AGENDA
HUMAN SERVICES COMMISSION
REGULAR MEETING
SEPTEMBER 14, 2016

MEMBERS
VACANT, District 1
Tony Santilena, Vice Chair, District 2
Leslie Caldwell, District 3
Nasir Rasheed, District 4
Peggy Sisson, District 5
Kim Chavarria, District 6
Vera Vignes, Chair, District 7
Myra Martin Booker, Mayor
Jacques Bolton, Agency Representative
Joe Ford, Agency Representative
Hector LaFarga, Agency Representative
James Aragon, Pasadena City College
Ann Rector, Pasadena Unified School District

STAFF
Lisette Jabola, Recording Secretary

MISSION STATEMENT
The City of Pasadena is dedicated to delivering exemplary municipal services, responsive to our entire community and consistent with our history, culture and unique character.

In compliance with the Americans with Disabilities Act of 1990, listening assistive devices are available from the HUMAN SERVICES AND RECREATION DEPARTMENT with a 24-hour advance notice. Please call 626/744-4386 to request use of a listening device.

Language translation services are available for this meeting by calling 626/744-7333 at least 24 hours in advance.

Habrá servicio de interpretación disponible para estas juntas llamando al 626/744-7333 por lo menos con 24 horas de anticipación.

Public meeting begins at 6:00 p.m. Items on the agenda may not be called in order listed. Agendas and supporting documents are available on the Internet.

Materials related to an item on this Agenda submitted to the HUMAN SERVICES COMMISSION after distribution of the agenda packet are available for public inspection in the HUMAN SERVICES AND RECREATION DEPARTMENT at 100 N. GARFIELD AVE., ROOM N255 during normal business hours.
AGENDA
CITY OF PASADENA
HUMAN SERVICES COMMISSION
REGULAR MEETING
WEDNESDAY, SEPTEMBER 14, 2016
6:00 P.M.
CITY HALL, 100 NORTH GARFIELD AVENUE
PASADENA, CA 91101
GRAND CONFERENCE ROOM, S038

1. CALL TO ORDER; WELCOME; ROLL CALL

2. PUBLIC COMMENT ON MATTERS NOT ON THE AGENDA
   Please limit comments to 3 minutes per speaker.

3. REVIEW AND APPROVAL OF MINUTES, July 16, 2016*

4. NEW BUSINESS
   INFORMATION ITEMS
   • UPDATE ON HOMELESSNESS
     Ann Lansing, Project Planner
     Housing Department

   • COMMISSION POLICIES/PROTOCOLS/PROCEDURES
     Raphael Guillen, Deputy Director
     Human Services and Recreation Department

   • UPDATE ON HUMAN SERVICES COMMISSION COMMITTEES

5. REPORTS AND COMMENTS FROM COMMITTEES
   INFORMATION ITEMS ONLY
   • Report from the Chair

   • Committee Reports
     ▪ Standing Committee
       ○ Pasadena Council for the Young Child (Vignes)

     ▪ Ad Hoc Committee
       ○ Foster Care Youth Issues (Bolton)
• Commissioner Updates/Comments
  ▪ Liaison Reports/Updates
    o Youth Council (Santilena)

• Staff Updates

6. SUGGESTED AGENDA ITEMS FOR FUTURE COMMISSION MEETINGS

7. ADJOURNMENT

*Attachment

**Note to Public:** An opportunity for Public Comment will be provided at the time the above items are discussed.

I HEREBY CERTIFY that this Notice, in its entirety, was posted on the Council Chamber Bulletin Board, Room 247, and the Bulletin Board in the rotunda area of City Hall, and a copy was distributed to the Central Library for posting on this 9th day of September 2016, by 5:30 p.m., and that copies were emailed, faxed or delivered, and/or notice accepted by telephone not less than 24 hours prior to the meeting, to each member of the Human Services Commission and emailed to each local newspaper of general circulation, radio or television station requesting notice in writing, all of which media recipients are identified on the distribution list below.

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In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Human Services and Recreation Department at (626) 744-4386. Notification 24 hours prior to the meeting will enable the City to make reasonable arrangements to assure accessibility to this meeting.

Language translation services are available for this meeting by calling (626) 744-4386 at least 24 hours in advance.

Habrá servicio de interpretación disponible para estas juntas llamando al (626) 744-4386 por lo menos con 24 horas de anticipación.

Items on the agenda may not be called in the order listed.
*MINUTES *

PASADENA HUMAN SERVICES COMMISSION

Mother's Club Family Learning Center
980 North Fair Oaks Avenue
Pasadena, CA 91103

JULY 16, 2016

9:00 A.M.

COMMISSIONERS PRESENT:
Chair Tony Santilena, Vice Chair Vera Vignes, James Aragon (arrived 9:28 a.m.),
Jacques Bolton, Joe Ford, Hector LaFarga, Abe Rasheed, Ann Rector, Peggy Sisson

COMMISSIONERS ABSENT:
Leslie Caldwell (excused), Kim Chavarria (excused), Myra Martin Booker (excused)

STAFF PRESENT:
Lisette Jabola

1. CALL TO ORDER; WELCOME; ROLL CALL
Chair Santilena called the meeting to order at 9:05 a.m. and thanked Commissioner
LaFarga for hosting the meeting location. Lisette Jabola called the roll. A quorum
was established for the Commission.

2. PUBLIC COMMENT - LIMITED TO ITEMS ON THIS SPECIAL MEETING
AGENDA
None

3. REVIEW AND APPROVAL MINUTES, JUNE 8, 2016
After review, it was moved (Sisson) and seconded (Vignes) to approve the
Minutes of June 8, 2016. (Motion unanimously carried) (Absent: Booker, Caldwell,
Chavarria) (Abstain: Ford)

4. REVIEW and APPROVAL of ACCOMPLISHMENTS PER FY 2015-2016
COMMISSION WORK PLAN
Following review and discussion of the draft Year End Report of Accomplishments:
6/30/2015 document, it was moved (Aragon) and seconded (Sisson) to approve
the document for submission to City Council with the following amendments:

Note: amendments in blue
• OBJECTIVE 7: replace INCOMPLETE with ONGOING

• OBJECTIVE 9: change STATUS to: COMPLETED. At the October 14, 2015 and at the April 13, 2016 meetings, the Youth Council joined the Human Services Commission for a Special Presentation.

(Motion unanimously carried) (Absent: Booker, Caldwell, Chavarria)
(Abstain: Ford)

5. REVIEW and APPROVAL of COMMISSION ATTENDANCE RECORD for FY 2015-2016
After review of the Attendance Record FY 2015-2016, it was moved (Sisson) and seconded (Bolton) to approve the document for submission to City Council.
(Motion unanimously carried) (Absent: Booker, Caldwell, Chavarria)
(Abstain: Ford)

After a ten minute recess, the Commission reconvened regarding the following:


A. Develop FY 2016-2017 Work Plan Objectives
   ➢ Ad Hoc Committees
     o Sunset FY2015-16 Committees
       (Early Child Development, Foster Care Ad Hoc Greater Accessibility, Youth Council)

       After discussion, it was moved (Vignes) and seconded (Aragon) to sunset the FY2015-16 Committees. (Motion unanimously carried)
       (Absent: Booker, Caldwell, Chavarria) (Abstain: Ford)

     o Establishment of FY2016-17 Committees
       After discussion, it was moved (Vignes) and seconded (Sisson) to establish the following three Committees for FY 2016-17:

       1) Council for Foster Care Issues
       2) Council for the Young Child
       3) Youth Council Liaison Committee

       (Motion unanimously carried) (Absent: Booker, Caldwell, Chavarria)
       (Abstain: Ford)

A draft outline to work with in developing the Work Plan for the upcoming year was reviewed by the Commission. Inclusion of key items, dates and related items was reviewed. Following discussion, it was moved (Bolton) and seconded (LaFarga) to adopt the draft Work Plan and submit to City Council with the following amendments:

Note: amendments in blue

**STATUS:** **COMPLETED.** At their Annual Retreat held on July 16, 2016, the Commission reviewed and approved the previous year’s Accomplishments and Attendance Record and drafted a Work Plan for FY 2016-17.


**STATUS:** **COMPLETED.** Documents submitted to City Clerk’s Office August 30, 2016.

3. By September 30, 2016, convene regarding the following:
   - Legal advice regarding Rules and Regulations / Protocol-presentation by City Attorney’s Office and Staff.
   - Standing Committees, Ad Hoc Committees-establish Sub-committees/Org Chart.

4. By October 31, 2016, convene regarding the following:
   - Presentation on Homeless Issues.

5. By November 30, 2016, convene regarding the following:
   - Special Joint Meeting with Youth Council and Youth Master Plan.

6. By January 31, 2016, convene regarding the following:
   - Special Joint Meeting with Library Commission.

7. By February 28, 2017, convene regarding the following:
   - Special Joint Meeting with Recreation and Parks Commission.
8. By March 31, 2017, convene regarding the following:
   - Hold the regular monthly meeting at Jackie Robinson Community Center.

9. By April 30, 2017, convene regarding the following:
   - Special Joint Meeting with Youth Council.
   - Hold the regular monthly meeting at Villa Parke Community Center or Victory Park Recreation Center.

10. By May 31, 2016, convene regarding the following:
    - Appoint Nominating Committee for FY 2017-18 Officers.

11. By June 30, 2017, convene regarding the following:
    - Nominating Committee Report and Election of Officers for FY 2017-18.

7. OTHER – FOR THE GOOD OF THE ORDER
   After discussion, it was moved (Sisson) and seconded (Aragon) to cancel the regular meetings and go dark in August and December 2016.
   (Motion unanimously carried) (Absent: Booker, Caldwell, Chavarria)

8. ADJOURNMENT OF ANNUAL RETREAT
   It was moved (Aragon) and seconded (Sisson) to adjourn the Annual Retreat.
   (Motion unanimously carried) (Absent: Booker, Caldwell, Chavarria)
   The meeting was adjourned at 10:53 a.m.