



Agenda Report

TO: CITY COUNCIL **DATE:** OCTOBER 12, 2001
FROM: HUMAN SERVICES COMMISSION
SUBJECT: ANNUAL REPORT – JULY 2000 THROUGH JUNE 2001
and WORK PLAN FOR 2001 – 2002

RECOMMENDATION:
This Report is submitted for information purposes only.

Attached is the following:

- Report of Work Plan Performance for July 1, 2000 through June 30, 2001
- Proposed Work Plan for July 1, 2001 through June 30, 2002
- Report of Commission Attendance for July 1, 2000 through June 30, 2001

These documents were reviewed and approved by the Human Services Commission at our meetings of September 22 and October 1, 2001.

Respectfully submitted,

Elaine F. Kramer, Chair
Human Services Commission

CITY OF PASADENA HUMAN SERVICES COMMISSION
WORKPLAN: 7/1/00 - 6/30/01 (Page One of Three)
Year End Report of Accomplishments: 9/30/01

MISSION (as stated in Charter/Ordinance):

The purpose of the Human Services Commission is to advise and make recommendations to the City Council regarding human service needs of people of all ages in this community. The commission will aid the city in facilitating collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services in Pasadena. The commission is established to respond to significant unmet human services needs and gaps as identified in various city documents related to human services.

OBJECTIVES:

- I. **By September 30, 2000, conduct a Commission retreat to review accomplishments of the Work Plan for FY2000, attendance for FY2000, and discuss potential Commission activities and work plan items for FY2001.**
STATUS: COMPLETED. *A Commission retreat was conducted on 9/16/00 and included a review of accomplishments and attendance for FY2000 along with proposed work plan items for FY2001. The final work plan documents were approved by the Commission on 10/2/00.*
- II. **By October 31, 2000, submit an Annual Report (for the year completed 6/30/00) and Work Plan for FY 2001 (for 7/1/00 - 6/30/01).**
STATUS: COMPLETED. *All required documents submitted to the City Clerk on 10/4/00.*
- III. **By October 31, 2000, review year-end reports from staff regarding the performance of agencies and programs funded by HSEF, CDBG (15% public/human services) and ESG, for the year ended 6/30/00.**
STATUS: COMPLETED. *Year-end Agency Performance Reports were reviewed at the Commission meeting of 10/2/00.*
- IV. **By November 30, 2000, submit to City Council recommendations for reprogramming of any carryover / unexpended funds available from the fiscal year ended 6/30/00 for CDBG (15% public/human services), HSEF, and ESG programs.**
STATUS: COMPLETED. *Commission appointed a committee that reviewed carryover issues and then submitted recommendations to Commission at their meeting of 11/6/00; recommendations for HSEF (allocate carryover to a new Seed Grant process), ESG (carryover not applicable) and CDBG (carryover not applicable) finalized at the Commission meeting of 12/4/00; no Council action required.*
- V. **By January 31, 2001, request a written summary and oral presentation from City Finance staff regarding the status, balance, investment process, etc. of the Human Service Endowment Fund.**
STATUS: DEFERRED FOR CONSIDERATION NEXT YEAR. *Written information received was found sufficient for current year.*

CITY OF PASADENA HUMAN SERVICES COMMISSION -- WORK PLAN 7/1/00 - 6/30/01 (Page Two of Three)
Year End Report of Accomplishments: 9/30/01

- VI. By February 28, 2001, receive and review mid-year reports from staff regarding the performance of agencies and programs funded by the HSEF, CDBG (15% public/human services) and ESG funds for the period 7/1/00 - 12/31/00. Where appropriate, recommend modifications or reallocation of available funds.
STATUS: COMPLETED. Mid-year reports were reviewed at the Commission meeting of 2/5/01, then finalized and approved on 3/5/01, along with funding allocation recommendations for next fiscal year. Recommendations were submitted to Council and then approved 5/21/01.
- VII. By June 30, 2001, conduct one joint meeting with City Council to review key issues, priorities and related issues.
STATUS: DEFERRED. Commission will consider whether to pursue this goal for next year, based on need, issues, etc.
- VIII. By June 30, 2001, conduct Commission meetings or site visits at no less than five (5) sites in the Pasadena community that provide human services, including opportunities for program presentations to the Commission.
STATUS: COMPLETED. Commission meetings were held at the following locations, each of which provided a brief program presentation and/or tour: Hillside Home for Children (10/2/00), CORAL Center (11/6/00), Armenian Cultural Center (12/4/00), Wellness Community-Foothills (1/8/01), Boys & Girls Club of Pasadena - Slavic Branch (2/5/01), American Friends Service Committee (3/5/01), Victory Park (4/2/01), Child Care Information Service (5/7/01), Women at Work (6/4/01), Foothill Family Services (7/9/01), and Pasadena City College (9/22/01).
- IX. By June 30, 2001, each agency/project funded by HSEF, CDBG (15% public/human services) and ESG funds for the period 7/1/00 - 6/30/01, will have had an informational and educational site visit by at least two Commission members.
STATUS: SUBSTANTIALLY COMPLETED. Commission members conducted site visits over the year to most programs and agencies currently receiving CDBG, ESG and/or HSEF funds. Commissioners presented oral reports of those visits at Commission meetings of 4/2/01, 5/7/01, 6/4/01 and 7/9/01.
- X. On an ongoing basis, invite community human service groups and organizations to Commission meetings to provide updates and information on their services.
STATUS: COMPLETED AND ONGOING. In addition to those groups and organizations listed in Item VIII that provided program updates and service information, others making presentations to and discussing human service issues with this Commission included: Human Services Executive Coalition (10/2/00); Pasadena-Altadena Chapter of LINKS (11/6/00); Pasadena Youth Center (11/6/00); Pasadena Youth Council (11/6/00); Senior Commission (12/4/00); Fair Housing Council (2/5/01); and Institute for Urban Research and Development (re: Homeless issues, 5/7/01).

CITY OF PASADENA HUMAN SERVICES COMMISSION – WORK PLAN 7/1/00 - 6/30/01 (Page Three of Three)
Year End Report of Accomplishments: 9/30/01

XI. On an ongoing basis, as needed, conduct public forums and/or hearings as well as provide input (including data, findings, recommendations, etc.) to City Council and other City Commissions and advisory groups on human service needs, gaps, service priorities, and related matters, including welfare reform.

STATUS: COMPLETED AND ONGOING. Following a review of various priority issue areas at their retreat of 9/16/00 and in their meeting of 10/2/01, the Commission voted to focus on the issue of transportation as it relates to human services. A **Transportation Committee** was established, primary focus areas identified, and a memo highlighting key areas was prepared and approved by the Commission. Action steps have included: outreach to human service agencies to encourage participation in City hearings about transportation needs for consideration in the upcoming revisions to the City's Mobility Element; various communications with City Transportation staff and the Transportation Advisory Commission to advocate for a focus on the human service aspects in revising the area transportation system, improving public transportation for persons of limited resources and limited mobility, with a particular focus on ARTS buses and Dial-A-Ride), etc. A draft concept paper was prepared by the Committee, approved by Commission and submitted for review and co-sponsorship to related City commissions (Accessibility and Disability, Human Relations, Northwest, Recreation and Parks, Seniors, and Transportation).

To secure input on unmet needs, service gaps, underserved populations, etc. Commission members participated with staff in conducting a series of **Needs Assessment Hearings** on 5/23/01 at Jackie Robinson Center, 5/31/01 at Villa Parke Community Center, 6/20/01 at Victory Park, and 6/26/01 at Robinson Park. Commissioners also reviewed and approved a needs assessment survey instrument, of which 2,500 copies were distributed by staff communitywide in 7/01 through 8/01 to secure additional input. This information, along with data from other reports, findings, etc. about human service issues, will be utilized to recommend funding priorities to City Council for the next funding cycle (Fiscal Year 2002 – 2004).

City of Pasadena Human Services Commission
WORK PLAN: 7/1/01 – 6/30/02

MISSION (as stated in Charter/Ordinance):

The purpose of the Human Services Commission is to advise and make recommendations to the City Council regarding human service needs of people of all ages in this community. The commission will aid the city in facilitating collaborative efforts and a coordinated approach to improve and expand the delivery of quality human services in Pasadena. The commission is established to respond to significant unmet human services needs and gaps as identified in various city documents related to human services.

OBJECTIVES:

- I. By October 15, 2001, review findings from needs assessment process and adopt recommendations on funding priorities for applications for HSEF, CDBG (15% public/human services) and ESG to programs to be funded during the period 7/1/02 – 6/30/04, for submission to City Council.
- II. By October 31, 2001, submit to City Council an Annual Report that includes accomplishments of the 2000-2001 Work Plan, attendance records for 2000-2001, and a Work Plan for 2001-2002.
- III. By November 30, 2001, review year-end reports from staff regarding the performance of agencies and programs funded by HSEF, CDBG (15% public/human services) and ESG, for the year ended 6/30/01.
- IV. By January 31, 2002, participate in an orientation and training session regarding the process for review and evaluation of proposals for HSEF, CDBG (15% public/human services) and ESG funding, to promote consistent adherence to the rules, general guidelines, principles and integrity of the human services funding process.
- V. By February 28, 2002, receive and review mid-year reports from staff regarding the performance of agencies and programs funded by the HSEF, CDBG (15% public/human services) and ESG funds for the period 7/1/01 - 12/31/01. Where appropriate, recommend modifications or reallocation of available funds.

City of Pasadena Human Services Commission
WORK PLAN: 7/1/01 – 6/30/02

- VI. By January 31, 2002, hear an oral presentation and review a written summary from City Finance staff regarding the status, balance, investment process, etc. of the Human Service Endowment Fund.
- VII. By April 30, 2002, complete the proposal review, evaluation and appeals process, and adopt recommendations for submittal to City Council for funding of proposal applications submitted to request HSEF, CDBG (15% public/human services) and ESG allocations for 7/1/02 to 6/30/04.
- VIII. By June 30, 2002, conduct Commission meetings or site visits at no less than five (5) sites in the Pasadena community that provide human services, including opportunities for program presentations to the Commission.
- IX. On an ongoing basis, invite community human service groups and organizations to Commission meetings to provide updates and information on their services.
- X. On an ongoing basis, as needed, conduct public forums and/or hearings as well as provide input (including data, findings, recommendations, etc.) to City Council and other City Commissions and advisory groups on human service needs, gaps, service priorities, and related matters.

HSCCMSNP2001-2002forAction10-01-01

Human Services Commission

MEETING ATTENDANCE 07/00 - 06/01

NAME	7/10/2000	8/7/2000	9/16/2000*	10/2/2000	11/6/2000	12/4/2000	1/8/2001	2/5/2001	3/5/2001	4/2/2001	5/7/2001	6/4/2001
ANTHONE, Gary J.	A	XX	A	A	A	A	A	A				
BARRON, Leonora	P	XX	P	P	P	P	P	P	E	P	P	P
BELTON, Maggie												
BLACKSHAW, Julie Fox	E	XX	E	E	E							
BOONE, Veronica T.	P	XX	P	E	P	P	P	P	P	P	E	P
CLARK, Frank B.	P	XX	P	P	P	P	P	P	P	P	P	P
DIMEJIAN, Aida	E	XX	P	P	E	P	E	P	P	P	P	E
HASKETT-HANY, Catherine	E	XX	P	P	P	P	P	P	P	E	P	P
HESS, Lynne	P	XX	E	E	P	E	E	P	P	E	E	P
KRAMER, Elaine F.	P	XX	P	P	P	P	P	P	P	P	P	P
LIGONS, Ellen	P	XX	P	P	P	P	P	P	P	P	E	E
NELSON, Dottie	P	XX	P	E	P	P	E	P	P	P	P	E
O'BRIEN, Angie M.	P	XX	P	P	P	P	P	P	P	P	E	P
OLGUIN, Fernando	P	XX										
SARMIENTO, Vicki									P	A	P	P

P = PRESENT

E = EXCUSED

A = ABSENT

SHADED = NOT APPLICABLE

XX = MEETING CANCELLED

* SPECIAL MEETING RETREAT

Names in bold and italics are current Commissioners.