

**WEST HOLLYWOOD HUMAN SERVICES COMMISSION**  
**MINUTES - DECEMBER 9, 1997**  
**COMMUNITY CONFERENCE ROOM, CITY HALL**

I. CALL TO ORDER

A. CALL TO ORDER

The West Hollywood Human Services Commission was called to order by Chairperson Steven Davis at 6:00 p.m., Tuesday, December 9, 1997, in the Community Conference Room at City Hall, 8300 Santa Monica Boulevard, West Hollywood.

B. ROLL CALL

Present: Steven Davis, Teresa DeCrescenzo, Bob Graney, Pamela Komac,  
John Nieto, Shirley Roberts, Renée Rosenfeld

Excused: none

Absent: none

A quorum was present at all times. Staff present included Lloyd R. Long, Director of Human Services; Daphne Dennis, Social Services Administrator; Diane Kahn-Epstein and Tom West, Social Services Program Specialists; and Jeff Book.

C. POSTING OF AGENDA

The Secretary reported that notices for the meeting had been posted as required.

D. PROCEDURE FOR PUBLIC COMMENT

Persons desiring to address the meeting were asked to complete a request form.

II. MINUTES

The minutes of the meetings of November 11, 1997, were approved on a motion by Commissioner Roberts, seconded by Commissioner Komac.

Daphne Dennis introduced Diane Kahn-Epstein, who has joined the staff as Social Services Program Specialist.

III. UNFINISHED BUSINESS

A. COMMUNITY NEEDS ASSESSMENT

Daphne Dennis and consultants Abby Arnold and Sara Kocher presented a draft survey instrument for the Community Needs Assessment. When finalized, this instrument will

be distributed to a random selection of 2,000 households in West Hollywood. Cards in Russian and Spanish will invite people to request a copy of the survey in those languages if they prefer. Reminder cards will be mailed. Based on previous experience, consultants are hoping for approximately 800 responses, which they said would be a statistically significant sample of the total West Hollywood population.

In addition to the survey, the consultants will conduct focus groups and stakeholder interviews to gather information. A total of 14 focus groups are planned, including persons living with HIV/AIDS, social services providers, Russian immigrants, Latino immigrants, lesbians, gays, youth, participants in the Children's Roundtable, homeless adults, people with disabilities, and families with children, as well as the members of the Human Services Commission (in two groups of three). Stakeholder interviews are planned for, among others, the members of the City Council, the Sheriff's Captain for West Hollywood, the City Manager, and the chair of the Human Services Commission.

The Commission reviewed the draft survey instrument and made specific recommendations for changes and improvements, including adding questions about language skills programs, animal control, pedestrian safety, and at-risk youth. With these changes, the Commission, on a motion by Commissioner DeCrescenzo, seconded by Commissioner Graney, unanimously endorsed the survey instrument.

#### B. UPDATE FROM GLCSC WEST HOLLYWOOD CARES

Thomas Dyer was unable to be present due to illness, so Jeff Bailey, program manager for West Hollywood Cares, reported on his behalf. The program is resuming its outreach events at Swing Cafe; the next event will be at 8 p.m. on Saturday, December 19. They are also preparing a new DSSN postcard for mailing.

#### C. UPDATE FROM GLCSC COEP

Stephanie Farrington-Domingue, director of the Community Outreach & Education program at GLCSC, said that all but two areas on the most recent report were at or above goal, and that progress is being made in those two areas as well.

With regard to a recent business and professional event sponsored by COEP, and held at Le Montrose with a fee of \$10 per person, commissioners and Ms. Farrington-Domingue discussed the suitability of the venue and cost. Daphne Dennis noted that the City's contract with GLCSC requires all events co-sponsored by the City to be made available to West Hollywood residents at no cost. A donation may be requested as long as it is clear to West Hollywood residents that the donation is not necessary.

Commissioner Davis summarized the discussions by recommending that staff and COEP confer over the best wording of invitations and signs for such events, and that further discussion be held of whether this program is reaching the people it was intended to reach. He also requested a copy of the summary of the users' evaluations.

D. UPDATE FROM GLCSC YOUTH PROGRAM

Karen Blakeney, director of the GLCSC Youth program, was unable to attend, but sent a fax update. Tom West reported that documentation continues to improve for this program.

IV. NEW BUSINESS

There was no new business.

V. ITEMS FROM THE COMMISSION

A. RETREAT

At the recommendation of Commissioner Davis, the Commission agreed to hold a half-day retreat on a Saturday in early February, and asked staff to arrange for a site and a facilitator. Pursuant to the Brown Act, this will be a public meeting and notice will be provided.

B. SOCIAL SERVICES SUBCOMMITTEE

The subcommittee is scheduled to meet at 10 a.m. on December 15.

C. LIAISONS

1. CHAIRS MEETING

Commissioner Davis reported on the Chairs Meeting, which focused on recommendations regarding boards and commissions which the City Clerk was presenting to the City Council.

2. HIV/AIDS & CIVIL RIGHTS LEGISLATION (LIFE LOBBY)

Commissioner Graney reported on the Life Lobby's House of Delegates meeting, held November 21-23 in Sacramento. Youth Lobby Day is being organized for January 21, 1998.

3. LA COUNTY HRMAC

Commissioner Davis reported the next meeting is December 11 in Pasadena, and that he plans to attend.

4. PARTNERS ADHC

Commissioner Roberts is scheduled to meet with this group next week.

5. RECREATION

There was no additional report on Recreation.

6. SENIOR ADVISORY COUNCIL

Commissioner Nieto provided updates on the most recent meetings of the Senior Advisory Council, which is recruiting new officers.

7. DISABILITIES ADVISORY COUNCIL

Commissioner Komac reported on the most recent meeting of the Disabilities Advisory Council.

8. LESBIAN & GAY ADVISORY COUNCIL

This group is also scheduled to meet this week.

Commissioner Roberts reported that the Elections Task Force will meet Wednesday, December 10, at 6:30 p.m., in the West Hollywood Park Auditorium.

VI. ITEMS FROM STAFF

Staff distributed two memoranda from the City Clerk, regarding changes in the board and commission structure, and current rules on conflict-of-interest decisions.

Lloyd Long reported that the Council has authorized a warming center to be opened in the Abbey Rents property near the West Hollywood Homeless Organization, and joined Tom West in expressing appreciation to Commissioners for their support of the World AIDS Day program at Fiesta Hall, and the premiere of the video "Buying Time."

VII. ITEMS FROM THE PUBLIC

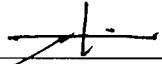
There were no additional items from the public.

VIII. ADJOURNMENT

The meeting was adjourned at 8:35 p.m. The next meeting will be held at 6 p.m., Tuesday, January 13, 1998, in the Community Conference Room at City Hall, 8300 Santa Monica Boulevard, West Hollywood.

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MINUTES APPROVED JANUARY 13, 1998

  
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Steven L. Davis, Chair

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Date

  
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Jeff Book, Recording Secretary

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Date