
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
SEPTEMBER 22, 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, September 15, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: AUGUST 25, 2022

7. ADMINISTRATIVE MATTERS

7A. APPROVE IN-PERSON AND VIRTUAL VETERANS APPRECIATION EVENTS FOR 2022

7B. APPROVE PROCLAMATION DECLARING NOVEMBER 6 – 12, 2022 AS MILITARY VETERANS APPRECIATION WEEK IN THE CITY OF TORRANCE

7C. 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 October 27, 2022 at 6:00 p.m.

August 25, 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, August 25, 2022 at the West Annex Commission Meeting Room, Torrance City Hall.

ROLL CALL

Present: Commissioners Bickford, Scotto, Witt and Chairperson Reynolds

Absent: Commissioners Funes, Leys and Sansalone

Also Present: Deputy City Manager Hoang

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

2. FLAG SALUTE

The pledge of Allegiance was led by Chairperson Reynolds.

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 August 18, 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 or deferred items but noted that there was a supplemental item for Item 7B, with copies provided for the Commission and the public.

5. ORAL COMMUNICATIONS

Nancy Wilcox, Faith Coordinator for the Torrance Faith Homelessness Collaborative distributed information for the inaugural meeting of the Collaborative on September 22, 2022 and a donation wish list for the Torrance Village.

Deputy City Manager Hoang introduced Management Aide Cain.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: July 28, 2022

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

7. **ADMINISTRATIVE MATTERS**

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

Deputy City Manager Hoang presented the report for the item. He explained that he was seeking concurrence from the Commission on items for the event and added that the Commission would vote to approve the event as a whole at the September meeting.

Marketing of the Event: Announcement of Event at City Council Meeting:

- September 27, 2022: Staff will ask the absent Commissioners for their availability
- October 11, 2022: Commissioner Bickford

Deputy City Manager Hoang requested that additional members of the Commission attend the Council meeting on October 11, 2022 to recognize the Proclamation from the Council declaring November 6-12, 2022 as Military Veterans Appreciation Week.

Resource Booths and Program: The Commission concurred on the aspects on the program, and added Leon Silverman as additional singer at the event.

Meals: The Commission concurred

Raffle: Commissioner Funes would be asked to distribute the donation letter to the Commission.

Torrance Certified Farmers Market Booth for Video Messages: The Commission concurred to select October 4, 2022 (second choice) and October 11, 2022 (first choice) as dates for The Farmers Market Booth. Staff would check with Citicable on their availability before submitting the dates to the Farmers Market. The Commission concurred to collect both video and written messages. Commissioner Bickford confirmed that she would obtain student thank you essays to the Vietnam Veterans organization for inclusion in the virtual program.

Update on Speaker for Virtual Program: Commissioner Bickford stated that an Air Force recruiter had agreed to deliver a tribute to the Veterans, as well as speak on the mission of the Space Force. The Commission concurred.

In response to question from the public, Chairperson Reynolds stated that the residents from any City were welcome to record video tributes at the Farmer's Market.

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

Deputy City Manager Hoang presented the report for the item. Each Commissioner reviewed their recommendations for workplan actions for the organizations that had presented before the Commission. The Commissioners then sorted all fifteen of the Commissioners' recommendations for workplan actions by themes.

Deputy City Manager Hoang explained that staff would report back to the Commission next month as to what the categories/themes/goals were, so that the Commission could begin to define the specific actions, measurements and timeline for each theme and then to ultimately prioritize the actions.

Nancy Wilcox suggested reaching out to the Torrance Unified School District to see what systems were already in place for these populations.

Library Commissioner Cohus noted that the library could be a good resource for the populations.

8. COMMISSION ORAL COMMUNICATIONS

Commissioner Witt stated that she would not be at the September meeting.

Replying to a question from Chairperson Reynolds, Deputy City Manager Hoang stated that the category groupings would be included in the staff reports for the next meeting.

Deputy City Manager Hoang described the results of the City's effort for the Torrance School District Back to School Supply Drive.

9. ADJOURNMENT

9A. At 7:46 p.m., Commissioner Bickford moved to adjourn the meeting to the regular meeting on Thursday, September 22, 2022 at 6:00 p.m. The motion was seconded by Commissioner Scotto and the motion passed by a unanimous roll call vote. (Absent Commissioners Funes, Leys, and Sansalone)

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Item 7A

Commission Meeting of
September 22, 2022

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

Members of the Commission:

SUBJECT: Approve In-Person and Virtual Veterans Appreciation Events for 2022

RECOMMENDATION

Recommendation of staff that the Social Services Commission approve the in-person and virtual Veterans appreciation events for 2022.

BACKGROUND AND ANALYSIS

Veterans Appreciation Lunch & Resource Fair

RSVP

RSVPs for each Veteran and one guest will be September 19 – October 14, 2022. The maximum number of Veterans and guests that will be able to attend the event is 180.

Marketing of Event

Marketing the event will begin September 19 and will use social media, the City's website, and contacts with organizations that serve Veterans.

City Council Announcements be made at the following Council meetings:

- September 27, 2022 – Staff will write an announcement for City Council to make.
- October 11, 2022 – Commission Bickford will make the announcement, and Commissioner Scotto and Chair Reynolds will be in attendance to accept the proclamation.

Resource Booths

The following organizations have committed to attending the Resource Fair:

- Steven A. Cohen Military Family Clinic at VVSD
- Veterans Affairs
- Disabled American Veterans
- EDD Local Veterans Employment Division
- South Bay Workforce Investment Board
- Office of Assemblymember Al Muratsuchi's
- City of Torrance Public Libraries
- City of Torrance Community Services Department
- Office of Congressman Ted Lieu
- Los Angeles Branch of Veterans Affairs
- Office of Senator Steven Bradford
- Torrance Historical Society

Staff anticipates several more organizations will confirm their participation in the coming days.

Program

10:00 am Resource Booths Open

11:45 am Welcome – Social Services Commission Chair Bill Reynolds
Posting of the Colors – Vietnam Veterans of America, South Bay, Chapter 53
Pledge of Allegiance – Bob Chiota, Former Social Services Commissioner
National Anthem – Laura Savitz, Vocal Performer
Words of Appreciation – Mayor George K. Chen
Blessing of the Meal – Social Services Commission Member Debbie Bickford

12:00 pm Meal with music from DJ Ozzie

1:00 pm Resource Booths Close
Raffle
End of Event

Meal

BBQ Meal – Santa Maria BBQ.
Water and Dessert – Secured by Commissioners Scotto and Bickford

Raffle

Raffle coordinated by Commissioner Funes.

Raffle items will be available in the lobby of the Toyota Meeting Hall, with winning numbers posted on a board.

Virtual Event

Torrance Certified Farmers' Market Booth for Video and Written Messages

The Torrance Certified Farmers' Market has confirmed that the Commission has a booth in the Expressive Conduct Users Zone reserved for October 11, 2022. CitiCABLE staff will be present to assist in recording video messages of appreciation for Veterans, and City staff will have paper available should members of the public wish to submit a written message of appreciation. At tonight's meeting, a schedule for coverage will need to be established by Commission members. Previously, Commissioners Bickford and Scotto, and Chair Reynolds noted that they could be available on October 11. The booth can be available anytime 7:30 am – 1:00 pm.

Featured Speakers for a Video Program

During Military Veterans Appreciation Week in the City of Torrance (November 6 – 12, 2022), a virtual program will be available on the City's social media sites. The program will include messages from the community, and from elected and appointed City leaders. In addition, Commission Member Bickford has secured Technical Sergeant Christopher Trotter of the Space Force to deliver a virtual message. CitiCABLE staff have already reached out to Sergeant Trotter to coordinate the message.

Respectfully submitted,



Zulma Gent
Staff Liaison



Viet Hoang
Staff Liaison

Attachment: Veterans Appreciation Lunch & Resource Fair Flyer



CITY OF TORRANCE &
TORRANCE SOCIAL SERVICES COMMISSION

VETERANS APPRECIATION LUNCH & RESOURCE FAIR

FRIDAY, OCT. 21, 2022 / 10 A.M. TO 1 P.M.
TORRANCE CULTURAL ARTS CENTER

FREE PROGRAM INCLUDES:

10 A.M. TO NOON - RESOURCE BOOTHS OPEN
11:45 A.M. - PROGRAM BEGINS
NOON TO 1 P.M. - LUNCH

RSVP FROM SEPT. 19 TO OCT. 14
TO (310) 618-5880 OR EMAIL

SOCIALSERVICESCOMMISSION@TORRANCECA.GOV
VETERANS AND ONE GUEST EACH. SPACE IS LIMITED.



Commission Meeting of
September 22, 2022

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

Members of the Commission:

SUBJECT: Approve proclamation declaring November 6 – 12, 2022 as Military Veterans Appreciation Week in the City of Torrance

RECOMMENDATION

Recommendation of staff that the Social Services Commission approve a proclamation declaring November 6 – 12, 2022 as Military Veterans Appreciation Week in the City of Torrance, and to request adoption of the proclamation at the October 11, 2022 City Council meeting.

BACKGROUND/ANALYSIS

Attached is a draft of a proclamation declaring November 6 – 12, 2011 as Military Veterans Appreciation Week in the City of Torrance. Staff is seeking the Commission's approval of the Proclamation. Following, staff will request that the proclamation be presented at the October 11, 2022 City Council meeting at 6:30 pm in Torrance Council Chamber.

Staff encourages all Social Services Commissioners to attend and to accept the proclamation.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Attachment: Draft Proclamation: Military Veterans Appreciation Week in the City of Torrance

PROCLAMATION

- WHEREAS,** Veterans Day is for all those who have served in the armed forces and protected our nation's freedoms. Veterans Day continues to be observed on November 11, regardless of what day of the week it falls on; and
- WHEREAS,** the restoration of the observance of Veterans Day to November 11 not only preserves the historical significance of the date, but helps focus attention on the important purpose of the holiday, a celebration to honor America's veterans for their patriotism, love of country, and willingness to serve and sacrifice for the common good; and
- WHEREAS,** the Torrance community celebrates and honors those who serve and have served in our community through a variety of programs, including the Armed Forces Day Celebration and Parade, the Hometown Heroes Military Banner Recognition Program, the Veterans Memorial Wall, and the Torrance Historical Society Names on the Wall of Remembrance; and
- WHEREAS,** the City of Torrance Social Services Commission's powers and duties include making recommendations to the City Council on Veterans affairs; and
- WHEREAS,** the Social Services Commission encourages the Torrance community to recognize the valor and sacrifice of our veterans through participating in commemorative and celebratory activities in the community; and
- WHEREAS,** the City of Torrance through the Social Services Commission wishes to recognize our veterans who have stepped forward to serve our country and defend our way of life with an in-person Veterans Appreciation Lunch and Resource Fair on October 21, 2022, and a virtual celebration November 6 - 12, 2022; and
- WHEREAS,** Torrance appreciates and admires the thousands of men and women in the Torrance residential and business community who have served in the armed forces to protect and preserve their country and the freedoms enjoyed by all Americans.

NOW, THEREFORE, I, GEORGE K. CHEN as Mayor of the City of Torrance, California, do hereby proclaim November 6 - 12, 2022 as

MILITARY VETERANS APPRECIATION WEEK IN THE CITY OF TORRANCE

Signed this 11th day of October 2022.

Mayor George K. Chen

ATTEST:

Rebecca Poirier, City Clerk

Commission Meeting of
September 22, 2022

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 four themes and specific action drafted by staff,
2. Refine the themes and actions,
3. Prioritize the four themes and actions to add to the Commission's workplan.

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 the August 25, 2022 Social Services Commission Meeting. During their August meeting, Commission members reviewed their individual recommendations and offered clarification. Following, the Commission members present at the meeting combined the

ideas into similar themes. At the conclusion of the August workshop, the Commission grouped the recommendations into four themes.

For tonight's meeting, staff has taken each of the four groups of recommendations and defined the common theme of the recommendations. Staff proposed action the Commission can take to advance the theme, and in particular, wrote action items that can reasonably be achieved in 2023. The action staff proposed is a starting point for the Commission to consider, and with this intelligence, will provide the Commission with information that can help develop further action steps, including specific goals, measurements and timelines.

At the end of this workshop, staff recommends the Commission prioritize the four groups so that staff can schedule action.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Attachment: Draft of Themes, Recommendations, and Proposed Action Steps

Theme 1: Create opportunities for nonprofit organizations and government agencies that serve people with developmental disabilities and youth with special needs to better promote their services.

Commission Recommendations

- Rent a booth at the Farmers' Market with information and allowing members of the public to meet people in the programs.
- Review how Farmers' Market Express Conduct Users Zone (ECU) can be promoted by the Commission to raise public awareness of the mission of nonprofits that serve adults and youth with developmental disabilities. May include fundraising if appropriate.
- Increase information (e.g. flyers and brochures) in public places informing public about the organizations and their special events.
- Compile information from community organizations into a City web page on children and adults on the Autism spectrum to share among those organizations and the public to assist family and others interested in identifying those individuals and increase awareness of the condition and how to access resources to serve them.
- Post PowerPoints of those who present to Social Services Commission on a resource page on Torrance's website. Sponsor a fair or informational meeting with all the agencies and organizations that provide specialized services.
- Develop a resource page for all organizations to describe their purpose, how to belong and opportunities to volunteer. Enroll the assistance of the Volunteer Center to make them aware of these organizations. Propose to the City to reduce the cost of renting meeting rooms for non-profit organizations and provide opportunities to make announcements on CitiCABLE.
- Create opportunities for media coverage, starting with CitiCABLE, informing the community of services offered, interviews with adults who are part of the program and reached a milestone, and parents of youth for impact to families. Connect with media (Channel 5) to recommend highlights of programs and individuals in Torrance.
- Facilitate a discussion among relevant community organizations, representatives from school districts, interested employers and the public to share new knowledge, success stories, and challenges regarding youth and adults on the Autism spectrum to help those individuals flourish and remain productive and understood.
- Annually select an individual on the Autism spectrum as an Autistic Person of the Year, one youth, and one adult, to applaud their accomplishments and increase public awareness and appreciation of the condition.

Draft of Action

1. Request update from staff on all City-funded opportunities (CitiCABLE, website, public counters, digital boards) to promote the work for nonprofit and government organizations that serve people with developmental disabilities and youth with special needs.
2. Create guide for nonprofit and government organizations with information on City-funded promotional opportunities, how to access these opportunities, and regulations/requirements for the opportunities.

<p>Theme 2: Conduct drive that provides supplies to organizations and agencies that serve adults with developmental disabilities and youth with special needs.</p>	<p>Commission Recommendation</p> <ul style="list-style-type: none"> ● Partner with Torrance Friends of Exceptional Athletes to hold sports equipment drive. Couple with social media campaign to raise awareness of programs available. Friends of Exceptional Athletes requested support in finding sports equipment for their participants. <p>Draft of Action</p> <ol style="list-style-type: none"> 1. Conduct survey with organizations and agencies that serve adults with developmental disabilities and youth with special needs to determine if they would benefit from a drive that collects supplies for participants. Focus of drive is to collect supplies that are directly used by participants. Identify specific supplies needed (e.g. sports equipment, board games, etc.). 2. Plan a drive that fits into the Commission’s current schedule considering other Commission events. 3. Invite organizations and agencies to make announcements with the Commission to market the drive and to share their mission with the public.
<p>Theme 3: Understand housing needs of people with developmental disabilities, housing options that currently exist, and opportunities in the Torrance community to support housing needs.</p>	<p>Commission Recommendation</p> <ul style="list-style-type: none"> ● Compile data from community organizations on how the affordable housing needs of the subject populations are being met. The data may include a description of the housing, how the funds necessary to pay for the housing are obtained, and whether that housing is affordable as defined by State and Federal governments. This data should be useful towards better understanding how the City may address their housing issues and develop recommended actions to provide for affordable housing for the subject populations. <p>Draft of Action</p> <ol style="list-style-type: none"> 1. Schedule a presentation to help the Commission understand housing options that best support people with developmental disabilities, where these options can be found, how these options are funded, and requirements of these housing options. 2. Schedule presentation from Community Development Department to understand definitions associated with housing options.

Theme 4: Increase employment opportunities in the City for people with developmental disabilities.

Commission Recommendations

- Partner with the Torrance Chamber of Commerce or South Bay Workforce Investment Board to sponsor or support a work fair or career fair. Can include job recruitment as well as workshops for workforce readiness.
- Remind the City of Torrance to reach out for disabled adults that need job placement. Enlighten all major businesses and smaller ones that these individuals are motivated and can learn jobs.
- Link organizations that serve adults and youth with developmental disabilities with local businesses, both small and large, with knowledge of the available young adults fit for specific jobs. Encourage both the City of Torrance and other government agencies to offer internships and possible employment for these young adults.
- Assist organizations with their marketing of their purpose. This would tie in with developing an educational resource fair for all these organizations that provide services to the disabled.

Draft of Action

1. Schedule a presentation from the Torrance Human Resources Department to identify action the City is taking related to increasing employment for people with developmental disabilities.
2. Schedule a presentation from the South Bay Workforce Investment Board to learn about their employment services for people with developmental disabilities and youth with special needs, existing job fairs that help connect businesses and people with developmental disabilities, and support South Bay Workforce Investment Board seeks in expanding employment opportunities.