

**HUMAN SERVICES COMMISSION  
CITY OF WEST HOLLYWOOD  
MINUTES  
TUESDAY, NOVEMBER 14, 2023  
PLUMMER PARK - ROOMS 5 & 6  
7377 SANTA MONICA BOULEVARD  
6:00 PM**

1. **CALL TO ORDER** – Chair Meltzer called the meeting to order at 6:01pm and read the Land Acknowledgement.

**A. PLEDGE OF ALLEGIANCE:** Vyto Adomaitis led the Pledge of Allegiance.

**B. ROLL CALL**

PRESENT: Commissioner Adolphson  
Commissioner Davis  
Commissioner Palmieri  
Commissioner Williams  
Vice-Chair Eyres  
Chair Meltzer

Absent: Commissioner Borelli

ALSO Christof Schroeder, Director of Human Services & Rent Stabilization  
PRESENT: Derek Murray, Social Services Program Administrator  
Dee Saunders, Social Services Specialist  
Michelle Liberman, Commission Secretary, Human Services Specialist

**C. APPROVAL OF THE AGENDA**

*The Human Services Commission is requested to approve the Agenda for November 14, 2023.*

**ACTION:** Approved the Agenda of Tuesday, November 14, 2023. **Motion by Vice-Chair Eyres seconded by Commissioner Adolphson and approved by roll call vote.**

**D. APPROVAL OF MINUTES**

*The Human Services Commission is requested to approve the action minutes of Human Services Commission meeting of Tuesday, October 10, 2023.*

**ACTION:** Approved the minutes of October 10, 2023. **Motion by Chair Meltzer to approve, noting correction to Item 7, seconded by Commissioner Palmieri, and approved by roll call vote.**

**E. PUBLIC COMMENT:**

**RON CORTEZ, CITY OF WEST HOLLYWOOD**, expressed support for the commission, serving as the LGBTQ+ Commission liaison for the HSC. He shared contact information for the public and commission members.

2. **CONSENT CALENDAR:** None.

3. **UNFINISHED BUSINESS:** None.

**A. PUBLIC SAFETY EQUIPMENT, TECHNOLOGY, AND SECURITY ENHANCEMENTS DEBRIEF**

The Human Services Commission debriefed on the special meeting held on August 14, 2023, where various public safety equipment, technology, and security enhancements were discussed. Commissioners asked clarifying questions. They expressed support for the items, discussed enhancements, and offered feedback, emphasizing the importance of involving residents in the discussion and vetting of pilot programs.

**ACTION:** Received and discussed.

**4. NEW BUSINESS:**

**A. WORLD AIDS DAY 2023 COMMEMORATIVE PROGRAMMING**

The Human Services Commission received a report on World AIDS Day along with the programming scheduled for the 23<sup>rd</sup> annual Paul Andrew Starke Warrior Awards taking place at the City Council Chambers on Thursday, November 30<sup>th</sup>, 2023, with reception at 6:30pm and programming at 7:00pm. This event will recognize staff and volunteers from local non-profit organizations who serve people living with HIV & AIDS.

**ACTION:** Received and discussed

**B. HOMELESS INITIATIVE UPDATE**

The Human Services Commission received an update on the Homeless Initiative, which included statistics from the Homeless Concern Line (323) 848-6590 covering the period from January 1, 2023 - October 10, 2023. During this time, there were 340 incoming calls from 272 distinct numbers, with 44 callers making multiple calls. On average, the line receives approximately 35 calls per month.

Additionally, information about drop-in services at the West Hollywood Library was provided through a collaborative effort with LA County, Ascencia, The Los Angeles LGBT Center, and Step Up on Second. Ascencia offers services on Mondays and Wednesdays from 1:00 pm to 3:00 pm, the Los Angeles LGBT Center on Tuesdays and Thursdays from 11:00 am to 1:00 pm and Step Up on Second on Fridays from 11:00 am to 1:00 pm.

**ACTION: Received and discussed**

**C. ELECTION OF OFFICERS**

The Human Services Commission elected Karen Eyres as Chair and Sarah Adolphson as Vice-Chair for the term ending in November 2024.

**5. ITEMS FROM STAFF: None.**

**6. PUBLIC COMMENT: None.**

**7. ITEMS FROM COMMISSIONERS:**

Commissioner Williams congratulated the new incoming Chair and Vice-Chair.

Commissioner Davis extended congratulations to the newly appointed Chair and Vice-Chair, expressing appreciation for their commitment. He conveyed gratitude to the outgoing Chair for her decade of dedicated service. Additionally, Commissioner Davis highlighted his own milestone, having served on the commission for 30 years as of November 10th. He requested to adjourn the meeting in memory of Donna Saur.

Commissioner Palmieri offered congratulations to Chair and Chair-Elect Eyres. While expressing sadness about the Chair's departure, he conveyed enthusiasm for her future endeavors. Additionally, he highlighted the rebranding of the Free Annual New Year's Eve Sober Party to "VIBEZ". This event is scheduled to take place at Plummer Park in Fiesta Hall, accommodating 300 people on a first-come, first-served basis.

Commissioner Adolphson expressed gratitude to the Commission for the nominations and extended thanks to Chair Meltzer for her dedicated service. Additionally, she shared her attendance at the Veterans Day Service on November 11, and participated in the Public Safety Commission Meeting, where discussions revolved around the substantial work of Health Care in Action. Commissioner Adolphson shared her gratitude and excitement about being a part of meaningful initiatives.

Vice-Chair Eyres expressed gratitude for the outgoing Chair and congratulated Commissioner Davis on his 30 years of service. She provided updates on recent activities, including her attendance at the Transgender Advisory Board Meeting, the Women's Advisory Board Meeting, the Veterans Day event, and the Trans Diaries Production. She highlighted the upcoming Transgender Day of Remembrance event taking place at the City Council Chambers on Sunday, November 19<sup>th</sup> at 6:00pm.

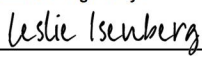
Chair Meltzer conveyed appreciation to the staff for the card and acknowledged the milestone of completing 10 years of service as of last month on the Commission. While expressing her sentiment about missing the Commission, she pledged to persist in advocating for important causes, emphasizing her advocacy and ongoing commitment to the well-being of older adults.

8. **ADJOURNMENT:** The **Human Services Commission** adjourned at **6:47pm** to a regularly scheduled meeting on **Tuesday, December 12, 2023**, at **6:00 pm** at the Plummer Park Community Center, Rooms 5 & 6, 7377 Santa Monica Blvd, West Hollywood, California.

APPROVED BY A MOTION OF THE HUMAN SERVICES COMMISSION ON THIS 12<sup>th</sup> DAY OF DECEMBER 2023.

DocuSigned by:  
  
CD0A67C9AC054E3...  
KAREN EYRES,  
CHAIRPERSON

ATTEST:

DocuSigned by:  
  
F27233CAA891478...

STAFF LIAISON

**A copy of the audio recording of this meeting can be obtained from the City Clerk's office upon request.**

***(Disclaimer: Staff records the meetings for the sole purpose of composing the official meeting minutes; therefore, the recordings are not of commercial quality.)***

**Certificate Of Completion**

Envelope Id: 6F7D4C87782149AEBB70A7049896C6E1	Status: Completed
Subject: Complete with DocuSign: HSC Minutes for 11.14.23	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Human Services
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	HumanServicesAdmin@weho.org
	IP Address: 155.190.3.7

**Record Tracking**

Status: Original	Holder: Human Services	Location: DocuSign
12/13/2023 3:06:03 PM	HumanServicesAdmin@weho.org	

**Signer Events**

Karen Eyres  
 karen.andros.eyres@gmail.com  
 Security Level: Email, Account Authentication (None)

**Signature**

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 Signature Adoption: Pre-selected Style  
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**Timestamp**

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 Resent: 1/2/2024 10:08:51 AM  
 Resent: 1/2/2024 10:15:10 AM  
 Resent: 1/2/2024 1:24:33 PM  
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 Signed: 1/2/2024 1:28:40 PM

**Electronic Record and Signature Disclosure:**  
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 ID: 5572a02f-47e2-470e-93ae-32b6be416af6

Leslie Isenberg  
 lisenberg@weho.org  
 Acting Social Services Manager  
 Security Level: Email, Account Authentication (None)

DocuSigned by:  
  
F27233CAA891478...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 155.190.3.7

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**Electronic Record and Signature Disclosure:**  
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In Person Signer Events	Signature	Timestamp
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Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Completed	Security Checked	1/2/2024 1:46:22 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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**Electronic Record and Signature Disclosure**