

In compliance with Governor Newsom's Executive Order N-29-20, which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), and the County of Los Angeles Public Health Officer's Reopening Safer at Work and in the Community for control of COVID-19 Blueprint for a Safer Economy – Tier 1 Surge Response (issued January 29, 2021), members of the Social Services Commission and staff will participate in this meeting via teleconference or other electronic means in our continuing effort to practice social distancing to reduce the spread of COVID-19.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following <https://bit.ly/2XLJDvq>

US: +1 669 900 9128

Webinar ID: 940 9908 4932

Passcode: 467182



Social Services Commission

The Social Services Commission is an advisory body to the City Council that generally meets on the fourth Thursday of each month at 6:00 p.m. in the West Annex Commission Meeting Room. The Commission may make recommendations to the City Council on Veterans affairs, homeless issues, adults with development disabilities, and children with special needs. All meetings are open to the public except for those portions that under law may be considered in closed session. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Social Services Commission liaison at 310.618.5880. Agendas are posted on the City of Torrance Home Page www.TorranceCA.Gov

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.5880. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

HOURS OF OPERATION

Monday through Friday from
7:30 a.m. to 5:30 p.m.

Offices are closed alternate Friday.

agb *JKH*

TORRANCE SOCIAL SERVICES COMMISSION THURSDAY, FEBRUARY 25, 2021 REGULAR MEETING 6:00 P.M.

**THE SOCIAL SERVICES COMMISSION MAY ONLY TAKE ACTION
ON ANY ITEM LISTED ON THE AGENDA**

AGENDA

1. CALL THE MEETING TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. REPORT FROM STAFF ON POSTING OF AGENDA
5. COMMISSION AND STAFF ANNOUNCEMENTS
6. **ORAL COMMUNICATIONS #1 (Limited to a 30 minutes)**
Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.
7. **APPROVE COMMISSION MINUTES: October 22, 2020**
8. **APPROVE COMMISSION MINUTES: January 28, 2021**
9. **ACCEPT AND FILE PRESENTATION ON EMERGENCY RENTAL ASSISTANCE PROGRAM**
10. **ACCEPT AND FILE PRESENTATION FROM STAFF INTRODUCING OUTREACH WORKER**
11. **REVIEW 2019, 2020 VETERANS RECOGNITION EVENTS AND DISCUSS A 2021 VETERANS RECOGNITION EVENT**
12. **DISCUSS AND APPROVE HOLDING A CITY-SPONSORED 2021 TOILETRY DRIVE**
13. **ADJOURNMENT**
Adjournment of the Social Services Commission meeting to Thursday, March 25, 2021.

**MINUTES OF A MEETING OF THE
TORRANCE SOCIAL SERVICES COMMISSION**

1. CALL TO ORDER

The Torrance Social Services Commission convened in a regular session at 6:00 p.m. on Thursday, October 22, 2020 via teleconference or other electronic means.

2. ROLL CALL

Present: Commissioners Bickford, Gow, Jones, Leys, and Chairperson Scotto

Absent: None

Also Present: Management Associate Hoang and Management Associate Gent

3. FLAG SALUTE

The pledge of Allegiance was led by Commissioner Jones.

4. REPORT FROM STAFF ON POSTING OF AGENDA

Management Associate Hoang stated that the agenda for the Social Services Commission was properly posted on October 15, 2020 on the Public Notice Board by the City Clerk's office and the City's website.

5. COMMISSION AND STAFF ANNOUNCEMENTS

Commissioner Gow announced the following:

- Information for registering, confirming voter registration and locations for vote centers was available at LAVote.net
- Voter Guides were also available
- A 24 hour drop box for ballots was available in the City
- Information on homeless services was available on the Commission's City website and on cards available to distribute from the Commission
- He submitted three articles from the Daily Breeze for consideration by the Torrance Homelessness Task Force: Project Roomkey; approval of a temporary homeless shelter in Redondo Beach and the Redondo Beach homeless court moving outdoors.

Commissioner Jones discussed the Redondo Beach Homeless Court which was a collaboration effort among the Police Department, City prosecutors, public defenders, judges and social services providers with the goal of reducing jail times and fines for those individuals experiencing homelessness, if they were willing to accept and follow through with services that could lead to housing. She requested that staff bring a speaker from the Homeless Court to speak to the Commission in 2021.

Chairperson Scotto announced that on Thursday October 29 from 3:30 p.m. to 6:00 p.m. the Torrance Area Chamber of Commerce Women in Business would conduct a food drive for nonperishable items to benefit the Food for Kids Pantry and noted that donations could be dropped off at the Volunteer Center at 1230 Cravens Avenue.

6. **ORAL COMMUNICATIONS #1**

Members of the public spoke.

7. **REPORT ON 2020 VETERANS RECOGNITION EVENT**

Management Associate Gent presented the report on the item and listed the various elements of the virtual event. She noted that on October 27 at the City Council meeting, Commissioner Bickford would accept the City Proclamation declaring November 8 through November 14, 2020 as Veterans Appreciation Week in the City of Torrance. She added that there would be online video message of appreciation from the Mayor and City Council, and the five branches of the military and that the video link would be posted on the City website, City social media, the CitiCABLE YouTube channel and CitiCABLE television. She explained that the video would end with the National Anthem and color guard from Camp Pendleton. She reported that there would be links to resources for veterans and messages from the Community thanking veterans on the designated website, as well as on the City social media and CitiCABLE productions.

MOTION: Commissioner Gow moved to accept and file approve the report on 2020 Veterans Recognition Event; motion was seconded by Commissioner Bickford. The motion passed by a roll call vote.

8. **PARTICIPATE IN HOMELESS PLAN LISTENING SESSION #3**

Management Associate Gent presented the report on the item and noted that this was the third listening session. She explained that once the information from the Listening Sessions and the online survey had been compiled, it would be used to develop a Homeless Plan, which would be brought before the City Council for approval. She noted the online survey could be found at www.TorranceCA.gov/HomelessPlan

Management Associate Gent listed the ground rules and time limits for the Listening Session and noted that there would be three questions and persons could speak to all three questions.

Management Associate Hoang reported that three comments regarding the homeless plan which had been submitted from members of the public via email had been included both in the public record for the item and in the Commissioners' agenda packets.

QUESTION 1:

What does homelessness look like in Torrance? What are your concerns about homelessness in Torrance? (3 minutes per speaker)

- Andrea Sanchez observed that there was an increase in the number of people living on the street and added that it would be necessary: to offer affordable housing, provide safe parking, publicize available City and local services, decriminalize homelessness and survey those who were experiencing homelessness in order to solve the problem of homelessness.
- Bill Reynolds spoke in favor of affordable housing, a safe parking program and decriminalizing homelessness by removing the unhoused from the responsibility of the Police Department and placing the unhoused under the responsibility of the Community Services Department, utilizing the assistance of the Torrance Mental Evaluation Team, TMET.
- Brian Huang spoke in favor of decriminalizing homelessness and reaching out to those in danger of becoming homeless.

QUESTION 2:

**What is your understanding of what the City can do to address homelessness?
(3 minutes per speaker)**

- Nancy Wilcox thanked the City of Torrance for creating the Social Service Commission to address the problem of homelessness. She voiced support of the City hiring a full-time dedicated outreach person/case manager and explained that in many instances a case manager was required in order for a client to take advantage of specific services. She added that the case manager would also be able build relationships with the unhoused in the community and help them obtain the services that they needed. She expressed her hope that the City could move forward with a Safe Parking Program.
- Andrea Sanchez agreed that the City needed both a homelessness case manager and a team to support the manager. She noted that the City needed to work to remove the stigma of homelessness, especially in public meetings and to treat the topic of the unhoused with more compassion. She added that she would like to see some direct communication between the unhoused and the Social Services Commission.
- Brian Huang noted that the best solution to addressing homelessness was to provide housing, by reaching out to the unhoused with outreach workers to build relationship and advocate for services. He added that he was in support of Safe Parking, more affordable housing and the use of housing vouchers.

QUESTION 3:

**What are some ways in which the Torrance community can help with homelessness?
(3 minutes per speaker)**

- Nancy Wilcox stated that if the City worked to educate the Community members on the unhoused, perhaps using some information currently available from the County, it would help to reduce the stigma of homelessness.
- Brian Huang encouraged residents to reach out to the unhoused to try to understand their needs and to develop mutual aid groups.
- Andrea Sanchez stated that she agreed with the development of mutual aid groups. She noted that sometimes the unhoused simply needed some money.
- Totran Radke noted that the public should be made aware that they can report a homeless person to the County, so that the person could be contacted, be placed in the system and become eligible to receive services.

Chairperson Scotto thanked all the participants for their input.

9. ORAL COMMUNICATIONS #2

Commissioner Gow thanked the members of the public for their participation in the meeting.

Commissioner Bickford requested that members of the public also complete the online homeless plan survey as well as forward the survey on to other community members in an effort to gather as much feedback as possible for consideration by the Homeless Task Force.

10. ADJOURNMENT

At 6:58 p.m., Commissioner Bickford moved to adjourn the meeting to the regular meeting on Thursday, January 28, 2021 at 6:00 p.m. via teleconference or other electronic means. The motion was seconded by Commissioner Jones and a roll call vote reflected unanimous approval.

###

**MINUTES OF A MEETING OF THE
TORRANCE SOCIAL SERVICES COMMISSION**

1. CALL TO ORDER

The Torrance Social Services Commission convened in a regular session at 6:00 p.m. on Thursday, January 28, 2021 via teleconference or other electronic means.

2. ROLL CALL

Present: Commissioners Bickford, Gow, Jones, Leys, Reynolds, Witt and Chairperson Scotto

Absent: None

Also Present: Assistant to the City Manager Hoang and Management Associate Gent

3. FLAG SALUTE

The pledge of Allegiance was led by Commissioner Gow.

4. REPORT FROM STAFF ON POSTING OF AGENDA

Assistant to the City Manager Hoang stated that the agenda for the Social Services Commission was properly posted on January 21, 2021 on the Public Notice Board by the City Clerk's office and the City's website.

5. COMMISSION AND STAFF ANNOUNCEMENTS

City Manager Chaparyan introduced himself to the Commission and noted that he had started as the City Manager on October 1, 2021, and spoke briefly about the other positions he had served in during his 20 years with the City. He thanked all the Commissioners for their help and service during this difficult time.

City Manager Chaparyan discussed the challenges the City had faced in 2020, including a cyberattack and the COVID-19 pandemic. He noted that regardless of the pandemic, 86% of City employees were physically reporting to work daily, as their jobs could only be performed in person. He reported that the budget had had to be revised several times in 2020 and again in 2021 as a direct result of the COVID-19 business closures. He added that due to budget reductions, there were currently 130 vacant positions in the City and other positions had been deleted. He explained that vacancies and absences due to COVID had placed a burden on all remaining employees.

City Manager Chaparyan confirmed the City's continuing commitment to the Commission and the populations it represented and pointed to the addition of Management Associate Gent as a liaison to the Commission, the plan to hire a Homeless Consultant, the creation of a City-wide Homeless Response team and the ongoing work with the South Bay Cities Council of Governments (SBCCOG) and the rest of the community.

6. ORAL COMMUNICATIONS #1

None

7. **ACCEPT AND FILE PRESENTATION FROM GRACE FARWELL OF SOUTH BAY CITIES COUNCIL OF GOVERNMENTS (SBCCOG) ON HOME SHARE SOUTH BAY PROGRAM**

Grace Farwell of SBCCOG reported that Home Share South Bay was officially launched on October 15, 2020 as a community solution and prevention strategy designed to assist the growing number of older residents who might need support to remain living in their homes, as well to aid individuals close to homelessness, due to high rents and low wages. She explained that Home Share would look to match a homeowner who might have an extra room or rooms in their home with a renter who needed a place to live.

MOTION: Commissioner Gow moved to accept and file presentation from Grace Farwell of South Bay Cities Council of Governments (SBCCOG) on Home Share South Bay Program; motion was seconded by Commissioner Bickford. The motion passed by a roll call vote.

8. **ACCEPT AND FILE REPORT FROM STAFF ON STATUS OF HOMELESSNESS PLAN AND OUTREACH WORKER**

Assistant to the City Manager Hoang presented an update on the Homelessness Plan and an explanation of how Measure H funds were awarded in general, as well as the process by which the City had obtained \$50,000 from SBCCOG, through a Measure H Innovation Grant, to develop a Homelessness Plan. He reported that the City had however, been unsuccessful in finding a consultant to assist in the development of a Homelessness Plan and had again approached SBCCOG to explore the possibility of using the \$50,000 grant to fund an outreach worker, dedicated to the City of Torrance. He explained that SBCCOG had agreed to the use of the funds for an outreach worker/housing navigator, provided that a Homelessness Plan was still developed, based on available plans and customized to the needs of Torrance.

Assistant to the City Manager Hoang detailed the advantages of a dedicated outreach worker for the City: they were able to develop personal knowledge and the trust of homeless individuals through multiple interactions and ongoing relationships, staff and community organizations had the opportunity to work with, learn from and get to know a single individual and provide faster responses to those in need.

Assistant to the City Manager Hoang noted that even with a dedicated outreach worker, there would still be obstacles and limits to overcome, such as little or no available short-term housing or shelters and managing the community's expectation that the outreach worker would be able to solve existing problems quickly.

Assistant to the City Manager Hoang described the Los Angeles County Coordinated Entry System (CES) and the cities, including Torrance, that made up Service Planning Area 8 (SPA 8). He noted that SPA 8 had 6,500 homeless, but that none of the 27 cities and neighborhoods had a dedicated outreach worker through the CES.

Assistant to the City Manager Hoang verified that Council had approved the use of the \$50,000 grant from SBCCOG and an agreement with Harbor Interfaith Services of San Pedro, Inc. to provide an outreach worker to provide homelessness services for a term of 18 months. He noted that general funds would also be used to fund the outreach worker.

Assistant to the City Manager Hoang listed some of the initial priorities and responsibilities for the outreach worker: ride-alongs with the Police Department to determine areas with high needs, responding to Los Angeles County Homeless Outreach Portal (LAHOP), working with

those with highest needs to get them "housing ready" as well as referrals and assistance for others with lesser needs, contributing to the development of the City's Homelessness Plan, and helping to train staff on available resources.

Assistant to the City Manager Hoang explained that he and Management Associate Gent would serve as liaisons between the City and community and the outreach worker and lead all response teams related to homelessness, to allow the outreach worker to focus on her field of expertise. He announced that the outreach worker would begin work on February 1, 2021 and would present to the Commission after she had had some time to begin to understand homelessness in Torrance.

Assistant to the City Manager Hoang expressed appreciation for their support to Grace Farwell, SBCCOG, Nancy Wilcox, Co-Chair of the South Bay Coalition to End Homelessness, Tahia Hayslet and Shari Weaver from Harbor Interfaith, current Police Community Lead Officers (CLO): Sergeant Dave Maitlen and Officer Joe Craft and former CLOs, Matthew Wessels and Steven Kim and current and former Commissioners.

MOTION: Commissioner Reynolds moved to accept and file report from staff on status of Homelessness Plan and outreach worker; motion was seconded by Commissioner Bickford. The motion passed by a roll call vote.

9. ACCEPT AND FILE REPORT FROM STAFF ON 2021 HOMELESS COUNT

Management Associate Gent presented the report on the item and reviewed the City's partnership with the Los Angeles Homeless Services Authority (LAHSA) on previous Homeless Counts. She explained that in December 2020, LAHSA, after reviewing feedback from their Community Partners, including the City of Torrance, had sought a waiver from the U.S. Department of Housing and Urban Development (HUD) to allow the Los Angeles Continuum of Care to forego producing the unsheltered Point in Time Count for 2021, citing safety concerns due to COVID-19. She noted that the waiver had been approved.

Management Associate Gent stated that staff would continue to monitor announcements from LAHSA on the 2022 Point-in Time Count and provide information to the Commission or items for Commission discussion.

MOTION: Commissioner Gow moved to accept and file report from staff on 2021 Homeless Count; motion was seconded by Commissioner Reynolds. The motion passed by a roll call vote.

10. COMMISSION COMMENTS

Chairperson Scotto requested to add Oral Communications #2 to the agenda, as it had not been included on the printed agenda.

Management Associate Gent confirmed that she would send an updated Commissioner contact list to all Commissioners, per Chairperson Scotto's request.

Chairperson Scotto requested and the Commission concurred, for staff to bring an item to the next meeting to discuss the toiletry drive.

11. **ADJOURNMENT**

At 7:59 p.m., Commissioner Witt moved to adjourn the meeting to the regular meeting on Thursday, February 25, 2021 at 6:00 p.m. via teleconference or other electronic means. The motion was seconded by Commissioner Gow and a roll call vote reflected unanimous approval.

###

Subject to Approval

Honorable Members of the Social Services Commission
City Hall
Torrance, California

Members of the Commission:

SUBJECT: Accept and File Presentation on Emergency Rental Assistance Program

RECOMMENDATION

Recommendation of staff that the Social Services Commission accept and file a presentation from Tim Colon of Willdan Engineering on the Emergency Rental Assistance Program.

BACKGROUND AND ANALYSIS

The City of Torrance received \$444,081 in Community Development Block Grant (CDBG) CARES Act funding for use in eligible projects in 2020-21. On July 21, 2020, Torrance City Council appropriated \$344,081 of this funding for a short-term rental assistance program. Following a formal RFP process, the City contracted with Willdan Engineering to administer the program. The remaining \$100,000 was allocated to Economic Development for a Business Assistance Program.

The Emergency Rental Assistance Program is designed for low-income Torrance renters who have been financially impacted by COVID-19. The program will provide approximately 90 Torrance households with a one-time rental assistance payment of up to \$3,000 to cover rent for three months at \$1,000 per month, or for rental payments in arrears. Rental payments will be made directly to the owners of the properties. Households that are in arrears will receive priority.

The application will open on February 22, 2021 at 10:00 AM and close on March 2, 2021 at 5:00 PM. Tenants without internet access/computer access can call 424-337-0259, which is a hotline specifically established for the Torrance Rental Assistance Program, and a representative will complete an online application on their behalf. After the application closes, Willdan will conduct a lottery to determine the 90 households that will receive the assistance. The selected households will be required to provide income documentation and proof of COVID-19 hardship.

The lottery will first be conducted with households who are eligible and who indicated that they are in arrears. If there is funding available after the households in arrears have been assisted, the consultant will conduct a lottery with the remaining households who are eligible and did not indicate they are in arrears.

While households who are selected could receive up to \$3,000 to cover rent for three months at \$1,000 per month, if households do not qualify or do not receive the full \$3,000, the consultant will draw additional names.

The City has created a website for the Emergency Rental Assistance Program, which includes the online application (opens February 22 at 10:00 am), documentation requirements, and frequently asked questions and answers. On February 18, CitiCABLE aired a spot letting the community know of the Program. Additionally, the City has conducted outreach with the following organizations:

- Torrance Unified School District Public Information Office
- Southbay Coalition to End Homelessness
- Harbor Interfaith Services, Inc.
- Neighborhood Associations, Home Owners Associations
- Torrance Chamber of Commerce
- Announcements at City Council Meetings
- Faith-based organizations
- Owners of multifamily units, as determined by Business License

Questions from the public on the program can be directed to:

COVIDRentalAssistance@TorranceCA.gov
www.TorranceCA.Gov/COVIDRentalAssistance
424-337-0259

This evening, Tim Colon of Willdan Engineering will present on the program. Staff from the Torrance Community Development Department are also available for questions.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Attachment: Emergency Rental Assistance Flyer



EMERGENCY RENTAL ASSISTANCE

Torrance has received funding for rental assistance grants to income eligible individuals and families residing within the City limits who have been economically impacted during the COVID-19 pandemic.

Grants of up to \$3,000 are made to landlords on behalf of the income eligible residents to maintain housing and/or to reduce rental payments in arrears as a result of the economic downturn during the COVID-19 pandemic.

APPLICANT ELIGIBILITY

This program is limited to residents of the City of Torrance. Applicants' eligibility will be determined by a pre-application, and then recipients will be selected by lottery. Applicants' income must be at/below the following income limits:

Family Size	1	2	3	4	5	6	7	8
Annual Income (\$)	63,100	72,100	81,100	90,100	97,350	104,550	111,750	118,950

APPLICATION PROCESS

Timeline with next steps:

- **Feb 22, 2021** - Applications open at TorranceCA.Gov/COVIDRentalAssistance
- **Mar 2, 2021** - Applications close
- **Apr 2021** - Funds disbursed

DOCUMENTATION OF ECONOMIC IMPACT

Applicants selected via lottery must submit documentation regarding negative economic impact during the COVID pandemic period, income documentation, rental/lease agreement, and owner program participation payment acceptance. Examples of negative economic impact include:

- Job loss or termination
- Job furlough from employer
- Reduction in hours and/or pay
- Application and/or approval for Unemployment Insurance benefits.
- If self-employed, loss of income may qualify

CONTACT US

If you need assistance with forms or you do not have internet access, please contact us:

- 📍 TorranceCA.Gov/COVIDRentalAssistance
- 📞 424.337.0259
- ✉ COVIDRentalAssistance@TorranceCA.gov

Honorable Members of the Social Services Commission
City Hall
Torrance, California

Members of the Commission:

SUBJECT: Accept and File Presentation from Staff Introducing Outreach Worker

RECOMMENDATION

Recommendation of staff that the Social Services Commission accept and file a presentation from staff introducing Outreach Worker and Housing Navigator Valerie Hernandez of Harbor Interfaith Services, Inc.

BACKGROUND AND ANALYSIS

On February 1, 2021, the City welcomed Valerie Hernandez of Harbor Interfaith Services, Inc., to be the City's first contract Outreach Worker and Housing Navigator. For tonight's presentation, Valerie will provide the Commission with an overview of her key responsibilities, what a typical week looks like in her schedule, and observations she has made during her first few weeks

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Honorable Members of the Social Services Commission
City Hall
Torrance, California

Members of the Commission:

SUBJECT: Review 2019, 2020 Veterans Recognition Events and Discuss a 2021 Veterans Recognition Event

RECOMMENDATION

Recommendation of staff that the Social Services Commission review the 2019 Veterans Appreciation Luncheon and the 2020 Veterans Recognition Event, and discuss if the Commission wishes to hold an event in 2021, and if so, a framework for planning a 2021 Veterans Recognition Event

BACKGROUND AND ANALYSIS

2019 Veterans Appreciation Luncheon

On November 8, 2019, the City of Torrance and the Social Services Commission held an in-person Veterans Appreciation luncheon and Resources Fair, with the following in attendance:

- Veterans: 101
- Guests of Veterans: 46
- Resource Booths: 17

The main program was held in the Toyota Meeting Hall and the Resource Booths were hosted in the Torino Plaza. The program for the 2019 event was as follows:

10:00 am – 11:30 am	Resource Booths Open, organizations included <ul style="list-style-type: none">• Helmets to Hardhats• Disabled American Veterans• CalVet• Employment Development Department, Local Veterans Employment Division• AMVETS• Social Security Administration
11:30 am – 1:00 pm	<ol style="list-style-type: none">1. Welcome2. Posting of the Colors3. Pledge of Allegiance4. National Anthem5. Remarks from the Mayor

	6. Blessing of the Meal 7. Civic Chorale and Lunch 8. Keynote Speaker: Colonel Ann Igl, Commander, 61 st Air Base Group, Los Angeles Air Force Base 9. Open Mic 10. Closing Remarks
1:00 pm – 2:00 pm	<ul style="list-style-type: none"> • Resource Booths Open • Raffle Prizes

2020 Veterans Recognition Event

With the County of Los Angeles Public Health Officer’s Reopening Safer at Work and in the Community for Control of COVID-19 Order prohibiting gatherings of people who are not part of a single household or living unit, the 2020 Veterans Recognition Event was held as a virtual event.

The elements for the 2020 event were as follows:

1. Adoption by the City of a proclamation declaring November 8 – 14, 2020 as Military Veterans Appreciation Week in the City of Torrance.
2. Online video message of appreciation from the Mayor and messages of appreciation from representatives of the military branches. Video message posted on the City website, City social media, and CitiCABLE YouTube channel. The video also aired on CitiCABLE television.
3. A designated page on website celebrating Military Veterans Appreciation, which included:
 - a. Links to resources for Veterans.
 - b. Messages from the Community thanking Veterans.

2021 Veterans Recognition Event

While the impacts of COVID-19 and Health Officer Orders cannot be projected for November 2021, staff does recommend that the Commission begin discussing what a recognition event might look like both virtually, and in-person. For discussion on an in-person event, staff recommends that the Commission consider an outdoor event, which could allow for the greatest amount of social distancing.

For discussion on both a virtual event and an in-person event, staff recommends that the Commission discuss the following:

1. Date of event.
2. Element the Commission would like to see as part of the event.
3. Timeline for advertising the event.

4. Alternate plans for unexpected conditions (e.g. what to do if it rains the day of an outdoor event).
5. Invited guests (e.g. keynote speaker for an in-person speech or to make a video presentation).

With the Commission's discussion tonight, staff will return with updates in future meetings, and additional decisions that need to be made.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Honorable Members of the Social Services Commission
City Hall
Torrance, California

Members of the Commission:

SUBJECT: Discuss and Approve Holding a City-sponsored 2021 Toiletry Drive

RECOMMENDATION

Recommendation of staff that the Social Services Commission approve of March 17th -31st, 2021 for a City-sponsored toiletry drive.

BACKGROUND AND ANALYSIS

Since 2018, the Social Services Commission has held an annual toiletry drive in March to benefit the social service providers that assist the homeless in our community. At the January 2021 Social Services Commission meeting, Chair Scotto, with concurrence of her colleagues, requested that staff bring back an item for this evening's Commission meeting, so that the Commission can discuss holding a toiletry drive. In her request, Chair Scotto recommended exploring options to address the impacts of COVID and LA County's Health Officer Orders, such as holding a drive-thru toiletry drive.

For this year's toiletry drive, Staff recommends that your Honorable Body consider having two parts to the event. First, the City can continue having donation bins placed in various locations throughout the City. The Community Development Department's Permit Center and City Hall are open to the public, and can each be a site for a location bin for drop-off donations. Similarly, as was done for the TUSD back-to-school supplies drive, donation bins can be located in other City buildings so that City employees may contribute.

For the second component, which incorporates Chair Scotto's recommendation, staff proposes that a drive-thru toiletry take place on two Saturdays in front of City Hall at 3031 Torrance Boulevard, in front of the West Annex Building. Members of the public can park in the lot facing Torrance Boulevard, and staff and Commissioners can accept items. Staff proposes the following dates and times for the drive-thru component:

- Saturday, March 20, 10:00 am – 1:00 pm
- Saturday, March 27, 10:00 am – 1:00 pm

Staff will submit information regarding the toiletry drive to CitiCABLE staff, and update the commission's website page to include the information regarding the drive-thru efforts. Staff will promote the event on the City's social media page, Home Owners Associations, as well as on the digital signs at city facilities. The following items have been requested in the past:

- New and unopened full-size and travel-size toiletry items, including shampoo, conditioner, body wash, bar soap, toothbrushes, toothpaste, and deodorant,
- Body wipes,

- New bath towels,
- Feminine hygiene products,
- Shaving lotion, and
- Razors.

Following March 31, toiletries will be sorted and distributed to the direct service providers who serve Torrance, including Harbor Interfaith Services, Inc., Family Promise of South Bay, and 1736 Family Crisis Center. Additionally, the City will retain some of the toiletries so that the City's Outreach Worker from Harbor Interfaith Services, Inc. can distribute them as appropriate.

In addition to this recommendation, staff recommends that the Commission assign the following tasks during tonight's meeting:

1. Commission members who will participate in the drive-thru component of the toiletry drive on March 20 and March 27.
2. A Commission member to be interviewed on Torrance CitiCABLE to promote the event.
3. Commission members to announce the event during City Council meetings on March 9, March 16, and March 23.

Respectfully submitted,



ZULMA GENT
STAFF TO THE COMMISSION



VIET HOANG
STAFF TO THE COMMISSION