

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  
JANUARY 23, 2025  
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 Furey, Leys, Pryor, Reynolds, Sansalone, Wright, Chair Bickford

**EXCUSED ABSENCE:** Commissioner Wright

**2. FLAG SALUTE:** Commissioner Sansalone

**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 January 16, 2025

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 ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS**

**5. ORAL COMMUNICATIONS (Limited to a 15-minute period)**

*This portion of the meeting is reserved for comment on items on the Consent Calendar or items not on the agenda. Under the Ralph M. Brown Act, the Commission 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. **No longer than 1 minute per speaker.** If presenting handout material to the Commission, please provide 10 copies to staff before speaking.*

**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: OCTOBER 24, 2024**

**7. ADMINISTRATIVE MATTERS**

**7A. REVIEW 2024 VETERANS APPRECIATION LUNCHEON AND RESOURCE FAIR AND DISCUSS A 2025 EVENT**

**7B. DISCUSS AND APPROVE HOLDING CITY-SPONSORED DRIVE FOR STREET OUTREACH AND 3290 TEMPORARY HOUSING VILLAGE**

**8. COMMISSION ORAL COMMUNICATIONS**

**9. ADJOURNMENT**

- 9A.** Adjournment of the Social Services Commission Meeting to Wednesday, February 5, 2025, at 6:30 pm for a joint meeting with the Parks and Recreation Commission in the Garden Room at the Cultural Arts Center, 3330 Civic Center Drive.



**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, October 24, 2024, in the West Annex Commission Meeting Room, Torrance City Hall.

**ROLL CALL**

Present: Commissioners Furey, Leys, Pryor, Reynolds, Sansalone, Wright and Chair Bickford

Absent: None.

Also Present: Deputy City Manager Hoang, Staff Liaisons-in Training Candice Lau and Lauren Allen and Veterans Event Coordinator LeAnne Chen

**2. FLAG SALUTE**

The Pledge of Allegiance was led by Commissioner Reynolds.

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

Staff Liaison-in Training Allen stated that the agenda for the Social Services Commission was properly posted on October 17, 2024 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**

Staff Liaison-in Training Allen stated that there were no withdrawn or deferred items, but noted that there were supplemental items available of hard copies of the presentation for Item 7A.

**5. ORAL COMMUNICATIONS**

Nancy Wilcox noted that there were handouts available for the Torrance Faith-based Homeless Collaborative, which included resource guides.

**6. CONSENT CALENDAR**

**6A. APPROVAL OF MINUTES: September 26, 2024**

**MOTION:** Commissioner Pryor 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. ACCEPT AND FILE PRESENTATION FROM TORRANCE HOMELESS STREET OUTREACH TEAM**

Staff Liaison-in Training Allen presented the report for the item and introduced the three Outreach Coordinators: Valerie Hernandez, Norma Olvera and Irene Sanchez.

Outreach Coordinator Olvera presented information on the causes of homelessness: low income, domestic violence, human trafficking, mental health challenges, substance abuse or co-occurring disorders, "ageing out" of foster care, unresolved trauma, prison or jail release or immigration status. She described the type of homelessness that the team had seen in Torrance: in short-term motel stays, outdoors, or vehicular and bus stops. She noted that there had been a rise in senior homelessness due to fixed income for seniors coupled with the rising costs of rentals. She described the aspects of street outreach: responding to community referrals, providing transport to shelters, housing programs, medical appointments, connecting clients to benefits and supportive services and outreach with Community Lead Officers, as needed.

Outreach Coordinator Hernandez discussed what 3290 Temporary Shelter provided and the eligibility criteria for the program. She presented the data, as of August 2024, for Torrance 3290 and the Street Outreach: 34 clients had been permanently housed at 3290, 48 clients at 3290 had been connected to the Venice family Clinic, 48 clients had been matched to some type of housing voucher, 29 clients had been housed by the outreach team without entering 3290 and a total of 475 clients had received outreach services.

Outreach Coordinator Olvera discussed the referral process to report a homeless person in Torrance, using a submittal through text or emails and noted that once a request had been received, the team would outreach with 24 business hours, as well as conduct multiple outreach attempts, if needed. She added that referrals outside of Torrance could also be submitted through LA-HOP, the homeless outreach portal.

Outreach Coordinator Hernandez explained that the community could help by promoting the toiletry drive or donating needed articles to 3290 through Nancy Wilcox or at City Hall.

There was public comment.

**MOTION:** Commissioner Wright moved to accept and file Item 7A as submitted; motion was seconded by Commissioner Reynolds. The motion passed by a 7-0 roll call vote.

#### **7B. ACCEPT AND FILE UPDATE FROM STAFF ON THE 2024 VETERANS APPRECIATION EVENT**

LeAnne Chen, Veterans Appreciation Event Coordinator, presented the report for the item. She thanked Chair Bickford and Commissioner Reynolds for announcing the Veteran Event at recent City Council meetings. She noted the following:

- There were currently 20 organizations/vendors.
- There were 75 RSVPs to date.
- City staff who were veterans, would be invited to participate
- Raffle prizes were still being accepted, up until the last week before the program
- Gaetano's had been confirmed for the meal and a local pastry chef would make individually wrapped macaroons for the veterans.
- Torrance Police Department Honor Guard would present the colors
- Chairs would be placed in front of the vendors tables to allow Veterans to sit

- Commissioner members Furey, Pryor, Reynolds and Chair Bickford confirmed that they would attend the October 29, 2024 City Council meeting to accept the Proclamation. LeAnne Chen would send the details for the event to the Commissioner members who would attend.

Program schedule:

- Guests will begin to arrive at 9:00 a.m.
- Booths will be open from 10:00 a.m. to 12:00 p.m.
- Start Program and Welcome at 11:45 p.m.
- Video Program from 12:00 to 12:20 p.m.
- Lunch begins at 12:00 p.m.
- Open mic: 12:20 p.m.
- Raffle: 12:45 p.m.
- Close the event: 1:00 p.m.

There was no public comment.

**MOTION:** Commissioner Wright moved to accept and file update from staff on the 2024 Veterans Appreciation Event; motion was seconded by Commissioner Pryor. The motion passed by a 7-0 roll call vote.

## 8. COMMISSION ORAL COMMUNICATIONS

Commissioner Wright stated that she would not be able to attend the Veterans Appreciation event.

Staff Liaison-in Training Allen stated that the date of the 2025 Homeless Count had not yet been announced. She noted that staff would reach out to Commission members after the date had been decided, to determine who would be available to volunteer.

Deputy City Manager Hoang wished everyone happy Holidays and thanked the Homeless Outreach Team, Management Associate Gent, Leanne Chen, Staff Liaisons-in Training Candice Lau and Lauren Allen for their work this year.

Deputy City Manager Hoang discussed his presentation to the League of California Cities Annual Conference on homelessness and the development of the Social Services Commission.

Deputy City Manager Hoang announced that the joint meeting of the Social Services Commission and the Parks and Recreation Commission would be held on February 5, 2025, at 6:30 p.m. in the Garden Room at the Cultural Arts Center.

## 9. ADJOURNMENT

At 7:14 p.m., Commissioner Pryor moved to adjourn the meeting to the regular meeting on Thursday, January 23, 2025, at 6:00 p.m. at the West Annex Commission Meeting Room, Torrance City Hall. The motion was seconded by Commissioner Furey and the motion passed by a 7-0 roll call vote.

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

Members of the Commission:

**SUBJECT: Review 2024 Veterans Appreciation Luncheon and Resource Fair and  
Discuss a 2025 Event**

**RECOMMENDATION**

Recommendation of staff that the Social Services Commission review the 2024 Veterans Appreciation Luncheon and Resource Fair, and discuss elements the Commission wishes to see in the 2025 event.

**BACKGROUND AND ANALYSIS**

In 2024, the Social Services Commission planned and coordinated an in-person appreciation event for our community's military Veterans and their service to our nation.

At tonight's meeting, LeAnne Chen, Veteran's Appreciation Event Coordinator, will give a brief presentation on the 2024 event, including attendance and feedback. Following, LeAnne will be available to answer questions of the Commission and to hear the Commission's initial thoughts for a 2025 Veterans Appreciation event. In subsequent meetings, staff will put together a proposed outline for a 2025 Veterans Appreciation event, as well as a timeline for implementation, and return to a future Commission meeting with updates.

Respectfully submitted,



LeAnne Chen  
Veterans Event Coordinator



Viet Hoang  
Staff to the Commission

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

Members of the Commission:

Subject: Discuss And Approve Holding City-Sponsored Drive for Street Outreach  
and 3290 Temporary Housing Village

### **RECOMMENDATION**

Recommendation of staff that the Social Services Commission discuss and approve holding a City-sponsored drive for Street Outreach and the 3290 Temporary Housing Village.

### **BACKGROUND AND ANALYSIS**

Since 2017, the Social Services Commission has held an annual toiletry drive to benefit the non-profit providers that assist people through Street Outreach experiencing homelessness in our community. Starting in 2023, the toiletry drive was also used to benefit the 3290 Temporary Housing Village. In 2024, the drive was held April 15 – April 30. In years prior, the drive was generally held the second half of March and the first half of April.

Given the large number of donation requests being made presently to support those impacted by the January 2025 Southern California wildfires, staff respectfully recommends that your Honorable Body consider holding the drive May 1 – May 15. In making this recommendation, staff confirmed with Nancy Wilcox, who is the volunteer donation coordinator for 3290 Temporary Housing Village (3290), that this timeframe is acceptable.

As was done in last year's drive, the event will be advertised to request specific donations to support the 3290 Temporary Housing Village (e.g. ground coffee, laundry supplies, full size hygiene supplies, etc.), as well as donations to support Street Outreach (e.g. travel size hygiene supplies).

Staff recommends that collection bins be located at the Torrance public libraries, Torrance City Hall, and the Permit Center May 1 – May 15. The event will be publicized by the City Manager's Office, Communications Division, through the normal messaging channels (e.g. social media, digital boards, website, etc.)

Should the Commission wish to hold an in-person collection event, staff recommends the event be held Saturday, May 3, 9:00 am – Noon in the City Hall parking lot at 3031

Torrance Boulevard. Additionally, should the Commission approve of this Drive, staff will reach out to Commission members closer to the Drive to request volunteers to provide announcements at City Council meetings.

Respectfully submitted,



Viet Hoang  
Staff Liaison



Lauren Allen  
Staff Liaison-In-Training



Candice Lau  
Staff Liaison-In-Training