

**MINUTES OF A REGULAR MEETING OF THE
COMMUNITY SERVICES COMMISSION**

1. CALL TO ORDER

The Torrance Community Services Commission convened in a regular session at 7:06 p.m. on Thursday, February 23, 2006 in the West Annex meeting room at Torrance City Hall.

2. INTRODUCTION OF NEW COMMISSIONERS

Commissioners and staff welcomed new Commissioner Cliff Numark who shared information about his background.

3. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

Present: Commissioners Adams, Gilbert, Hazell, Numark, and Vice-Chairperson Ning.

Absent: Commissioner Hicks and Chairperson Orpe.

Also Present: Senior Recreation Supervisor Kelso.

MOTION: Commissioner Adams moved to grant excused absences to Commissioner Hicks and Chairperson Orpe for the February 23, 2006 Community Services Commission meeting. Commissioner Gilbert seconded the motion; a voice vote reflected unanimous approval.

4. FLAG SALUTE

Commissioner Gilbert led the Pledge of Allegiance.

5. AFFIDAVIT OF POSTING

MOTION: Commissioner Hazell, with a second by Commissioner Gilbert, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval.

6. APPROVAL OF MINUTES: JANUARY 26, 2006

MOTION: Commissioner Gilbert moved for the approval of the January 26, 2006 Community Services Commission meeting minutes as submitted. The motion was seconded by Commissioner Adams and passed by unanimous voice vote approval (absent Commissioner Hicks and Chairperson Orpe).

7. STANDING COMMITTEES

7A. SOCIAL SERVICES ADVISORY COMMITTEE

Senior Recreation Supervisor Kelso advised that the last Social Services Advisory Committee meeting was in September 2005 and asked that Commissioners select a date for the next quarterly meeting.

Commissioner Hazell recommended that a future Committee meeting be centered around grant writing, specifically the City's grant program for non-profit social services agencies.

Commissioner Numark suggested that invitations to the proposed grant-writing meeting be mailed out with grant applications to social services agencies.

Senior Recreation Supervisor Kelso provided clarification that grant applications would be mailed out the first part of August 2006. He suggested that the Commission designate a chairperson and vice-chairperson for the Committee.

Following a brief discussion, Monday, August 21, 2006 was selected as the date for the grant-writing meeting. It was confirmed that the meeting would be at noon in the West Annex meeting room.

Commissioner Numark volunteered to be chairperson and Commissioner Hazell offered to serve as vice-chairperson for the August 21, 2006 Committee meeting. Commissioner Numark received clarification that he could bring in a speaker or present the grant writing information himself.

Senior Recreation Supervisor Kelso encouraged Commissioners to add any names to the mailing list of social services agencies. He advised that the ad hoc committee or the Commission as a whole could review the grant applications and make recommendations.

It was determined that the Commission would review grant applications and that selection of a third member to the Committee was deferred to a future Commission meeting.

Commissioners indicated that they were interested in having a Committee meeting in May 2006.

Commissioner Numark proposed that emergency disaster preparedness and evacuation procedures be a topic of discussion for the next Committee meeting.

Senior Recreation Supervisor Kelso provided information about the City's emergency preparedness and shelter program.

In response to Commission Numark's inquiry, Senior Recreation Supervisor Kelso stated that the Commission was not involved with Workforce and job training.

MOTION: Commissioners Adams moved to schedule the next Social Services Advisory Committee meeting for Monday, May 22, 2006 and to appoint Commissioner Numark as Chairperson and Commissioner Hazell as Vice-Chairperson for the August 21, 2006 Social Services Advisory Committee meeting. The motion was seconded by Commissioner Numark; a voice vote reflected unanimous approval (absent Commissioner Hicks and Chairperson Orpe).

Vice-Chairperson Ning requested that Commissioners think about other possible topics for the May 22, 2006 Committee meeting.

8. GRANT PROGRAM FOR NON-PROFIT SOCIAL SERVICES AGENCIES

8A. UPDATE

Senior Recreation Supervisor Kelso reported that the opportunity for grant recipients to pick up their awards began on February 23, 2006. He stated that 2005 grant recipients have been advised that their financial and narrative reports are due by March 10, 2006. He advised that the item would be brought forward to the Commission for approval at the March or April 2006 meeting. He offered to provide a list of 2005 grant recipients to Commissioners, noting that monitoring assignments could be made at the March Commission meeting.

Commissioners and staff explained the grant program and monitoring assignments to Commissioner Numark.

9. YOUTH COUNCIL ACTIVITIES

9A. COMMISSIONERS' REPORTS

Due to Commissioner Hicks' absence, there was no report on the February 1, 2006 Youth Council meeting.

9B. YOUTH COUNCIL REPORT

No report.

9C. COMMISSIONERS' ASSIGNMENTS

Commissioner Numark was provided information from Commissioners and staff about the Youth Council and was informed that Youth Council meetings are held the first and third Wednesdays of every month at 7:00 p.m. in the West Annex meeting room.

10. ORALS/ANNOUNCEMENTS

10A. Commissioners welcomed Commissioner Numark to the Commission.

10B. Senior Recreation Supervisor Kelso encouraged Commissioners to attend the March 10, 2006 Special Olympics awards ceremony.

10C. Vice-Chairperson Ning mentioned that he saw Commissioner Gilbert on a Leadership Torrance flier.

11. ADJOURNMENT

MOTION: At 7:40 p.m., Commissioner Gilbert moved to adjourn the meeting to Thursday, March 23, 2006 at 7:00 p.m. at the West Annex meeting room.

Approved as Submitted March 23, 2006 s/ Sue Herbers, City Clerk
