

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. 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.

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**  
**MAY 25, 2023**  
**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 Bickford, Funes, Leys, Sansalone, Scotto, Witt, Chair Reynolds

**2. FLAG SALUTE**

**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 May 18, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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

**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: APRIL 27, 2023**

**7. ADMINISTRATIVE MATTERS**

**7A. DISCUSS COORDINATING A SCHOOL SUPPLY DRIVE WITH TORRANCE UNIFIED SCHOOL DISTRICT BUILDING BRIDGES**

**7B. DISCUSS COMMISSION PRESENTATION FOR THE JOINT MEETING WITH CITY COUNCIL SCHEDULED FOR JUNE 20, 2023**

**8. COMMISSION ORAL COMMUNICATIONS**

**9. ADJOURNMENT**

- 9A.** Adjournment of the Social Services Commission Meeting to June 20, 2023 at 5:00 p.m. for a Joint Meeting with Torrance City Council

April 27, 2023

**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, April 27, 2023 at the West Annex Commission Meeting Room, Torrance City Hall.

**ROLL CALL**

Present: Commissioners Leys, Sansalone, Scotto and Witt and Chairperson Reynolds

Absent: Commissioners Bickford and Funes

Also Present: Deputy City Manager Hoang and LeAnne Chen - City Manager's Office

**MOTION:** Commissioner Witt moved to approve the excused absences of Commissioners Bickford and Funes; motion was seconded by Commissioner Sansalone. The motion passed by a roll call vote. (Absent Commissioners Bickford and Funes)

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Sansalone.

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

Deputy City Manager Hoang stated that the agenda for the Social Services Commission was properly posted on Tuesday, April 18, 2023 on the Public Notice Board by the City Clerk's office and on the City's website.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

Deputy City Manager Hoang stated that there were no items.

**5. ORAL COMMUNICATIONS**

None.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: March 23, 2023**

**MOTION:** Commissioner Witt moved to approve Item 6A, as submitted; motion was seconded by Commissioner Sansalone. The motion passed by a roll call vote. (Absent Commissioners Bickford and Funes)

**7. ADMINISTRATIVE MATTERS**

**7A. DISCUSS 2023 VETERANS APPRECIATION EVENT AND PROVIDE DIRECTION TO STAFF FOR FOLLOW UP**

Deputy City Manager Hoang presented the report on the item.

LeAnne Chen from the City Manager's Office discussed the results of the survey she had conducted with Commissioners and past participants in the Veterans event. She noted that since she had not received many responses online from past participants, she had phoned and spoken to 20 past participants to gather their answers to the survey questions as well as suggestions for this year's event.

She noted her findings from the survey of past participants:

- Past participants wished to be contacted by phone
- 23% interested in having a fellow veteran as speaker to hear how they were coping with life after service/deployment, especially younger veterans
- Most did not want to have politicians as speakers
- 45% wished to have a musical performance, preferably country music, no polka music
- The necessity of awareness of what might be a trigger for veteran, such as balloons

Ms. Chen listed other events which were happening in and around the City during the months of October and November, which could be possible conflicts with the City's veterans event: job fairs and beach cleanups, Veterans Day celebrations on November 10 in Bell Gardens and Lomita and luncheons on November 11 in Hermosa Beach and Redondo Beach and a marathon in Long Beach.

The Commission discussed and concurred:

- to hold the Veterans event on November 3, 2023
- to have resource booths
- to have some entertainment such as music/ videos/ DJ
- to have a greeting only from the Mayor
- to have an open microphone
- to have raffles for veterans and possibly those in resource booths
- to investigate Italian food as a meal option
- to go on a Saturday to the Farmer's Market and have signage from the City in order to collect messages from veterans and hand out flyers for the event.

**7B. DISCUSS COMMISSION PRESENTATION FOR THE JOINT MEETING WITH CITY COUNCIL SCHEDULED FOR JUNE 20, 2023**

Deputy City Manager Hoang presented the report for the item and confirmed that six Commissioners were able to attend the meeting with Commissioner Funes remaining to be confirmed. He noted that Chairperson Reynolds would chair the joint meeting along with Mayor Chen and Chairperson Reynolds would begin by introducing the members of the Commission and presenting the jurisdiction and history of the Commission.

The Commission confirmed to present and discuss:

- Development, implementation of the original work plan and key accomplishments
- Annual events
- Homelessness Plan - development and achievements
- Adults with Development Disabilities and Youth with Special Needs – updates to work plan - prioritization of action- key accomplishments
- Learning - format of meeting, types of learning, experience gained
- Future Initiatives - updates to Work Plan
- Appreciation – how to thank businesses, agencies, community volunteers, non-profits, partners and community members

Chairperson Reynolds requested that outreach to veterans at the Farmer's Market and collecting data on housing availability for people with special needs be included.

Nancy Wilcox noted that the accomplishments of the annual drives should be included to demonstrate both the impact to and the involvement of the public.

Deputy City Manager Hoang stated that he would return to the next meeting with a scripted agenda and sample presentation slides.

**8. COMMISSION ORAL COMMUNICATIONS**

Commissioner Scott requested an excused absence for the May 25 meeting.

**9. ADJOURNMENT**

**9A.** At 7:10 p.m., Commissioner Scotto moved to adjourn the meeting to the regular meeting on Thursday, May 25, 2023 at 6:00 p.m. The motion was seconded by Commissioner Sansalone and the motion passed by a unanimous roll call vote. (Absent Commissioners Bickford and Funes)

###

Commission Meeting of  
May 25, 2023

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

Members of the Commission:

**SUBJECT: Discuss Coordinating a School Supply Drive with Torrance Unified School District Building Bridges**

### **RECOMMENDATION**

Recommendation of staff that the Social Services Commission discuss coordinating with Torrance Unified School District for a School Supply Drive, and if the Commission approves of participation, concur with staff's recommendation of timelines and implementation.

### **BACKGROUND AND ANALYSIS**

Dr. Nancy Gutierrez, TUSD's Coordinator for Parent and Community Engagement and Homeless and Foster Liaison, has presented information about TUSD's Building Bridges program to the Commission in past years. The Building Bridges program identifies and works with Homeless and Foster students in the district to remove any barriers to academic participation and success. In the 2022-2023 school year, 226 students in TUSD experienced homelessness. An additional 136 students in TUSD were in the foster care system.

Dr. Gutierrez contacted staff about being a drop off location for the TUSD school supplies drive. The Commission coordinated the event in 2019, 2020, 2021, and 2022. Should your Honorable Body approve of the Commission's participation in the Drive, staff respectfully recommend the following:

#### Dates of Drive

- First Date of the Drive: June 19, 2023
- Last Date of the Drive: July 21, 2023

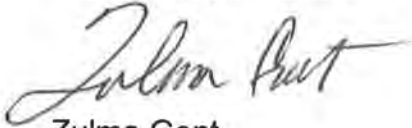
#### Marketing of Drive

- City Council Meeting Announcements:
  - June 20
  - July 11
- City Social Media
- CitiCABLE coverage (if available)
- Flyers on public counters

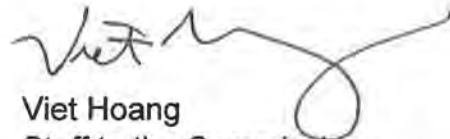
City Locations of Collection (if approved by Departments)

- City Hall Lobby
- Human Resources Building
- Katy Geissert Library
- Permit Center

Respectfully submitted,



Zulma Gent  
Staff to the Commission



Viet Hoang  
Staff to the Commission

By:



Kimberly Masse  
Management Aide

Attachments: TUSD Building Bridges School Supply Drive Flyer

# 2023 BACK-TO-SCHOOL SUPPLY DRIVE



Help TUSD students experiencing homelessness  
or in foster care to start off the school year prepared!

**JUNE 19 - JULY 21, 2023**

**COLLECTION BINS ARE LOCATED AT  
CITY HALL, 3031 TORRANCE BLVD.**

**PERMIT CENTER, 3031 TORRANCE BLVD.**

**CIVIC CENTER LIBRARY, 3301 TORRANCE BLVD.**

**Donation Wishlist:  
(NEW items only, please)**

**BACKPACKS  
LUNCH BAGS  
PENCIL BOXES  
WATER BOTTLES  
NOTEBOOKS  
LOOSE-LEAF PAPER**

**FOLDERS  
DIVIDERS  
CRAYONS  
MARKERS  
GLUE STICKS  
CALCULATORS**

**BINDERS  
SOCKS  
UMBRELLAS  
SCARVES  
GLOVES  
HAIR PRODUCTS**

**TorranceCA.Gov/HelpOthers**



Commission Meeting of  
May 25, 2023

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

Members of the Commission:

**SUBJECT: DISCUSS COMMISSION PRESENTATION FOR THE JOINT MEETING  
WITH CITY COUNCIL SCHEDULED FOR JUNE 20, 2023**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission discuss the presentation to be reported at the joint meeting with Torrance City Council on Tuesday, June 20, 2023.

**BACKGROUND AND ANALYSIS**

In 2022, Torrance City Council requested that the City Clerk's Office assist in scheduling joint meetings between the Council and the City's various Commissions. The practice of holding joint meetings ceased during the COVID pandemic. So far in 2023, the Commission on Aging and the Torrance Youth Council have held joint meetings with City Council. The agendas for both meetings are attached to this staff report.

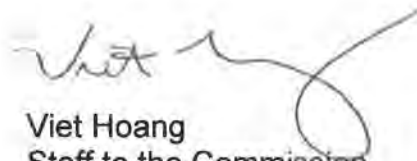
Your Honorable Body is scheduled for your joint meeting with City Council on Tuesday, June 20, 2023. A light dinner will be served at 4:00 pm, followed by the joint meeting at 5:00 pm.

At the April 27, 2023 meeting of the Social Services Commission, your Honorable Body provided feedback to staff on the contents of the presentation for the joint meeting with City Council, and requested that staff prepare a script and PowerPoint presentation based on the feedback, to be reviewed by the Commission at tonight's meeting. The script and presentation will be ready by close of business on Tuesday, May 23, and staff will prepare a supplemental to the agenda to transmit these items to you before the May 25 meeting.

Respectfully submitted,



Zulma Gent  
Staff to the Commission



Viet Hoang  
Staff to the Commission