

**WEST HOLLYWOOD HUMAN SERVICES COMMISSION**  
**MINUTES – MAY 11, 2010**  
**WEST HOLLYWOOD CITY HALL**

I. **CALL TO ORDER**

The West Hollywood Human Services Commission was called to order by Chair Deb Farmer at 6:00 p.m., Tuesday, May 11, 2010, in the Community Conference Room of West Hollywood City Hall, 8300 Santa Monica Blvd.

A. **PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Commissioner Davis.

B. **ROLL CALL**

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

Not Present: Hywel Sims.

A quorum was present at all times. City staff members present included Sam Baxter, Director of Human Services; Daphne Dennis, Social Services Administrator; David Giugni, Leslie Isenberg, Craig Rhea, and Jeff Book.

C. **POSTING OF AGENDA**

The secretary reported 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 form.

II. **MINUTES**

The minutes of the April 7, 2010, meeting were approved on a motion by Commissioner Cislowski, seconded by Commissioner Zangrando, with Commissioners Davis and Farmer abstaining due to absence. The minutes of the April 13, 2010, meeting were approved on a motion by Commissioner Henry, seconded by Commissioner Davis.

III. **PUBLIC COMMENT**

There were no comments from the public.

IV. **UNFINISHED BUSINESS**

A. REPROGRAMMING FUNDING OF PARTNERS ADHC

Daphne Dennis presented information about the former participants in the Partners ADHC program, and recommended that a half-time case manager be kept on through the end of September 2010, to assist participants with the transition. She recommended that the \$23,146 funding available for reprogramming be divided with \$13,000 to Jewish Family Service (\$10,000 for half-time case manager; \$3,000 for urgent funds), and the remaining \$13,146 be rolled into the funding for the 2010-2011 social services cycle.

Marina Berkman of Jewish Family Service spoke about the program and its participants.

The recommendation was approved on a motion by Commissioner Cislowski, seconded by Commissioner Zangrando. Commissioner Davis confirmed there will be updates on the use of the funds.

B. TASK FORCE ON SOCIAL SERVICES OUTREACH & PUBLICITY

Daphne Dennis proposed formation of a task force consisting of two Human Services commissioners, two Advisory Board members, two representatives from social services agencies, and one representative from City Council offices, to examine and report back on ways to increase and improve outreach and publicity for social services programs.

Commissioner Henry recommended the task force have a fixed term to report back, and that it conduct facilitated discussions with the advisory board chairs and the agency executive directors as part of its work.

Commissioner Cislowski moved to approve the recommendation for a fixed-term task force that will develop a plan on this subject and conduct at least two stakeholder meetings as described, and report back to the Commission by Jan. 1, 2011. This was seconded by Commissioner Henry and approved.

Commissioners Davis and Henry said they were willing to serve on the task force.

C. URGENT FUND GUIDELINES

David Giugni reported on discussions to improve guidelines for urgent needs programs. In addition to existing guidelines (agencies must provide or have experience in case management services; agencies must demonstrate how the funds would target West Hollywood community members; agencies must not have been on probationary status in the

contract year during which an application for urgent funds is being made; and distribution of these funds, while relatively unrestricted, should go toward one-time, short-term needs, and be funds of last resort after any public benefits or other sources of assistance have been explored), staff recommended that agencies receiving urgent funds share client information with each other, to assure that people do not receive grants from multiple sources, and that agencies which administer urgent funds present a distribution plan to staff for approval.

Commissioner Henry said he would like to see guidelines for client and expense eligibility. By consensus the Commission asked its chair to work with staff on a timeline for addressing these issues in upcoming meetings.

## V. NEW BUSINESS

### A. RFP REVIEW PROCESS

The Commission agreed to begin its June 22 RFP review meeting at 5 p.m., and discussed ways of structuring the presentations and discussion. The Commission approved breaking the presentations into three 1-hour blocks, divided as follows: *First Hour*, Aid for AIDS, AVIVA Family and Children's Services, Dispute Resolution Services, L.A. Gay & Lesbian Center (Youth, Transgender, WeHo LIFE, Mental Health, Legal Services, Sexual Health, and Senior programs), National Council of Jewish Women, Pathways, and Rainbow Bridge Community Services. *Second Hour*, AIDS Project L.A. (Positive Self-Management, Dental), Being Alive, Friends Research Institute, Jewish Vocational Services/WHEST, Project Angel Food, PATH, and Saban Free Clinic; *Third Hour*, Alternative Living for the Aging, Bet Tzedek, Jewish Family Service (SOVA, Nutrition, Comprehensive Services Center), McIntyre House, PAWS/LA, Russian Community Center, and St. Thomas the Apostle.

## VI. ITEMS FROM COMMISSION

Commissioner Roberts asked how planning was proceeding with having a social event for the executive directors of the social services agencies, and Daphne Dennis said this was in the works, with discussion of locations and format.

Commissioner Zangrando asked about the meeting with Laurel school, and Craig Rhea reported that they are considering becoming a K-7 school in the immediate future, and possibly K-8 after that. He said L.A. Unified School Board member Steve Zimmer was very supportive of adding these levels at Laurel.

Commissioner Zangrando said it was interesting to see the chart showing changes in the general fund budget and social services funding since 2002, indicating that social services contracts were equivalent to about 7.5% of general fund budget in

FY 2002, compared to about 5.6% in FY 2010. Commissioner Henry said that if the same ratio existed in FY 2010 as in FY 2002 social services funding would be substantially more than the \$3.5 million in the current budget. He also asked for information about other city programs and expenditures which benefit the most vulnerable community members, such as transportation. Commissioners also asked to see data on how the Social Services Division budget had changed over the same timeframe. Commissioner Zangrando asked for this subject to be placed on an upcoming agenda, for a more detailed discussion.

The Commission reviewed and updated its list of pending items, and asked for the minutes to be reviewed to see if any other pending items needed to be included on this list. Commissioners also asked for a master calendar for the next six months.

Commissioner Davis said there was a marked increase in the number of homeless people on the streets in the last few weeks, accompanied by an increase in incidents that required police intervention.

VII. ITEMS FROM STAFF

David Giugni noted that June is HIV Testing Month, and reported on city activities in this connection. Leslie Isenberg said May is Senior Month, and that the Senior Health Fair will be held tomorrow. Craig Rhea provided an update on the scholarship program.

VIII. ITEMS FROM THE PUBLIC

Victor Omelczenko said the printed Social Services Guide is a very helpful publication, and encouraged the City to continue producing it, since many in the community benefit from having a hard copy, separate from information on the computer. He also noted that the rate of return for Census forms is too low, and encouraged the City to continue efforts to increase this.

IX. ADJOURNMENT

Commissioner Zangrando requested that the meeting be adjourned in memory of Commissioner Sims's father. Commissioner Roberts requested that the meeting also be adjourned in memory of William Elkins, Jr., who was a lifelong friend and adviser to Mayor Tom Bradley.

The meeting was adjourned at 7:40 p.m. with these memorials.

Signed: \_\_\_\_\_  
Steven L. Davis

Attest: \_\_\_\_\_  
J. Moak