



**Regular Meeting  
Human Services Commission  
Wednesday, August 11, 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  
Gloria Medel, District 5  
Jacques Bolton, Agency Representative  
Joe Ford, Agency Representative  
Kenneth Rotter, Agency Representative  
Ana Maria Apodaca, Pasadena Unified School District  
Vacant, District 4  
Vacant, Pasadena City College

**Staff**

Lola Osborne, Deputy Director  
Tamer Sabha, Recording Secretary

**Meeting Information**

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:  
[www.cityofpasadena.net/commissions/human-services-commission](http://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 at (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/83047067226>

**OR**

**Phone:** 1 (669) 900-6833 – Webinar ID: 830 4706 7226

## **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](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: [www.cityofpasadena.net/commissions/public-comment](http://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](mailto:tsabha@cityofpasadena.net).



**Agenda**  
**Regular Meeting**  
**Human Services Commission**  
**Wednesday, August 11, 2021**  
**6:00 P.M.**

1. **Call to order**
2. **Roll call**
3. **Public comments**
4. **Approval of minutes**
  - July 14, 2021\*
5. **New business**  
**Information item**
  - Presentation by Pasadena Public Health Department on the impact of COVID-19 on Pasadena – Dr. Matthew Feaster (Epidemiologist, Public Health Department)
6. **Old business**  
**Action item**
  - Commission work plan updates and discussion\*
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 5<sup>th</sup> day of August 2021, 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).



Jessica Xie  
Jessica Xie, Chair  
Human Services Commission



Tamer Sabha  
Tamer Sabha, Recording Secretary



**\*Draft Minutes\***

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

**Commissioners Present:** Michael Albrecht, Ana Maria Apodaca, Jacques Bolton, Lila Guirguis, Latasha Jamal, Christopher Matthes, Gloria Medel, Kenneth Rotter, Jamie Wright (joined at 6:05 PM), Jessica Xie

**Commissioners Absent:** Joe Ford (excused)

**Staff Present:** Lola Osborne, Tamer Sabha

**1. Call to order**

Chair Xie called the meeting to order at 6:01 PM.

- **Welcome new Commissioner Kenneth Rotter (Agency Representative)**

Chair Xie welcomed Commissioner Rotter (Agency Representative), who shared his background and experience.

**2. Roll call**

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

**3. Public comments**

None

**4. Approval of minutes**

After review, it was moved (Jamal) and seconded (Bolton) to approve the Minutes of the May 12, 2021 regular meeting. (Motion carried)

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

After review, it was moved (Jamal) and seconded (Bolton) to approve the Minutes of the June 19, 2021 special meeting. (Motion carried)

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

## 5. New business

- **Discussion and selection of which organization to contact regarding the upcoming agency representative vacancy**

After discussion, it was moved (Jamal) and seconded (Bolton) to request staff to send a letter to the Boys and Girls Club of Pasadena informing them of the agency representative vacancy. (Motion unanimously carried)

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

## 6. Old business

- **Discussion and approval of the Human Services Commission Work Plan for FY 2021-2022**

After discussion, it was moved (Jamal) and seconded (Guirguis) to approve the Human Services Commission Work Plan and Presentation Calendar for FY 2021-2022. (Motion unanimously carried)

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

Chair Xie appointed the following Commissioners to the work plan ad hoc committees for FY 2021-2022:

- LGBTQ+ Health and Human Services to our Constituents – Xie (lead), Rotter
- Diversity, Equity, and Inclusion (DEI) Services – Wright (lead), Apodaca, Guirguis
- Mentoring for Young Women of Color – Jamal (lead), Guirguis, Wright, Medel
- Early Childhood Development – Guirguis (lead), Apodaca, Matthes
- Homelessness – Xie (lead), Albrecht, Ford
- Community Development Block Grant (CDBG) – Albrecht (lead), Ford, Rotter

## 7. Comments and updates

- **Comments from the Chair**

Chair Xie provided the following comments:

- Recommended the ad hoc committee leads begin scheduling meetings with their groups, preferably on a bi-weekly basis;
- Asked the ad hoc committee leads to invite the Chair to their meetings, since she is an ex-officio member of all ad hoc committees; and
- Announced she will be unable to attend Human Services Commission meetings for the last quarter of the calendar year, but will continue to contribute while Vice-Chair Albrecht leads the meetings.

- **Comments and announcements from Commissioners**

Vice-Chair Albrecht asked Staff (Osborne) about the status of the Pasadena City College (PCC) vacancy. Staff (Osborne) shared that PCC has been notified

about the vacancy and has contacted the Mayor's office about a candidate to fill the vacancy.

Commissioner Medel asked about resuming in person meetings. Chair Xie clarified that in person meetings are scheduled to resume after Labor Day in September.

Commissioner Apodaca asked if there was an update regarding the possibility of hybrid meetings. Staff (Osborne) responded that unfortunately the meeting location at Jackie Robinson Community Center does not have the technology to conduct hybrid meetings.

- **Staff comments**

Staff (Osborne) provided the following comments:

- Announced that Commissioner Rasheed is no longer on the Commission after making a decision to leave before a new appointment to the District 4 seat was completed; and
- Shared information about the Parks After Dark program, offering family-friendly activities at various Pasadena parks from Wednesday to Saturday at various times.

**8. Suggested agenda items for future Commission meetings**

None

**9. Adjournment**

It was moved (Jamal) and seconded (Rotter) to adjourn the regular meeting. (Motion unanimously carried) The meeting adjourned at 7:07 PM.

## **City of Pasadena Human Services Commission 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), Rotter

### **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:

- The Commission approved the work plan for FY 2021-2022.
- Chair Xie appointed herself to lead the LGBTQ+ Health and Human Services to our Constituents ad hoc committee and appointed Commissioner Rotter to the committee.
- Staff (Osborne) will submit a request to the Mayor's Office for a proclamation for LGBTQ+ History Month in October.

### **Status:**

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

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

Commissioners: Wright (Lead), Apodaca, Guirguis

### **Action Items:**

- Examine DEI data from the Parks, Recreation and Community Services (PRCS) Department and to collect data from other City departments.
- Examine DEI 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 DEI provided by the ad hoc committee.

### **Work Plan Updates:**

July 2021:

- The Commission approved the work plan for FY 2021-2022.
- Chair Xie appointed Commissioner Wright to lead the Diversity, Equity, and Inclusion ad hoc committee and appointed Commissioners Apodaca and Guirguis to the committee.
- Staff (Osborne) will report on data collected from PRCS surveys in October 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, Medel

### **Action Items:**

- Research the need for mentoring young women of color.

### **Work Plan Updates:**

July 2021:

- The Commission approved the work plan for FY 2021-2022.
- Chair Xie appointed Commissioner Jamal to lead the Mentoring for Young Women of Color ad hoc committee and appointed Commissioners Guirguis, Wright, and Medel to the committee.

### **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), Apodaca, Matthes

### **Action Items:**

- Continue to support city staff in the Office of the Young Child.
- Bring awareness of the impact from the implementation of transitional kindergarten (TK) on the Pasadena Unified School District (PUSD) and other early childhood providers and centers.
- Provide information about Growing Together PASadena, All Children Thrive, and support the early childhood hubs.
- Review the Early Development Instrument (child development assessment) and share the data with the public through the early childhood hubs.

### **Work Plan Updates:**

July 2021:

- The Commission approved the work plan for FY 2021-2022.
- Chair Xie appointed Commissioner Guirguis to lead the Early Childhood Development ad hoc committee and appointed Commissioners Apodaca and Matthes to the committee.

### **Status:**

## **Objective #5 – Homelessness**

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

Commissioners: Xie (Lead), Albrecht, Ford

### **Action Items:**

- 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 the local school district, including private and charter schools, to educate the City Council on the increase of youth homelessness.

### **Work Plan Updates:**

July 2021:

- The Commission approved the work plan for FY 2021-2022.
- Chair Xie appointed herself to lead the Homelessness ad hoc committee and appointed Commissioners Albrecht and Ford to the committee.

### **Status:**

## **Objective #6 – Community Development Block Grant (CDBG)**

Objective: To update the scoring criteria for the Community Development Block Grant (CDBG) and Pasadena Assistance Fund (PAF).

Commissioners: Albrecht (Lead), Ford, Rotter

### **Action Items:**

- Review the scoring criteria for the Community Development Block Grants for Public Service (CDBG).
- Meet with Randy Mabson (Housing Department) to learn about the creation of the current criteria.
- Obtain best practices for proposals for grant projects.
- Present suggestions for updated scoring criteria.

### **Work Plan Updates:**

July 2021:

- The Commission approved the work plan for FY 2021-2022.
- Chair Xie appointed Vice-Chair Albrecht to lead the Community Development Block Grant ad hoc committee and appointed Commissioners Ford and Rotter to the committee.

### **Status:**

# Human Services Commission Presentation Calendar FY 2021-2022

## August 2021:

- Pasadena Public Health Department on the impact of COVID-19 on Pasadena – Dr. Matthew Feaster (Epidemiologist, Public Health Department)

## September 2021:

- Childcare provider service agency

## October 2021:

- Pasadena Public Library on how the closure of the Central Library has impacted services in the community (general information, homeless services, job placement, etc.) and contributions to LGBTQ+ History Month
- Pasadena Public Health Department on activities for LGBTQ+ History Month

## November 2021:

- Pasadena Police Department

## December 2021:

- Public Health Department about the TAYLink program

## January 2022:

## February 2022:

- Boys and Girls Club of Pasadena

## March 2022:

- Leaders of Change

## April 2022:

## May 2022:

## June 2022: Annual Meeting

(updated 07/14/21)