled to the April meeting.

▪ **PRESENTATION ABOUT PASADENA UNIFIED SCHOOL DISTRICT FAMILIES EXPERIENCING HOUSING INSECURITY – COMMISSIONER ANN RECTOR**

The Commission received an informational presentation about the Pasadena Unified School District Families In Transition (FIT) program for families

experiencing housing insecurity and homelessness. Questions from the Commission followed.

The Commission requested a tour of the Pasadena Unified School District Center for Student and Family Services, which houses the Families In Transition (FIT) program.

▪ **FINALIZE DATE, TIME, AND LOCATION OF ANNUAL MEETING**

The Commission discussed holding their annual meeting at the Robinson Park Recreation Center on Saturday, June 20 beginning at 1:00 PM.

**5. OLD BUSINESS**

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

The Commission provided updates to the work plan for FY 2019-2020.

**6. COMMENTS AND UPDATES**

▪ **REPORT FROM CHAIR**

Chair Bolton commented on the stakeholders' (Pasadena Unified School District, Pasadena City College, members of the City Council) interest in providing homeless resources at closed school sites.

▪ **STAFF COMMENTS**

Staff (Osborne) commented on:

- Providing information from the City Manager and Public Health Department about COVID-19 and extra precautions that have been taken:
  - o Extra cleaning and sanitizing by housekeeping staff
  - o Extra cleaning supplies at recreation and community centers
  - o Cancelling city events and permitted events
  - o Listing of cancelled events available on the Parks, Recreation and Community Services Department website
  - o Will continue to hold Commission meetings until further notification and will consider safe distancing for Commissioners and the public
  - o Will send out further information once it is available
- Provided information about the Summer ROSE program, with 165 spaces available, and the application being available online

▪ **COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS**

None

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

- Presentation from Chief Perez about unidentified homeless youth (May meeting)
- Presentation from Randy Mabson about Community Development Block Grant (CDBG) funding recommendations (April meeting)
- Tour of Pasadena Unified School District Center for Student and Family Services and Families In Transition (FIT) program

## **8. ADJOURNMENT**

It was moved (Sisson) and seconded (Ford) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:20 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.

March 2020: No update.

April – June 2020: No update due to meeting cancellations pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020.

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**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.

December 2019: Commissioner Sisson provided an update on the successful Growing Together PASadena launch event at La Pintoresca 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.

March 2020:

- Commissioner Sisson informed the Commission that Crystal O’Grady (Office of the Young Child) will be leaving her position with the City of Pasadena.
- The Commission requested that Staff (Osborne) contact Michelle Perera (Director, Libraries and Information Services) to ask if the vacant position will be filled temporarily until a replacement is found.

April – June 2020: No update due to meeting cancellations pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020.

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**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 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.

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.

March 2020:

- Chair Bolton updated the Commission that members of the ad hoc committee are planning to meet with Vice-Mayor Hampton and Councilmember Kennedy individually to discuss youth homelessness, and the Homelessness ad hoc committee will have a planning meeting on Monday, March 16.

- Chair Bolton informed the Commission that he spoke to William Syms from Pasadena City College Wednesday, March 11 about opening a dry food bank on the Pasadena City College Northwest Campus.

April – June 2020: No update due to meeting cancellations pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020.

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**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.

March 2020: No update.

April – June 2020: No update due to meeting cancellations pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020.

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**Status:**