

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.

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
SEPTEMBER 28, 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, Reynolds, Sansalone, Scotto, Witt, Chair Leys

2. FLAG SALUTE: Commissioner Funes

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 September 21, 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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS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: AUGUST 24, 2023

7. ADMINISTRATIVE MATTERS

7A. APPROVE SCHEDULING OF JOINT MEETING WITH PARKS AND RECREATION COMMISSION

7B. ACCEPT AND FILE UPDATE FROM STAFF ON THE 2023 VETERANS APPRECIATION EVENT

7C. APPROVE PROCLAMATION DECLARING NOVEMBER 5 – 11, 2023 AS MILITARY VETERANS APPRECIATION WEEK IN THE CITY OF TORRANCE

8. COMMISSION ORAL COMMUNICATIONS

9. ADJOURNMENT

- 9A.** Adjournment of the Social Services Commission Meeting to October 26, 2023 at 6:00 pm

August 24, 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, August 24, 2023 at the West Annex Commission Meeting Room, Torrance City Hall.

ROLL CALL

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

Absent: Commission Sansalone

Also Present: Deputy City Manager Hoang and Julia Smith, Staff Liaison-in Training

MOTION: Commissioner Witt moved to approve the excused absence of Commissioner Sansalone; motion was seconded by Commissioner Reynolds. The motion passed by a 6-0 roll call vote. (Absent Commissioner Sansalone)

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, August 17, 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

Deputy City Manager Hoang introduced Norma, a new member of the Outreach Team, who would work with Valerie Hernandez with people experiencing homelessness. Norma discussed her education and work experience.

6. CONSENT CALENDAR

6A. APPROVAL OF MINUTES: July 27, 2023

MOTION: Commissioner Bickford moved to approve Item 6A, as submitted; motion was seconded by Commissioner Witt. The motion passed by a 6-0 roll call vote. (Absent Commissioner Sansalone)

7. ADMINISTRATIVE MATTERS

7A. ACCEPT AND FILE PRESENTATION FROM STAFF REGARDING OUTCOME OF THE COMMISSION'S SUPPORT OF THE TORRANCE UNIFIED SCHOOL DISTRICT'S BACK-TO SCHOOL SUPPLY DRIVE

Management Assistant Kimberly Masse presented the report for the item and distributed a flyer highlighting the success of the drive. She detailed the number of items that had been donated and delivered to Torrance Unified School District, which included over 1800 school supplies items as well as over 150 backpacks.

MOTION: Commissioner Reynolds moved to accept and file the presentation for the outcome of the Commission's support of the Torrance Unified School District Back-to-School supply drive: motion was seconded by Commissioner Witt. The motion passed by a 6-0 roll call vote. (Absent Commissioner Sansalone)

7B. ACCEPT AND FILE PRESENTATION FROM CHRISTINE BAKER OF TORRANCE UNIFIED SCHOOL DISTRICT ON YOUTH MENTAL HEALTH

Julia Smith, Staff Liaison-in Training, presented the report for the item.

Ms. Christine Baker, Coordinator of Counseling and Mental Health at Torrance Unified School District (TUSD) explained the importance of mental health and listed factors that affected mental health, including family structure, school belonging, relationships, anxiety, physical health, academic expectations, substance use/abuse and routine/balance. She discussed the signs of mental stress that teachers and school employees were taught to look out for in students and explained the types of social emotional and mental health support that could be provided. She provided data from the Care Solace Utilization, a company that TUSD partnered with to help provide therapists and counselors for students and their families, as well as school employees. She listed information and the increasing number of referrals and top presenting issues from Building Bridges and explained the Say Something Anonymous Reporting System available through the Sandy Hook Promise Foundation. She listed the types of social emotional and mental health supports and training provided in schools for education and prevention, interventions and crisis support. She explained the various tier levels of training, interventions, parenting classes, wellness centers and partner agencies within the schools and district system. She noted that there was additional training and support planned for the teachers.

MOTION: Commissioner Witt moved to accept and file the presentation from Christine Baker of Torrance Unified School District on youth mental health: motion was seconded by Commissioner Funes. The motion passed by a 6-0 roll call vote. (Absent Commissioner Sansalone)

7C. ACCEPT AND FILE PRESENTATION FROM TORRANCE HUMAN RESOURCES DEPARTMENT REGARDING COLLABORATION WITH EVOLVE

Deputy City Manager Hoang presented the report for the item.

Human Resources Director Khajavi provided an update on the City's involvement with TranZitions, a consulting group that provided services for neurodiversity young adults and offered an Employment and Career Soft Skills Training program called *EVOLVE into the Workplace*. She reported that the City had been partnered with four interns from the Program: two in Human Resources, one in Community Services/Parks and one in Communication and Information Technology Department. She noted that the intern in Information Technology Department had successfully applied and was accepted into the position as a management aide. She added that the interns were able to apply to other open at-will positions within the City. She explained that EVOLVE provided continuing on-site coaching and support for the interns.

Human Resources Director Khajavi noted the various benefits of the program: the City was able to expand their workforce, it promoted the acceptance of diversity in the workforce and provided an opportunity for a young adult in the Community to gain work experience. She added that the work ethic for the interns was inspirational and they were role models for all of the City's employees. She explained that the experience with the interns also had helped the City reevaluate their selection practices to ensure that Human Resources was providing the correct accommodations for applicants and employees.

Deputy City Manager Hoang noted that reports of Items 7A and 7C would be included in the Mayor's State of the City address.

Nancy Wilcox suggested speaking to the South Bay Cities Council of Governments about the EVOLVE program.

MOTION: Commissioner Witt moved to accept and file the presentation from Torrance Human Resources Department regarding collaboration with EVOLVE: motion was seconded by Commissioner Bickford. The motion passed by a 6-0 roll call vote. (Absent Commissioner Sansalone)

8. COMMISSION ORAL COMMUNICATIONS

Deputy City Manager Hoang reported that staff would bring forward next month a proposal for a joint meeting with the Parks and Recreation Commission and provide updates on the Veterans event.

Deputy City Manager Hoang announced that the Commission had not been granted a space at Wilson Park to collect input from and for veterans and recommended that volunteers attend the Coastal Cleanup Day on September 23 to collect input. Commissioner Reynolds stated that he would attend and requested signage for the event.

9. ADJOURNMENT

9A. At 7:03 p.m., Commissioner Witt moved to adjourn the meeting to the regular meeting on Thursday, September 28, 2023 at 6:00 p.m. The motion was seconded by Commissioner Bickford and the motion passed by a 6-0 roll call vote. (Absent Commissioner Sansalone)

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Subject to Approval

Commission Meeting of
September 28, 2023

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

Members of the Commission:

SUBJECT: Approve Scheduling of Joint Meeting with Parks and Recreation Commission

RECOMMENDATION

Recommendation of staff that the Social Services Commission approve the scheduling of a joint meeting with the Parks and Recreation Commission and discuss dates for the joint meeting.

BACKGROUND AND ANALYSIS

During the July 27, 2023 Commission meeting, the Commission requested that staff explore holding joint meetings with other City Commissions. The goal of the joint meetings is to learn more about the work of other Commissions and explore opportunities for collaborative efforts.

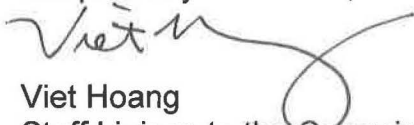
The item before your Honorable Body tonight is to approve the scheduling of a joint meeting with the Parks and Recreation Commission. The Parks and Recreation Commission advises and makes recommendations to the City Council on matters pertinent to a public park and recreation program, including acquisition of land, equipment, and facilities, and improvements in operations and administration.

The joint meeting would consist of staff presentations regarding each Commission's subject matter/projects followed by a discussion of overlapping goals and potential for collaboration.

Staff recommends proposing the following dates to the Parks and Recreation Commission for the joint meeting.

- Wednesday February 7, 2024 6:30 PM
- Wednesday February 21, 2024 6:30 PM
- Wednesday February 28, 2024 6:30 PM

Respectfully submitted,



Viet Hoang
Staff Liaison to the Commission



Julia Smith
Staff Liaison-In-Training

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

Members of the Commission:

SUBJECT: Accept and File Update from Staff on the 2023 Veterans Appreciation Event

RECOMMENDATION

Recommendation of staff that the Social Services Commission receive an update on the 2023 Veterans Appreciation Event and volunteer for tasks related to the Event.

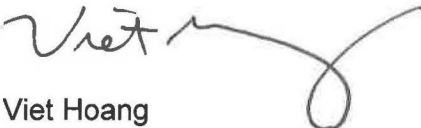
BACKGROUND AND ANALYSIS

The Torrance Social Services Commission is holding its annual Veterans Appreciation Event on Friday, November 3, 2023. The event is 10 am – 1 pm at the Torrance Cultural Arts Center. Registration for the event is open to the public October 2 – October 27, and marketing for the event has begun.

This evening, Veterans Event Coordinator and City Manager Staff, LeAnne Chen, will be providing your Honorable Body with an update. Additionally, staff is requesting Commission volunteers for the following:

1. **Donations for Raffle:** During this evening's meeting, staff will provide Commission members with a letter for businesses that may want to donate raffle prizes. Staff is also requesting Commission members to identify which businesses they are willing to contact in the month of October for donations.
2. **Receive Proclamation:** Pending your Honorable Body's approval tonight of a Proclamation, staff is requesting Commission volunteers to receive the proclamation at the City Council meeting of October 24, 2023.
3. **Set Up and Tear Down of Event:** Staff is requesting Commission volunteers to assist with set up of the in-person event on November 3, 9 am – 10 am, and clean up 1 pm – 2 pm.

Respectfully submitted,



Viet Hoang
Staff Liaison to the Commission



Julia Smith
Staff Liaison-In-Training

Attachment: 2023 Veterans Appreciation Event Flyer



CITY OF TORRANCE &
TORRANCE SOCIAL SERVICES COMMISSION

VETERANS APPRECIATION EVENT

FRIDAY, Nov. 3, 2023 / 10 A.M. TO 1 P.M.
TORRANCE CULTURAL ARTS CENTER

FREE PROGRAM INCLUDES:

10 A.M. TO NOON - RESOURCE BOOTHS OPEN
11:45 A.M. - PROGRAM BEGINS
NOON TO 1 P.M. - LUNCH

RSVP FROM OCT. 2 TO OCT. 27, 2023

TO (310) 618-5880 OR EMAIL

SOCIALSERVICESCOMMISSION@TORRANCECA.GOV

VETERANS AND ONE GUEST EACH. SPACE IS LIMITED.



Commission Meeting of
September 28, 2023

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

Members of the Commission:

SUBJECT: Approve proclamation declaring November 5 – 11, 2023 as Military Veterans Appreciation Week in the City of Torrance

RECOMMENDATION

Recommendation of staff that the Social Services Commission approve a proclamation declaring November 5 – 11, 2023 as Military Veterans Appreciation Week in the City of Torrance, and to request adoption of the proclamation at the October 24, 2023 City Council meeting.

BACKGROUND/ANALYSIS

Attached is a draft of a proclamation declaring November 5 – 11, 2023 as Military Veterans Appreciation Week in the City of Torrance. Staff is seeking the Commission's approval of the Proclamation. Following approval, staff will request that the proclamation be presented at the October 24, 2023 City Council meeting at 6:30 pm in the Torrance Council Chamber.

Staff encourages all Social Services Commissioners to attend and to accept the proclamation.

Respectfully submitted,



Julia Smith
Staff Liaison-in-Training



LeAnne Chen
Veterans Event Coordinator

Attachment: Draft Proclamation: Military Veterans Appreciation Week in the City of Torrance

P R O C L A M A T I O N

- WHEREAS,** Veterans Day is for all those who have served in the armed forces and protected our nation's freedoms. Veterans Day continues to be observed on November 11, regardless of what day of the week it falls on; and
- WHEREAS,** the restoration of the observance of Veterans Day to November 11 not only preserves the historical significance of the date, but helps focus attention on the important purpose of the holiday, a celebration to honor America's veterans for their patriotism, love of country, and willingness to serve and sacrifice for the common good; and
- WHEREAS,** the Torrance community celebrates and honors those who serve and have served in our community through a variety of programs, including the Armed Forces Day Celebration and Parade, the Hometown Heroes Military Banner Recognition Program, the Veterans Memorial Wall, and the Torrance Historical Society Names on the Wall of Remembrance; and
- WHEREAS,** the City of Torrance Social Services Commission's powers and duties include making recommendations to the City Council on Veterans affairs; and
- WHEREAS,** the Social Services Commission encourages the Torrance community to recognize the valor and sacrifice of our veterans through participating in commemorative and celebratory activities in the community; and
- WHEREAS,** the City of Torrance through the Social Services Commission wishes to recognize our veterans who have stepped forward to serve our country and defend our way of life with an in-person Veterans Appreciation Lunch and Resource Fair on November 3, 2023 and a virtual celebration November 5 - 11, 2023; and
- WHEREAS,** Torrance appreciates and admires the thousands of men and women in the Torrance residential and business community who have served in the armed forces to protect and preserve their country and the freedoms enjoyed by all Americans.

NOW, THEREFORE, I, GEORGE K. CHEN as Mayor of the City of Torrance, California, do hereby proclaim November 5 - 11, 2023 as

MILITARY VETERANS APPRECIATION WEEK IN THE CITY OF TORRANCE

Signed this 24th day of October 2023.

Mayor George K. Chen

ATTEST:

Rebecca Poirier, City Clerk