



**SPECIAL MEETING
HUMAN SERVICES COMMISSION
Wednesday, September 9, 2020
6:00 P.M.**

MEMBERS

Jacques Bolton, Chair, Agency Representative
Joe Ford, Vice-Chair, Agency Representative
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
Vacant, Mayor

STAFF

Lola Osborne, Deputy Director
Tamer Sabha, Recording Secretary

Human Services Commission meetings are held on the 2nd 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. 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. 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/81102172401>

OR

Phone: 1 (669) 900-6833 - Webinar ID: 811 0217 2401

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 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.



**DRAFT AGENDA
SPECIAL MEETING
HUMAN SERVICES COMMISSION
Wednesday, September 9, 2020
6:00 P.M.**

1. CALL TO ORDER; ROLL CALL

2. APPROVAL OF MINUTES

- AUGUST 12, 2020*

3. NEW BUSINESS

ACTION ITEMS

- ELECTION OF COMMISSION OFFICERS FOR FY 2020-2021
- REVIEW AND APPROVAL OF FINAL COMMISSION WORK PLAN FOR FY 2020-2021*

INFORMATION ITEM

- DISCUSSION AND UPDATE FROM THE HOMELESS ADHOC COMMITTEE

4. OLD BUSINESS

- NONE

5. COMMENTS AND UPDATES

- COMMENTS FROM CHAIR
- COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS
- STAFF COMMENTS

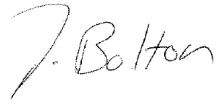
6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

7. 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 3rd day of September 2020, by 5:30 p.m. The agenda may be viewed at the City's website at: www.cityofpasadena.net/commissions/human-services-commission.



Jacques Bolton
Jacques Bolton, Chair
Human Services Commission



Tamer Sabha
Tamer Sabha, Recording Secretary

DRAFT MINUTES



**CITY OF PASADENA
HUMAN SERVICES COMMISSION
SPECIAL ANNUAL MEETING
Wednesday, August 12, 2020
5:00 P.M.**

COMMISSIONERS PRESENT: Michael Albrecht, James Aragon, Jacques Bolton, Joe Ford, Latasha Jamal, Erica Jaramillo, Nasir Rasheed, Peggy Sisson, Jamie Wright, Jessica Xie

COMMISSIONERS ABSENT: None

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; ROLL CALL

Chair Bolton called the meeting to order at 5:04 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. APPROVAL OF MINUTES

After review, it was moved (Albrecht) and seconded (Sisson) to approve the minutes of the July 8, 2020 special meeting with the edit to the minutes stated below. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Bolton	X
Ford	X
Jamal	X
Jaramillo	X
Wright	X
Rasheed	X
Sisson	X
Albrecht	X
Xie	X
Aragon	X

Correction to minutes:

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

Commissioner Wright recommended that going forward, that CDBG funds that are not awarded, be allocated to organizations that have applied for funding and not be awarded to Public Works Department for other projects.

After discussion, it was moved (Albrecht) and seconded (Ford) to approve the staff award recommendations for the PY 2020-2021 Community Development Block Grant (CDBG). (Motion carried) (Abstain: Rasheed)

COMMISSIONER	IN FAVOR	ABSTAIN
Bolton	x	
Ford	x	
Jamal	x	
Jaramillo	x	
Wright	x	
Rasheed		x
Sisson	x	
Albrecht	x	
Xie	x	
Aragon	x	

3. NEW BUSINESS

- RECOMMEND SUBMITTAL OF THE HOMELESSNESS ADHOC COMMITTEE'S TEMPORARY HOUSING PLAN TO CITY STAFF FOR REVIEW – COMMISSIONERS XIE, ALBRECHT, AND BOLTON
Chair Bolton tabled the agenda item until a future meeting.

- REVIEW AND APPROVAL OF COMMISSION ATTENDANCE FOR FY 2019-2020
After discussion, it was moved (Aragon) and seconded (Sisson) to approve the Commission Attendance record for FY 2020-2021. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Bolton	x
Ford	x
Jamal	x
Jaramillo	x
Wright	x
Rasheed	x
Sisson	x
Albrecht	x
Xie	x
Aragon	x

- REVIEW AND APPROVAL OF YEAR END REPORT OF ACCOMPLISHMENTS FOR FY 2019-2020

After discussion, it was moved (Jaramillo) and seconded (Ford) to approve the Annual Report of Accomplishments for FY 2019-2020. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Bolton	X
Ford	X
Jamal	X
Jaramillo	X
Wright	X
Rasheed	X
Sisson	X
Albrecht	X
Xie	X
Aragon	X

- REPORT FROM NOMINATING COMMITTEE FOR RECOMMENDED FY 2020-2021 COMMISSION OFFICERS

The Nominating Committee reported that Commissioners Aragon and Xie were interested in serving as Chair, and Commissioner Albrecht was interested in serving as Vice-Chair for FY 2020-2021.

- ELECTION OF COMMISSION OFFICERS FOR FY 2020-2021
Continued to the next Commission meeting.

- ESTABLISH COMMISSION WORK PLAN FOR FY 2020-2021
The Commission discussed the draft work plan for FY 2020-2021.

4. OLD BUSINESS

- NONE

5. COMMENTS AND UPDATES

- COMMENTS FROM CHAIR

Chair Bolton thanked the Commission for their work in his last two years serving as Chair and stressed the importance of the work of ad hoc committees and their updates during meetings. Chair Bolton also commented that the New Revelation Baptist Church is serving meals for those in need Monday to Friday from 11:00am-12:00pm.

- STAFF COMMENTS

Staff (Osborne) updated the Commission on staff roles.

- COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

Commissioner Xie made the following comments:

- Asked staff if Asian Pacific Islander (API) information can be posted on the City of Pasadena website. Staff (Osborne) requested the information be sent for approval;
- Requested a copy of the City Commissioner Handbook. Staff (Osborne) will send the Human Services Commission Rules and Regulations and Municipal Code (Chapter 2.86 – Human Services Commission) and;
- Asked if all Commission Chairs and Vice-Chairs from the Parks, Recreation and Community Services Department can meet once a quarter to discuss their work plans. Staff (Osborne) informed that all Commission work plans will be shared with each Commission once they are finalized and approved.

Commissioner Aragon announced that the position of Chief Diversity Officer at Pasadena City College (PCC) is still open and the job posting is available online at the PCC website, and thanked Chair Bolton and Vice-Chair Ford for their leadership this year.

6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

None

7. ADJOURNMENT

It was moved (Wright) and seconded (Aragon) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 7:04 PM.

**CITY OF PASADENA HUMAN SERVICES COMMISSION
DRAFT WORK PLAN: 8/1/20 - 6/30/21**

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:

1.	<p>LGBTQ+ - Health and Human Services to our Constituents</p> <p>Objective: Provide better access to LGBTQ+ health and human services for the City of Pasadena.</p> <p>Action Items:</p> <ul style="list-style-type: none">- Research current data before developing objectives- Contact Pasadena Public Health Department regarding current program for LGBTQ+ <p>Leads: Aragon, Xie</p> <hr/> <p>Work Plan Updates:</p>
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<p>2.</p>	<p>Camp for Children with Intellectual Disabilities</p> <p>Objective: Create a more inclusive camp or recreational services for youth with intellectual disabilities.</p> <p>Action Items:</p> <ul style="list-style-type: none">- Provide information on current City of Pasadena programs for youth with disabilities- Contact the Accessibility and Disability Commission on related work plan items <p>Lead: Xie</p> <hr/> <p>Work Plan Updates:</p>
<p>3.</p>	<p>Equity, Diversity, and Inclusion (EDI) – Services</p> <p>Objective: Ensuring equity, diversity, and inclusion in the City of Pasadena.</p> <p>Action Items:</p> <ul style="list-style-type: none">- Examine EDI in relation to the delivery of human services within the City of Pasadena- Staff to provide data on City of Pasadena programs related to human services <p>Leads: Aragon, Wright, Jaramillo</p> <hr/> <p>Work Plan Updates:</p>

<p>4.</p>	<p>Mentoring for Young Women of Color</p> <p>Objective: Fill in the gap to ensure that young women are exposed and enlightened to opportunities and resources that can assist in changing their trajectory.</p> <p>Action Items:</p> <ul style="list-style-type: none">- Research the need for mentoring young women of color- Contact the Commission on the Status of Women on related work plan items <p>Leads: Jamal, Jaramillo</p> <hr/> <p>Work Plan Updates:</p>
<p>5.</p>	<p>Office of the Young Child</p> <p>Objective: To inform the commission on the progress and accomplishments of the Office of the Young Child.</p> <p>Action Items:</p> <ul style="list-style-type: none">- To provide information about Growing Together PASadena <p>Lead: Sisson</p> <hr/> <p>Work Plan Updates:</p>

6.

Homelessness

Objective: To support local agencies that advocate for the procurement of temporary and permanent housing for the homeless population.

Action Items:

Leads: Bolton, Albrecht, Ford, Xie

Work Plan Updates:

DRAFT