



**Regular Meeting
Human Services Commission
Wednesday, July 14, 2021
6:00 P.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
Kenneth Rotter, Agency Representative
Ana Maria Apodaca, Pasadena Unified School District
Vacant, Pasadena City College

Staff

Lola Osborne, Deputy Director
Tamer Sabha, Recording Secretary

Meeting Information

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:
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 at (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/88124294858>

OR

Phone: 1 (669) 900-6833 – Webinar ID: 881 2429 4858

Public Comment Instructions

If you wish to provide comments, 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: 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.

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
Regular Meeting
Human Services Commission
Wednesday, July 14, 2021
6:00 P.M.

- 1. Call to order**
 - Welcome new Commissioner Kenneth Rotter (Agency Representative)
- 2. Roll call**
- 3. Public comments**
- 4. Approval of minutes**
 - May 12, 2021*
 - June 19, 2021*
- 5. New business**
Action item
 - Discussion and selection of which organization to contact regarding the upcoming agency representative vacancy
- 6. Old business**
Action item
 - Discussion and approval of the Human Services Commission Work Plan for FY 2021-2022*
- 7. Reports/comments from the Chair**
- 8. Comments from Commissioners**
- 9. Staff comments**
- 10. Upcoming meeting agenda items**
- 11. Adjournment**

*Attachments

Posting statement: I hereby certify that this Agenda, in its entirety was posted on the City Council Chamber Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 8th day of July 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
Jessica Xie, Chair
Human Services Commission



Tamer Sabha
Tamer Sabha, Recording Secretary



Draft Minutes

**Regular Meeting
Human Services Commission
Wednesday, May 12, 2021
6:00 P.M.**

Commissioners Present: Ana Maria Apodaca (departed at 7:00pm), James Aragon, Michael Albrecht, Jacques Bolton, Lila Guirguis, Latasha Jamal (joined at 6:37pm), Christopher Matthes, Gloria Medel, Nasir Rasheed (departed at 7:28pm), Jamie Wright (joined at 6:38pm), Jessica Xie

Commissioners Absent: Joe Ford (excused)

Staff Present: Lola Osborne, Tamer Sabha

1. Call to order; Roll call

Chair Xie called the meeting to order at 6:02 PM. Staff (Sabha) called the roll and a quorum was established for the Commission.

2. Public comments for items not on the agenda

None

3. Approval of minutes

After review, it was moved (Albrecht) and seconded (Bolton) to approve the minutes of the April 14, 2021 regular meeting. (Motion unanimously carried)

In Favor: Xie, Albrecht, Guirguis, Matthes, Rasheed, Medel, Bolton, Aragon, Apodaca

4. New business

- **Presentation from Union Station Homeless Services on their programs and services – Shawn Morrissey (Senior Director of Advocacy and Communications) and Sarah Tower (Chief Program Officer)**

The Commission received a presentation from Union Station Homeless Services on their programs and services on housing stability and preventing a return to homelessness. Questions from the Commission followed.

- **Presentation from Making Housing And Community Happen on their services – Jill Shook (Executive Director) and Sonja Berndt (Affordable & Supportive Housing Advocates Committee)**

The Commission received a presentation from Making Housing and Community Happen on their services and mission to equip congregations, community leaders, and neighbors with practical tools needed to transform their communities and end homelessness. Questions from the Commission followed.

- **Recommend support for a LGBTQ+ October History month Resolution from the City of Pasadena**

After discussion, it was moved (Aragon) and seconded (Albrecht) to approve the recommendation of supporting the LGBTQ+ October History month Resolution with the verbiage "sexual preference" changed to read "sexual orientation, gender identity, and gender expression". (Motion unanimously carried)

In Favor: Xie, Albrecht, Guirguis, Jamal, Matthes, Wright, Rasheed, Medel, Bolton, Aragon, Apodaca

Public Comment:

Rochelle Diamond, a Pasadena resident, submitted a public comment in support of the LGBTQ+ History month resolution with the recommendation of changing the verbiage "sexual preference" to read "sexual orientation, gender identity, and fender expression".

- **Review of the proposal from a human services organization for an agency vacancy and forward a recommendation to the City Council**

After discussion, it was moved (Jamal) and seconded (Albrecht) to approve a human services organization agency application and submit the recommendation to the City Council. (Motion carried)

In Favor: Xie, Albrecht, Guirguis, Jamal, Matthes, Wright, Rasheed, Medel, Aragon, Apodaca
Abstain: Bolton

- **Select date and time of annual meeting**

After discussion, it was moved (Rasheed) and seconded (Guirguis) to schedule the annual meeting on Saturday, June 19, from 9:00am to 1:00pm. (Motion unanimously carried)

In Favor: Xie, Albrecht, Guirguis, Jamal, Matthes, Wright, Rasheed, Medel, Bolton, Aragon, Apodaca

- **Establish Nominating Committee for election of FY 2021-2022 Commission officers**

After discussion, it was moved (Wright) and seconded (Aragon) to approve Chair Xie's appointment of Commissioners Bolton, Ford, and Jamal to the Nominating Committee for the election of officers for FY 2021-2022. (Motion unanimously carried)

In Favor: Xie, Albrecht, Guirguis, Jamal, Matthes, Wright, Rasheed, Medel, Bolton, Aragon, Apodaca

5. Old business

- **Review of Pasadena Police Department Community Brief documents for February-April 2021 – Lt. William Grisafe (Police Department)**

The Commission reviewed the Pasadena Police Department Community Briefs from February to April 2021. Lt. Grisafe attended the meeting to answer questions from the Commission and provide more information related to calls for service and 911 calls.

- **Commission work plan updates and discussion**

After discussion, it was moved (Albrecht) and seconded (Jamal) to approve the work plan updates as discussed. (Motion unanimously carried)

In Favor: Xie, Albrecht, Guirguis, Jamal, Matthes, Wright, Medel, Bolton, Aragon

6. Comments and updates

- **Comments from the Chair**

Chair Xie provided the following comments:

- It was a pleasure to serve as Chair this fiscal year and together the Commission has made positive contributions to the community such as moving the needle in the City's response to addressing homelessness, working to develop mentorship opportunities for young women of color, establishing partnerships with organizations and leaders in the City, and bringing people together to create a more inclusive Pasadena; and
- Welcomed new Commissioners Christopher Matthes (District 2) and Gloria Medel (District 5).

- **Comments and announcements from Commissioners**

Commissioner Matthes introduced himself to the Commission and shared his background and experience.

Commissioner Medel introduced herself to the Commission and shared her background and experience.

- **Staff comments**

Staff (Osborne) provided the following comments:

- Commented on the closure of the Central Library due to the need to retrofit the building and shared information about services being offered at La Pintoresca Library and other branches;
- Shared that updated the Human Services Commission Rules and Regulations were passed by the City Council on Monday, May 3; and
- Shared that all Commission agendas will be sent to the Legislative Policy Committee to confirm that Commissions are meeting their purpose and function.

7. Suggested agenda items for future Commission meetings

None

8. Adjournment

It was moved (Aragon) and seconded (Jamal) to adjourn the regular meeting in memory of Dr. Carol Brown (Pasadena City College). (Motion unanimously carried)
The meeting was adjourned at 7:57 PM.



Draft Minutes

**Special Meeting
Human Services Commission
Saturday, June 19, 2021
9:00 A.M.**

Commissioners Present: Ana Maria Apodaca, James Aragon, Jacques Bolton, Joe Ford, Lila Guirguis, Latasha Jamal, Christopher Matthes, Gloria Medel (joined at 9:08am), Jamie Wright (joined at 9:06am), Jessica Xie

Commissioners Absent: Michael Albrect (excused), Nasir Rasheed (excused)

Staff Present: Lola Osborne, Tamer Sabha

1. Call to order

Chair Xie called the meeting to order at 9:02 AM.

2. Roll call

Staff (Sabha) called the roll and a quorum was established for the Commission.

3. New business

• **Review and approval of Commission attendance record for FY 2020-2021**

After discussion, it was moved (Jamal) and seconded (Apodaca) to approve the Human Services Commission meeting Attendance Record for FY 2020-2021. (Motion unanimously carried)

In Favor: Xie, Guirguis, Jamal, Matthes, Bolton, Ford, Aragon, Apodaca

• **Review and approval of Commission accomplishments for FY 2020-2021**

After discussion, it was moved (Ford) and seconded (Aragon) to approve the Human Services Commission Report of Accomplishments for FY 2020-2021. (Motion unanimously carried)

In Favor: Xie, Guirguis, Jamal, Matthes, Wright, Medel, Bolton, Ford, Aragon, Apodaca

- **Report from the Nominating Committee for recommended FY 2021-2022 Commission officers (Oral Report)**

The Nominating Committee recommended Commissioner Xie to serve as Chair and Commissioner Albrecht to serve as Vice-Chair for FY 2021-2022.

- **Election of Commission officers for FY 2021-2022**

After discussion, it was moved (Guirguis) and seconded (Jamal) to elect Commissioner Xie to serve as Chair for FY 2021-2022. (Motion unanimously carried)

In Favor: Xie, Guirguis, Jamal, Matthes, Wright, Medel, Bolton, Ford, Aragon, Apodaca

After discussion, it was moved (Jamal) and seconded (Aragon) to elect Commissioner Albrecht as Vice-Chair for FY 2021-2022. (Motion unanimously carried)

In Favor: Xie, Guirguis, Jamal, Matthes, Wright, Medel, Bolton, Ford, Aragon, Apodaca

- **Chair to appoint Parliamentarian for FY 2021-2022**

Chair Xie appointed Commissioner Wright to serve as Parliamentarian for FY 2021-2022.

- **Establish work plan for FY 2021-2022**

After discussion, it was moved (Jamal) and seconded (Ford) to approve the current draft work plan for FY 2021-2022 and review the presentation calendar at the July meeting. (Motion unanimously carried)

In Favor: Xie, Guirguis, Jamal, Matthes, Wright, Medel, Bolton, Ford, Aragon, Apodaca

4. Old business

None

5. Reports/Comments from the Chair

Chair Xie provided the following comments:

- Thanked the Commission for their great work in building momentum this past year and looks forward to continuing the work towards making a positive impact to our community;
- Asked Commissioners to please contact her to provide feedback after meetings, as she is here to support and enhance Commissioner's experience; and
- Thanked the Commission for taking the time to develop the new work plan on the Juneteenth holiday.

6. Comments and announcements from Commissioners

Commissioner Jamal asked Staff (Osborne) what the City of Pasadena has done in the past to celebrate the Juneteenth holiday, and requested future updates from the Pasadena Police Department.

- Staff (Osborne) shared information about how the Parks, Recreation and Community Services Department has been sharing social media information about Juneteenth; and
- Asked the Commission for specific information they would like to receive from the Pasadena Police Department.

Commissioner Bolton commented on his excitement about the Commission's goals in the work plan and thanked Commissioner Aragon for his contributions while serving on the Human Services Commission.

Commissioner Ford congratulated Chair Xie and Vice-Chair Albrecht for their leadership this past fiscal year.

Commissioner Aragon commented that it was a pleasure working with the Commission and is sad to leave, and thanked staff for their professionalism.

Commissioner Apodaca asked Staff (Osborne) if there was an update regarding resuming in person meetings.

7. Staff comments

Staff (Osborne) provided the following comments:

- Formatting of the Commission meeting agenda, minutes, and work plan have been updated by the City's Accessibility Coordinator to improve the document accessibility and readability; and
- Following Labor Day (Monday, September 6) Commissions will resume meeting in person at the Jackie Robinson Community Center and staff will keep the Commission informed regarding public health updates.

8. Upcoming meeting agenda items

- Review and approval of Human Services Commission work plan for FY 2021-2022
- Review presentation calendar for FY 2021-2022

9. Adjournment

It was moved (Ford) and seconded (Jamal) to adjourn the special meeting. (Motion unanimously carried) The meeting was adjourned at 10:28 AM.

City of Pasadena Human Services Commission
Draft Work Plan: 07/01/21 – 06/30/22

Mission:

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; Child Care Policy; Needs Assessment; Children's Scorecard, and related materials.

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;
4. Recommend priorities to the council for city resources which respond to identified unmet human service needs;
5. Recommend the allocation of city resources consistent with the established priorities for addressing documented human service needs;
6. Convene commissions, advisory groups, community agencies, provider organizations, groups and individuals to facilitate effective collaboration in addressing human service issues in Pasadena;
7. Advise the council on ways to achieve human service goals consistent with council-adopted policies which address human services

FY 21-22 Objectives:

Objective #1 – LGBTQ+ Health and Human Services to our Constituents

Objective #2 – Equity, Diversity, and Inclusion (EDI) Services

Objective #3 – Mentoring for Young Women of Color

Objective #4 – Early Childhood Development

Objective #5 – Homelessness

Objective #6 – Community Development Block Grant (CDBG)

Objective #1 – LGBTQ+ Health and Human Services to our Constituents

Provide better access to LGBTQ+ health and human services for the City of Pasadena.

Commissioners: Xie (Lead)

Action Items:

- Leverage the San Gabriel Valley LGBTQ+ Needs Assessment to bridge any gaps identified in Pasadena.
- Host LGBTQ+ Cultural Competency Training for City leaders and professionals.
- Interview residents who identify as LGBTQ+ regarding resource gaps.

Work Plan Updates:

July 2021:

-

Status:

Objective #2 – Equity, Diversity, and Inclusion (EDI) Services

Ensuring equity, diversity, and inclusion (EDI) in the City of Pasadena.

Commissioners: Wright (Lead), Apodaca

Action Items:

- Examine EDI data from the Parks, Recreation and Community Services Department and to collect data from other City departments.
- Examine EDI in relationship to delivery of services for black and brown males of all ages within the City of Pasadena.
- Review data for programs related to EDI provided by the ad hoc committee.

Work Plan Updates:

July 2021:

Status:

Objective #3 – Mentoring for Young Women of Color

Fill in the gap to ensure that young women are exposed and enlightened to opportunities and resources that can assist in changing their trajectory.

Commissioners: Jamal (Lead), Guirguis, Wright

Action Items:

- Research the need for mentoring young women of color.
- Continue to work in collaboration with the Commission on the Status of Women.

Work Plan Updates:

July 2021:

-

Status:

Objective #4 – Early Childhood Development

To inform the Commission on the progress and accomplishments of the Office of the Young Child and overall early childhood development.

Commissioners: Guirguis (Lead), Bolton, Apodaca

Action Items:

- Continue to support city staff in the Office of the Young Child.
- Bring awareness around the early childhood preschool and directors of childcare centers and transitional kindergarten (TK) in the Pasadena Unified School District (PUSD).
- Provide information about Growing Together PASadena, All Children Thrive, and support the early childhood hubs.
- Early Development Instrument (child development assessment) sharing the data with the public through the early childhood hubs.

Work Plan Updates:

July 2021:

-

Status:

Objective #5 – Homelessness

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

Commissioners: Bolton (Lead), Albrecht

Action Items:

- Meet with City staff to get input on proposal for bridge housing.
- Provide data to the City Council to recommend procurement of bridge housing.
- Work with the newly formed Housing Taskforce to support their efforts and provide feedback and ideas.
- Shed light on the increasing unhoused Transitional Aged Youth (TAY) population in order to get resources to prevent chronic homelessness.
- Collect data from local school districts, including private and charter schools, to educate the City Council on the increase of youth homelessness.

Work Plan Updates:

July 2021:

-

Status:

Objective #6 – Community Development Block Grant (CDBG)

Objective: To be determined

Commissioners: Albrecht (Lead)

Action Items:

- Review the scoring criteria for the Community Development Block Grants for Public Service (CDBG).

Work Plan Updates:

July 2021:

-

Status:

Human Services Commission Draft Presentation Calendar FY 2021-2022

Presentations to be scheduled:

- Leaders of Change (Month TBD)
- TAYLink (Public Health Department) (Month TBD)
- Pasadena Police Department (Month TBD)

August 2021:

September 2021:

October 2021:

November 2021:

December 2021:

January 2022:

February 2022:

March 2022:

April 2022:

May 2022:

June 2022: Annual Meeting