

**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 7:05 p.m. on Thursday, September 22, 2005 in the West Annex meeting room at Torrance City Hall.

2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

Present: Commissioners Adams, Gilbert, Hazell, Ning, and
Chairperson Orpe.

Absent: None.

Also Present: Senior Recreation Supervisor Kelso.

3. FLAG SALUTE

Commissioner Adams led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Adams, seconded 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.

5. APPROVAL OF MINUTES: JULY 28, 2005

MOTION: Commissioner Adams moved for the approval of the July 28, 2005 Torrance Community Services Commission meeting minutes as submitted. The motion was seconded by Commissioner Gilbert and passed by unanimous voice vote approval.

6. APPROVAL OF 2004-2005 COMMUNITY SERVICES COMMISSION ANNUAL REPORT

Postponed to the October Commission meeting.

7. STANDING COMMITTEES

7A. SOCIAL SERVICES ADVISORY COMMITTEE REPORT: SEPTEMBER 19, 2005

Senior Recreation Supervisor Kelso reported that no Commissioners were in attendance at the September 19, 2005 meeting but that staff and representatives of non-profit agencies visited the site of the Harvest Health Fair.

7B. HARVEST HEALTH FAIR – NOVEMBER 5, 2005

Senior Recreation Supervisor Kelso reported that Phil Duthie was coordinating the event and that Commissioner participation would be appreciated.

8. GRANT PROGRAM FOR NON-PROFIT SOCIAL SERVICES AGENCIES

8A. REVIEW OF 2006 GRANT APPLICATION

Senior Recreation Supervisor Kelso reported that 16 applications were received and distributed to Commissioners for a total request of \$86,665. He stated that the applications were mailed out to 93 agencies and advertised in the Daily Breeze and did not know the reason for the decline of applicants from last year. He noted that all applications were reviewed for completeness.

He advised that the application from Being Alive, South Bay was not stamped in the City Clerk's office by the 4:00 p.m. deadline on September 12, 2005 although it was postmarked on September 7, 2005. He stated that the Salvation Army submitted a certificate of insurance instead of the required IRS letter of 501c(3) non-profit status and that Trinity Care Hospice Foundation also failed to include proof of 501c(3) non-profit status.

Discuss centered on the significance of the violations and precedents that have been established in previous years.

MOTION: Commissioner Adams moved to accept the application from Being Alive, South Bay and to exclude applications from Salvation Army and Trinity Care Hospice Foundation. Commissioner Hazell seconded the motion; a voice vote reflected unanimous approval.

Commissioner Ning suggested that in the future, in the event that staff notices incomplete applications relative to non-profit status, that they contact the applicant and give them the opportunity to provide the missing item before the deadline. He added that the applicant should only be given one chance.

Senior Recreation Supervisor Kelso expressed agreement, noting that any violations should still be brought to the Commission's attention. He explained that it was not the responsibility of the City Clerk's office to check for completeness of applications.

Senior Recreation Supervisor Kelso advised that grant requests were now \$76,665 and that \$40,000 was available.

Commissioner Ning recommended that the Commission discuss at a future date why the number of applications submitted has declined.

8B. 2006 GRANT HEARING: OCTOBER 5TH AND 6TH AT 6:00 P.M. AT THE CULTURAL ARTS CENTER, GARDEN ROOM B

Senior Recreation Supervisor Kelso discussed guidelines for presentations that would be staggered every 10 minutes.

Commissioner Adams suggested that the agencies give their presentations on one night on Thursday, October 6, 2005 starting at 6:00 p.m.

8C. DELIBERATION DATE: OCTOBER 27, 2005 AT 6:00 P.M. AT WEST ANNEX COMMISSION ROOM

9. YOUTH COUNCIL ACTIVITIES

9A. COMMISSIONERS' REPORTS

No report.

9B. YOUTH COUNCIL REPORT

No report.

9C. COMMISSIONERS' ASSIGNMENTS

Senior Recreation Supervisor Kelso informed Commissioners that the Youth Council would not be meeting formally until November 2005 and that he would forward information regarding the interview process.

10. ORALS / ANNOUNCEMENTS

Commissioner Gilbert mentioned that she saw former Commissioner Gibson and was informed that she was moving back to Torrance.

Commissioner Ning stated that he has met Torrance residents at his mergers and acquisitions executive class that he is attending.

Responding to Commissioner Ning's inquiry, Senior Recreation Supervisor Kelso mentioned that there has not been further discussion regarding the merger of the Community Services and Parks and Recreation Commissions.

11. ADJOURNMENT

MOTION: At 7:40 p.m., Commissioner Hazell, with a second by Commissioner Gilbert, moved to adjourn the meeting to Thursday, October 6, 2005 at 6:00 p.m. at the Cultural Arts Center, Garden Room B.

Approved as Written October 6, 2005 s/ Sue Herbers, City Clerk
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