

**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 6:02 p.m. on Monday, July 28, 2016, in the West Annex Commission meeting room, Torrance City Hall.

2. ROLL CALL

Present: Commissioners Chiota, Mattucci, Ragins, Scotto, Svolos and Chairperson Gow

Absent: None

Also Present: Management Associate Hoang

3. FLAG SALUTE

The pledge of Allegiance was led by Commissioner Mattucci.

4. REPORT FROM STAFF ON POSTING OF AGENDA

Management Associate Hoang stated that the agenda for the Social Services Commission was posted on the Public Notice Board on July 25, 2016.

5. COMMISSION ANNOUNCEMENTS

Commissioner Chiota reported that he had attended the Vietnam Veterans of America convention last month in Fresno and noted that at the meeting it had been announced that San Bernardino had fixed its homeless problem. Commissioner Chiota stated that he had spoken with a San Bernardino official who reported that the City would have reached 100% of the goal, if an additional 58 veterans had accepted housing. Commissioner Chiota stated that he had requested that staff invite Tom Hernandez, Homeless Services Manager, of San Bernardino to a future Social Services meeting to discuss the methods that San Bernardino County had used.

The Commission concurred with the request.

Commissioner Chiota distributed flyers and information that he had collected on veterans' assistance, PTSD, and suicide risks and prevention.

Commissioner Ragins reported on the use of Facebook as a possible mechanism for generating collections of needed items for different populations.

6. ORAL COMMUNICATIONS #1

City Librarian Theyer reported that the Library would be reviewing their material for veterans, focusing on mental illness with the goal of updating and adding to the collections. She stated that she would return to the Commission with a list of the new materials.

In response to a question from Commissioner Mattuci, City Librarian Theyer explained that the materials would not be in a separate section on the library, but rather in the section corresponding to their designation: such as medical, social services, fiction or audio visual.

7. APPROVE COMMISSION MINUTES: June 23, 2016

MOTION: Commissioner Svolos moved to approve the minutes of June 23, 2016, as submitted; motion was seconded by Commissioner Ragins. The motion passed by a unanimous roll call vote.

8. APPOINT COMMISSION CHAIRPERSON, VICE CHAIRPERSON FOR FISCAL YEAR 2016 – 2017

Chairperson Gow stated that he was willing to continue to serve as Chair, if that was the wish of the Commission.

Management Associate Hoang explained that although the Commission had adopted rules of order, there were no specifics in the rules of order as to how the Chair and Vice Chair were to be selected. He added that the Commission had the flexibility to nominate and elect any Chair and Vice Chair.

Commissioner Mattucci nominated Chairperson Gow to be Chair. There were no further nominations and Chairperson Gow closed the nominations.

The nomination for Chairperson Gow to be Chair passed by a unanimous roll call vote.

Chairperson Gow nominated Commissioner Svolos as Vice Chair. There were no further nominations and Chairperson Gow closed the nominations.

The nomination for Commissioner Svolos to be Vice Chair passed by a unanimous roll call vote.

Management Associate Hoang stated that the term would be through the next fiscal year ending on June 30, 2017

9. CONDUCT PUBLIC WORKSHOP TO DEVELOP THE SOCIAL SERVICES COMMISSION'S LONG RANGE WORK PLAN FOR CITY COUNCIL APPROVAL

Management Associate Hoang explained that at the last meeting the Commission had concurred to develop recommendations on their own and return to the meeting to create categories for those recommendations. He detailed the process and noted that there were 81 recommendations that had been posted on the wall on individual cards, with the recommendation written on the left hand side and the description of the recommendation on the right hand side. He requested that the Commission spend five to ten minutes and walk around to read all the descriptions on the recommendation cards and only ask a question if they needed a clarification on the intent of a recommendation. He added that once all the cards had been read, then the Commission would begin to sort and move and merge the cards into broad categories, based on focus or strategies. He noted that the sorting would be a negotiation process and cards might be moved from one group to another. He recommended that the Commission attempt to create four to six different categories and that within the categories, each of the recommendation would remain independent and be able to be given a priority within the category.

Management Associate Hoang requested that the sorting be done silently and that any discussion be done as a group after the sorting. He explained that once the cards were sorted into categories, he would create a list of the recommendations in each category so that the Commission could begin to work as a group on the categories.

In response to a question from Commissioner Chiota, Management Associate Hoang stated that the Commissioners would need to move around, as the cards were being sorted, in order to see all of the available cards.

Management Associate Hoang stated that the categories should become apparent as the sorting progressed and added that the Commissioners could move cards from one category to another, but at some point would need to agree that the sorting had been completed.

Commissioner Ragins stated that the Commissioners should not try to think of the name of a category during the sorting, but try to sort by similarities. He added that it was acceptable if there were one or two cards that didn't fit into any category.

Management Associate Hoang requested that at this point in the sorting and development of the work plan, that the process remain within the Commission and that public input be sought at a later time when the categories/strategies and recommendations had been determined.

The Commission sorted the cards into nine different categories.

Chairperson Gow ordered a recess between 7:10 p.m. and 7:31 p.m.

The Commission discussed and concurred on the following preliminary category names and their definitions:

Strategy 1: Definition of this strategy (not a strategy, but a philosophy for setting goals for Commission)

Strategy 2: Veterans Affairs – Consider moving these to other categories

Strategy 3: Identification and Continued Monitoring of Homeless Sub-Categories

Strategy 4: Developing Social Opportunities and Belonging

Strategy 5: Increasing Housing Opportunities

Strategy 6: Information Resources & Referrals

Strategy 7: City's Involvement – Perhaps split into direct and indirect involvement

Strategy 8: Marshalling Community Support

Management Associate Hoang stated that he would bring back information to the Commission on the number of people currently enrolled in the Torrance Alerts system.

Management Associate Hoang stated that he would email the list of categories to the Commission and requested that each Commissioner review the list and identify their priorities, in preparation for discussion at the next meeting.

MOTION: Commissioner Svolos moved to continue the public workshop to August 25, 2016, as submitted; motion was seconded by Commissioner Scotto. The motion passed by a unanimous roll call vote.

10. ORAL COMMUNICATIONS #2

None

ADJOURNMENT

At 8:36 p.m., Commissioner Svolos moved to adjourn the meeting to the regular meeting on Thursday, August 25, 2016 at 6:00 p.m. in the West Annex Commission Meeting Room. The motion was seconded by Commissioner Ragins and a roll call vote reflected unanimous approval.

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Approved as submitted August 25, 2016 s/ Rebecca Poirier, City Clerk
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