



**SPECIAL MEETING
HUMAN SERVICES COMMISSION
Saturday, June 19, 2021
9:00 A.M.**

MEMBERS

Jessica Xie, Chair, District 7
Michael Albrecht, Vice-Chair, District 6
Lila Guirguis, Mayor
Latasha Jamal, District 1
Christopher Matthes, District 2
Jamie Wright, District 3
Nasir Rasheed, District 4
Gloria Medel, 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

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/81662536296>

OR

Phone: 1 (669) 900-6833 - Webinar ID: 816 6253 6296

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
Saturday, June 19, 2021
9:00 A.M.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. NEW BUSINESS**
 - ACTION ITEMS**
 - REVIEW AND APPROVAL OF COMMISSION ATTENDANCE RECORD FOR FY 2020-2021*
 - REVIEW AND APPROVAL OF COMMISSION ACCOMPLISHMENTS FOR FY 2020-2021*
 - REPORT FROM THE NOMINATING COMMITTEE FOR RECOMMENDED FY 2021-2022 COMMISSION OFFICERS (ORAL REPORT)
 - ELECTION OF COMMISSION OFFICERS FOR FY 2021-2022
 - CHAIR TO APPOINT PARLIAMENTARIAN FOR FY 2021-2022
 - ESTABLISH WORK PLAN FOR FY 2021-2022*
- 4. OLD BUSINESS**
 - NONE
- 5. REPORTS/COMMENTS FROM THE CHAIR**
- 6. COMMENTS FROM COMMISSIONERS**
- 7. STAFF COMMENTS**
 - FORMAT UPDATES TO COMMISSION MEETING AGENDA, MEETING MINUTES, AND WORK PLAN TEMPLATES
- 8. UPCOMING MEETING AGENDA ITEMS**
- 9. 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 1th day of June 2021, 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

**HUMAN SERVICES COMMISSION
MEETING ATTENDANCE RECORD
August 2020 - June 2021**

MEMBERS	08/12/20	09/09/20	10/14/20	11/11/20	11/17/20	12/09/20	01/13/21	02/10/21	03/10/21	04/14/21	05/12/21	06/19/21	TOTAL MEETINGS ATTENDED	ATTENDANCE RECORD PERCENTAGE
	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	SPECIAL	REGULAR	REGULAR	SPECIAL		
JESSICA XIE	P	P	P	XX	P	P	P	P	P	P	P		10	100.00%
MICHAEL ALBRECHT	P	P	P	XX	P	P	P	P	P	P	P		10	100.00%
LILA GUIRGUIS	/	/	/	XX	/	/	/	P	P	P	P		4	100.00%
LATASHA JAMAL	P	A	A	XX	P	P	P	P	P	P	P		8	80.00%
CHRISTOPHER MATTHES	/	/	/	/	/	/	/	/	/	/	P		1	100.00%
ERICA JARAMILLO	P	P	A	XX	P	P	P	P	P	A	/	/	7	77.78%
JAMIE WRIGHT	P	A	P	XX	P	P	P	A	P	P	P		8	80.00%
NASIR RASHEED	P	P	P	XX	P	P	P	A	P	P	P		9	90.00%
GLORIA MEDEL	/	/	/	/	/	/	/	/	/	/	P		1	100.00%
PEGGY SISSON	P	A	P	XX	U	U	/	/	/	/	/	/	2	40.00%
JAMES ARAGON	P	P	A	XX	P	P	P	P	P	P	P		9	90.00%
JACQUES BOLTON	P	P	P	XX	P	P	P	P	P	P	P		10	100.00%
JOE FORD	P	P	P	XX	P	P	P	A	P	A	A		7	70.00%
ANA MARIA APODACA (PUSD)	/	/	/	XX	P	P	P	P	P	P	P		7	100.00%
VACANT (Agency)	/	/	/	XX	/	/	/	/	/	/	/		N/A	N/A

LEGEND
P - PRESENT
A - EXCUSED ABSENCE
U - UNEXCUSED ABSENCE
XX - CANCELED MEETING
NQ - NO QUORUM

Total Meetings Held	10
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**CITY OF PASADENA HUMAN SERVICES COMMISSION
REPORT OF ACCOMPLISHMENTS: 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:

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>Aragon, Xie</p> <p>CDBG Scoring Review ad hoc committee – Albrecht (lead), Ford, Guirguis</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.• Update of the Community Development Block Grant (CDBG) Public Service PY 2020-2021 (February 2021) <hr/> <p>Work Plan Updates:</p>
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August 2020: The Commission established a draft of the FY20-21 work plan.

September 2020:

- 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.

October 2020:

- Staff (Osborne) confirmed that the LGBTQ+ list of resources was posted on the Public Health Department webpage.
- The Commission requested a future presentation from the Public Health Department TAY Link staff.

November 2020:

- 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.
- Commissioner Aragon researched the QUEST Center at Pasadena City College and El Centro (Boyle Heights) and confirmed that they will present at a future meeting.

December 2020: Chair Xie confirmed that the San Gabriel Valley LGBTQ Center will be presenting at the April meeting on their strategy, roadmap, and upcoming initiatives and programs for the year.

January 2021: No update was provided.

February 2021:

- The Commission voted to approve the LGBTQ+ ad hoc committee contacting the appropriate agencies and Commissions with the goal of making October LGBTQ+ History Month.
- Staff (Osborne) recommended the Commission work with the Library Department and Public Health Department in order to send the recommendation of making October LGBTQ+ History Month to the City Council.
- The Commission received a program update from the Housing Department about the Community Development Block Grant (CDBG) Public Service for program year 2020-2021.

March 2021:

- Chair Xie, along with Staff (Osborne, Sabha) virtually met with staff from the Public Health Department and Library and Information Services Department on Thursday, March 4, and discussed:
 - The Chair's experience in calling the City for LGBTQ family and ally resources at the Public Health Department and not finding the resources she was looking for. Public Health is working to better publicize services and resources available to the community.

	<ul style="list-style-type: none"> ○ Collaborating with the Library and Public Health Department on a resolution for the City to declare October as LGBTQ History Month. ● Chair Xie appointed Commissioners Albrecht (lead), Ford, and Guirguis to the CDBG Scoring Review ad hoc committee. <p>April 2021:</p> <ul style="list-style-type: none"> ● The Commission received presentations from the San Gabriel Valley LGBTQ Center, Pasadena City College QUEST Center, and the Latino Equity Alliance on their programs and services. ● Chair Xie provided an update that she has been working with the Public Health Department and Library and Information Services Department on resolution to declare October LGBTQ+ History Month and the resolution is awaiting departmental review. <p>May 2021: The Commission unanimously voted to approve the recommendation of supporting the LGBTQ+ History Month Resolution and advancing the request to the City Council for consideration.</p> <p>Status:</p>
<p>2.</p>	<p>Equity, Diversity, and Inclusion (EDI) – Services</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"> ● Examine EDI in relationship to delivery of services for black and brown males within the City of Pasadena. ● Review data for programs related to EDI provided by the ad hoc committee. <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>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"> • Chair Xie appointed Commissioner Apodaca to the Equity, Diversity, and Inclusion Services ad hoc committee. • 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. • 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. <p>December 2020: Commissioner Wright provided an update that the EDI ad hoc committee met on Tuesday, December 8, and will begin working on a draft for a recommendation to the City Council to present at the Commission meeting in January.</p> <p>January 2021: The Commission voted to approve a request to be sent to Director Harvey-Williams (Parks, Recreation and Community Services) regarding data collection for PRCS programs and services.</p> <p>February 2021: No update was provided.</p> <p>March 2021: Staff (Osborne) shared she spoke with Director Harvey-Williams about PRCS gathering equity and diversity data and contacted the City Attorney’s Office about adding optional questions in the recreation software used for PRCS class and activity registrations.</p> <p>April 2021: Staff (Osborne) will be presenting a comprehensive plan regarding the areas of inclusion in recreation programming for the City.</p> <p>May 2021: Staff (Osborne) shared that a meeting is scheduled with PRCS Department staff to discuss enhancing services and programs for LGBTQ+ community members to develop a plan to enhance services.</p> <p>Status:</p>
<p>3.</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>Jamal, Jaramillo, Guirguis</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.
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Work Plan Updates:

August 2020: The Commission established a draft of the FY20-21 work plan.

September 2020: The Commission approved the work plan for FY 2020-2021.

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.

November 2020: Commissioner Jaramillo contacted Chair Morgan-Sandoz of the Commission on the Status of Women and will follow-up with her.

December 2020: Commissioner Jamal shared the following updates:

- Contacted Vice-Chair Bowens of the Commission on the Status of Women to see if they were interested in taking part in this initiative as it relates to their work plan objective of outreach and awareness.
- Presented proposal on Saturday, November 21 to the Pasadena Alumnae Chapter of Delta Sigma Theta, and looking to partner with their Young African American Women's Conference held annually at Pasadena City College.
- Commissioner Jamal met with the Pasadena Chapter of Alpha Kappa Alpha Sorority, Inc. and received their commitment to collaborate and provide two hair stylists, two make-up artists, two fashion designers, and two self-esteem peer mediators to lead a future workshop.
- Scheduled a meeting with Pasadena Unified School District Families in Transition program to collaborate and provide services to their program recipients.

January 2021: No update was provided.

February 2021: Commissioner Jamal confirmed that the Pasadena Alumnae Chapter of Delta Sigma Theta, the Pasadena Chapter of Alpha Kappa Alpha Sorority, Inc., and the Pasadena Unified School District Families in Transition program will be collaborating on a future workshop.

March 2021:

- Chair Xie appointed Commissioner Guirguis to the Mentoring for Young Women of Color ad hoc committee.
- Commissioner Jamal asked Staff (Osborne) for the contact information for the Spirit Awakening Foundation Mentoring Leaders Program. Staff will contact Randy Mabson in the Housing Department for more information.

	<p>April 2021: Staff (Osborne) sent the contact information for the Spirit Awakening Foundation and recommended the ad hoc committee develop a proposal and research local non-profit organizations that they could collaborate with.</p> <p>May 2021: No update was provided.</p> <p>Status:</p>
<p>4.</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>Guirguis (lead), Bolton, Rasheed, Xie,</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>October 2020:</p> <ul style="list-style-type: none"> • Commissioner Sisson will be attending the All Children Thrive meeting on Thursday, October 15 via Zoom. • 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. <p>November 2020:</p> <ul style="list-style-type: none"> • Chair Xie informed the Commission that the Early Development Coordinator position was filled from out of state. • Staff (Osborne) shared that the Early Development Coordinator will be starting in December 2020. • Staff (Osborne) reported that Commissioner Sisson virtually attended the All Children Thrive (ACT) Pasadena meeting on Wednesday, October 14. <p>December 2020: Staff (Osborne) confirmed that the new Office of the Young Child Coordinator will start work on Monday, December 14. The Deputy Director of the Library and Information Services Department, and the Office of the Young Child Coordinator are available to present at the Commission meeting in February.</p>

	<p>January 2021: Commissioners Bolton, Rasheed, and Xie volunteered to participate on the ad hoc committee for the Office of the Young Child work plan objective.</p> <p>February 2021: The Commission received a program update from the Office of the Young Child.</p> <p>March 2021: Chair Xie appointed Commissioner Guirguis to the Office of the Young Child ad hoc committee.</p> <p>April 2021: Commissioner Guirguis contacted Carla Hegwood (Office of the Young Child) to receive information about upcoming meetings: Growing Together PASadena stakeholder meeting is scheduled for the second Tuesday of each month and there is a meeting of All Children Thrive scheduled every quarter.</p> <p>May 2021: Commissioner Guirguis attended the virtual meeting of All Children Thrive on Thursday, April 22, and will participate in the Collective Impact work group established by the Office of the Young Child Coordinator.</p> <p>Status:</p>
<p>5.</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>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 bridge housing. • Provide data to the City Council to recommend procurement of bridge 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>

October 2020:

- 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.
- Chair Xie met with Councilmember Wilson, who suggested getting a buy-in from organizations to build a consortium to collaborate on homeless housing issues.
- The Homelessness objective leads suggested gearing their proposal to seniors who are experiencing homelessness.
- The Commission requested a future presentation on homelessness from Friends in Deed.

November 2020:

- The Commission received a presentation from Friends In Deed on their homeless efforts and programs.
- Commissioner Bolton met with Councilmember Kennedy about the temporary shelter proposal and recommended inviting the Councilmember to the next ad hoc committee meeting.
- 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.

December 2020:

- Commissioner Bolton provided an update that the Homelessness ad hoc committee is sharing the temporary housing proposal to City Councilmembers.
- Commissioner Ford spoke to Gary Moody (Making Housing and Community Happen) and the Commission requested a future presentation from the organization.
- Commissioner Albrecht spoke to Councilmember Madison and his district liaison and requested that Staff (Osborne) provide an update when the membership of the EdTech Committee is finalized, due to committee reassignments after the election.
- The Commission requested a presentation from Jennifer O'Reilly-Jones (Homeless Programs Coordinator, Housing) about what the City is doing about bad weather shelters and other initiatives for the homeless population.

January 2021:

- The Commission voted to approve the recommendation of the temporary shelter and bridge-housing proposal, and submission of a letter to the EdTech Committee.
- The Commission received a presentation from the Housing Department about alternatives to the Bad Weather Shelter, that is not operating this year due to COVID-19.

	<p>February 2021: The Homelessness ad hoc committee is in the process of updating the temporary housing proposal and adding public comments that were submitted at the Commission’s January 2021 meeting before sending the proposal to the EdTech Committee for review.</p> <p>March 2021:</p> <ul style="list-style-type: none"> • The Homelessness ad hoc committee is interested in hosting a public education seminar to dispel the myths of homelessness and obtain support from broader Pasadena organizations and elected officials while they wait to present the temporary housing proposal to the EdTech Committee. • The Commission revised the action items to the Homelessness work plan objective to: <ul style="list-style-type: none"> ○ Meet with city staff to seek input on items for proposals on bridge housing. ○ Provide data to the City Council to recommend procurement of bridge housing. <p>April 2021: The Homelessness ad hoc committee is supporting Making Housing and Community Happen and Union Station Homeless Services on a seminar to dispel the negative images of homelessness, scheduled for Thursday, May 20.</p> <p>May 2021:</p> <ul style="list-style-type: none"> • The Commission received presentations from Union Station Homeless Services and Making Housing and Community Happen on their programs and services to end homelessness. • The Homelessness ad hoc committee shared a virtual forum, called “Who’s Next Door” on Thursday, May 20, to educate the public and build support for interim housing in Pasadena, and Chair Xie will provide opening remarks. <p>Status:</p>
<p>6.</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>Xie (Lead)</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.
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Work Plan Updates:

August 2020: The Commission established a draft of the FY20-21 work plan.

September 2020:

- 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.

October 2020:

- Chair Xie met with Chair Farr from the Accessibility and Disability Commission and discussed access issues in the city's recreational programs.
- Chair Xie requested to designate the work plan objective as completed after speaking to Chair Farr of the Accessibility and Disability Commission, who will investigate the matter and reach out for support from the Commission to address any identified unmet gaps.

Status: Completed

CITY OF PASADENA HUMAN SERVICES COMMISSION

DRAFT WORK PLAN: 07/01/21 – 06/30/22

Mission:

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.

FY 21-22 Objectives:

Objective #1 – xxxxxxx

OBJECTIVE # – XXXXXX

Objective statement (if applicable)

Commissioners: Name, Name, Lead

Action Items:

- Action 1
- Action 2
- Action 3
- Action 4

Work Plan Updates:

July 2021:

Status:

The following rules and regulations were approved by the City Council on May 3, 2021 for the conduct of the Commission's business consistent with the Pasadena Municipal Code.

HUMAN SERVICES COMMISSION

RULES AND REGULATIONS

ARTICLE I

NAME

SECTION 1. The name of this advisory body is the Human Services Commission.

ARTICLE II

PURPOSE

SECTION 1. The purposes and functions of this Commission are set forth in Chapter 2.86 of the Pasadena Municipal Code.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Commission shall be limited to 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 agency members, the following procedures shall be followed: Staff shall mail applications to agencies providing human services as defined in Chapter 2.86; after the applications are returned to the City, they shall be forwarded to the full Commission which shall review the applications 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. Absent members cannot vote by proxy on issues before the Commission at scheduled meetings.

SECTION 5. 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 6. 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;
- f. To hold office on the Commission; and
- g. To make recommendations to the Commission.

SECTION 7. No member shall purport to represent or speak on behalf of the Commission without prior approval of the majority of the Commission.

SECTION 8. Conflict of Interest

a. If, due to any of the following factors, a member has a conflict of interest in a matter before the commission, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the meeting room during any meeting and deliberations, and not discuss the matter with any other Commission member prior to final action by the Commission:

- 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;
4. Member and the party with a matter before the Commission are affiliates in an association which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission;
5. Member is a friend or acquaintance of a party with a matter before the Commission which would cause a reasonable person to question the Commission member's impartiality in resolving the matter before the Commission.

b. No member shall participate in any matter before the Commission in which he/she may have a bias prejudicial to the interest of the public or which would give the appearance of impropriety.

c. If a member is required by City ordinance or the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the Commission.

d. 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 shall be a member of the City staff. The Commission shall have a Parliamentarian who is appointed by the Chair at the annual meeting.

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 submission to the City Council; set the date, hour and place of meeting; make appointments to committees; sign recommendations of the Commission; and conduct Commission business in a manner consistent with these rules and regulations.

SECTION 3. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such other duties as are assigned by the Chair. In the absence of both the Chair and 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 and City Council of any members with three consecutive unexcused absences and of upcoming vacancies; assist in the preparation of the agenda; and make and post 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 shall govern the Commission in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their terms of office shall begin at the close of the annual meeting at which they were elected and appointed for the Parliamentarian position.

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

MEETINGS – GENERAL RULES

SECTION 1. The regular meetings of the Commission shall be held on the second Wednesday of the month at 6:00 P.M. at Jackie Robinson Community Center (1020 N. Fair Oaks Avenue, Pasadena, CA 91103). Written notice of these meetings, including the date, time and location, shall be given to each member, City Council and the City Manager.

SECTION 2. Regular meetings should begin no later than 6:30 P.M. and adjourn by 8:00 P.M. unless otherwise extended by the Commission.

SECTION 3. The regular meeting in June shall be known as the annual meeting and shall be for the purpose of electing officers, appointing a Parliamentarian, and for any other business that may arise.

SECTION 4. Special meetings may be scheduled by the Chair or 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 5. 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 6. 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.

SECTION 7. The order of business at all regular meeting shall be:

1. Call to order
2. Roll call
3. Public comments
4. Approval of minutes
5. New business
6. Old business
7. Reports/comments from the Chair
8. Comments from Commissioners
9. Staff comments
10. Upcoming meeting agenda items
11. Adjournment

SECTION 8. Discussion on any agenda item shall be limited 15 minutes unless the Commission votes to extend discussion.

SECTION 9. A member may be asked not to speak longer than three minutes during discussion.

SECTION 10. Discussions by members shall be monitored by the Chair.

ARTICLE VI
MEETINGS – MOTIONS

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

- a. Motion for Actions: A proposal by a member that the Commission do a special thing.
- b. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution.
- 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 minutes, it must be repealed.)
- 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. 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.

SECTION 2. Once a motion is before the Commission, the public shall not be permitted to speak nor 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. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the Secretary 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 Secretary shall announce the vote on the motion. In announcing the vote, the Secretary shall state whether the motion carried or failed and the number of votes for and against and indicate abstentions.

ARTICLE VII

MEETINGS – HEARING PROCEDURES (IF APPLICABLE)

SECTION 1. The Commission shall follow the procedure outlined below in conducting public hearings:

- a. The title of the matters shall be announced by the Chair.
- b. A city staff member shall then present the matter to the Commission.
- c. The Chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
- d. The Chair shall call for the statements from other persons favoring the matter; then from persons opposing the matter under consideration.
- e. The applicant, proponent, or opponent shall be given an opportunity for rebuttal at the completion of the statements.
- f. The Chair shall declare the hearing closed
- g. By motion, the Commission shall take action on the matter.
- h. The Chair shall announce the decision of the Commission.
- i. 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.

ARTICLE VIII

COMMITTEES

SECTION 1. Unless otherwise provided in Chapter 2.86 of the Pasadena Municipal Code, the Chair may appoint members to ad hoc committees necessary to carry on the work of 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.

SECTION 2. The Commission hereby establishes a nominating committee to recommend nominees for office on the Commission. The nominating committee shall consist of three members appointed by the Chair. The Committee shall be activated at the May meeting and shall report its nominees at the June meeting.

ARTICLE IX

AMENDMENT OF RULES

SECTION 1. These rules may be proposed to be amended by a majority vote of the Commission, upon which the rules shall be submitted to the City Council for approval. In the event of a conflict between these rules and any rules established by the City Council for the conduct of meetings of all Council, committee, board, and commission meetings (such as Resolution no. 9716, dated June 3, 2019, as may be amended or superseded), the broader City Council rules (including, but not limited to, rules applicable to all City Council, committee, board and commission meetings) shall prevail.

RESOLUTION NO. 4830
December 14, 1982

Introduced by Director Jess Hughston

WHEREAS, service on advisory boards, commissions and committees of the City imposes an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust; and

WHEREAS, over the past year and a half, a subcommittee of this Board, the Ad Hoc Committee on Conflicts of Interests and Outside Employment, has reviewed a variety of issues concerning possible conflicts of interest; and

WHEREAS, said subcommittee has developed a model code of conduct for the City's advisory boards, commissions and committees, a copy of which is attached hereto and entitled "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees"; and

WHEREAS, said subcommittee recommends that said model code of conduct be adopted by each of the City's boards, commissions and committees by March 1, 1983, and that a copy of the adopted code be given to each current member and each newly-appointed member of said boards, commissions and committees;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City of Pasadena that the attached model code of conduct, "Standards of Conduct for Members of Pasadena Boards, Commissions and Committees", presented herewith, is approved, each City board, commission and committee is directed to formally adopt such model code by March 1, 1983, and, once adopted, a copy of said code should be given to each current member and each newly-appointed member of said boards, commissions and committees.

Adopted by the following vote:

Ayes: Directors Crowley, Glickman, Heckman, Hughston, Thomson
Noes: None
Absent: Directors Acker, Bogaard

STANDARDS OF CONDUCT FOR MEMBERS
OF PASADENA BOARDS, COMMISSIONS AND COMMITTEES

Service as an appointed member of the advisory boards, commissions and committees of the City of Pasadena provides a unique opportunity for service to the community. Such service also imposes an obligation of ethical conduct and personal integrity that will foster public respect, confidence and trust.

These standards of conduct are adopted to provide guidance to members of Pasadena advisory bodies. The service of such persons is expected to comply with the following standards:

- (1) to understand fully the role and scope of responsibility of the advisory body;
- (2) to perform responsibilities in a manner that is efficient, courteous, responsive and impartial, providing fair and uniform treatment of all persons and actions coming before the advisory body;
- (3) to seek in making decisions the overall public good, and not the interest of a particular group even when the member has been chosen in whole or in part to represent a particular group;
- (4) to ensure equal treatment of all persons and issues without unlawful discrimination because of race, age, religious creed, sex, national origin, or political affiliation;
- (5) to establish effective, courteous and cooperative working relations with fellow members of the advisory body, the City staff, and members of other advisory bodies;
- (6) to serve as a communicator between the community

- and the City Board, and to facilitate the expression of citizen views;
- (7) to provide advice to the City Board, respecting the authority and responsibility of the City Directors to make final decisions and of the City staff to carry out official City actions;
 - (8) to avoid participation in any official decision which could affect the member's personal financial interest, and to disclose possible conflicts of interest and refrain from voting or attempting to influence the vote on any such matter;
 - (9) to avoid any action which could be construed by an objective person to create the appearance of
 - . using public office for personal gain;
 - . giving preferential treatment to any person or group;
 - . impeding governmental responsiveness or efficiency.
 - (10) to avoid disclosing information, which is confidential or not generally known or readily available to the public, concerning the business or property of the City for the purpose of benefiting any private interest;
 - (11) to identify personal opinions and recommendations, avoiding any implication that personal opinions and recommendations are those of the advisory body unless such position has been duly voted;
 - (12) to recognize that Pasadena City government is non-partisan and to avoid use of the appointed position title to further political activities; and
 - (13) to refuse gifts, favors, services or any promise of future benefit which could be construed to

compromise independence of judgment or action
as a public official.