



## Social Services Commission

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. in the West Annex Commission Meeting Room. 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. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

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](http://www.TorranceCA.Gov)

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please call 310.618.5880. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR 35.102-104 ADA Title II]

### HOURS OF OPERATION

Monday through Friday from 7:30 a.m. to 5:30 p.m.

Offices are closed alternate Fridays.

KLW

VAM

# CITY OF TORRANCE SOCIAL SERVICES COMMISSION

WEST ANNEX COMMISSION MEETING ROOM – CITY HALL  
3031 TORRANCE BOULEVARD  
TORRANCE, CALIFORNIA 90503

THURSDAY, MAY 23, 2019  
6:00 P.M.

## AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. FLAG SALUTE
4. REPORT FROM STAFF ON POSTING OF AGENDA  
The Agenda was posted on May 16, 2019 by the City Clerk's Office
5. COMMISSION AND STAFF ANNOUNCEMENTS
6. ORAL COMMUNICATIONS #1  
*Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.*
7. APPROVE COMMISSION MINUTES: APRIL 25, 2019
8. ACCEPT AND FILE PRESENTATION FROM THE TORRANCE CERTIFIED FARMERS' MARKET
9. ACCEPT AND FILE PRESENTATION FROM THE TORRANCE PUBLIC LIBRARY – TUSD BUILDING BRIDGES LIAISON
10. DISCUSS ELEMENTS FOR A 2019 VETERANS DAY EVENT
11. ORAL COMMUNICATIONS #2  
*Comments on this portion of the agenda are limited to items not on the agenda and to no longer than three (3) minutes per speaker. Under the provisions of the Brown Act, the Commission is prohibited from taking action or engaging in discussion on any item not appearing on the posted agenda.*
12. ADJOURNMENT  
Adjournment of Social Services Commission Meeting to Thursday, June 27, 2019 at 6:00 pm in the West Annex Commission Room

COMMISSION ROLL CALL: Chiota, Gow, Jones, Ragins, Scotto, Leys

**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, April 25, 2019 in the West Annex Commission meeting room, Torrance City Hall.

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

Present: Commissioners Chiota, Gow, Jones, Ragins, Scotto and Chairperson Leys

Absent: None

Also Present: Management Associate Hoang, Management Associate Wand

**FLAG SALUTE**

The pledge of Allegiance was led by Commissioner Chiota.

**3. REPORT FROM STAFF ON POSTING OF AGENDA**

Management Associate Wand stated that the agenda for the Social Services Commission was properly posted on the Public Notice Board on April 18, 2019 by the City Clerk's office.

**4. COMMISSION AND STAFF ANNOUNCEMENTS**

Commissioner Jones reported that she had attended a special needs seminar sponsored by The Sensory Integration Education & Research Foundation (SIERF) which featured community groups who offered therapy and programs such as *We Rock the Spectrum* gym and *Free to be Me* drum circle. She added that Mayor Furey and Kathy Sutton were in attendance.

Commissioner Gow reported that he had made an announcement under Orals at a City Council thanking the community for their generous donations to the toiletry drive. Management Associate Wand added that the Commission had also received a thank you letter from the 1736 Family Crisis Center for the toiletry donations.

Commissioner Chiota stated that he had attended the Hawthorne Veteran Benefits Day on April 13. He distributed that agenda from the event and noted that one of the speakers had been Hawaii Congress woman, Tulsi Gabbard.

**6. ORAL COMMUNICATIONS #1**

None

**7. APPROVE COMMISSION MINUTES: March 28, 2019**

**MOTION:** Commissioner Gow moved to approve the minutes of March 28, 2019, as submitted; motion was seconded by Commissioner Ragins. The motion passed.

Ayes: Commissioners Chiota, Gow, Jones, Ragins, and Chairperson Leys

Noes: None

Abstain: Commissioner Scotto

Absent: None

## **8. ACCEPT AND FILE PRESENTATION BY COMMUNITY SERVICES DEPARTMENT REGARDING ADAPTIVE RECREATION PROGRAMS**

Management Associate Wand presented the report for the item and introduced Senior Representative Suzie Wand and Program Coordinator Charlene Walker from the Community Services Department.

Senior Representative Suzie Wand presented a short video which featured participants in the programs and activities that the Department offered. She explained that the Community Services Department had offered an adaptive recreation-based program, under various names, for over 35 years. She noted that the program did not provide therapy-based services or administer medication. She stated that the participants had a wide variety of disabilities, but that the majority had a diagnosis of autism or Down syndrome. She described the staffing for the Department and noted that Program Coordinator Walker was full time and that there were other staff members who worked on as needed basis, but added that the backbone of the program was the 20+ Volunteer coaches who supported all the sports activities. She reported that there was an annual fee of \$20 for residents and \$25 for non-residents and noted that members received a quarterly newsletter. She explained that there were three major components of the program:

- PALS (People Actively Learning and Sharing) - social club for participants 13 years or older
- Special Olympics - South Bay/Torrance, part of the Southern California Special Olympics organization. Participation limited to one sport per season
- Adaptive Sports Program-recreational activities. No limit on the number of sports to participate in

Program Coordinator Walker explained that the PALS recreation program had Monday night fun, bowling sessions and social activities which included a fitness program, beach walks, theater games, bocce lessons, batting cages and pickle ball. She noted that the program also offered opportunities to become more independent by learning to budget money or order food in a restaurant. She added that the participants received a quarterly newsletter with a calendar of events, as well as a weekly email updates and monthly flyers. She stated that there were special quarterly events such as themed dances, which were also open to non-members.

Program Coordinator Walker stated that the Adaptive Sports program and the Special Olympics were run simultaneously year-round to allow members opportunities to participate in sports and physical activity. She reported that the sports included: swimming, bocce, basketball, soft ball, tennis, cycling and soccer. She noted that Special Olympics was the umbrella organization for the branch program of the Department's Special Olympics and added that the Department and the participants were required to comply with all the rules of the Special Olympics. She explained that the participants were not allowed to chose the same sport two seasons in a row, that it was a competition and the participants were required to have additional medical clearances, attend at least 75% of the practices and participate in two or more tournaments during the season. She added that there were Fall Games and Summer Games of the Special Olympics, as well as an Annual Torch run. She stated that she was the administrator for the program, but explained that the volunteer coaches were responsible for conducting all of the sports practices, maintaining the equipment and tracking attendance. She noted that the coaches were: all

City volunteers, registered with the Special Olympics and were required to complete a certificate training for the sport that they were coaching.

Program Coordinator Walker listed some of their community partners:

- Friends of Torrance Exceptional Athletes (FOTEA), a non-profit Board formed by the parents of PALS athletes and community members, who fundraised throughout the year to support the activities and sponsor events and awards for the athletes.
- Torrance Sunrise Rotary-donated money to FOTEA
- Harbor Regional Center's Communication Director distributed the Department's activity information to their clients, as PALS members were also clients of Harbor Regional Center
- Friends of Torrance Theater Company-offered workshops of theater games
- Southbay Bocce Club- demonstrated and offered games

Commissioner Chiota stated that the Southbay Bocce club was delighted to be working with PALS. He stated that he would contact Program Coordinator Walker to offer volunteer bocce coaches for Special Olympics.

In response to a question from Commissioner Ragins, Program Coordinator Walker stated that there were 133 participants in the program and added that Harbor Regional Center did not supply any money to the Department. She stated that she hoped to be able to add the younger age group of 2 to 7-year-olds to the Special Olympics program.

Senior Representative Wand noted that many participants who started with the program when they were 13 years old, continued to stay with the program, some for as many as 40 years.

Program Coordinator Walker stated that both the volunteer coaches and the Special Olympic coaches had to have a background check before they were allowed to volunteer. She noted that some neighboring cities had smaller programs, but that the Department members were mostly Torrance residents, with a few participants from other cities.

Program Coordinator Walker stated that her goal was to have 140 participants, of which they now had 133. Senior Representative Wand added that Program Coordinator Walker had been successful in bringing in some much-needed younger members. She added that some of the teams had family members or friends on the team. She noted that the Department would benefit from a larger pool of volunteer coaches and high school volunteers.

Program Coordinator Walker stated that some of the PALS members also played on the regular adult leagues and noted that it was her goal to be able to arrange it, so that the PALS team could play the regular league basketball team on a day of a bye.

Senior Representative Wand noted that the Programs could always benefit from more publicity, but added that there could be parental resistance to the reality of what it meant to have their child join the program.

In response to a question from Commissioner Jones, Program Coordinator Walker stated that they did distribute their program information to the school district. She noted that other neighboring cities did have programs for younger students.

Management Associate Hoang explained that the Commission had as two of the

populations that they served: youth with special needs and adults with developmental disabilities. He requested that Senior Representative Wand and Program Coordinator Walker forward to the Commission suggestions for opportunities for the Commission to support the Department's programs.

**MOTION:** Commissioner Gow moved to accept and file presentation by Community Services Department regarding adaptive recreation programs; motion was seconded by Commissioner Scotto. The motion passed.

#### **9. DISCUSS ELEMENTS FOR A 2019 VETERANS DAY EVENT**

Management Associate Hoang presented the report for the item for the event to be held on Friday, November 8, 2019 and noted that staff had already reserved the Toyota Meeting Hall, Torino Plaza and Gardens Rooms for the event.

Management Associate Hoang distributed information on the upcoming presentation at Torrance Woman's Club by Colonel Ann Igl, Public Affairs Officer from the Space and Missile Systems Center at the Los Angeles Air Force Base on May 1. He noted that he and/or Management Associate Wand would attend the event and report back to the Commission on whether Colonel Igl might be available to speak at the Veterans Day event.

The Commission discussed the following items and concurred that:

- the hours for the event would be 10:00 a.m. to 2:00 p.m., and after lunch, attendees would be told that they were welcome to stay or to go
- the vendors would be invited to participate in the luncheon
- for entertainment: DJ Ozzy be invited, as well as the Civic Chorale, who would expand both their musical selections and the amount of time they performed until all attendees were through the buffet line
- the food tables would be arranged with two serving lines to speed up the buffet line
- Door prizes winners would be not be announced, but a list would be created which showed the winners and the item won. The list would be placed on each table.
- the food options to explore would be: Italian- suggestions: Scardino, Giuliano's and Gaetano's, Snax as well as the Loft for 250 people (staff will survey and bring the information to next meeting)
- the Program would have the same Honor Guard and same singer for the National Anthem as last year
- Veterans, if they were interested in speaking, would be asked to prepare, in advance, a two-minute talk for the open mike period (information would be included in the flyer). Attendees would be surveyed upon event check-in to confirm the number who wished to speak.
- Outreach for event: Vets Now, social media
- Baskets of Torrance Bakery cookies would be distributed to each table, rather than be placed on the buffet table
- Suggestions for keynote speaker: At May meeting, Commission will need to reach concurrence, so that staff would have adequate time to invite the chosen speaker. (There were no funds available to pay the speaker.) If a

Commissioner wished to suggest a speaker, they would need to come to meeting prepared to present information on the speaker's past topics and where they had spoken.

Management Associate Hoang stated that staff would return to the May meeting with the layout changes, information on the cost of the food, and confirmations on DJ Ozzy and the Civic Chorale. He reminded the Commissioners that in order to reach concurrence on a keynote speaker, they would need to come to the May meeting with all the pertinent information on anyone they wished to offer as the keynote speaker.

#### **10. ORAL COMMUNICATIONS**

Management Associate Hoang stated that the Homeless Count information would be discussed at the July meeting. He noted that Harbor Interfaith, as the coordinated entry system partner for Los Angeles County, would speak at another upcoming meeting. He explained that during that presentation, the Commissioners could consider gathering information to prepare a pitch to request CitiCable to feature Harbor Interfaith in a future CitiCable presentation.

#### **11. ADJOURNMENT**

At 7:27 p.m., Commissioner Gow moved to adjourn the meeting to the regular meeting on Thursday, May 23, 2019 at 6:00 p.m. in the West Annex Commission Meeting Room. The motion was seconded by Commissioner Jones and a roll call vote reflected unanimous approval.

###

Commission Meeting of  
May 23, 2019

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

Members of the Commission:

**SUBJECT: Accept and File Presentation from the Torrance Certified Farmers' Market**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission accept and file a presentation from the Torrance Certified Farmers' Market.

**BACKGROUND/ANALYSIS**

The Torrance Certified Farmers' Market offers a seasonal variety of top quality produce brought in each week directly from 102 California Farms. The market features a year-round selection of California-grown fruits, nuts, vegetables, eggs, honey, baked goods, fish, cut flowers and nursery stock. The Market operates Tuesdays, 8 a.m. to 1 p.m. and Saturdays, 8 a.m. to 1 p.m. at the Charles H. Wilson Park, 2200 Crenshaw Boulevard.

This evening's presenters include:

- Joyce Chan, Farmers' Market Manager, Community Services Department
- Bryan Johnson, Farmers' Market EBT Coordinator, Community Services Department

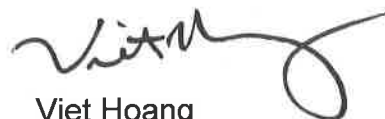
Tonight's presenters will be providing the Commission with an overview of the CalFresh/EBT Program at the Farmers' Market, and its benefits. For the first time ever, CalFresh recipients now include those receiving Supplemental Security Income (SSI) and State Supplementary Payment (SSP). Farmers' Market Staff will also share with the Commission how the Market is commemorating CalFresh Awareness Month.

Staff respectfully recommends that your honorable body accept and file this presentation.

Respectfully submitted,



Katie Wand  
Staff to the Commission



Viet Hoang  
Staff to the Commission

Commission Meeting of  
May 23, 2019

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

Members of the Commission:

**SUBJECT: Accept and File Presentation from the Torrance Public Library –  
TUSD Building Bridges Liaison**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission accept and file a presentation from the Torrance Public Library – TUSD Building Bridges Liaison.

**BACKGROUND/ANALYSIS**

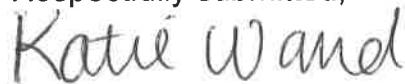
The Torrance Unified School District (TUSD) Building Bridges Community Collaborative is a TUSD project to bring together community partners and school staff to make a significant collective impact for students and their families. Last June, your honorable body heard a presentation by TUSD staff members Nancy Gutierrez and Antoinette Laiolo on the role that Building Bridges plays in the community and the potential opportunities for the City to partner with Building Bridges. Tonight's presentation will serve as an update from City staff.

This evening's presenter is:

- Evan Coates, Youth Services Supervisor, Civic Center Library

Staff respectfully recommends that your honorable body accept and file this presentation.

Respectfully submitted,



Katie Wand  
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 Elements for a 2019 Veterans Day Event**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission discuss elements for a 2019 Veterans Day event

**BACKGROUND AND ANALYSIS**

During the April 25, 2019 Social Services Commission meeting, the Commission discussed elements of the 2019 Veterans Day event, which is scheduled for November 8, 2019. Since that meeting, staff has taken the following steps, based on direction from your honorable body:

- Booked DJ Ozzy for DJ services.
- Booked the Torrance Civic Chorale for entertainment.
- Submitted "Save-the-Date" to Seasons Magazine.
- Completed a walk-through of the Cultural Arts Center with the Facility Operations Chief to address logistics options suggested at the April 25 Commission meeting.
- Reached out to vendors to ask for RSVPs for the 2019 event.
- Received estimates for lunch from Gaetano's, Guiliano's, Scardino's, Snax, and The Loft. Please note that estimated costs below do not include tax and delivery.

Vendor	Menu	Proposed Cost
Guiliano's	Salad, Meat Lasagna, Veggie Lasagna, and Chicken Fettuccini	\$1,578.55
The Loft	Salad, Chicken, Beef, Fried Rice, and Steamed Rice <b>(No Vegetarian Options Available)</b>	\$1,639
Snax	Salad, Chicken Fettuccini, Meat Lasagna, Veggie Lasagna, and Cheese Ravioli	\$1,790.00

Gaetano's	Salad, Chicken Fettuccini, Pasta Marinara, and Meat Lasagna	\$1,908
Scardino's	Salad, Meat Lasagna, Cheese Ravioli, and Chicken Fettuccini	\$2,219.95

Staff has also developed a proposed timeline for the event, based on previous years' events:

8:00 am – 10:00 am	Set Up: Resource Booths, Event Space
10:00 am	Resource Booths Open
11:30 am	Welcome <ul style="list-style-type: none"> <li>• Emcee welcomes guests</li> <li>• Posting of the Colors</li> <li>• Pledge of Allegiance</li> <li>• National Anthem</li> </ul>
11:40 am	Remarks from Torrance Mayor
11:45 am	Dismiss tables for buffet lunch (Catering TBA)
11:45 am – 12:15 pm	Torrance Civic Chorale Performs while guests get food <ul style="list-style-type: none"> <li>• Music selection TBD – 20 minutes</li> </ul>
12:15 pm	Keynote Speaker
12:45 pm	Open Mic
1:10 pm	Resource Booths Open (at vendors' discretion) & Collect Door Prizes
2:00 pm	Event Concludes
2:00 pm – 4:00 pm	Tear Down

Staff respectfully recommends that the Commission discuss elements for a 2019 Veterans Day Appreciation Luncheon and Resource Fair event, specifically:

1. Identify specific components of the event for staff to begin securing (e.g. **keynote speaker** and food).
2. Confirm event timeline.

Respectfully submitted,



Katie Wand  
Staff to the Commission



Viet Hoang  
Staff to the Commission