



**SPECIAL MEETING
HUMAN SERVICES COMMISSION
Wednesday, October 14, 2020
6:00 P.M.**

MEMBERS

Jessica Xie, Chair, District 7
Michael Albrecht, Vice-Chair, District 6
Latasha Jamal, District 1
Erica Jaramillo, District 2
Jamie Wright, District 3
Nasir Rasheed, District 4
Peggy Sisson, District 5
Jacques Bolton, Agency Representative
Joe Ford, Agency Representative
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/88584243292>

OR

Phone: 1 (669) 900-6833 - Webinar ID: 885 8424 3292

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.



**AGENDA
SPECIAL MEETING
HUMAN SERVICES COMMISSION
Wednesday, October 14, 2020
6:00 P.M.**

1. **CALL TO ORDER; ROLL CALL**
2. **APPROVAL OF MINUTES**
 - SEPTEMBER 9, 2020*
3. **NEW BUSINESS**
 - INFORMATION ITEM**
 - REVIEW HUMAN SERVICES COMMISSION PRESENTATION CALENDAR FOR FY 2019-2020
 - ACTION ITEM**
 - APPOINT PARLIAMENTARIAN FOR FY 2020-2021
4. **OLD BUSINESS**
 - ACTION ITEM**
 - COMMISSION WORK PLAN UPDATES AND DISCUSSION*
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 and will be heard at the time the item is considered.

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 8th day of October 2020, by 5:30 p.m. The agenda may be viewed at the City's website at: www.cityofpasadena.net/commissions/human-services-commission.



Jessica Xie, Chair
Human Services Commission



Tamer Sabha, Recording Secretary

DRAFT MINUTES



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

COMMISSIONERS PRESENT: Michael Albrecht, James Aragon (joined at 6:05pm), Jacques Bolton, Joe Ford, Erica Jaramillo, Nasir Rasheed, Peggy Sisson, Jessica Xie

COMMISSIONERS ABSENT: Latasha Jamal (excused), Jamie Wright (excused)

STAFF PRESENT: Lola Osborne, Tamer Sabha

1. CALL TO ORDER; ROLL CALL

Chair Bolton called the meeting to order at 6:03 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 (Rasheed) to approve the minutes of the August 12, 2020 special meeting. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Bolton	X
Ford	X
Jaramillo	X
Rasheed	X
Albrecht	X
Xie	X
Aragon	X

3. NEW BUSINESS

▪ **ELECTION OF COMMISSION OFFICERS FOR FY 2020-2021**

After discussion, it was moved (Albrecht) and seconded (Xie) to elect Commissioner Aragon as Chair for FY 2020-2021. (Motion failed)

COMMISSIONER	IN FAVOR	OPPOSED
Bolton		X
Ford		X
Jaramillo		X
Rasheed		X
Albrecht		X
Xie		X
Aragon	X	

After discussion, it was moved (Aragon) and seconded (Jaramillo) to elect Commissioner Xie as Chair for FY 2020-2021. (Motion carried)

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

After discussion, it was moved (Aragon) and seconded (Xie) to elect Commissioner Albrecht as Vice-Chair for FY 2020-2021. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Bolton	x
Ford	x
Jaramillo	x
Rasheed	x
Albrecht	x
Xie	x
Aragon	x

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

After discussion, it was moved (Aragon) and seconded (Ford) to approve the work plan for FY 2020-2021. (Motion unanimously carried)

COMMISSIONER	IN FAVOR
Bolton	x
Ford	x
Jaramillo	x
Rasheed	x
Albrecht	x
Xie	x
Aragon	x

- **DISCUSSION AND UPDATE FROM THE HOMELESS AD HOC COMMITTEE**
Commissioner Xie provided an update and the Homeless ad hoc committee will meet with city staff on Thursday, September 10 to present the temporary shelter proposal and receive feedback.

4. OLD BUSINESS

- None

5. COMMENTS AND UPDATES

▪ COMMENTS FROM CHAIR

Chair Bolton thanked the Commission for their work this year-

▪ COMMENTS AND ANNOUNCEMENTS FROM COMMISSIONERS

Commissioner Jaramillo commented on the procedure for contacting staff for request.

Commissioner Aragon asked Staff (Osborne) for information about the fencing at Victory Park, as well as commented on the current recruitment at Pasadena City College for Chief Diversity Officer. Staff (Osborne) clarified that fences were put up at multiple parks due to reseeding the fields.

▪ STAFF COMMENTS

Staff (Osborne) commented on the Commissioner Orientation Manual that was emailed earlier in the week to the Commission and to contact her with any questions.

6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

- Review the FY 2019-2020 presentation calendar and add presenters for FY 2020-2021

7. ADJOURNMENT

It was moved (Ford) and seconded (Aragon) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 7:27 PM.

Human Services Commission FY2019-2020 Presentations

July 2019 – CDBG update (Randy Mabson)

August 2019 – Homelessness (Dr. Sofia Herrera, Jennifer O'Reilly-Jones)

September 2019 – Undocumented and LGBTQ Community Members (Commissioner James Aragon)

October 2019 – Consolidated Annual Performance & Evaluation Report (CAPER) (Randy Mabson), Transitional Age Youth (Commissioner Joe Ford)

November 2019 – Office of the Young Child (Crystal O'Grady)

December 2019 – Homelessness Plan (Diana Trejo, Jennifer O'Reilly-Jones), Presentation from Learning Works (Mikala Rahn)

January 2020 – Conflicts of Interest Presentation (Javan Rad)

March 2020 – P.U.S.D Families Experiencing Housing Insecurity (Commissioner Ann Rector)

July 2020 - Recommend Approval for PY 20-21 Pasadena Assistance Fund (PAF) and Community Development Block Grant (CDBG) Award Recommendations (Randy Mabson)

Presentations on the Calendar, but did not Present:

- Unidentified Homeless Youth (Police Chief Perez)
- Youth Moving On
- Pasadena Outreach Response Team (PORT)
- Transitional Age Youth (Pasadena Public Health)
- Homeless Count Report (Dr. Sofia Herrera, Jennifer O'Reilly-Jones)

**CITY OF PASADENA HUMAN SERVICES COMMISSION
WORK PLAN: 08/01/20 - 06/30/21**

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:

<p>1. 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>Leads: Aragon, Xie</p> <p>Action Items:</p> <ul style="list-style-type: none">• Research current data.• Contact Pasadena Public Health Department regarding current program for LGBTQ+ residents.• Make LGBTQ+ resources available on the City of Pasadena website.• Interview residents that identify as LGBTQ+ regarding resource gap.• Contact PUSD to examine LGBTQ+ inclusive curriculum. <hr/> <p>Work Plan Updates:</p> <p>August 2020: The Commission established a draft of the FY20-21 work plan.</p> <p>September 2020:</p>
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	<ul style="list-style-type: none"> • Commissioner Xie talked about her conversation with Public Health staff. • Follow up with PUSD on services offered. • Chair Bolton offered information regarding PUSD services on campus.
<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>Lead: Xie</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. • Contact PRCS Staff (Erik Lomeli) to discuss recreational services. • Support PRCS in enhancing public communication to promote inclusivity and equity in public recreational programs. <hr/> <p>Work Plan Updates:</p> <p>August 2020: The Commission established a draft of the FY20-21 work plan.</p> <p>September 2020:</p> <ul style="list-style-type: none"> • Commissioner Xie is to contact the Chair of the Accessibility and Disability Commission regarding services. • Staff (Osborne) offered to send a copy of the PRCS brochure which illustrates the Adaptive program classes.
<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>Leads: Aragon, Wright, Jaramillo</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 (budget) on City of Pasadena programs related to human services.

	<hr/> <p>Work Plan Updates:</p> <p>August 2020: The Commission established a draft of the FY20-21 work plan.</p> <p>September 2020: Staff (Osborne) committed to providing budget for the PRCS department.</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>Leads: Jamal, Jaramillo</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. <hr/> <p>Work Plan Updates:</p> <p>August 2020: The Commission established a draft of the FY20-21 work plan.</p> <p>September 2020: The Commission approved the work plan for FY 2020-2021.</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>Lead: Sisson</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Provide information about Growing Together PASadena. <hr/>

	<p>Work Plan Updates:</p> <p>August 2020: The Commission established a draft of the FY20-21 work plan.</p> <p>September 2020: Staff (Osborne) provided information on the August meeting for Growing Together PASadena sponsored by Pacific Clinics.</p>
<p>6.</p>	<p>Homelessness</p> <p>Objective: To support local agencies that advocate for the procurement of temporary and permanent housing for the homeless population.</p> <p>Leads: Bolton, Albrecht, Ford, Xie</p> <p>Action Items:</p> <ul style="list-style-type: none"> • Meet with city staff to get input on items on possible proposal for transitional housing. • Provide data to the City Council for the procurement of transitional housing. <hr/> <p>Work Plan Updates:</p> <p>August 2020: The Commission established a draft of the FY20-21 work plan.</p> <p>September 2020: The Homeless ad hoc committee will meet with city staff on Thursday, September 10 to present the temporary shelter proposal and receive feedback.</p>