

**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 7:10 p.m. on Thursday, May 25, 2006 in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL / MOTIONS FOR EXCUSED ABSENCE**

Present: Commissioners Gilbert, Hicks, Ning, Numark, and  
Chairperson Orpe.

Absent: Commissioners Adams and Hazell

Also Present: Senior Recreation Supervisor Kelso.

**MOTION:** Commissioner Ning moved to grant excused absences to Commissioners Adams and Hazell for the May 25, 2006 Community Services Commission meeting. Commissioner Gilbert seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Chairperson Orpe led the Pledge of Allegiance.

**4. AFFIDAVIT OF POSTING**

**MOTION:** Commissioner Gilbert, with a second by Commissioner Ning, 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 (absent Commissioners Adams and Hazell).

**5. APPROVAL OF MINUTES: APRIL 27, 2006**

Commissioner Numark noted the following correction to the April 27, 2006 meeting minutes:

Page 1, Item 2: Commissioner Hazell seconded the motion.

Chairperson Orpe requested that the following be added to the April 27, 2006 meeting minutes:

Page 3, Item 8A: Chairperson Orpe apologized to Senior Recreation Supervisor Debbie Reed and the Torrance Youth Council for failing to ask a Commissioner to participate on the Beat the Odds scholarship selection committee.

**MOTION:** Commissioner Ning moved for the approval of the April 27, 2006 Community Services Commission meeting minutes as amended. The motion was seconded by Commissioner Numark and passed by unanimous voice vote approval (absent Commissioners Adams and Hazell).

6. **STANDING COMMITTEES**

6A. **SOCIAL SERVICES ADVISORY COMMITTEE**

**Meeting: TBA**

**TOPIC: Emergency Planning and Preparedness**

Commissioner Numark, committee chairperson, reported that he is researching with relevant City employees the City's plans for residents in case of a major disaster, particularly those that are without means of transportation. He advised that the meeting could be two or three months after he receives the necessary information.

**Meeting: August 21, 2006 at 12:00 noon.**

**Topic: Community Services Commission Grant for Non-Profit Social Services Agency Seminar**

Commissioner Numark, committee chairperson, reported that the application process would be explained to potential applicants at the meeting.

Responding to Commissioner Ning's inquiry, Senior Recreation Supervisor Kelso indicated that the largest number of applicants that he recalls receiving in past years was 26.

Commissioner Ning initiated a brief discussion centered on ways to expand and broaden the scope of the grant program to attract more non-profit social service agencies.

When Commissioner Gilbert mentioned that an applicant told her that the interview process was intimidating, Senior Recreation Supervisor Kelso offered to change the seating to a more informal setting.

Senior Recreation Supervisor Kelso advised that there were approximately 70 agencies on the existing mailing list, and that advertisements are placed in public areas and the newspaper. He offered to include fliers regarding August 21 meeting with applications that are mailed out, and that staff would have a flier ready for approval at the July Commission meeting.

When Commissioner Ning suggested that two or three high school interns call the list of non-profit agencies before the meeting, Senior Recreation Supervisor Kelso indicated that perhaps Green Team students could do this.

Commissioner Hicks and Chairperson Orpe volunteered to assist Commissioner Numark at the meeting, and Commissioners Gilbert and Ning indicated that they would try to attend.

7. **GRANT PROGRAM FOR NON-PROFIT SOCIAL SERVICES AGENCIES**

7A. **COMMISSION APPROVAL OF 2005 FINANCIAL AND NARRATIVE REPORTS**

**MOTION:** Commissioner Gilbert moved to accept and approve the Financial and Narrative reports from 2005 grant recipients as submitted and that they be forwarded to

City Council for final approval. Commissioner Hicks seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Adams and Hazell, and with Commissioner Numark abstaining)

**7B. MONITORING ASSIGNMENTS**

The four remaining monitoring assignments for 2006 agencies were selected as follows:

Commissioner Numark: Being Alive - South Bay and Society to Aid Retarded, Inc.  
Commissioner Adams: Harbor Interfaith Services and New Life Advocacy.

**8. YOUTH COUNCIL ACTIVITIES**

**8A. COMMISSIONERS' REPORTS**

Chairperson Orpe discussed the May 11, 2006 Beat the Odds banquet at the ATTIC, noting how impressed he was with the scholarship recipients and their achievements. He urged all Commissioners to attend next year's 10<sup>th</sup> anniversary Beat the Odds banquet.

**8B. YOUTH COUNCIL REPORT**

No report.

**8C. COMMISSIONERS' ASSIGNMENTS**

Chairperson Orpe relayed Senior Recreation Supervisor Reed's invitation for one Commissioner to serve on the committee to select the 2006-2007 Youth Council on June 14, 2006.

Commissioner Numark was chosen to be the Commission representative, with Commissioner Ning also interested in participating if two Commissioners were needed.

**9. ORALS/ANNOUNCEMENTS**

**9A.** Commissioner Gilbert announced the Palos Verdes Street Fair on June 3-4, 2006 and stated that the Volunteer Center would be researching disaster preparedness this summer.

**9B.** Commissioner Ning stated that he was out of the country for the Armed Forces Day Parade but that his family was able to attend. He requested that his suggestions for new activities and programs for the Commission be placed on the agenda for further discussion.

**9C.** Commissioner Hicks stated that he was also interested in discussing Commissioner Ning's suggestions for the Commission's work plan.

**9D.** Commissioner Numark stated that he enjoyed the Armed Forces Day Parade and encouraged Commissioners to participate in the City's blood drive on June 13, 2006.

**9E.** Chairperson Orpe urged Commissioners to vote on June 6, 2006 and announced that the World Cup was June 9 to July 9, 2006.

**9F.** Senior Recreation Supervisor Kelso stated that he received an invitation for two to the H.O.P.E. fundraiser on June 24, 2006 at Disney Hall. Commissioner Gilbert indicated that she might be able to attend.

**10. ADJOURNMENT**

**MOTION:** At 7:56 p.m., Commissioner Gilbert moved to adjourn the meeting to Thursday, June 22, 2006 at 7:00 p.m. at the West Annex meeting room. The motion was seconded by Commissioner Ning and, hearing no objection, Chairperson Orpe so ordered.

Approved as Submitted June 22, 2006 s/ Sue Herbers, City Clerk
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