

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**  
**JULY 27, 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:** Chair Reynolds

**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 July 20, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**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: JUNE 20, 2023**

**6B. APPROVAL OF MINUTES: JUNE 22, 2023**

**7. ADMINISTRATIVE MATTERS**

**7A. APPOINT COMMISSION CHAIRPERSON AND VICE CHAIRPERSON FOR FISCAL YEAR 2023 – 2024**

**7B. ACCEPT AND FILE PRESENTATION FROM CHRIS EHLING OF PACIFIC BATTLESHIP CENTER – BATTLESHIP IOWA MUSEUM ON THE VETERANS RESOURCE CENTER**

**7C. DISCUSS JOINT MEETING BETWEEN CITY COUNCIL AND SOCIAL SERVICES COMMISSION HELD ON JUNE 20, 2023**

**8. COMMISSION ORAL COMMUNICATIONS**

**9. ADJOURNMENT**

**9A.** Adjournment of the Social Services Commission Meeting to August 24, 2023 at 6:00 pm

June 20, 2023

**MINUTES OF A JOINT MEETING OF  
TORRANCE SOCIAL SERVICES COMMISSION  
AND TORRANCE CITY COUNCIL**

**1. CALL TO ORDER**

The joint meeting of the Social Services Commission and Torrance City Council was called to order at 5:00 p.m. on Tuesday, June 20, 2023 in the West Annex Commission Meeting Room at Torrance City Hall.

**ROLL CALL/MOTIONS FOR EXCUSED ABSENCE**

Present: Councilmembers Griffiths, Kaji, Kalani, Lewis, Mattucci, Sheikh and Mayor Chen  
Commissioners Bickford, Funes, Leys, Sansalone, Scotto and Witt and Chairperson Reynolds

Absent: None.

Also Present: City Attorney Sullivan  
City Clerk Poirier  
Assistant City Manager Santana  
Deputy City Manager Hoang

**2. FLAG SALUTE**

The pledge of Allegiance was led by Chairperson Reynolds.

**3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA**

City Clerk Poirier stated that the agenda was posted on Thursday, June 6, 2023.

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

None.

**5. ORAL COMMUNICATIONS**

None.

**6. ADMINISTRATIVE MATTERS**

**6A. Discussion – Social Services Commission accomplishments, current projects and future**

Chairperson Reynolds thanked the Council for providing the opportunity for a Joint meeting. He provided an overview of the responsibilities and roles of the Commission and noted that the Social Services Commission was one of the newer Commissions of the City and was created in September 2015. He explained that each of the Commissioners would share the Commission's accomplishments and current and future projects for their subject matter populations of Veterans, people experiencing homelessness, adults with development disabilities and youth with special needs.

Commissioner Leys discussed the process by which the Commission had created their workplan. He explained that in the first year of the Commission, over 25 nonprofit organizations and government agencies that work with the Commission's subject matter jurisdiction presented before the Commission and detailed who they served, what they did, what the eligibility requirements were to receive services and how the City could offer support. He discussed the process of creating the list of recommendations gathered during the presentations and combining the recommendations into six strategies which became the focus of the Commission's workplan. He listed and described the strategies: Information, Resources, Outreach & Referrals, Understanding and Keeping Connected with Our Populations, Marshalling Community Support & Raising Public Awareness, Increasing Housing Opportunities and Developing Social Opportunities and Inclusion.

Commissioner Sansalone reported on four major citywide events managed by the Commission which supported the Commission's strategies: the annual Homeless Count, annual toiletry drive for nonprofits that serve people experiencing homelessness in Torrance, Torrance Unified School District Back-to School Supplies Drive and Veterans Appreciation event. She added that the Commission had a webpage on the City's webpage in which the public could access listings of government resources or nonprofits organizations related to the Commission's four populations.

Commissioner Scotto noted that she was a founding member of the Commission and highlighted key accomplishments related to homelessness. She discussed the process by which the City and Commission had developed the workplan for homelessness, retained a Homeless Outreach Coordinator in 2021 and opened its interim housing site with 40 units, the 3290 Temporary Housing Village, and developed a Homelessness 101 training with the assistance of Nancy Wilcox. She thanked the staff liaisons for their continuing help to realize the Commission's goals.

Commissioner Bickford reported on the Commission's work to support adults with development disabilities and youth with special needs and explained that as a result of presentations from nonprofit organizations and government agencies, the Commission had created a work plan with four priorities:

1. Create opportunities for nonprofits and government agencies that serve adults with development disabilities and youth with special needs to better promote their services.
2. Increase employment opportunities for people with development disabilities.
3. Understand housing needs and current options of people with development disabilities.
4. Explore the possibility of conducting a drive that provides supplies to organizations and agencies that serve adults with development disabilities and youth with special needs.

Commissioner Bickford discussed the progress that had been made for these priorities and noted that a brochure had been developed to promote agencies that supported these populations and announced that four clients from EVOLVE, an agency which worked with Harbor Regional Center, had been placed in City internships.

Commissioner Witt explained the learning opportunities that came with serving on the Commission and creating partnerships with existing agencies and organizations to share ideas and information and gain insights into how best to serve the needs of the various populations. She added that the Commission had learned that the community wanted to be part of the solution and that the City had an opportunity to develop ways for the public to contribute.

Commissioner Funes reported on future opportunities and the continuing projects on the workplan for the Commission for adults with development disabilities, youth with special needs and Veterans.

Chairperson Reynolds thanked: the Council for their ongoing support of the Commission, the agencies and nonprofits that had presented before the Commission, community volunteers, their nonprofit and government agencies partners, the members of the community and the Commission staff.

In response to a question from Councilmember Griffiths, Community Development Business Manager Smith explained that the veteran vouchers were distributed through referrals from Veteran Affairs or their partners and came with supportive services.

Responding to a question from Councilmember Kalani, Deputy City Manager Hoang stated that the Commission could reopen and discuss the topic of youth mental health.

Councilmember Lewis noted that allcove Beach Cities, part of Beach Cities Health District, provided outpatient youth mental health services. She thanked the Commission for their dedication and commitment.

Mayor Chen thanked the Commission, staff and volunteers for their work and commitment to the Commission.

Chairperson Reynolds and Deputy City Manager Hoang discussed how the Commission surveyed and reviewed the Commission's ongoing events and projects to evaluate their impact and make any needed revisions.

Councilmember Sheikh recommended that the Commission remain in partnership with the local hospitals and thank them for their past and current support.

Councilmember Kaji thanked the Commission for their work.

Councilmember Mattucci thanked the Commission for their service and requested that the Commission think outside the box and bring their ideas forward to the Council for consideration.

## **7. ADJOURNMENT**

**7A.** At 5:55 p.m., Councilmember Lewis moved that the City Council recess to reconvene at 6:30 p.m. on Tuesday, June 20, 2023, to the regular City Council meeting held in City Council Chambers at 3031 Torrance Boulevard. The motion was seconded by Councilmember Sheikh and a roll call vote reflected unanimous approval.

**7B.** At 5:56 p.m., Commissioner Bickford moved to adjourn the Commission on Aging meeting to the regular meeting on Thursday, June 22, 2023, at 6:00 p.m. at the West Annex, Commission meeting Room at City Hall. The motion was seconded by Commissioner Sansalone and a roll call vote reflected unanimous approval.

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Subject to Approval

June 22, 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, June 22, 2023 at the West Annex Commission Meeting Room, Torrance City Hall.

**ROLL CALL**

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

Absent: None.

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

\*Commissioner Witt arrived at 6:01 p.m.

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Bickford.

**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 Thursday, June 15, 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.

\*Commissioner Witt arrived at 6:01 p.m.

**5. ORAL COMMUNICATIONS**

None.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: May 25, 2023**

**MOTION:** Commissioner Scotto moved to approve Item 6A, as submitted; motion was seconded by Commissioner Sansalone. The motion passed by a 7-0 roll call vote.

## **7. ADMINISTRATIVE MATTERS**

### **7A. APPROVE RECOMMENDED FRAMEWORK FOR THE 2023 VETERANS APPRECIATION EVENT**

Deputy City Manager Hoang introduced LeAnne Chen, who reviewed the results of the survey of veterans who had attended prior appreciation events.

The Commission discussed and approved the following items:

- Date of the Event: Friday, November 3, 2023. Veteran check in to start at 9:30 a.m. and Event end at 1:00 p.m.
- Resource Booths - staff to reach out to prior attendees, as well as new vendors, resource booths would receive welcome and thank you bags from the City
- To be decided: whether food would be served inside or outside
- Entertainment would be DJ Ozzie, if available. The volume of the music would need to be low so that the guests could hear each other
- Speakers: Chair Reynolds would welcome attendees to event and Mayor Chen would give welcome on behalf of the City
- Video: the presentation would contain photographs, messages of thanks collected from Farmer's Market outreach and audio
- Open Mic: should be timed and speakers made aware of the time limit and any guidelines. Speakers would be asked to pre-register as a speaker at the time of registration, but time would also be reserved for those who had not pre-registered but decided to speak during the event
- Silent Raffle: for veterans only. Winners would need to be present to win. List of Winners will be posted at exit. The Commission would be asked to solicit prizes in the \$25 -\$30 range
- Program Schedule: Resource Booths check in, guests check in, welcome, Color Guard and Pledge of Allegiance, Video presentation, Lunch, Open Mic, Raffle winners posted at exit at end of the event.
- Lunch menu from Gaetano's
- Commission volunteers needed: to attend Farmer's Market outreach and collect raffle prizes in September and October
- Staff would investigate the possibility of an ice cream cart instead of cookies, using Bruster's Ice Cream
- To be decided: discussed how to best recognize those from different eras in either combat, support positions, or during non-conflict times, perhaps with coins of recognition from the City and include Space Force.
- To reach out to North High Junior Reserve Officer Training Corps (JROTC) to participate in the color guard with Vietnam Veterans of Torrance Chapter 53
- Request to include therapy dogs at the event

Leon Silverman spoke about the government recognition of the Merchant Marines and noted that he would include patriotic songs in his musical presentation.

**MOTION:** Commissioner Bickford moved to approve Item 7A, recommended framework for the 2023 Veterans Appreciation Event; motion was seconded by Commissioner Witt. The motion passed by a 7-0 roll call vote.

**8. COMMISSION ORAL COMMUNICATIONS**

The Commission thanked staff for their work on the Joint Meeting and Veterans Event.

Deputy City Manager Hoang stated that he would send the Commission the flyer for the School Drive event, which was being held from June 19 to July 21, 2023.

Commissioner Funes requested that the Commission discuss accessible beach areas and receive an update from the The Steven A. Cohen Military Family Clinic at VVSD, Los Angeles.

Chairperson Reynolds requested that the Commission consider the questions and topics that were discussed at the Joint meeting as discussion items at future meetings.

Deputy City Manager Hoang reminded the Commission that Commission elections would take place at the July meeting. He noted that the agenda item would contain background information and rules of order for elections.

Deputy City Manager Hoang stated that he would request a presentation from the City's ADA coordinator as well as presentations from Veterans groups, so that the Commission could learn what was currently in place and what was still needed.

Deputy City Manager Hoang noted that staff would place an item on the agenda for the Commission to discuss ideas for "thinking outside of the box" and to consider holding joint meetings with other Commissions.

**9. ADJOURNMENT**

**9A.** At 6:54 p.m., Commissioner Witt moved to adjourn the meeting to the regular meeting on Thursday, July 27, 2023 at 6:00 p.m. The motion was seconded by Commissioner Sansalone and the motion passed by a 7-0 roll call vote.

###

Commission Meeting of  
July 27, 2023

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

Members of the Commission:

**SUBJECT: Appoint Commission Chairperson and Vice Chairperson for Fiscal Year  
2023 – 2024**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission Appoint a Chairperson and Vice Chairperson for Fiscal Year 2023 – 2024.

**BACKGROUND/ANALYSIS**

Section 13.20.050 of the Torrance Municipal Code provides that, "At the first meeting of the Commission and at the first meeting of the Commission in every fiscal year, thereafter, the members shall appoint one (1) of their number as Chairperson who shall hold office for one (1) year until the successor is appointed."

Additionally, the Social Services Commission Rules of Order was adopted on February 25, 2016. Article 10, Section 10.1 of the Rules of Order provides that, "The Chairperson and Vice Chairperson shall be selected by a majority vote." Section 10.2 provides that, "At the first meeting of the Commission and at the first meeting of the Commission in every fiscal year, thereafter, the members shall select a Chairperson and Vice Chairperson who shall hold office for one year until a successor is selected."

It is the practice of several other City Commissions that the Vice Chairperson of the previous term is selected to be the Chairperson for the subsequent term; however, there are no rules that require this practice.

The Commission meeting of July 27, 2023 is the first meeting of the 2023 – 2024 Fiscal Year, and as such, is the appropriate time for the commission to select a Chairperson and Vice Chairperson to hold office for one year.

Respectfully submitted,



Viet Hoang  
Staff Liaison to the Commission



Julia Smith  
Staff Liaison-in-Training

Commission Meeting of  
July 27, 2023

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

Members of the Commission:

**SUBJECT: Accept and File Presentation from Chris Ehling of Pacific Battleship Center - Battleship IOWA Museum on the Veterans Resource Center**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission accept and file a presentation from Chris Ehling, Military & Veteran Affairs at Pacific Battleship Center - Battleship IOWA Museum, on the Veterans Resource Center.

**BACKGROUND AND ANALYSIS**

The USS Iowa deployed to the South Pacific in the early years of World War II and later served in the Korean War. After concluding active duty in the 1990s, the Navy donated Battleship IOWA to the Pacific Battleship Center (a 501(c)(3) non-profit organization) on September 6, 2011. Battleship IOWA now serves as a non-profit historic naval ship museum located at Port of Los Angeles Berth 87, adjacent to the World Cruise Terminal.

The Battleship also serves as the home of the Battleship IOWA Veterans Resource Center, known as the VRC. The VRC provides veterans a one-stop approach to access a variety of resources including the Veterans Peer Access Network (VPAN). Battleship IOWA is the VPAN program provider for L.A. County Department of Mental Health within Los Angeles County Supervisorial Districts 2 and 4. The VPAN seeks to connect County departments, non-profits, the Veterans Administration, and City of Los Angeles programs.

Resources available through VPAN include:

- **Mental Health** – Treatment for trauma from combat exposure, military sexual trauma, relationship and intimacy issues
- **Substance Misuse Support** – Treatment for substance use disorders, including misuse of alcohol, prescription medication and other drugs
- **Housing** – Temporary and permanent housing for veterans and their families, help locating housing
- **Workforce Development and Employment** – Help with developing interview skills, resume creation, job coaching, volunteer and job opportunities
- **Healthcare** – Enrollment into VA healthcare, transportation to appointments, ensuring access to prescription medications
- **Education** – Support with school enrollment, vocational training, tuition assistance

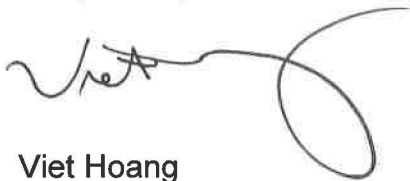
- **Legal Services** – Help with eviction prevention, discharge upgrade, applying for Veterans Administration benefits
- **Social Connection/Recreation** – Opportunities to connect with other veterans in a variety of settings

In addition to VPAN, the Battleship IOWA's VRC also serves as a DOD SkillBridge program site. DOD SkillBridge is an opportunity for service members to gain valuable civilian work experience through specific industry training, apprenticeships, or internships during the last 180 days of service. The program aims to help service members bridge the gap between the end of service and the beginning of their civilian careers.

The landing page for military and veteran affairs programs at Battleship IOWA is <https://pacificbattleship.com/get-involved/veterans/>

This evening, staff has asked Mr. Ehling to provide an overview of the Battleship IOWA's programs including who the programs seek to assist, how the programs are accessed, and expected outcomes of the programs. Mr. Ehling will also provide ways in which the City can support the programs and address questions from your Honorable Body.

Respectfully submitted,



Viet Hoang  
Staff Liaison to the Commission



Julia Smith  
Staff Liaison-in-Training

Commission Meeting of  
July 27, 2023

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

Members of the Commission:

**SUBJECT: Discuss Joint Meeting Between City Council and Social Services  
Commission Held on June 20, 2023**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission discuss the joint meeting held between Torrance City Council and the Social Services Commission held on June 20, 2023.

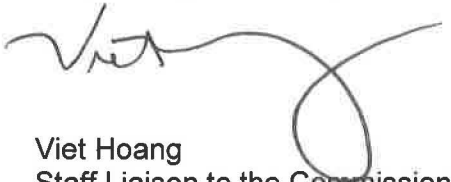
**BACKGROUND/ANALYSIS**

On June 20, 2023, Torrance City Council and the Social Services Commission held a joint meeting to discuss the Commission's accomplishments, annual events, and current projects. During the meeting, the Commission identified several future projects, which are summarized below:

- Updated workplan for action items for Adults with Developmental Disabilities and Youth with Special Needs. Two action items still remain for the Commission's consideration:
  - Priority 3: Understand housing needs of people with developmental disabilities, housing options that currently exist, and opportunities in the Torrance community to support housing needs.
  - Priority 4: Conduct drive that provides supplies to organizations and agencies that serve adults with developmental disabilities and youth with special needs.
- Update workplan for action items for Veterans after hearing presentations from organizations that serve Veterans and their families.

Following the Commission's presentation, members of City Council provided their feedback. At tonight's meeting, staff recommends your Honorable Body review minutes from the June 20 joint meeting with City Council (Attachment 6A) and discuss Council feedback, if any, that your Honorable Body would like to take action on in future Commission meetings.

Respectfully submitted,



Viet Hoang  
Staff Liaison to the Commission



Julia Smith  
Staff Liaison-in-Training