

**MINUTES  
HUMAN SERVICES COMMISSION  
CITY OF WEST HOLLYWOOD  
TUESDAY, SEPTEMBER 13, 2016**

**FIRST-FLOOR COMMUNITY CONFERENCE ROOM  
8300 SANTA MONICA BOULEVARD  
WEST HOLLYWOOD 90069**

**1. CALL TO ORDER**

The meeting was called to order by Vice Chair Barbara Meltzer at 6:00 p.m., Tuesday, September 13, 2016, in the First-Floor Community Conference Room at West Hollywood City Hall, 8300 Santa Monica Boulevard, West Hollywood 90069.

**A. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Derek Murray.

**B. ROLL CALL**

Present: Elizabeth Anderson, Sam Borelli, Ruth Cislowski,  
Barbara Meltzer, Patrick Shandrick.

Not Present: Steven L. Davis, Jimmy Palmieri.

A quorum was present at all times. Staff members Corri Planck, Leslie Isenberg, Derek Murray, and Laura Schoonover were also present.

**C. APPROVAL OF AGENDA**

The agenda was approved on a motion by Commissioner Cislowski, seconded by Commissioner Anderson.

**D. APPROVAL OF MINUTES**

**1. MINUTES OF JULY 12, 2016**

The minutes of the meeting of July 12, 2016, were approved on a motion by Commissioner Borelli, seconded by Commissioner Shandrick, with Commissioner Anderson abstaining.

**2. MINUTES OF JULY 19, 2016**

The minutes of the meeting of July 19, 2016, were approved on a motion by Commissioner Borelli, seconded by Commissioner Cislowski.

**E. PUBLIC COMMENT**

There was no Public Comment at this time.

**2. CONSENT CALENDAR**

There were no items on the Consent Calendar.

### **3. UNFINISHED BUSINESS**

#### **A. REVIEW OF 2016 RFP PROCESS**

The Human Services Commission reviewed the 2016 Social Services Request for Proposals process, to make suggestions for improvements in future cycles.

Commissioner Anderson said public access had been a strength, though it required rapid turnaround of work from staff. She suggested moving the Public Hearing on Social Services Priorities one month earlier, and having one meeting in April on the RFP and consolidation of priorities. She suggested reassessing the usefulness of the Human Services Commission meeting to review RFPs with applicants (June 28 this year) and possibly relying on the written proposals instead of questions at the interviews. She suggested combining the July meetings so that staff presents recommendations and the Commission responds, making the second meeting unnecessary. She said this could facilitate providing recommendations to the City Council earlier.

Commissioner Borelli said some of the meetings earlier in the year were helpful in terms of reading through and understanding the proposals. He said the “marathon” RFP review with applicants meeting was tough, and that its length might be helped by the Commission figuring out which applicants they didn’t have questions for, or by having longer clarifying questions for staff, rather than the applicant. He said the separation between the July 12 and July 19 meetings had been helpful in sorting out the proposals.

Commissioner Shandrick appreciated the process and thought it went well. He said it was extensive, but this demonstrates due diligence. He said perhaps the process could begin earlier in the year, which would leave more time to read and review the applications. He said input from boards and commissions had been helpful, as had the “marathon” RFP review with applicants meeting, particularly for learning more about first-time applicants. He said the next three-year funding cycle should benefit from Census data and from the next Community Needs Assessment.

Commissioner Cislowski spoke about the importance of making sure that the whole community has had the opportunity to be engaged in the process. She wouldn’t want to have fewer meetings, but perhaps the formats of a meeting could change. She said the RFP subcommittee had been very helpful in the previous cycle, but mildly so this time. She said it is helpful to have the ability to do more in-depth analysis of the different applicants, but she wasn’t sure this required a subcommittee structure; it could be an extra meeting of the Commission, to review and answer technical questions about the RFPs. She appreciated the lengthy meeting with applicants, and thought perhaps questions could be submitted ahead of time and given to applicants, so they can be prepared to respond – while remaining open to

additional questions that arise at the meeting. She appreciated having a week to reflect before making recommendations. She appreciated having the boards and commissions provide feedback, and misses having a joint session with the City Council to work on priorities together.

Commissioner Meltzer liked the process, and enjoyed asking questions, although some could be sent to staff. She appreciated input from the boards and commissions, but wondered why there tended to be little input from the public, until perhaps at the very end. She asked if there are ways to guarantee more public input.

Commissioner Shandrick said perhaps one of the meetings could be held on a weekend, so more people would be able to attend.

Corri Planck asked the Commission's preference for having the chairs of the boards and commissions speak to the Commission, as they did this year, as opposed to members of the Commission going to speak to each of the boards and commissions. Commissioner Cislowski liked going to the boards and commissions, because it allowed all of the board members to voice opinions, although when the representatives of each board were in the same Commission meeting, there was dialogue from each hearing the needs of the others.

Commissioner Shandrick said it could be the chair and a designee from each of the boards and commissions. He said Public Facilities Commission is another that could be engaged and may have interesting information.

**B. PROCEDURE FOR RE-PROGRAMMING OF SAVINGS FROM SOCIAL SERVICES CONTRACTS**

Corri Planck said the Commission had requested this review of a process that began when there was a two-year funding cycle, and has continued after it became a three-year cycle.

Commissioner Anderson is interested in having consistent definitions (for example, "urgent need"), and said the Commission could consider limiting re-programming to things that scale up existing programs. Commissioner Borelli spoke about consistency in defining urgent needs, and asked how frequently re-programming decisions would be made. Commissioner Shandrick agreed about not using "urgent" terminology for more than one thing, though there may be different kinds of urgency, such as a community need or agency need. Commissioner Meltzer asked if funds could be used for a priority issue for something that didn't get funded, such as a caregiver program. Commissioner Cislowski said it was more usual that we would receive smaller amounts, that add up to a larger amount by the end of the year. She said there should be an upper limit on how much money would be rolled over into the next year's urgent program. She spoke of how the urgent funding began during the economic downturn, when people were in extreme need.

**4. NEW BUSINESS**

**A. BOARD AND COMMISSION LIAISONS AND HUMAN SERVICES  
COMMISSION REPRESENTATIVES**

Commissioner Cislowski moved to postpone this item to allow the full Commission to be present. This was seconded by Commissioner Borelli and approved.

**5. EXCLUDED CONSENT**

There were no excluded Consent items.

**6. ITEMS FROM STAFF**

Derek Murray spoke about the LA County PEP and PREP work group, which met in West Hollywood today. The transgender service providers is later this week. The Disabilities Advisory Board's health fair and Service Awards are also soon.

Corri Planck said the City Council will consider Social Services funding at its meeting next Monday, September 19, 2016. She also spoke about the Congress of Boards and Commissions, and the ethics training to be held in November.

Commissioner Borelli spoke about an earlier discussion on outreach, regarding changing the message "We Can Help" to "Let Us Help." He and Commissioner Meltzer have spoken about starting a Public Relations/Outreach Subcommittee to assist with developing messages. Corri Planck said staff is working with the City's Communications Department on this, and welcomes feedback at any time.

**7. PUBLIC COMMENT**

There was no Public Comment.

**8. ITEMS FROM COMMISSIONERS**

Commissioner Borelli requested that the Commission adjourn in memory of David Giugni's father, Everett Thomas Giugni. Commissioner Borelli said he appreciates the new bicycling program.

Commissioner Shandruck attended the Tarzana Treatment Center's meth seminar and the Rent Stabilization Building Blocks program on the affordable housing wait list. He said it would be helpful for the Human Services Commission to understand that topic. He also spoke about a UCLA/APLA study on the use of PrEP, including barriers to use, and effective ways to spread the information.

Commissioner Cislowski went to a recent E-Waste event, and helped a community member in a wheelchair who was trying to drag things there. She said the next time we do it, it would be helpful for people with limited mobility to help them get to the location. She said she liked the idea of a Public Relations/Outreach subcommittee, and would like it to be on the next agenda. She spoke about having a joint session with Public Safety Commission on homelessness issues.

Commissioner Meltzer spoke about Jewish Family Service's hoarding expert, who probably knows ways to help people who can't take their materials to an E-Waste event. She also spoke about the Friends of the Library's celebration of the Library's 5<sup>th</sup> birthday.

Commissioner Meltzer asked for the meeting to be adjourned in memory of Paul Estock, a West Hollywood resident since 1987, and a roommate here and elsewhere with Commissioner Steven L. Davis since 1977. And in memory of Everett Thomas Giugni.

**9. ADJOURNMENT**

The Human Services Commission was adjourned at 7:16 p.m. in memory of Everett Thomas Giugni, father of Social Services Manager David Giugni, and Paul Estock, longtime roommate of Commissioner Steven L. Davis.

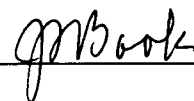
The next meeting is at 6:00 p.m. on Tuesday, October 4, 2016, in the First-Floor Community Conference Room at City Hall, 8300 Santa Monica Boulevard, West Hollywood, CA 90069.

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APPROVED BY A MOTION OF THE HUMAN SERVICES COMMISSION ON THE 4<sup>TH</sup> DAY OF OCTOBER 2016

  
Chair

Attest:

  
Secretary