

The Social Services Commission is an advisory body to the City Council that generally meets on the fourth Thursday of each month at 6:00 p.m. in the West Annex Commission Meeting Room. The Commission may make recommendations to the City Council on Veterans affairs, homeless issues, adults with development disabilities, and children with special needs. All meetings are open to the public except for those portions that under law may be considered in closed session. Those who wish to speak on any matter on the agenda are asked to complete a "Speaker Information" card (available at the meeting) and relay it to the staff before leaving the meeting.

Staff reports are available for review at the Civic Center Main Library and the City Clerk's Office. Direct any other questions or concerns to the Social Services Commission liaison at 310.618.5880. Agendas are posted on the City of Torrance Home Page [www.TorranceCA.Gov](http://www.TorranceCA.Gov).

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Manager's office at (310) 618-5880. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

**TORRANCE SOCIAL SERVICES COMMISSION AGENDA**  
**AUGUST 26, 2021**  
**REGULAR MEETING**  
**6:00 P.M. WEST ANNEX COMMISSION MEETING ROOM**  
**SOCIAL SERVICES COMMISSION MAY TAKE ACTION ON ANY ITEM**  
**LISTED ON THE AGENDA**

**1. CALL MEETING TO ORDER**

**ROLL CALL:** Commission Members Funes, Leys, Sansalone, Scotto, Witt, Chair Bickford

**EXCUSED ABSENCE:** COMMISSIONER REYNOLDS

**2. FLAG SALUTE:** Commissioner Scotto

**3. REPORT OF STAFF ON THE POSTING OF THE AGENDA** The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, August 19, 2021.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS (Limited to a 30 minute period)**

*This portion of the meeting is reserved for public comment on items not on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Your phone call to the Commission meeting will be recorded as part of the meeting. By staying on the line and making public comment during the meeting, you are agreeing to have your phone call recorded.*

**6. CONSENT CALENDAR**

*Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.*

**6A. Approval of Minutes: July 22, 2021**

**7. ADMINISTRATIVE MATTERS**

**7A. ACCEPT AND FILE PRESENTATION FROM HARBOR INTERFAITH ON THE LA-HOP PORTAL**

**7B. ACCEPT AND FILE UPDATE REPORT FROM STAFF ON 2021 VETERANS EVENT**

**7C. ACCEPT AND FILE UPDATE ON THE 2021 TUSD BACK TO SCHOOL SUPPLY DRIVE**

**7D. ACCEPT AND FILE REPORT FROM STAFF ON THE CITY'S PROGRESS IN ADDRESSING HOMELESSNESS IN TORRANCE**

**8. COMMISSION ORAL COMMUNICATIONS**

**9. ADJOURNMENT**

**9A.** Adjournment of the Social Services Commission Meeting to Thursday, September 23, 2021, at 6:00 p.m. in the West Annex Commission Room.

**MINUTES OF A MEETING OF THE  
TORRANCE SOCIAL SERVICES COMMISSION**

**1. CALL TO ORDER**

The Torrance Social Services Commission convened in a regular session at 6:00 p.m. on Thursday, July 22, 2021 at the West Annex Commission meeting room, Torrance City Hall.

**ROLL CALL**

Present: Commissioners Bickford, Funes, Reynolds, Sansalone, Witt and Chairperson Scotto

Absent: Commissioner Leys

Also Present: Deputy City Manager Hoang and Management Associate Gent

**2. FLAG SALUTE**

The pledge of Allegiance was led by Commissioner Bickford.

**3. REPORT OF THE STAFF ON THE POSTING OF THE AGENDA**

Management Associate Gent stated that the agenda for the Social Services Commission was properly posted on July 15, 2021 on the Public Notice Board by the City Clerk's office and the City's website.

**4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

None

**5. ORAL COMMUNICATIONS**

None

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: June 24, 2021**

**MOTION:** Commissioner Reynolds moved to approve Item 6A; motion was seconded by Commissioner Witts. The motion passed by a roll call vote. (Absent Commissioner Leys)

**7. ADMINISTRATIVE MATTERS**

**7A. APPOINT COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2021-2022**

Deputy City Manager Hoang presented the staff report for the item and noted that the Commission would need to select a Chairperson and a Vice Chairperson to hold office for one year.

Chairperson Scotto nominated Commissioner Bickford for Chair.

Chairperson Scotto closed the nominations.

The Commission by roll call, voted unanimously for Commissioner Bickford as Chairperson. (Absent Commissioner Leys)

Commissioner Bickford nominated Commissioner Reynolds to be Vice Chairperson. Chairperson Scotto closed the nominations.

The Commission by roll call, voted unanimously for Commissioner Reynolds as Vice Chairperson. (Absent Commissioner Leys)

The Chair and Vice Chair moved to their new seating positions.

**7B. ACCEPT AND FILE UPDATE REPORT ON THE CITY'S EFFORTS IN ADDRESSING HOMELESSNESS IN TORRANCE**

Valerie Hernandez, City Outreach Worker and Housing Navigator outlined her responsibilities and duties and reported on a successful outcome for two clients, a mother and daughter, whom she was able to enroll in rapid re-housing, which then led to permanent housing.

Management Associate Gent reviewed and explained the June metrics of the Outreach Outcomes report.

**MOTION:** Commissioner Scotto moved to accept and file presentation update report on the City's efforts in addressing homelessness in Torrance; motion was seconded by Commissioner Witt. The motion passed by a roll call vote. (Absent Commissioner Leys)

**7D. DISCUSS COORDINATING A SCHOOL SUPPLY DRIVE WITH TORRANCE UNIFIED SCHOOL DISTRICT BUILDING BRIDGES (considered out of order)**

Management Associate Gent presented the report for the item. She stated that the drive would be held on July 23, 2021 through August 13, 2021 and listed the collection locations within the City for the public to donate.

City Council Announcements of event:

- July 27 (virtual meeting) - Commissioner Sansalone
- August 10 (in person meeting) - Commissioner Witt

Staff for drive thru donations 10:00 a.m. – 1:00 p.m.:

- Saturday August 7- Scotto, Sansalone, Funes

**7C. ACCEPT AND FILE PRESENTATION ON OUTCOMES OF THE COVID-19 EMERGENCY RENTAL ASSISTANCE PROGRAM (considered out of order)**

Senior Housing Specialist Julia Smith from the Community Development Department presented the report for the item. She explained that the City had received \$444,081 in Community Block Grant CARES Act funding and had appropriated \$344,081 of the funding for a short-term rental assistance program for Torrance renters impacted by the COVID-19 pandemic. She discussed the application and lottery process to determine eligibility and noted that payments had been made to 91 total households,0 consisting of a total of 276 household

members and 63 owners. She detailed the top 6 census tracts, the variety of rental property types, income categories, household size and the race/ethnicity of assisted households.

Senior Housing Specialist Smith stated that the City rental assistance program had ended but that the State COVID-19 rental relief was currently accepting applications from both owners and tenants.

Members of the public spoke.

**MOTION:** Commissioner Reynolds moved to accept and file the presentation on outcomes of the COVID-19 emergency rental assistance program; motion was seconded by Commissioner Scotto. The motion passed by a roll call vote. (Absent Commissioner Leys)

**8. COMMISSION ORAL COMMUNICATIONS**

Deputy City Manager Hoang welcomed the Commission back to in-person meetings and thanked outgoing Chairperson Scotto.

**9. ADJOURNMENT**

**9A.** At 7:08 p.m., Commissioner Sansalone moved to adjourn the meeting to the regular meeting on Thursday, August 26, 2021 at 6:00 p.m. at the West Annex Commission meeting room, Torrance City Hall. The motion was seconded by Commissioner Witt and a roll call vote reflected approval. (Absent Commissioner Leys)

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Commission Meeting of  
August 26, 2021

Honorable Members of the Social Services Commission  
City Hall  
Torrance, California

Members of the Commission:

**SUBJECT: ACCEPT AND FILE PRESENTATION FROM HARBOR INTERFAITH ON  
THE LA-HOP PORTAL**

**RECOMMENDATION**

Accept and file presentation from Harbor Interfaith Services on the Los Angeles County Homeless Outreach Portal (LA-HOP).

**BACKGROUND AND ANALYSIS**

The Los Angeles County Homeless Outreach Portal (LA-HOP) is a county wide, web based portal designed by the Los Angeles Homeless Service Authority (LAHSA) in collaboration with the Los Angeles County Homeless Initiative. The portal is designed to assist people experiencing homelessness in Los Angeles County with outreach services. The information submitted through the portal will be used to dispatch a homeless services outreach team to the area.

This evening, Ari Hamilton from Harbor Interfaith Services, Inc. will be presenting on the LA-HOP system.

Respectfully submitted,



Zulma Gent  
Staff to the Commission



Viet Hoang  
Staff to the Commission

Honorable Members of the Social Services Commission  
City Hall  
Torrance, California

Members of the Commission:

**SUBJECT: ACCEPT AND FILE REPORT FROM STAFF ON THE 2021 VETERANS  
EVENT**

**RECOMMENDATION**

Accept and file presentation from staff on the 2021 Veterans Event.

**BACKGROUND AND ANALYSIS**

At the May 27, 2021 Social Services Commission meeting, the Commission approved a virtual Veterans Appreciation program to be held November 7 – 13, 2021. During the June 24, 2021 Social Services Commission meeting, the Commission assigned program elements of a draft virtual Veterans Appreciation program to Commission members.

At this evening's Commission meeting, staff recommends that the Commission receive updates from staff and Commission members on progress towards assignments. Additionally, staff recommends that the Commission assign the following:

1. Assign Commission members to make City Council announcements soliciting tribute messages from the Community on October 12 and October 26.
2. Assign Commission members to receive Council proclamation on October 26 and for one Commission member to announce virtual activities (website for Military Appreciation Week and video for Veterans Appreciation program).

Respectfully submitted,



Zulma Gent  
Staff to the Commission



Viet Hoang  
Staff to the Commission

Attachment: DRAFT Program: Torrance Veterans Program – November 7 – 13, 2021

**DRAFT Program: Torrance Veterans Program  
November 7 – 13, 2021**

<b>Program Element</b>	<b>Responsible Party</b>	<b>Progress Report</b>
Write Proclamation declaring November 7 – 13, 2021 as Military Appreciation Week in the City of Torrance	Staff	<ul style="list-style-type: none"> <li>• Commission will review for approval at September 23 meeting.</li> <li>• Staff will agendaize for Council for October 26.</li> <li>• Need to request Commission presence at October 26 meeting.</li> </ul>
Coordinate message from Mayor Furey.	Staff	<ul style="list-style-type: none"> <li>• Staff will coordinate for October.</li> </ul>
Coordinate message from Social Services Commission Chair.	Staff	<ul style="list-style-type: none"> <li>• Staff will coordinate for October.</li> </ul>
Coordinate National Anthem.	Staff	<ul style="list-style-type: none"> <li>• Candace Ford is confirmed and will record either a video or audio performance.</li> </ul>
Solicit written tribute messages from the Community to display on City's designated Veterans Appreciation page.	Staff	<ul style="list-style-type: none"> <li>• Tribute messages will be accepted October 11 – November 3.</li> <li>• Need to request Commission announcements for: <ul style="list-style-type: none"> <li>○ October 12</li> <li>○ October 26</li> </ul> </li> </ul>
Coordinate entire program with CitiCABLE.	Staff	<ul style="list-style-type: none"> <li>• Jill Reed is point of contact.</li> </ul>
Create list of businesses that are in Torrance boundaries that provide free or discounted services for Military Veterans.	Commissioner Witt (October 1, 2021) *Please contact Rotary Club or organizations that represent businesses.	
Contact Historical Society to identify a local Military Veteran or a local prominent figure to deliver a message of appreciation to Veterans.	Commissioner Reynolds (August 15, 2021)	<ul style="list-style-type: none"> <li>• Commissioner Reynolds met with Torrance Historical Society, who recommended Bob Chiota (Army Veteran and Former Commission member) as a</li> </ul>

**DRAFT Program: Torrance Veterans Program  
November 7 – 13, 2021**

		speaker. Staff can reach out to coordinate if the Commission agrees with recommendation.
Review current Veterans resources that are on Torrance website to identify resources that might be missing.	Commissioner Bickford	
Identify speaker from Armed Forces Day Honored Branch to speak on behalf of all Military Branches, with a maximum video of 10 minutes. 2021 Honored Branch is United States Army.	Commissioner Bickford (August 15, 2021)	
Identify vocalist for entertainment. (Storyteller + song, WWII)	Commissioner Scotto (August 15, 2021)	
Identify one representative from each of the following Theaters to profile (with diversity of branches – Army, Navy, Marines, Air Force, Coast Guard, Space Force), with a maximum video of: <ul style="list-style-type: none"> <li>• World War II – Chair Scotto (Navy?)</li> <li>• Korean War</li> <li>• Vietnam War</li> <li>• Operation Desert Storm, Gulf War</li> <li>• Iraq War – Commissioner Bickford</li> <li>• War in Afghanistan – Commissioner Bickford</li> <li>• Peace-time Service</li> </ul>	Commissioner Reynolds in speaking to Historical Society and Commissioner Bickford in speaking to VFW will ask for breadth in Theaters. (Hold for now.)	
Speaker about What is Space Force?	Commissioner Scotto	

Honorable Members of the Social Services Commission  
City Hall  
Torrance, California

Members of the Commission:

**SUBJECT: ACCEPT AND FILE UPDATE ON THE 2021 TUSD BACK TO SCHOOL  
SUPPLY DRIVE**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission accept and file an update from Staff regarding Torrance Unified School District's "Back to School" Supplies Drive.

**BACKGROUND AND ANALYSIS**

At the July 22, 2021 Social Services Commission meeting, your Honorable Body approved of the Commission's participation in the Torrance Unified School District's "Back to School" Drive. The drive concluded on August 13<sup>th</sup>, which was a closed Friday for City Hall. As such, Staff picked-up the bins from the various locations on Monday, August 16<sup>th</sup>.

In addition, your Honorable Body hosted a Back to School Drive up event on Saturday, August 7<sup>th</sup>.

Items were delivered to TUSD on Wednesday, August 18<sup>th</sup>.

Respectfully submitted,



Zulma Gent  
Staff to the Commission



Viet Hoang  
Staff to the Commission

Commission Meeting of  
August 26, 2021

Honorable Members of the Social Services Commission  
City Hall  
Torrance, California

Members of the Commission:

**SUBJECT: ACCEPT AND FILE REPORT FROM STAFF ON THE CITY'S  
PROGRESS IN ADDRESSING HOMELESSNESS IN TORRANCE**

**RECOMMENDATION**

Accept and file presentation from staff on the City's progress in addressing homelessness in Torrance.

**BACKGROUND AND ANALYSIS**

At the August 24, 2021 City Council meeting, staff will make recommendation to Mayor and City Council to accept and file an update report on the City's progress in addressing homelessness in Torrance.

Pending approval from City Council, staff will present the report to the Social Services Commission. Supplemental items will be available on Thursday, August 26, 2021.

Respectfully submitted,



Zulma Gent  
Staff to the Commission



Viet Hoang  
Staff to the Commission