



**SPECIAL MEETING  
HUMAN SERVICES COMMISSION  
Wednesday, December 9, 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  
Ana Maria Apodaca, 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 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/83743900945>

**OR**

**Phone:** 1 (669) 900-6833 - Webinar ID: 837 4390 0945

## **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, December 9, 2020  
6:00 P.M.**

1. **CALL TO ORDER; ROLL CALL**
2. **APPROVAL OF MINUTES**
  - NOVEMBER 17, 2020\*
3. **NEW BUSINESS**
  - INFORMATION ITEMS**
    - PRESENTATION FROM LEARNING WORKS CHARTER SCHOOL ABOUT THEIR WRAPAROUND SERVICES FOR STUDENTS – MIKALA RAHN (CEO, LEARNING WORKS)
    - REVIEW OF PROPOSED MINOR MODIFICATIONS TO THE HUMAN SERVICES COMMISSION RULES AND REGULATIONS – LOLA OSBORNE (STAFF, DEPUTY DIRECTOR)\*
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 7<sup>th</sup> day of December 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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Jessica Xie, Chair  
Human Services Commission



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Tamer Sabha, Recording Secretary

**\*DRAFT MINUTES\***



**CITY OF PASADENA  
HUMAN SERVICES COMMISSION  
SPECIAL MEETING  
Tuesday, November 17, 2020  
4:00 P.M.**

**COMMISSIONERS PRESENT:** Ana Maria Apodaca, James Aragon, Michael Albrecht, Jacques Bolton, Joe Ford, Latasha Jamal (joined at 4:12pm, departed at 4:30pm), Erica Jaramillo, Nasir Rasheed, Jamie Wright (joined at 4:03pm), Jessica Xie

**COMMISSIONERS ABSENT:** Peggy Sisson

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

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

Chair Xie called the meeting to order at 4:01 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

**2. WELCOME**

- **WELCOME TO NEW COMMISSIONER ANA MARIA APODACA (PASADENA UNIFIED SCHOOL DISTRICT REPRESENTATIVE)**  
The Commission welcomed Ana Maria Apodaca, the representative from the Pasadena Unified School District, who shared her background and experience.

**3. APPROVAL OF MINUTES**

After review, it was moved (Albrecht) and seconded (Wright) to approve the minutes of the October 14, 2020 special meeting. (Motion carried) (Abstain: Apodaca, Jaramillo)

<b>COMMISSIONER</b>	<b>IN FAVOR</b>	<b>ABSTAIN</b>
Xie	X	
Albrecht	X	
Jaramillo		X
Wright	X	
Rasheed	X	
Bolton	X	
Ford	X	
Aragon	X	
Apodaca		X

#### **4. NEW BUSINESS**

- **PRESENTATION FROM FRIENDS IN DEED ON HOMELESS EFFORTS – RABBI JOSHUA GRATER (EXECUTIVE DIRECTOR, FRIENDS IN DEED)**  
The Commission received a presentation from Friends In Deed on their programs, which include: Homeless Prevention, Food Pantry, The Women’s Room, Pantry Gap Program, Street Outreach, and Bad Weather Shelter. Questions from the Commission followed.
  
- **DISCUSS THE PROCESS FOR MODIFICATION OF THE COMMISSION RULES AND REGULATIONS – STAFF (LOLA OSBORNE)**  
Staff (Osborne) shared information about the process for modifying the Human Services Commission rules and regulations in an effort to coordinate it with the Pasadena Municipal Code Chapter 2.86 (Human Services Commission).

The Commission will receive the proposed modifications at the December meeting, which will be attended by the City Attorney to answer any questions, and the Commission will vote to approve the modifications at the January meeting.

#### **5. OLD BUSINESS**

- **REVIEW HUMAN SERVICES COMMISSION PRESENTATION CALENDAR FOR FY 2020-2021**  
The Commission discussed the presentation calendar for FY 2020-2021 and requested the following presenters to staff:

November 2020: Friends In Deed (Rabbi Joshua Grater)  
December 2020: Learning Works, Union Station Homeless Services  
January 2021: CDBG (Randy Mabson), CDBG Awardees (1 of 3)  
February 2021: CDBG Awardees (2 of 3), CDBG Awardees (3 of 3)  
March 2021: Office of the Young Child, Pasadena Police Department, TAYLink (Public Health Department)  
April 2021: San Gabriel Valley LGBTQ Center, El Centro, QUEST Center (Pasadena City College)  
May 2021: Innovate Pasadena, Idealab  
June 2021: Annual Meeting

- **COMMISSION WORK PLAN UPDATES AND DISCUSSION**  
The Commission discussed updates to the FY 2020-2021 work plan.
  
- **STAFF REQUEST TO REORGANIZE WORK PLAN ITEMS**  
Staff (Osborne) recommended that the Commission reorganize FY 2020-2021 work plan objectives and move the completed item (Camp for Children with Intellectual with Disabilities) to the end, and also recommended assigning a lead Commissioner for each objective.

The Commission agreed to reorganize the order of the work plan objectives and will designate lead Commissioners during their next ad hoc committee meetings to share at the Commission meeting in December.

Updated Work Plan Objectives:

1. LGBTQ+ - Health and Human Services for our Constituents
2. Equity, Diversity, and Inclusion (EDI) – Services
3. Mentoring for Young Women of Color
4. Office of the Young Child
5. Homelessness
6. Camp for Children with Intellectual Disabilities

## **6. COMMENTS AND UPDATES**

### **▪ COMMENTS FROM CHAIR**

Chair Xie asked that ad hoc committees meet twice a month in order to provide work plan updates and commented on the Commission's current agency representative vacancy.

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

Commissioner Aragon asked for clarification regarding the agency representative vacancy and announced that the Chief Diversity Officer position at Pasadena City College has been filled.

### **▪ STAFF COMMENTS**

Staff (Osborne) provided the following comments:

- Asked if staff can share ad hoc committee members' contact phone numbers and email addresses with members of the same ad hoc committee; and
- Asked the Commission to share any comments about PRCS Commission work plans by email to Staff (Osborne).

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

- None

## **8. ADJOURNMENT**

It was moved (Aragon) and seconded (Ford) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 5:21 PM.

The following rules were adopted by the Human Services Commission ~~XXXXXXXXXX~~ ~~in 1993~~ ~~(OL1)~~, for the conduct of its business consistent with the Pasadena Municipal Code, and amended on ~~July 21, 2003~~ Month, Day, 2021.

## RULES AND REGULATIONS

### ARTICLE I

#### NAME

The name of this advisory body is the Human Services Commission.

### ARTICLE II

#### PURPOSE

SECTION 1. The purposes and function of this Commission is to advise and make recommendations to the council regarding the human service needs of people of all ages in this community. This 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. This commission is established to respond to significant unmet human service needs and gaps as identified in such documents as the ~~Policy on Children, Youth and Families; Quality of Life Index; Early Child Development Policy; Needs Assessment; Children's Scorecard,~~ and related materials. ~~are as set forth in Chapter 2.86 of the Pasadena Municipal Code, or as thereafter amended.~~

### ARTICLE III

#### MEMBERSHIP

SECTION 1. The membership of this commission shall be limited to thirteen (13) members.

SECTION 2. Members shall be appointed in conformity with applicable provisions of Chapter 2.86.030, Title 2 of the Pasadena Municipal Code. With respect to the Appointment of human services agencies members, the following procedures shall be followed:

Commission shall mail applications to the human services agencies; after these applications are returned to the city, they shall be forwarded to the full commission which shall review the



proposal and forward a final recommendation to the City Council for ratification.

SECTION 3. Any member desiring to resign from the commission shall submit his/her resignation in writing to the chair of the commission and to the person who appointed and/or nominated the member to the commission, or his/her successor.

SECTION 4. Any member with three consecutive unexcused absences may be removed from the commission. The chair of the commission ~~may is empowered to~~ excuse absences ~~for good cause~~. A member must notify chair and staff in advance of absence or absence is unexcused. should advise the chair in advance of any anticipated absence from a scheduled meeting within 24 hours of that meeting.

SECTION 5. Absent members cannot vote by proxy on issues before the commission at scheduled meetings.

SECTION 6. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.86 of the Pasadena Municipal Code relating to this commission.

SECTION 7. Each member has the right:

- a. To receive timely notice of all meetings with accompanying documents;
- b. To receive a copy of the minutes prior to approval;
- c. To make motions or to second them;
- d. To debate motions;
- e. To vote on motions except in the case of a conflict of interest;
- f. To hold office on the commission; and
- g. To make recommendations to the commission.

SECTION 8. No member shall purport to ~~[OL2]~~ represent or speak on behalf of the commission without the prior approval of a majority vote of the Commission. The chair may speak on behalf of the commission.

## SECTION 9. CODE OF ETHICS

a. To avoid the appearance of the impropriety, a member who sits on the board of another organization, or is employed by a nonprofit organization shall refrain from participating in the Commission's deliberations of all actions performed by the Commission. ~~that organization's human services grant~~<sup>[OL3][CK4]</sup> application. The member must declare publicly his or her involvement with the nonprofit and leave the room during the commission's deliberations and the vote.

~~b.~~ Members should also abstain from such deliberation of and voting on all actions performed by the Commission

~~b. grant applications~~ if any of the following conditions exist:

- 1) Member is a client, employee or business associate of a party with a matter before the Commission;
- 2) Member is related by blood, marriage or adoption to a party with a matter before the Commission;
- 3) Member has a financial interest in the matter before the Commission.

c. No member shall participate in any deliberation of a grant application before the Commission which would give the appearance of impropriety. In this context, "the appearance of impropriety" means any action which might reflect adversely on the impartiality of the commissioners in their deliberations regarding grant applications, or which might cause members of the public to question or doubt the integrity of the process.

d. Any member who fails or declines to file a Statement of Economic Interest pursuant to the City's Conflict of Interest Code is disqualified from further service on the Commission.

e. All members shall comply with City Resolution 4830, passed by the City Council on December 14, 1982, entitled “Standards of Conduct for Members of Pasadena Boards, Commissions and Committees.” A copy of the Resolution is attached to these rules and incorporated by this reference.

#### ARTICLE IV OFFICERS

SECTION 1. The officers of the commission shall be a chair and vice-chair. The secretary ~~may~~ shall be a member of the City staff. The commission ~~may~~ shall have a parliamentarian ~~at its option~~ appointed by the chair.

SECTION 2. The chair shall have the following responsibilities: preside at all meetings of the commission; vote on every motion as other members; call special meetings when necessary; compose the agenda; appoint the parliamentarian for the commission; prepare the annual report for the submission to the City Council; fix the date, hour and place of meeting; make appointments to committees; execute official communications; sign ~~orders or~~ recommendations of the commission; advise the City Council of the names of members with three unexcused absences and of upcoming vacancies; and conduct commission business in a manner consistent with these rules and regulations.

SECTION 3. The vice-chair shall perform the duties of an absent ~~or disabled~~ chair and perform such other duties as are assigned by the chair. In the absence of both the chair and the vice-chair, the members shall select a temporary chairperson.

SECTION 4. The secretary shall have the following responsibilities: record the minutes of all proceedings before the commission; maintain the records of the commission in complete and up to date order; report all correspondence to the commission; advise the chair three months prior to expiration of appointments; advise the chair of any members with three consecutive unexcused absences; assist in the preparation of the agenda; and make and ~~post~~ serve all notices.

SECTION 5. The parliamentarian shall assist the commission to resolve questions of parliamentary procedure using Robert's Rules of Order as a guide. The rules contained in the current edition of Robert's Rules of Order (newly revised) shall govern the commission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve one year or until a successor is elected. Terms begins at the close of the annual meeting at which they were elected. Election of officers shall occur at the annual meeting in June July. ~~The [OL5][CK6] newly elected chair and vice chair shall assume their respective responsibilities at the next regularly scheduled meeting.~~

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

#### ARTICLE V MEETING – GENERAL RULES

SECTION 1. The regular meetings of the commission shall be held on the second Wednesday of each month. ~~at least once a month, with the day and time to be determined by the commission at the annual meeting. Meetings shall begin no later than 7:30 p.m. [OL7][CK8] one half hour after the posted meeting time.~~ Written notice of these meetings, including the date, time, and location, shall be given to each member, the City Council, and the City Manager.

~~And other parties as appropriate.~~

SECTION 2: Regular meetings should begin no later than 6:30 p.m. and adjourn no later than 8:30 p.m. unless otherwise extended by the commission [OL9].

SECTION 32. The regular meeting in June [OL10] shall be known as the annual meeting and shall be for the purpose of electing officers, and for any other business that may arise.

SECTION 43. Special meetings may be scheduled by the chair of a majority of the commission. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION 54. The commission quorum is a majority of seats filled by the City Council. A seat is deemed to be filled after a nominee has been sworn in by the City Clerk.~~shall be set in accordance with section 2.86.070 (B) of the Pasadena Municipal Code.~~

SECTION 65. All meetings of the commission shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 76. A matter must be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be included in the agenda by a member or by staff. ~~If a member timely requests that an item be included on the agenda that item shall be included on the next regular meeting agenda.~~

SECTION 8: The order of business at all regular meetings shall be as follows:

1. Call to order
2. Roll Call
3. Public Comments
4. Approval of minutes
5. Old Business
6. New Business (including public hearings if applicable)
7. Reports/Comments from the Chair
8. Comments from Commissioners
9. Staff Comments
10. Next meeting agenda items
11. Adjournment

SECTION 9: Discussion on any agenda item shall be limited to 15 minutes unless the commission votes to extend discussion by a roll call vote.

SECTION 10: A member may be asked not to speak longer than 3 minutes during discussion.

SECTION 11: Discussion by members shall be monitored by the chair.

## ARTICLE VI

### MEETINGS—SPECIAL RULES

SECTION 1. Scheduled meetings should begin no later than 7:30 p.m. [OL11][CK12], one half hour after the posted meeting time unless otherwise extended by the commission.

SECTION 2. At the discretion of the Chair, discussion on any agenda item may be limited to 15 minutes unless the commission votes to extend discussion.

SECTION 3. A member may be asked not to speak longer than 3 minutes during discussion.

SECTION 4. Members should not prolong discussions by repeating an argument already made by another member. [OL13] Discussions by members shall be monitored by the chair.

SECTION 5. Except when changes are deemed necessary by the chair, the order of business at all meetings shall be as follows:[ST14]

~~a. Call to order~~

~~b. Roll call~~

~~c. Public Comments (3 minutes time limit per person)~~

~~d. Approval or correction of minutes~~

~~e. Public comments (3 minutes limit per person)~~

~~f. Old business~~

~~g. New business (including public hearings if applicable)~~

~~h. Reports/Comments from the Chair, correspondence~~

~~i. Public hearings [OL15]~~

~~j. Concluding comments from the commissioners~~

~~• Comments from Chair~~

~~• Comments from Commissioners~~

~~• Staff Comments~~

~~k. Next meeting agenda items~~

~~l. Adjournment~~

## ARTICLE VII

### MEETINGS – MOTIONS

SECTION 1. The commission may employ five motions in reaching decisions:

a. Motion for Action: A proposal by a member that the commission do a special thing. E.g., “I move that the commission request additional information from Ms. O’Neill regarding the tax exempt status of the Red Cross.”

b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution. E.g., “I move to amend the motion by insertion of the words “by February 9, 1993” after the words “tax exempt status.”

c. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection, or investigation may prove it to be impractical. Because the motion is in the minute book, it must be repealed.) E.g., “I move that the action recommending specific allocations of grant amounts be rescinded.”

d. Motion to Table: A proposal to cut off discussion and action on a motion that has been made. (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.) E.g., “I move that the motion be tabled until the commission has a chance to review the committee’s report.”

e. Motion to Suspend the order of business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda. E.g., “I move that the order of business be suspended immediately after the reading of the minutes to discuss the impact of the merge of two of our grant applicants.”

SECTION 2. Once a motion is before the commission, the chair shall not permit the public to speak or comment during the commission’s discussion of that motion.

SECTION 3. All voting on issues before the commission shall be by voice vote unless a roll call is requested by ~~the chair or~~ a member of the commission. No action taken without affirmative vote of at least 4 members. There shall be no secret ballots. Absent members may not vote by proxy.

SECTION 4. Chair or secretary may repeat a motion after it has been seconded and before voting. After motion has been made a seconded, the chair shall repeat the motion for the commission. The chair may rule the motion out of order or restate the motion so that the commission may know what is before it for consideration and action.

SECTION 5. The ~~chair or secretary~~ shall announce the vote by stating whether the motion carried or failed and number of votes for and against, and indicate abstentions. ~~on the motion. In announcing the vote, the chair shall state whether the motion carried or failed, state the number of votes for and against, and indicate the recusals among~~ commissioners ~~[OL16].~~

## ARTICLE VIII

### PUBLIC HEARING PROCEDURE (IF APPLICABLE) MEETINGS—GENERAL AND APPEAL HEARING PROCEDURES ~~[OL17]~~

SECTION 1. General hearings of the commission shall follow the procedures outlined below:

1)1. The title of the matter shall be announced by the chair.



2. A city staff member shall then present the matter to the commission.
- ~~2)3.~~ The chair shall call for applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
4. The chair shall call for statements from persons favoring the matter; then from persons opposing the matter under consideration.
- ~~3)5.~~ Applicant, proponent, or opponent given opportunity for rebuttal.
- ~~4)6.~~ The chair shall declare the hearing closed.
- ~~5)7.~~ By motion, the commission shall take action on the matter.
- ~~6)8.~~ The chair shall announce the decision of the commission
- ~~7)9.~~ All Decisions of the commission relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing. ~~by the next regular meeting.~~

SECTION 2. Grant Applications shall be processed in the following

manner[OL18]:

- a. The commission shall review the Request for Proposal before it is submitted to applicants. The request for proposal shall include the criteria for review of proposal to be utilized by the commission.
- b. After applicants have submitted Proposals, staff shall forward copies to the commission for review in terms of ~~the criteria specified in the request for proposal~~ familiarizing with the project scope.
- ~~e.~~ The commission may request additional documentation from applicants as necessary.
- d. The commission ~~adhoc~~<sub>sub</sub>-committee shall evaluate applications and indicate the basis of their decisions in a written recommendation.

e. When a commissioner determines that he/she must be recused during discussion of a particular grant application, that commissioner shall display the “RECUSED” sign over his/her name plate and leave the room.

f. No action of the commission with regard to grant applications shall be valid unless it receives the affirmative vote of 4 members.

g. Staff shall notify applicants of the commission’s proposed funding recommendations, proposal evaluation and outline the appeal process. The staff’s letters to applicants shall include the date, place and time scheduled for appeal hearings, and inform applicants that they must submit a written letter of appeal outlining the basis of that appeal it will be accepted for processing.

SECTION 3. Appeals will be processed in the following manner:

a. Staff will notify applicants of the commission’s evaluation of their proposal, recommendation based on the four criteria listed in Section 2.

b. Notifications shall delineate the basis on which applicant may appeal.

c. Each applicant is required to submit a written letter of appeal within 5 business days of receiving notification of recommendation. The last date by which an appeal will be accepted shall be specified in the letter.

d. Letters of appeal must specify which is the subject of the appeal.

e. Letters of appeal which do not set forth the basis of appeal will not be reviewed by the commission staff.

f. Once an appeal is accepted by the commission staff for consideration, applicant will receive a written place of hearing, indicating date, time, and results of their appeal letter.

g. ~~Appellant representatives will be permitted 5 minutes to present the appeal to the commission, with questions to follow by the commission.~~

h. No member of the commission may present an appeal on behalf of an agency.

i. When a commissioner determines he/she must be recused during discussion of a particular appeal, that commissioner shall display the “RECUSED” sign over his/her plate.

~~j. After the commission has completed its deliberations, all appellants will receive a written notice regarding the results of the appeal hearing.~~ Staff will update the commission on any changes to the applicant’s proposal evaluation resulting from appeal review.

~~k. Following the presentation of the last appellant, the chair will close the hearing. The Commission will the initiate a discussion of the appeals, with input from staff as appropriate.~~

## ARTICLE IX

### COMMITTEES AND PANELS<sup>[OL19]</sup>

SECTION 1. Unless otherwise provided in Chapter 2.86 of the Pasadena Municipal Code, the chair may appoint members of ad hoc committees ~~or panels~~ <sup>necessary</sup><sup>[OL20]</sup> to carry on the work of the commission. Each ad hoc committee shall consist of at least one member of the commission. Recommendations from an ad hoc committee shall be advisory to the commission. The chair shall define their area of operation and concern, and establish rules of operation. The chair shall be an ex officio member of all committees so created and shall not be counted towards the quorum.

SECTION 2. The commission hereby establishes a nominating committee which shall recommend nominees for office on the commission. The nominating committee shall consist of three members appointed by the chair to nominate officers. ~~commissioners elected recommended by the commission.~~ The committee shall be activated at ~~be no later than~~ the the May April meeting and shall report its nominees at the June May <sup>meeting</sup><sup>[OL21]</sup>.

ARTICLE X  
AMENDMENT OF RULES

SECTION 1. ~~These rules may be amended at any regular meeting of the commission by affirmative vote of a 7 majority of [OL22][CK23] members, provided that the amendment has been submitted in writing at the previous meeting. Proposed amendments must be submitted to the City Council for final approval.~~

The Commission shall adopt or amend, by the affirmative vote of majority, rules and regulations for the conduct of the Commission's business consistent with this chapter. Such rules and regulations shall be submitted to the City Council and shall not become effective until approved and ordered filed by the council.

~~Approved and ordered by the  
City Council July 21, 2003.~~

## Chapter 2.86

### HUMAN SERVICES COMMISSION

#### Sections:

<b>2.86.010</b>	<b>Short Title</b>
<b>2.86.020</b>	<b>Establishment</b>
<b>2.86.030</b>	<b>Membership – Appointment and terms</b>
<b>2.86.040</b>	<b>Qualifications</b>
<b>2.86.050</b>	<b>Absences and vacancies</b>
<b>2.86.060</b>	<b>Election of Officers</b>
<b>2.86.070</b>	<b>Meetings – Records</b>
<b>2.86.080</b>	<b>Rules and regulations</b>
<b>2.86.090</b>	<b>Annual Report</b>
<b>2.86.100</b>	<b>Disclosure requirements</b>
<b>2.86.110</b>	<b>Purpose and functions</b>

- **2.86.010 - Short title.**

This chapter shall be known as the "human services commission ordinance." (Ord. 6507 § 2 (part), 1992)

- **2.86.020 – Establishment**

There is created and established a commission of the city to be known as the "human services commission" and hereinafter called "commission." (Ord. 6507 § 2 (part), 1992)

- **2.86.030 - Membership—Appointment and terms.**

A. The commission shall consist of 13 members, who shall be appointed as follows:

1. Each of the 7 councilmembers and the mayor shall nominate 1 member for a total of 8 members.

2. The Pasadena ~~Area~~ Community College (PCC) Board of Trustees shall nominate 1 member who resides within the PCC boundaries.

3. The Pasadena Unified School District (PUSD) shall nominate 1 member who resides within the PUSD boundaries.

4. Human services agencies providing services within Pasadena shall recommend 3 members to the human services commission for nomination to the council, provided that each nominee must represent a human service agency servicing Pasadena residents. The nomination process shall be set forth in the commission's rules and regulations.

5. All nominations are subject to ratification by the city council.

B. Members shall be appointed for a term of 3 years, and shall serve no more than 2 consecutive terms. A term of less than 1 year shall not be considered a full term. Terms expire on June 30th of the applicable years. A member shall continue in office for the term for which

he/she was appointed or until his/her successor is appointed. No member who has served 2 consecutive terms shall be eligible for reappointment to the commission prior to the passage of a 2-year interval.

C. If a member nominated by the council ceases to reside in the city prior to the expiration of a term, the member may complete the term only upon approval by the city council pursuant to Section 2.45.020.

D. Any member of the commission may be removed by the city council at its pleasure.

(Ord. 6820 §§ 22, 45 (part), 2000; Ord. 6507 § 2 (part), 1992)

- **2.86.040 - Qualifications.**

A. All members nominated by the council shall be residents of the city; provided, however, that a person nominated by a director need not reside in said director's district. Members nominated by the PCC, PUSD, and the human services commission, from recommendations from human services agencies need not reside within city boundaries but PUSD recommendations must be within PUSD boundaries.

B. Persons nominated to the commission should have exhibited a commitment to principles and concepts articulated in council-adopted documents

C. Members should have the ability to function harmoniously within a diverse group.

(Ord. 6820 § 45 (part), 2000; Ord. 6507 § 2 (part), 1992)

- **2.86.050 - Absences and vacancies**

A. In the event a member has three consecutive unexcused absences from meetings of the commission, the city council may declare the office of such member vacant. The staff to the commission shall advise the administrative assistant to the mayor of any member with 3 consecutive unexcused absences. The chair of the commission may excuse absences.

B. Vacancies, whether scheduled or unscheduled, shall be filled by the person or entity who nominated the member to the vacant office, or by his/her successor, in the same manner as set forth in Section 2.86.030.

(Ord. 6820 § 45 (part), 2000; Ord. 6507 § 2 (part), 1992)

- **2.86.060 - Election of officers.**

At the first meeting In the month of June, the commission and thereafter in June and its t meeting of each subsequent year, the members shall elect a chair and a vice chair and the newly elected chair shall appoint a parliamentarian. In the absence ~~or disability~~ of the chair and vice chair, the commission may designate a temporary chair. (Ord. 6507 § 2 (part), 1992)

- **2.86.070 - Meetings—Records.**

A. The commission shall meet at least once a month. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public except as provided by law. Special meetings may be called by the chair or a majority of the commission.

B. A quorum shall be a majority of the commission seats filled by the city council. A seat is deemed to be filled after a nominee has been sworn in by the city clerk. No action of the commission shall be valid without the affirmative vote of at least 4 members.

C. The commission shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings, and other actions.

(Ord. 6820 § 23, 2000; Ord. 6675 § 4, 1996; Ord. 6507 § 2 (part), 1992)

- **2.86.080 - Rules and regulations.**

The commission shall adopt and amend, by the affirmative vote ~~of 7 members~~ a majority rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council. (Ord. 6820 § 24, 2000; Ord. 6507 § 2 (part), 1992)

- **2.86.090 - Annual report.**

The commission shall submit an annual report and work plan to the city council no later than September 1st of each year. Attendance records of members shall be included as part of the annual report. (Ord. 6930 § 10, 2003; Ord. 6820 § 45 (part), 2000; Ord. 6507 § 2 (part), 1992)

- **2.86.100 - Disclosure requirements.**

Members of the commission shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code. (Ord. 6507 § 2 (part), 1992)

- **2.86.110 - Purpose and functions.**

A. For purposes of this chapter, "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 and populations with unmet needs.

B. The purpose of the commission is to advise and make recommendations to the council regarding the human service needs of people of all ages in this community. This 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. This commission is established to respond to significant unmet human service needs and gaps as identified in such documents as the ~~Policy on Children, Youth and Families; Quality of Life Index; Early Child Development Policy~~ Child-Care Policy; Needs Assessment; ~~Children's Scorecard~~, and related materials.

C. The commission shall:

1. Facilitate bringing city and community resources together to ensure the delivery of effective human services to people of all ages;
2. Formulate ideas and suggest plans and programs designed to promote the availability and effectiveness of human services;
3. Promote cooperation and collaboration among local agencies, organizations and commissions involved in the delivery of human services, ~~consistent with the roles and responsibilities outlined in such documents as the Human Services Vision, Fund Distribution Task Force Group Report and the Human Services Strategy and Management Action Plan; Human Services Commission work plan.~~
4. Recommend priorities to the council for city resources which respond to identified unmet human service needs;
- ~~4.5. Recommend the allocation of city resources consistent with the established priorities for addressing documented human service needs;~~
5. ~~Convene~~ Collaborate with commissions, advisory groups, community agencies, provider organizations, groups and individuals to facilitate effective collaboration in addressing human service issues in Pasadena;
6. Advise the council on ways to achieve human service goals consistent with council-adopted policies which address human services. (Ord. 6820 § 45 (part), 2000; Ord. 6507 § 2 (part), 1992)



**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:**

<b>1.</b>	<p><b>LGBTQ+ - Health and Human Services to our Constituents</b></p> <p>Objective: Provide better access to LGBTQ+ health and human services for the City of Pasadena.</p> <p>Aragon, Xie</p> <p>Action Items:</p> <ul style="list-style-type: none"><li>• Research current data.</li><li>• Contact Pasadena Public Health Department regarding current program for LGBTQ+ residents.</li><li>• Make LGBTQ+ resources available on the City of Pasadena website.</li><li>• Interview residents that identify as LGBTQ+ regarding resource gap.</li><li>• Contact PUSD to examine LGBTQ+ inclusive curriculum.</li></ul> <hr/> <p><b>Work Plan Updates:</b></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"><li>• Commissioner Xie talked about her conversation with Public Health staff.</li></ul>
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	<ul style="list-style-type: none"> <li>• Follow up with PUSD on services offered.</li> <li>• Chair Bolton offered information regarding PUSD services on campus.</li> </ul> <p>October 2020:</p> <ul style="list-style-type: none"> <li>• Staff (Osborne) confirmed that the LGBTQ+ list of resources was posted on the Public Health Department webpage.</li> <li>• The Commission requested a future presentation from the Public Health Department TAY Link staff.</li> </ul> <p>November 2020:</p> <ul style="list-style-type: none"> <li>• Commissioner Aragon and Chair Xie met with representatives from the San Gabriel Valley Pride Center about the services they provide and recommended inviting them to present at a future meeting.</li> <li>• Commissioner Aragon researched the QUEST Center at Pasadena City College and El Centro (Boyle Heights).</li> </ul>
<p><b>2.</b></p>	<p><b>Equity, Diversity, and Inclusion (EDI) – Services</b></p> <p>Objective: Ensuring equity, diversity, and inclusion (EDI) in the City of Pasadena.</p> <p>Aragon, Wright, Jaramillo, Apodaca</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Examine EDI in relationship to delivery of services for black and brown males within the City of Pasadena.</li> <li>• Review data for programs related to EDI provided by the ad hoc committee.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></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>October 2020: Commissioner Wright shared information of services provided by LA County and the City of Pasadena and sees a gap in services for black and brown men that can be filled with a recommendation regarding best practices to the City Council.</p> <p>November 2020:</p> <ul style="list-style-type: none"> <li>• Chair Xie appointed Commissioner Apodaca to the Equity, Diversity, and Inclusion Services ad hoc committee.</li> </ul>

	<ul style="list-style-type: none"> <li>• The ad hoc committee was unable to find demographic data about services provided by the City and would like to format a recommendation to the City Council that the City track data about equity and diversity.</li> <li>• Staff (Osborne) provided information about how a recommendation goes from the Commission, to staff, to the City Council, and will share the work flowchart with the Commission.</li> </ul>
<p><b>3.</b></p>	<p><b>Mentoring for Young Women of Color</b></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>Jamal, Jaramillo</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Research the need for mentoring young women of color.</li> <li>• Contact the Commission on the Status of Women on related work plan items.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></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>October 2020: Staff (Osborne) shared that the Commission on the Status of Women is interested in a similar program and that staff will contact the ad hoc lead to discuss options to accomplish the objective.</p> <p>November 2020: Commissioner Jaramillo contacted Chair Morgan-Sandoz of the Commission on the Status of Women and will follow-up with her.</p>
<p><b>4.</b></p>	<p><b>Office of the Young Child</b></p> <p>Objective: To inform the Commission on the progress and accomplishments of the Office of the Young Child.</p> <p>Sisson (Lead)</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Provide information about Growing Together PASadena.</li> </ul>

	<hr/> <p><b>Work Plan Updates:</b></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>October 2020:</p> <ul style="list-style-type: none"> <li>• Commissioner Sisson will be attending the All Children Thrive meeting on Thursday, October 15 via Zoom.</li> <li>• Staff (Osborne) reported that the Early Development Coordinator (Office of the Young Child) application period is closed, and will contact Director Perera (Libraries and Information Services) for an update on the position.</li> </ul> <p>November 2020:</p> <ul style="list-style-type: none"> <li>• Chair Xie informed the Commission that the Early Development Coordinator position was filled from out of state.</li> <li>• Staff (Osborne) shared that the Early Development Coordinator will be starting in December 2020.</li> <li>• Staff (Osborne) reported that Commissioner Sisson virtually attended the All Children Thrive (ACT) Pasadena meeting on Wednesday, October 14.</li> </ul>
<p><b>5.</b></p>	<p><b>Homelessness</b></p> <p>Objective: To support local agencies that advocate for the procurement of temporary and permanent housing for the homeless population.</p> <p>Bolton, Albrecht, Ford, Xie</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Meet with city staff to get input on items on possible proposal for transitional housing.</li> <li>• Provide data to the City Council for the procurement of transitional housing.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></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> <p>October 2020:</p> <ul style="list-style-type: none"> <li>• Vice-Chair Albrecht spoke to Councilmember Madison, and the EdTech Committee would like to review the proposal at a future meeting after the November election.</li> <li>• Chair Xie met with Councilmember Wilson, who suggested getting a buy-in from organizations to build a consortium to collaborate on homeless housing issues.</li> <li>• The Homelessness objective leads suggested gearing their proposal to seniors who are experiencing homelessness.</li> <li>• The Commission requested a future presentation on homelessness from Friends in Deed.</li> </ul> <p>November 2020:</p> <ul style="list-style-type: none"> <li>• The Commission received a presentation from Friends In Deed on their homeless efforts and programs.</li> <li>• Commissioner Bolton met with Councilmember Kennedy about the temporary shelter proposal and recommended inviting the Councilmember to the next ad hoc committee meeting.</li> <li>• Chair Xie shared that the Homelessness hoc committee is building a consortium of stakeholders that include Pasadena homeless services providers to strengthen their proposal before it is presented to the EdTech Committee.</li> </ul>
<p><b>6.</b></p>	<p><b>Camp for Children with Intellectual Disabilities</b></p> <p>Objective: Create a more inclusive camp or recreational services for youth with intellectual disabilities.</p> <p>Xie (Lead)</p> <p>Action Items:</p> <ul style="list-style-type: none"> <li>• Provide information on current City of Pasadena programs for youth with disabilities.</li> <li>• Contact the Accessibility and Disability Commission on related work plan items.</li> <li>• Contact PRCS Staff (Erik Lomeli) to discuss recreational services.</li> <li>• Support PRCS in enhancing public communication to promote inclusivity and equity in public recreational programs.</li> </ul> <hr/> <p><b>Work Plan Updates:</b></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"><li>• Commissioner Xie is to contact the Chair of the Accessibility and Disability Commission regarding services.</li><li>• Staff (Osborne) offered to send a copy of the PRCS brochure, which illustrates the Adaptive program classes.</li></ul> <p>October 2020:</p> <ul style="list-style-type: none"><li>• Chair Xie met with Chair Farr from the Accessibility and Disability Commission and discussed access issues in the city's recreational programs.</li><li>• Chair Xie requested to remove this from the work plan.</li></ul> <p><b>Status: COMPLETED.</b></p>
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## Human Services Commission Work flowchart

Figure 1 – Staff work product: reports on matters for which input of the Human Services Commission is sought prior to submission to City Council/Council committees and other bodies.

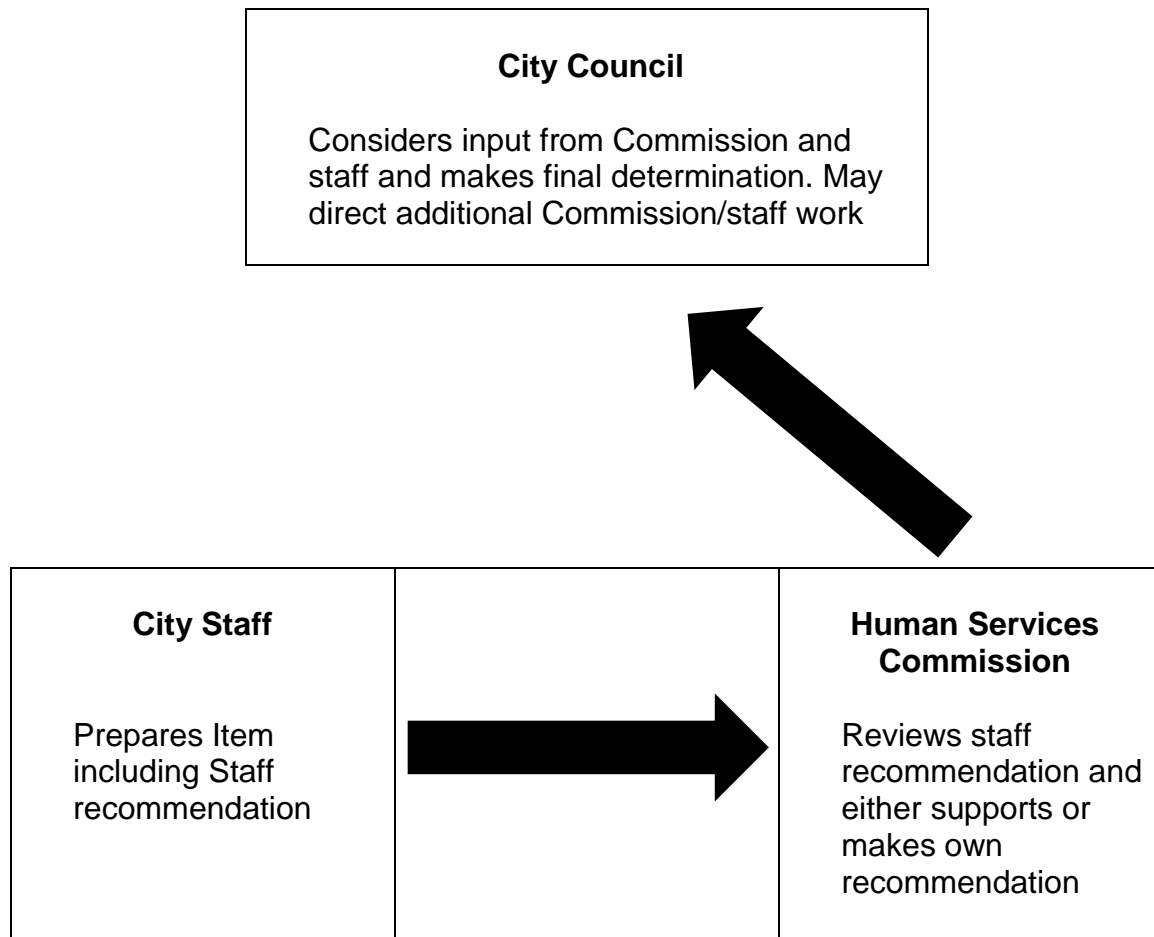


Figure 2 – Commission work product: items created by the Commission reflecting solely the Commission's position.

