

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
FEBRUARY 23, 2023
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 Friday, February 17, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: JANUARY 26, 2023

7. ADMINISTRATIVE MATTERS

7A. REVIEW 2022 VETERANS RECOGNITION EVENTS AND DISCUSS 2023 VETERANS RECOGNITION EVENTS

7B. DISCUSS AND APPROVE HOLDING A CITY-SPONSORED 2023 TOILETRY DRIVE

7C. REVIEW AND PROVIDE FEEDBACK ON A DRAFT OF A BROCHURE FOR NONPROFITS AND GOVERNMENT AGENCIES TO PROMOTE THEIR SERVICES IN TORRANCE

8. COMMISSION ORAL COMMUNICATIONS

9. ADJOURNMENT

9A. Adjournment of the Social Services Commission Meeting to March 23, 2023 at 6:00 p.m.

January 26, 2023

**MINUTES OF A REGULAR 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 26, 2023 at the West Annex Commission Meeting Room, at 3031 Torrance Boulevard.

ROLL CALL

Present: Commissioners Bickford, *Funes, Scotto, Witt and Chairperson Reynolds

Absent: Commissioner Leys and Sansalone

Also Present: Deputy City Manager Hoang

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

*Commissioner Funes arrived at 6:04 p.m.

2. FLAG SALUTE

The pledge of Allegiance was led by Leon Silverman.

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 Thursday, January 19, 2023 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 items.

5. ORAL COMMUNICATIONS

None.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: October 27, 2022

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

7. ADMINISTRATIVE MATTERS

7A. RECEIVE UPDATE ON THE DEVELOPMENT OF THE FIVE-YEAR CONSOLIDATED PLAN COVERING THE FISCAL YEAR (FY) 2022-2026 AND ANNUAL ACTION PLAN COVERING FY 2022-23 AND PROVIDE FEEDBACK REGARDING THE UTILIZATION OF FUNDING

Julia Smith, Business Manager, Community Development, presented the report on the item. Business Manager Smith explained the City was a federal entitlement grant recipient of Community Development Block Grants (CDBG) and HOME Investments Partnerships Program (HOME) funds from the U.S. Department of Housing and Urban Development (HUD). She noted that on April 26, 2022, the City Council had directed Staff to accept the FY 2022-23 HOME funding allocation for the first time in many years and explained that in order to receive these HOME funds, the City had to create and adopt a Five-Year Consolidated Plan and an Annual Action Plans. She added that the plans would only cover the HOME allocation and not any CDBG allocation. She noted that HOME provided funding for affordable housing activities to benefit low-income households, which were defined as income at or below 80% area median income, as determined by HUD. She noted that the City would receive approximately \$387,000 for this fiscal year to allocate for programs. She listed activities for which HOME funds could be used: incentives to develop and support affordable rental and home ownership, tenant-based rental assistance, payment of some administrative and planning costs and payment of operating expenses of community housing development organizations.

Business Manager Smith reported that Staff had conducted an electronic survey which had been posted on the City's website, newsletter and social media as well as sent to social service organizations that serve the City, multi-family property owners and Torrance renters who had applied for the City's COVID rent relief in 2021. She noted that the results of the surveys were included in the staff report and listed the top needs from the survey. She reported that for Housing Needs Assessment they were affordable rental housing, energy efficient home improvements, and senior housing and in Homeless Housing Needs Assessments, the top needs were homeless prevention, supportive services and emergency shelter. She added that under the survey of recommended activities, the top needs were: construction of affordable rental units, first time homebuyer assistance and construction of affordable homeownership units.

In response to questions from Chairperson Reynolds, Business Manager Smith explained that housing affordability in Torrance was a major problem in Torrance, as most owners and renters were paying more than 50% of their income on their housing costs. She stated that the 25% permanent contribution to the HOME funds or "match" could consist of cash, donated land, administrative time or facilities. She added that the Community Housing Development Organization (CHDO) had not yet been designated.

Chairperson Reynolds pointed out that the market was not providing the affordable housing that was needed and noted that innovation and competition with the market needed to be provided or subsidized by the public sector. He related his belief that rental or first time buyer's assistance were not efficient, and added that work force housing could work, but might not meet the needs of everyone. He discussed the possibility of community land trusts.

MOTION: Commissioner Witt moved to receive the update on the development of the five-year Consolidated Plan covering the fiscal year (FY) 2022-2026 and Annual Action plan covering FY 2022-23; motion was seconded by Commissioner Scotto. The motion passed by a

unanimous roll call vote. (Absent Commissioners Leys and Sansalone)

Subject to Approval

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

Deputy City Manager Hoang presented the report on the item. He noted the importance of outreach to clear public spaces to allow access for all. He reviewed the services that 3290 Temporary Housing Village offered: housing, case management, meals and access to medical care.

He listed the key partners for 3290 Temporary Housing Village:

- Venice Family Clinic: was funded by grants and provided physicians who treated residents at 3290, as well as provided street outreach
- South Bay Work Force Investment Board: offered paid work experience for those at 3290, who are ready. He noted that some persons may do their work training at City parks
- Mental Health of America: supplied a licensed social worker which allowed access to certain Los Angeles County programs
- Department of Public Health: offered vaccinations and guidance on setting and maintaining safe operating conditions at 3290
- Faith Based Partners/Organizations: with the assistance of Nancy Wilcox

Deputy City Manager Hoang reported the metrics for 3290 Temporary Housing Village as of the opening on July 5, 2022:

- Eight people had obtained permanent housing
- One person had moved to a higher level of care
- One person had received a permanent housing choice voucher
- Two individuals were reunited with family
- Four individuals had moved to Westhaven, a permanent supportive housing site with onsite ongoing case management. He noted that it was expected that an additional five persons would soon be moved to Westhaven.
- Six individuals were matched to a housing resource through the City of Los Angeles
- One person had received a veteran's VASH voucher

Deputy City Manager Hoang explained that there was and would continue to be a waitlist at 3290 Temporary Housing Village, but noted that the City, along with other partners, was able to continue street outreach and connect individuals with other sources of housing and support. He noted that booklets were available for distribution to provide information and City's resources on Homeless Outreach and the Temporary Housing Program.

Deputy City Manager Hoang stated that the Homeless Count had been conducted on January 25, 2023 and an update would be presented at an upcoming meeting.

Deputy City Manager Hoang reported that the City had received \$1.75 million in congressional funding and \$1.25 million from Providence Medical Center, specifically for 3290 Temporary Housing Village.

Members of the public spoke.

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 Scotto. The motion passed by a unanimous roll call vote. (Absent Commissioners Leys and Sansalone)

8. COMMISSION ORAL COMMUNICATIONS

The Commission thanked Mr. Leon Silverman and Mr. Rich Dimeeko.

Deputy City Manager Hoang reported that the Commission would have a joint meeting with the City Council on June 20, 2023 at 4:00 p.m.

Deputy City Manager Hoang announced that one of the clients from Evolve was currently working as an intern in Community Development Department.

Deputy City Manager Hoang stated that there would be agenda items on the February 23 meeting for the toiletry drive and Veteran's Day program.

9. ADJOURNMENT

9A. At 7:19 p.m., Commissioner Scotto moved to adjourn the meeting to the regular meeting on Thursday, February 23, 2023 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 and Sansalone)

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

Members of the Commission:

**SUBJECT: Review 2022 Veterans Recognition Events and Discuss 2023
Veterans Recognition Events**

RECOMMENDATION

Recommendation of staff that the Social Services Commission review the 2022 Veterans In-Person Appreciation Luncheon and Resources Fair and Virtual Event, and discuss if the Commission wishes to hold events in 2023, and if so, a framework for planning 2023 Veterans Recognition Events

BACKGROUND AND ANALYSIS

In 2022, the Social Services Commission planned in-person and virtual events to express appreciation for our community's military Veterans and their service to our nation. Unlike previous years, which recognized Veterans with either an in-person event or a virtual event, the Commission voted to restore an in-person event, while maintaining a virtual event out of an abundance of caution for unknown impacts of a COVID surge and the potential for restrictions from the Los Angeles County Department of Public Health.

In-Person Event

On October 21, 2022, 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: 44
- Guests of Veterans: 34
- Resource Booths: 18

The following is the program from the event:

10:00 am	Resource Booths Open
11:45 am	Welcome Posting of the Colors Pledge of Allegiance National Anthem Words of Appreciation Blessing of the Meal
12:00 pm	Meal with music from DJ Ozzie
1:00 pm	Resource Booths Close Raffle

The meal for the in-person event was provided by Santa Maria BBQ and the raffle prizes were donated by area businesses and collected by members of the Commission.

Virtual Event

For the virtual event, members of the Commission solicited messages of appreciation from the community at the Torrance Certified Farmers Market and Torrance CitiCABLE video and audio recorded the messages.

A virtual program was created by Torrance CitiCABLE with messages of appreciation from the community, and messages from Torrance Elected Officials and the Social Services Commission. Additionally, celebrated military Veteran Leon Silverman provided his talent for storytelling and singing for the virtual program.

Discussion

At tonight's meeting, LeAnne Chen, the City Manager's Office staff person who is largely responsible for coordinating the in-person event, will be available to answer questions of the Commission, and to hear the Commission's initial thoughts for a 2023 Veterans Appreciation event. Following this meeting, staff will put together a proposed outline for a 2023 Veterans Appreciation event, as well as a timeline for implementation, and return to a future Commission meeting with updates.

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 2023 TOILETRY DRIVE

RECOMMENDATION

Recommendation of staff that the Social Services Commission discuss and approve of March 17th through March 31st, 2023 for a City-sponsored toiletry drive.

BACKGROUND AND ANALYSIS

Since 2017, the Social Services Commission has held an annual toiletry drive in March to benefit the non-profit providers that assist people experiencing homelessness in our community.

Staff conferred with Nancy Wilcox, who is the volunteer donation coordinator for 3290 Temporary Housing Village at Civic Center Drive. Thanks to the generosity of community organizations, faith-based organizations, and individuals and families in the community, Ms. Wilcox believes that 3290 is receiving enough donations of toiletries and other supplies on an ongoing basis, and that the Commission should consider continuing their tradition of collecting toiletries for nonprofits that serve people experiencing homelessness.

Based on Ms. Wilcox's recommendation, staff recommends that the Commission hold a toiletry drive to collect supplies for Family Promise of South Bay, 1736 Family Crisis Center, and Harbor Interfaith Services. The following items were requested for this year's toiletry drive:

- New and unopened full-size shampoo, conditioner, body wash and bar soap;
- Toothbrushes and toothpaste;
- Deodorant and body wipes;
- New bath towels;
- Shaving lotion and razors.

Staff recommends that the Commission hold the drive March 17 – 31, 2023. Bins will be located at the Torrance public libraries, Torrance City Hall, and the Permit Center. Should the Commission wish to hold a drive-up and drop-off event as they have done in previous years, staff recommends the event be held on Saturday, March 25, 9 am – Noon, in the parking lot of the West Annex Building.

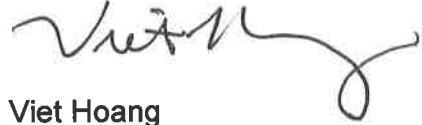
Additionally, staff respectfully requests that the Commission appoint members of the Commission for the following roles:

- Announce the toiletry drive at the March 14, 2023 City Council meeting;
- Volunteer to collect toiletries at the drive- up event on March 25, 9 am – Noon; and
- Provide an interview with CitiCABLE discussing the toiletry drive.

Respectfully submitted,



Zulma Gent
Staff Liaison to the Commission



Viet Hoang
Staff Liaison to the Commission

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

Members of the Commission:

SUBJECT: Review and Provide Feedback on a Draft of a Brochure for Nonprofits and Government Agencies to Promote Services in Torrance

RECOMMENDATION

Recommendation of staff that the Social Services Commission review and provide feedback on a draft of a brochure for nonprofits and government agencies to promote their services in the Torrance community.

BACKGROUND AND ANALYSIS

In 2022, the Social Services Commission heard presentations from government agencies and nonprofit organizations that serve adults with development disabilities and youth with special needs. At the conclusion of the series of presentations, members of the Commission brainstormed and prioritized strategies that the Social Services Commission and the City of Torrance could better support these entities performing their vital work.

During the Commission's September 2022 meeting, your Honorable Body voted for 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," to be your top priority. The action that the Commission recommended to support this theme was, "Request update from staff on all City-funded opportunities to promote the work for nonprofit and government organizations that serve people with developmental disabilities and youth with special needs."

Management Assistant Alexis Motonaga of the City Manager's Office has compiled all of the city funded sources where nonprofits and government agencies can promote their services. She has also created a first draft of a brochure that can be used to advertise these promotional sources offered by the City.

Alexis Motonaga will continue working on the brochure to add two key bits of information: 1) how government agencies and nonprofits can submit their information for consideration for each promotional source, and 2) a generic statement that may identify that each promotional opportunity comes with its own requirements and restrictions.

For this evening's meeting, staff respectfully requests feedback from the Commission so that Alexis Motonaga can continue to refine the brochure.

Respectfully submitted,



Zulma Gent
Staff to the Commission



Viet Hoang
Staff to the Commission

Attachment: DRAFT – “Promote Your Agency with the City of Torrance”



SOCIAL SERVICES COMMISSION

The Commission provides advisory recommendations to the City Council on matters concerning the City's veterans, homeless population, adults with developmental disabilities and children with special needs.

This pamphlet is provided by the Social Services Commission and the City of Torrance to Nonprofits and Government Organizations looking to promote their services and resources to the Torrance community.

PROMOTE YOUR AGENCY WITH THE CITY OF TORRANCE

Nonprofits and Government Organizations

CONTACT US

City Manager's Office

(310) 618-5880

SocialServicesCommission@TorranceCA.Gov

TorranceCA.Gov/SocialServicesCommission

City of
TORRANCE
California

Torrance Digital Sign



CitiCABLE's Torrance Today



Scan the QR Code or visit TorranceCA.Gov/SocialServicesCommission to access our resource table containing sign up links, registration information, forms, and more.

DISTRIBUTION DATE HERE

AVAILABLE SERVICES

PHYSICAL ADVERTISEMENT

- Digital Signages
- Community Service Message Boards
- City Hall 1st floor Lobby
- Torrance Public Library Lobbies

ONLINE ADVERTISEMENT

- Torrance Events Calendar
- Torrance eNewsletter

TELEVISION

- CitiCABLE
- Torrance Community Television

IN-PERSON

The Expressive Conduct Users Zone is available at the Torrance Certified Farmer's Market. Organizations are encouraged to make use of this space for community outreach. Use of this space is scheduled on a first come-first served basis.



Engage with Torrance residents!

The City of Torrance is excited to offer its resources to local nonprofits and government organizations to promote their organization's mission to Torrance residents.

The City understands the difficulties faced with reaching the public and is committed to helping local organizations flourish.

Please take a look at the available services to determine the best fit for your organizational needs.