
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
AUGUST 25, 2022
REGULAR MEETING
6:00 P.M. WEST ANNEX COMMISSION MEETING ROOM
SOCIAL SERVICES COMMISSION MAY TAKE ACTION ON ANY ITEM
LISTED ON THE AGENDA

1. CALL MEETING TO ORDER

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

2. FLAG SALUTE

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 Thursday, August 18, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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 MINUTUES: JULY 28, 2022

7. ADMINISTRATIVE MATTERS

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

7B. CONDUCT PUBLIC WORKSHOP TO UPDATE WORKPLAN ACTIONS TO SUPPORT ADULTS WITH DEVELOPMENTAL DISABILITIES AND YOUTH WITH SPECIAL NEEDS

8. COMMISSION ORAL COMMUNICATIONS

9. ADJOURNMENT

- 9A.** Adjournment of the Social Services Commission Meeting to September 22, 2022 at 6:00 p.m.

**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, July 28, 2022 via teleconference or other electronic means.

ROLL CALL

Present: Commissioners Funes, Reynolds, Sansalone and Chairperson Bickford

Absent: Commissioners Leys, Scotto and Witt

Also Present: Deputy City Manager Hoang

MOTION: Commissioner Reynolds moved to approve the excused absences of Commissioners Leys, Scotto and Witt; motion was seconded by Commissioner Funes. The motion passed by a roll call vote. (Absent Commissioners Leys, Scotto and Witt)

2. FLAG SALUTE

The pledge of Allegiance was led by Chairperson Bickford.

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

Deputy City Manager Hoang stated that the agenda for the Social Services Commission was properly posted on Wednesday July 20, 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

Deputy City Manager Hoang stated that there were no withdrawn, deferred or supplemental items.

5. ORAL COMMUNICATIONS

None

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: June 23, 2022

In response to a question from Commissioner Reynolds, Deputy City Manager Hoang stated that staff had not been able to schedule a discussion for this meeting as to whether the Commission wished to reserve a booth at the Farmer's Market to collect video tributes for veterans, but noted that the discussion would be scheduled for a subsequent meeting.

MOTION: Commissioner Reynolds moved to approve Item 6A; motion was seconded by Commissioner Sansalone. The motion passed by a roll call vote. (Absent Commissioners Leys, Scotto and Witt)

7. ADMINISTRATIVE MATTERS

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

Deputy City Manager Hoang presented the report for the item.

Chairperson Bickford requested nominations for Chairperson for Fiscal Year 2022-2023.

Commissioner Reynolds nominated himself to be Chairperson.

There were no other nominations and Chairperson Bickford closed the nominations.

Deputy City Manager Hoang conducted a voice vote and Commissioner Reynolds received four votes to be Chairperson. Deputy City Manager Hoang announced that Commissioner Reynolds had been elected Chairperson for the Fiscal Year 2022-2023. (Absent Commissioners Leys, Scotto and Witt)

Chairperson Bickford requested nominations for the Vice Chairperson for Fiscal Year 2022-2023.

Chairperson Bickford nominated Commissioner Leys to be Vice Chair.

There were no other nominations and Chairperson Bickford closed the nominations.

Deputy City Manager Hoang conducted a voice vote and Commissioner Leys received four votes to be Vice Chairperson. Deputy City Manager Hoang announced that Commissioner Leys had been appointed Vice Chairperson for the Fiscal Year 2022-2023. (Absent Commissioners Leys, Scotto and Witt)

Commissioner Bickford turned the meeting over to Chairperson Reynolds.

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

Deputy City Manager Hoang presented the report for the item and introduced Management Assistant Fajardo and Senior Housing Specialist Smith from the Community Development Department.

Management Assistant Fajardo discussed the City's history with the housing choice voucher program (HCV) and stated that the City had administered the federally funded program since 1997. He noted that the program assisted very low-income families, the elderly, and the disabled to afford decent, safe, and sanitary housing by paying a portion of their rent in private housing. He noted that the waiting list had last been opened in 2009 and at that time the City had received over 18,000 paper applications. He explained that when a household received a voucher, the City housing authority paid the subsidy directly to the landlord, on behalf of the household, and the tenant paid the difference. He noted that the portion that the tenant paid for rent could fluctuate.

Management Assistant Fajardo noted that it was difficult to determine the amount of time it could take for a tenant to reach the top of the waiting list and stated that it depended on many factors, including the rate of turnover in the program and the level of Department of Housing and Urban Development yearly funding.

Management Assistant Fajardo listed the types of local preferences that housing authorities could assign to the waiting lists and discussed the process and length of time for applicants to receive a voucher. He noted that on July 14, 2022, Council had voted to include two new preferences to the list: victims of domestic violence, dating violence, sexual assault or stalking or those that live in substandard housing. He noted that anyone could apply to the program, even if they did not meet any of the preferences on the list and discussed the household income limits for the HCV program.

He announced that the Torrance Housing Authority had opened the HCV waiting list online on Tuesday, July 26 and added that the list would remain open until 5:00 p.m. on August 9, 2022 and explained how applicants could access the site to submit an application. He noted that the Torrance Housing Authority had already received just under 6000 applications to date. He reported that the Housing Authority staff would provide application assistance to seniors only at pre-scheduled appointment times at the Bartlett Senior Center on August 2 and August 4. He noted that non-seniors, requiring assistance, could pre-schedule an appointment at South Bay One-Stop and Career Center by calling 310-680-3830. He added that the South Bay One-Stop and Career Center would also offer computer and internet access. He pointed out that there would be no walk-in appointments for assistance at either location, but noted that those needing accommodations could call the Housing office at 310-618-5834.

Senior Housing Specialist Julia Smith from the Community Development Department stated that the City had 690 vouchers but did not have the funding to cover all of the vouchers. She confirmed that the Housing Office would be pulling applicants from the new waiting list for participation in HCV program.

MOTION: Commissioner Funes moved to accept and file presentation from the Community Development Department to provide update on housing choice voucher program and reopening of waitlist; motion was seconded by Commissioner Bickford. The motion passed by a roll call vote. (Absent Commissioners Leys, Scotto and Witt)

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

Deputy City Manager Hoang presented the report for the first three weeks of operation of the 3290 Temporary Housing Village at Civic Center Drive. (3290) He noted that the goal of the Village was to create full time (24 hour) housing stability for individuals and provide support services to help individuals move toward permanent housing. He explained that the length of time it took to move an individual to permanent housing varied, as it was dependent on many factors, including the availability of housing in the area.

Deputy City Manager Hoang shared some slides on stages in the process of building the Village and noted that there were 40 units on site, each occupied by only one person, along with restrooms and showers, a laundry unit, as well as a guard office and three staff trailers.

Deputy City Manager Hoang discussed the process of moving in and determining priorities for individual. He noted that the site was functionally full, with 38 to 40 occupants, many who had been pre-determined by the City staff and outreach worker through their outreach efforts. He stated that the encampment at Columbia Park had been cleared in the first two weeks of 3290 Temporary Housing Village and noted that Venice Family Clinic was providing medical services on site. He announced that the manager of 3290, Sherry Weaver, as well as staff, would present before City Council on August 9.

Deputy City Manager Hoang reported that 3290 had been connected with a local AA group and added that South Bay Workforce Investment Board would assist 3290 residents, when ready, with job preparation skills and documentation to obtain employment.

Deputy City Manager Hoang shared some of the lessons learned in the first three weeks at 3290 Temporary Housing Village:

- the site was a high acuity site, meaning that residents had many barriers to obtaining permanent housing, such as low or no income, or some medical or mental health needs, which in turn meant that it could take longer than three to six months for residents to obtain housing.
- Partnership was critical- both within and outside the community
- Trust takes time

MOTION: Commissioner Bickford moved to accept and file report from staff on the City's progress in addressing homelessness in Torrance; motion was seconded by Commissioner Sansalone. The motion passed by a roll call vote. (Absent Commissioners Leys, Scotto and Witt)

8. COMMISSION ORAL COMMUNICATIONS

Deputy City Manager Hoang thanked Commissioner Bickford for her time as Chair and congratulated Chairperson Reynolds and Commissioner Leys for their appointments as Chair and Vice Chair.

Deputy City Manager Hoang reminded the Commission that their homework assignment for the next meeting was due to staff by August 12.

Deputy City Manager Hoang discussed the City's partnership with Torrance School District Back to School Supply Drive and noted that staff would deliver some donations soon to the school, but added that the drive would continue through August 19. He confirmed that he would send the School Drive flyer to Commission members.

9. ADJOURNMENT

9A. At 7:20 p.m., Commissioner Sansalone moved to adjourn the meeting to the regular meeting on Thursday, August 25, 2022 at 6:00 p.m. The motion was seconded by Commissioner Bickford and the motion passed by a unanimous roll call vote. (Absent Commissioners Leys, Scotto and Witt)

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

Members of the Commission:

SUBJECT: Discuss Elements for In-Person and Virtual Veterans Appreciation Events

RECOMMENDATION

Recommendation of staff that the Social Services Commission discuss elements for the in-person and virtual Veterans Appreciation events.

BACKGROUND AND ANALYSIS

The Social Services Commission selected Friday, October 21, 2022 to be the date of an in-person Veterans Appreciation event. Staff have reserved the Toyota Meeting Hall and the Torino Plaza for the in-person event. The Commission also selected November 6 – November 12 to hold a virtual Veterans Appreciation event.

During tonight's meeting, the Commission will receive updates and discuss any final decisions that need to be made regarding the in-person event and virtual event elements.

In-Person Event

RSVP

As in previous events, staff recommends that RSVPs be required to attend the in-person event. This will allow staff to plan the appropriate amount of food for the event. Staff recommends the Commission continue its practice of allowing each Veteran to bring a guest to the in-person event, if they so choose to do so. The maximum number of Veterans and guests that will be able to attend the event is 180.

Marketing of Event

The City will use social media, the City's website, and contacts with organizations that serve Veterans to promote the in-person event. Additionally, City Council Announcements be made at the following Council meetings:

- September 27, 2022
- October 11, 2022

Staff is requesting that the Commission assign volunteers to make announcements at the above meetings.

Resource Booths

Staff is working on inviting community organizations to host a booth at the event. Staff will provide the Commission with an update on the organizations that have responded with their attendance at the September Commission meeting.

Program

In previous Commission meetings, the Commission discussed having a simpler in-person program than the programs held in previous years. Specifically, the Commission noted that with the ongoing concern of a COVID surge, having a full program may be problematic should the LA County Health Officer require social distancing or limiting of indoor events. Additionally, elements of the program can be incorporated into the virtual event. For the in-person event, staff recommends the following program:

- 10:00 am Resource Booths Open

- 11:45 am Welcome from Social Services Commission Chair
 Posting of the Colors
 Pledge of Allegiance
 National Anthem
 Words of Appreciation from Torrance Mayor
 Blessing of the Meal

- 12:00 pm Meal with music from a DJ

- 1:00 pm Resource Booths Close
 End of Event

Meal

The Commission approved Santa Maria BBQ to be the provider of the meal. Staff will work with Santa Maria BBQ to finalize details.

Commissioner Funes secured a donation of 225 take-out boxes that can be used for those who would prefer to take their meal to-go.

Commission Scotto volunteered to secure a donation for water and dessert.

Raffle

As in previous events, a raffle will be held, with winners of prizes being posted on a board (as opposed to being announced). Commissioner Funes volunteered to lead the efforts to secure raffle prizes, with support from Commissioner Sansalone and Commissioner Witt. During tonight's Commission meeting, staff will ask the team what additional support they may need.

Virtual Event

Military Veterans Appreciation Week in Torrance

In September, staff will return with a proclamation for the Commission's approval to declare November 6 – 12, 2022 as Military Veterans Appreciation Week in the City of Torrance. Following, the proclamation will be adopted at a City Council meeting in October.

Torrance Certified Farmers' Market Booth for Video Messages

Commissioner Reynolds requested that staff explore the possibility of having a booth at the Farmers' Market to solicit video submissions from the public for messages of appreciation. Torrance CitiCABLE staff will be available to video tape the messages. These messages will be part of the City's website dedicated to celebrating Military Veterans during the week of November 6 – 12, 2022. The following Tuesdays are available in October for the Commission to have a booth at the Farmers' Market:

- October 4, 8 am – 1 pm
- October 11, 8 am – 1 pm
- October 18, 8 am – 1 pm
- October 25, 8 am – 1 pm


At tonight's meeting, staff is requesting the Commission to pick two dates (a first choice and a second choice) and volunteers to be at the booth.

Featured Speakers for a Video Program

As in past virtual events, the Commission approved of a video program, including speakers. Commissioner Bickford volunteered to secure speakers for the videos. In a previous meeting, staff confirmed that Torrance CitiCABLE staff can assist speakers who may need some support in using their own equipment to make the recording. During tonight's Commission meeting, staff will ask Commissioner Bickford what additional support she may need to coordinate speakers for a virtual program.

At the September Commission meeting, staff will bring back all elements of the in-person and virtual meeting, including decisions made tonight, so that the Commission can approve the entire program.

Respectfully submitted,


for Zulma Gent
Staff Liaison


Viet Hoang
Staff Liaison

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

Members of the Commission:

SUBJECT: CONDUCT PUBLIC WORKSHOP TO UPDATE WORKPLAN ACTIONS TO SUPPORT ADULTS WITH DEVELOPMENTAL DISABILITIES AND YOUTH WITH SPECIAL NEEDS

RECOMMENDATION

Recommendation of staff that the Social Services Commission conduct a public workshop to update the Social Services Commission's Workplan with actions to support Adults with Developmental Disabilities and Youth with Special Needs, and specifically to:

1. Review individual Commissioner recommendations for workplan actions,
2. Combine action ideas for similar themes,
3. Define specific action, measurements and timeline for each theme, and,
4. Prioritize action.

BACKGROUND AND ANALYSIS

At the June 23, 2022 Social Services Commission meeting, your Honorable Body approved of an approach to update the Commission's workplan with actions to support Adults with Developmental Disabilities and Youth with Special Needs. The following process steps were approved:

1. Review the presentations and notes from the speakers the Commission has heard in 2022 related to adults with developmental disabilities and youth with special needs.
2. Write action items independently that align with the six workplan strategies and support the information provided by the presenters the Commission has heard thus far.
3. Hold a public workshop during which time Commission members will review their recommended action items, combine for similar concepts, and prioritize, with input from the public.
4. Bring recommendations to City Council as appropriate for implementation.

Commission members submitted their action recommendations to staff in advance of tonight's meeting. Staff has arranged recommendations so that during the meeting, each Commission member can discuss their recommended workplan actions and clarify any questions other Commission members may have. Following, the Commission will

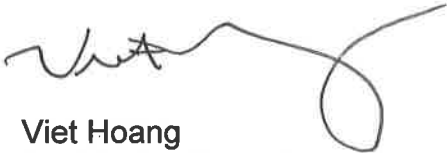
work independently to combine action ideas into similar themes. Once themes are identified, the Commission will collaborate to better define the specific action of each theme, measurements of success, and a timeline for implementation. Lastly, the Commission will prioritize their workplan actions.

Respectfully submitted,



for

Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission