

**WEST HOLLYWOOD HUMAN SERVICES COMMISSION**  
**MINUTES – DECEMBER 11, 2007**  
**COMMUNITY CONFERENCE ROOM, CITY HALL**

I. **CALL TO ORDER**

The West Hollywood Human Services Commission was called to order by Chair Chuck Henry at 6:00 p.m., Tuesday, December 11, 2007, in the Community Conference Room at West Hollywood City Hall, 8300 Santa Monica Blvd., West Hollywood.

A. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Farmer.

B. **ROLL CALL**

Present: Ruth Cislowski, Steven L. Davis, Debra Farmer, Charles Henry, Shirley Roberts, Hywel Sims, Mark Zangrando.

Not Present: None.

A quorum was present at all times. Commissioner Cislowski joined the meeting in progress. Staff members present included Daphne Dennis, Social Services Administrator; Craig Rhea; 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 November 11, 2007, meeting were approved on a motion by Commissioner Davis, seconded by Commissioner Roberts.

III. **ITEMS FROM THE PUBLIC**

There were no items.

IV. **UNFINISHED BUSINESS**

A. **REPORT FROM AIDS HEALTHCARE FOUNDATION**

Mark Lanyon of AIDS Healthcare Foundation provided an update on mobile testing and a copy of their November program report. He said they are now doing STD tests at Out of the Closet locations, to see whether that is helpful.

B. **REPORT FROM WEHO LIFE**

An agency representative was unable to attend this evening, so Craig Rhea

presented information on the “webisode” being prepared for the website. Casting is proceeding, and the new item should be up in January.

C. QUESTIONS FOR ADVISORY BOARDS

Leaders of the city’s advisory boards will be speaking with the Commission regarding the upcoming social services contracting process, so the Commission discussed what questions should be addressed. Commissioners wanted to make sure the advisory boards were aware of the services currently being provided, and discussed whether advisory board members feel heard within the city structure.

Commissioners volunteered to attend advisory board meetings next month, to facilitate input from these groups: Commissioners Davis and Roberts, Senior Advisory Board; Commissioner Sims, Russian Advisory Board; Commissioner Henry, Lesbian and Gay Advisory Board; Commissioner Farmer, Women’s Advisory Board; and Commissioner Cislowski, Disabilities Advisory Board.

D. QUESTIONS FOR YEAR-END AGENCY SELF-ASSESSMENTS

Commissioners discussed what kind of information that would like requested in the year-end agency self-assessments. Among the recommendations were: What are the positive things about your agency – How long does it take to replace employees – How do you guarantee your agency keeps running during staff replacements – How do you find, train, and retain volunteers – Would you be able to recommend mental health services to clients when appropriate – How do you deal with abuse, and is your staff trained in this – How long does a client normally stay with your organization – What are the reasons a client may not return – Are there any barriers, such as location, to people receiving services from your agency – How do you advertise – What do clients appreciate most that your agency does.

V. NEW BUSINESS

A. LETTER OF INTENT PROCESS FOR REALLOCATION OF CONTRACT SAVINGS FOR 2006-2007

Daphne Dennis reviewed the intended process for reallocation of contract savings for 2006-2007, which are expected to be around \$20,000.

B. NEW DESIGNS FOR SOCIAL SERVICES OUTREACH MATERIALS

Staff distributed copies of drafts for social services materials, which showed some common themes among the documents for purposes of continuity and identification.

VI. ITEMS FROM THE COMMISSION

The Commission presented plaques of appreciation to former chairs Steven Davis and Ruth Cislowski, and thanked them for their service in that capacity.

Commissioner Henry spoke about World AIDS Day events, and the staff and community

action in that regard.

Commissioner Zangrando attended the West Hollywood Housing Corporation event at Here Lounge, and noted Lynn Bridges, from the Transgender program, was there.

Commissioner Sims concurred on World AIDS Day activities.

Commissioner Farmer met with commission and advisory board members and talked about the need for space for social services agencies in the city.

Commissioner Cislowski met with Councilmember Land, and discussed various issues including the general plan and family/children issues.

Commissioner Davis asked to be included in notices for the HIV providers roundtables, and said Commissioner Sims spoke very well at a Gay & Lesbian Center event.

Commissioner Henry said the Gay Men's Chorus was honored by the Gay & Lesbian Center, and that the Council has taken up the issue of space needs for agencies, and asked the city manager to set up a task force to review the lack of space. He also spoke to Council regarding Palm Restaurant development plans and affordable housing.

VII. ITEMS FROM STAFF

Daphne Dennis updated the Commission on a dispute involving the Russian Community Center.

She also discussed the possibility of dividing the Van Ness Recovery House contracts by moving the prevention/outreach portion to the Friends Research Alliance, due to a separation of these organizations that is occurring.

VIII. ITEMS FROM THE PUBLIC

Ruth Tittle of the Lesbian and Gay Advisory Board wished commissioners a joyous holiday season and a healthy and prosperous new year.

IX. ADJOURNMENT

The meeting was adjourned at 8:10 p.m. in memory of R. Scott Hitt.

Signed: \_\_\_\_\_

Steven L. Davis

Attest:

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