

Pursuant to Assembly Bill 361 members of the Social Services Commission and staff will participate in this meeting via teleconference or other electronic means.

PARTICIPATE BEFORE THE MEETING by emailing SocialServicesCommission@TorranceCA.gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

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

US: +1 669 900 9128

Webinar ID: 940 9908 4932

Passcode: 467182

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. 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.

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 you need special assistance to participate in this meeting, please contact the City Manager's office at (310) 618-5880. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

**TORRANCE SOCIAL SERVICES COMMISSION AGENDA
JULY 28, 2022
REGULAR MEETING
6:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS
SOCIAL SERVICES COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA**

1. CALL MEETING TO ORDER

ROLL CALL: Commission Members Funes, Leys, Reynolds, Sansalone, Scotto, Witt, Chair Bickford

2. FLAG SALUTE: Chair Bickford

3. REPORT OF STAFF ON THE POSTING OF THE AGENDA The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Wednesday, July 20, 2022.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for public comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. APPROVAL OF MINUTES: JUNE 23, 2022

7. ADMINISTRATIVE MATTERS

7A. APPOINT COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2022 - 2023

7B. COMMUNITY DEVELOPMENT DEPARTMENT – PROVIDE UPDATE ON HOUSING CHOICE VOUCHER PROGRAM AND REOPENING OF WAITLIST

7C. ACCEPT AND FILE REPORT FROM STAFF ON THE CITY’S PROGRESS IN ADDRESSING HOMELESSNESS IN TORRANCE

8. COMMISSION ORAL COMMUNICATIONS

9. ADJOURNMENT

9A. Adjournment of the Social Services Commission Meeting to August 25, 2022 at 6:00 p.m.

June 23, 2022

**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, June 23, 2022 via teleconference or other electronic means.

ROLL CALL

Present: Commissioners Funes, Leys, Sansalone, Scotto, Witt

Absent: Chairperson Bickford and Commissioner Reynolds

Also Present: Deputy City Manager Hoang and Management Associate Gent

MOTION: Commissioner Witt moved to approve the excused absences of Chairperson Bickford and Commissioner Reynolds; motion was seconded by Commissioner Sansalone. The motion passed by a roll call vote. (Absent Chairperson Bickford and Commissioner Reynolds)

2. FLAG SALUTE

The pledge of Allegiance was led by Commissioner Sansalone.

3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA

Management Associate Gent stated that the agenda for the Social Services Commission was properly posted on June 15, 2022 on the Public Notice Board by the City Clerk's office and the City's website.

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

Management Associate Gent stated that there were no withdrawn, deferred or supplemental items.

5. ORAL COMMUNICATIONS

None

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: May 26, 2022

MOTION: Commissioner Witt moved to approve Item 6A; motion was seconded by Commissioner Funes. The motion passed by a roll call vote. (Absent Chairperson Bickford and Commissioner Reynolds)

7. ADMINISTRATIVE MATTERS

7A. DISCUSS ELEMENTS FOR THE IN-PERSON AND VIRTUAL VETERANS APPRECIATION EVENTS

Management Associate Gent presented the report for the item. Acting Chairperson Scotto presented an update on prices and vegetarian and presentation options for the luncheon from Santa Maria BBQ. Management Associate Gent presented an update on the pasta and meat options from Stone Fire Grill.

Management Associate Gent reported that CitiCable would provide instructions and guidance to staff for individuals who wished to record their own veteran tributes to be integrated in the 30-minute CitiCable program. She confirmed that the Social Services Commission would need to submit an application in September to the Farmer's Market for approval to have a booth at the market in October. She noted that booth assignments were assigned on a first come, first served basis. The Commission concurred to bring back the item to the next meeting to obtain Commissioner Reynolds' input and formulize the action.

Commissioner Funes stated that she had obtained a donation of 225 rectangular take-out boxes that could be used for the luncheon.

The Commission approved the use of Santa Maria BBQ to supply the meals for the Veterans luncheon.

Commissioners Sansalone and Witt volunteered to assist Commissioner Funes in the collection of raffle items for the in-person event. Commissioner Funes confirmed that she had received the donation letter with the tax identification number from staff as well as the list of raffle items collected for previous events. Deputy City Manager Hoang stated that he would send the donation information to Commissioners Sansalone and Witt.

Chairperson Bickford was assigned as lead to coordinate speakers for the virtual event.

Acting Chairperson Scotto reported that she would be able to obtain donations for water and dessert for the event. Management Associate Gent noted that staff would request food choices from registrants to determine the number of beef, chicken or vegetarian options needed.

Management Associate Gent summarized the action for the October event: the location was the Toyota Meeting Hall, the meal had been determined and meal preferences would be collected during registration, Commissioner Funes, Sansalone and Witt would collect raffle items for the in-person event. She also confirmed that staff would bring back an item to determine if the Commission wished to reserve a booth at the Farmer's Market to collect video tributes to veterans for the virtual event.

7B. ACCEPT AND FILE PROPOSED APPROACH TO UPDATING COMMISSION WORKPLAN

Deputy City Manager Hoang presented the report for the item and provided some history on the development and implementation of the Commission's work plan for their four designated populations. He noted that the Commission's work to date had primarily focused on two of their populations: people experiencing homelessness and veterans. He explained that with programs underway for those two populations, it was now time for action to support the other two populations: adults with developmental disabilities and youth with special needs.

Deputy City Manager Hoang stated that in 2022, the Commission had received presentations from seven different organizations that served adults with developmental disabilities or youth with special needs. He noted that the Work Plan's original six overriding strategies were still relevant and applicable and recommended that the Commission use the strategies to develop action plans that align with the strategies and the 2022 presentations to the Commission.

He recommended the following for the Commission:

- Review notes/minutes from the seven presenters/organizations to date in 2022
- Individually write 2-3 potential action plan ideas for each organization, which support the organization needs and align with the existing six workplan strategies
- Hold a public workshop to review, combine and prioritize ideas, with input from the public

Deputy City Manager Hoang stated that staff would forward the meeting minutes and presentations from all 2022 presenters to the Commissioners, to review and develop recommendations.

The Commission concurred to schedule the discussion for the August meeting. Deputy City Manager Hoang stated that staff would send the members a template format to write up items, as well as provide instructions to the absent Commissioners.

MOTION: Commissioner Leys moved to accept and file proposed approach to updating Commission workplan; motion was seconded by Commissioner Sansalone. The motion passed by a roll call vote. (Absent Chairperson Bickford and Commissioner Reynolds)

8. COMMISSION ORAL COMMUNICATIONS

Commissioner Scotto and staff offered congratulations to Commissioner Leys on his reappointment to the Commission.

Management Associate Gent reminded the Commission and the public to attend any of the community events for the opening of the temporary housing village on Tuesday, June 28, Wednesday, June 29 and Thursday, June 30.

Management Associate Gent reported that staff would draft a flyer for the July 18-August 19 TUSD back to school supply drive and share it with the Commission.

9. ADJOURNMENT

9A. At 6:45 p.m., Commissioner Leys moved to adjourn the meeting to the regular meeting on Thursday, July 28, 2022 at 6:00 p.m. via teleconference or other electronic means. The motion was seconded by Commissioner Witts and the motion passed by a unanimous roll call vote. (Absent Chairperson Bickford and Commissioner Reynolds)

###

Commission Meeting of
July 28, 2022

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

Members of the Commission:

**SUBJECT: Appoint Commission Chairperson and Vice Chairperson for Fiscal Year
2022 – 2023**

RECOMMENDATION

Recommendation of staff that the Social Services Commission Appoint a Chairperson and Vice Chairperson for Fiscal Year 2022 – 2023.

BACKGROUND/ANALYSIS

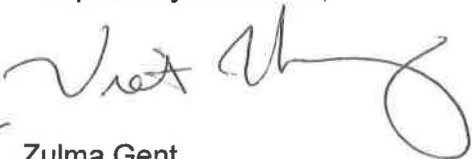
Section 13.20.050 of the Torrance Municipal Code provides that, "At the first meeting of the Commission and at the first meeting of the Commission in every fiscal year, thereafter, the members shall appoint one (1) of their number as Chairperson who shall hold office for one (1) year until the successor is appointed."


Additionally, the Social Services Commission Rules of Order was adopted on February 25, 2016. Article 10, Section 10.1 of the Rules of Order provides that, "The Chairperson and Vice Chairperson shall be selected by a majority vote." Section 10.2 provides that, "At the first meeting of the Commission and at the first meeting of the Commission in every fiscal year, thereafter, the members shall select a Chairperson and Vice Chairperson who shall hold office for one year until a successor is selected."

It is the practice of several other City Commissions that the Vice Chairperson of the previous term is selected to be the Chairperson for the subsequent term; however, there are no rules that require this practice.

The Commission meeting of July 28, 2022 is the first meeting of the 2022 – 2023 Fiscal Year, and as such, is the appropriate time for the commission to select a Chairperson and Vice Chairperson to hold office for one year.

Respectfully submitted,

for 
Zulma Gent
Staff Liaison to the Commission


Viet Hoang
Staff Liaison to the Commission

Commission Meeting of
July 28, 2022

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

Members of the Commission:

SUBJECT: Community Development Department – Provide Update on Housing Choice Voucher Program and Reopening of Waitlist. Expenditure: None.

RECOMMENDATION

Recommendation of Staff that the Commission receive an update on the Torrance Housing Authority Housing Choice Voucher Program Waiting List Reopening.

BACKGROUND/ANALYSIS

The Housing Choice Voucher (Section 8) program is the federal government's largest program for assisting low-income families, including the elderly and the disabled, to afford privately owned decent, safe and sanitary housing units. Participants are able to locate their own housing, including single-family homes, townhouses and apartments. Housing assistance is provided directly to the landlord on behalf of the family or individual.

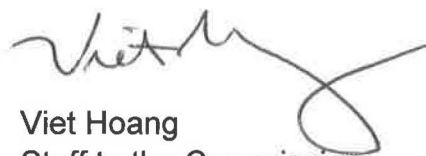
The waiting list for the City of Torrance Housing Choice Voucher program was last opened in September 2009. The City of Torrance Housing Authority will be reopening the Waiting List from July 26, 2022 to August 9, 2022.

This evening, Adrian Fajardo of the Community Development Department will provide the Commission background information on the Housing Choice Voucher Program and the reopening of the Waiting List. Attached is a written report that the Department has submitted for your Honorable Body's review.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Memorandum

To: Torrance Social Services Commission
From: Adrian Fajardo, Management Assistant, Community Development
Date: July 28, 2022
RE: Housing Choice Voucher (Section 8) Waiting List Opening

The Housing Choice Voucher (HCV) program, also known as Section 8, is a federal government program that assists low-income families, elderly, and disabled households to afford decent, safe, and sanitary housing in the private market. Housing units can include single-family homes, townhouses and apartments. Housing Choice Vouchers are administered locally by public housing agencies (PHAs) that receive federal funds from the U.S. Department of Housing and Urban Development (HUD). The City of Torrance PHA has administered a Section 8 Rental Assistance Program since 1977.

In the HCV program, a housing subsidy is paid to the landlord directly by the PHA on behalf of the participating household. The household then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program, which is generally 30%-40% of the participant's adjusted income.

Households who participate in the HCV program are selected from the PHA's waiting list. The City of Torrance PHA last opened the HCV waiting list from September 16, 2009- October 16, 2009. During that time, the PHA received over 18,000 paper applications.

Since the demand for housing assistance often exceeds the limited resources available to HUD and PHAs, long waiting periods are common. The PHA continuously purges the waiting list, which involves removing applicants who fail to respond to update forms sent by the PHA.

The PHA may establish local preferences for selecting applicants from its waiting list. Previously, the City of Torrance PHA selected applications based on date/time of submission and the below preferences:

- Family, disabled, or elderly
- Live or work (one adult member working at least 20 hours per week) in the City of Torrance
- Involuntary displaced by natural disaster or government action
- Current member of the U.S. Armed Forces, a veteran, a spouse of a military member on active duty, or a surviving spouse of a veteran.

On June 14, 2022, Torrance City Council approved two new preferences for the HCV waiting list. The following preferences were added:

- Victims of domestic violence, dating violence, sexual assault, or stalking
- Households living in substandard housing

Additionally, the City Council approved a change from ordering applicants based on date/time of application to selection via lottery within each preference category.

The City of Torrance PHA is reopening the waiting list for the Housing Choice Voucher Program. The waitlist opens on July 26, 2022 at 9:00 a.m. and closes August 9, 2022 at 5:00 p.m.

Applications for the waitlist will be accepted online at www.waitlistcheck.com/CA2481 during the application period. Applicants will be selected via lottery; not all applicants who apply will make the lottery. Applicants who applied in 2009 do not need to apply again.

For applicants who do not have a smart phone, computer, or internet access, all Torrance Public Library locations offer free wireless internet access and computer access with a valid Torrance Public Library Card. Library cards are free of charge if applicants are California residents.

The South Bay One Stop and Career Center is offering free computer access, internet access, and application assistance for interested applicants. Prospective applications must book an appointment in advance by calling 310-680-3830.

Location	Date
<u>South Bay One Stop and Career Center</u> 1220 Engracia Ave Torrance, CA 90501	July 26, 2022 – August 9, 2022 <u>By Appointment Only</u>

In addition, in collaboration with the Bartlett Senior Center, PHA Staff will be available via appointment for elderly applicants who need additional assistance with their application at the below dates and times. Interested applicants must call the Bartlett Center at 310-320-5918 to schedule an appointment.

Location	Date and time
<u>Bartlett Senior Center</u> 1318 Cravens Ave Torrance, CA 90501	August 2, 2022: 12:30 p.m. – 3:30 p.m. <u>By Appointment Only</u>
	August 4, 2022: 12:30 p.m. – 3:30 p.m. <u>By Appointment Only</u>

If an applicant requires a reasonable accommodation due to a disability or limited English Proficiency, they can submit a request in writing or contact the Housing Office at 310-618-5849. The online application is available in over 90 languages.

More information on the HCV Program and waiting list reopening can be found at www.TorranceCA.Gov/HCVWaitlist.

Respectfully submitted,

Adrian Fajardo
 Management Assistant
 Community Development Department

Commission Meeting of
July 28, 2022

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

Members of the Commission:

**SUBJECT: ACCEPT AND FILE REPORT FROM STAFF ON THE CITY'S
PROGRESS IN ADDRESSING HOMELESSNESS IN TORRANCE**

RECOMMENDATION

Accept and file presentation from staff on the City's progress in addressing homelessness in Torrance.

BACKGROUND AND ANALYSIS

On Tuesday, July 5, 2022, the City's 12-month pilot interim housing program, 3290 Temporary Housing Village at Civic Center Drive, welcomed its first temporary residents. The 3290 Temporary Housing Village couples housing stability, in the form of 64 square feet tiny homes, with support services (case management, housing navigation, medical and mental health services, etc.), to help people experiencing homelessness move towards permanent housing solutions. The City has retained Harbor Interfaith Services to be the services provider for the site.

During tonight's meeting, staff will present some early results and learning from the first three weeks of the site's operations.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission