

Social Services Commission Meeting Agenda Announcement

On September 16, 2021, Governor Newsom signed into law Assembly Bill 361, which allows Brown Act bodies to attend meetings telephonically. Please be advised that some, Whittier Social Services Commissioners may attend this meeting telephonically.

Speakers must limit their comments to three minutes. Please note, by order of the presiding officer, public comments minutes may be reduced if at their discretion a surplus of public speakers is present at the meeting.

To submit Public Comments/Questions:

- Email: gonzalezr@cityofwhittier.org
- Voicemail: (562) 567-9400
- Live Audio via Zoom: Only those members of the public who have 'raised their hand' on Zoom will be in the queue for speaking.
- In person at City Hall 13230 Penn St., Whittier, CA 90602, City Council Chamber

To view live meetings remotely:

- Video and audio: <https://zoom.us/j/96391049442>
Use 'Raise Hand' feature
- Audio only: Dial (669) 900-9128 (Meeting ID: 963 9104 9442)
Press *9 to 'Raise Hand' and then *6 to unmute yourself when prompted

Please submit email comments by 5:30 p.m. on the date of the meeting to ensure Social Service Commissioners receive and have time to review them. All emails received by 5:30 p.m. are forwarded to the Commission. Emails received after 5:30 p.m. but before the conclusion of public comments will be entered into the record.

Americans with Disabilities Act

Disability-related services are available to enable persons with a disability to participate in this meeting, consistent with the Federal Americans with Disabilities Act of 1990. Spanish interpreters are also available. For information or to request services, please contact the Parks, Recreation and Community Services Department at least 24 hours in advance of the meeting at (562) 567-9400.

**AGENDA
CITY OF WHITTIER
SOCIAL SERVICES COMMISSION
COUNCIL CHAMBERS, 13230 PENN STREET
JUNE 6, 2023, 6:30 PM**

1. CALL TO ORDER

2. ROLL CALL

Commissioner Carlos Illingworth
Commissioner Kathleen McDonnell
Vice Chair Jose Luevano
Chair Irene Muro

3. PLEDGE OF ALLEGIANCE

4. PRESENTATION - CULTURAL ARTS

5. PUBLIC COMMENTS

The public is invited to address the Social Services Commission regarding any item of business, or any matter within the body's subject matter jurisdiction. Consistent with Executive Order No. N-29-20 public comments can be made via:

- Email: gonzalezr@cityofwhittier.org
- Voicemail: (562) 567-9400

Please submit email and voicemail public comments by 5:30 p.m. on the date of the meeting to ensure Commissioners receive and have time to review them. All emails and voicemails received by 5:30 p.m. are forwarded to the Commission. Emails and voicemails received after 5:30 p.m. but before the conclusion of public comments will be entered into the record.

Pursuant to State law, the Commission cannot take action or express a consensus of approval or disapproval on any communications which do not appear on the printed agenda.

6. STAFF REPORTS

6.A. APPROVAL OF MINUTES

Recommendation: Approve the Minutes of the Regular Meeting of May 2, 2023.

6.B. INFORMATION AND REFERRAL REPORTS

Recommendation: Receive and file the Information and Referral Report for May 2023.

6.C. SOCIAL SERVICES GRANT FUNDING GUIDELINES AND RUBRIC

Recommendation: Discuss and recommend changes to the Social Services Grant Funding Guidelines and Rubric.

7. SECRETARY COMMENTS

8. COMMISSION MEMBER COMMENTS/CONFERENCE REPORTS

9. ADJOURNMENT

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The agenda packet is available three days before the meeting in the Parks, Recreation and Community Services Department at City Hall (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) and the East Whittier Branch Library (10537 Santa Gertrudes Avenue). Additionally, the agenda packet can be viewed on the City's website. Materials distributed to the Commission within 72 hours of the Social Services Commission meeting are available for public inspection in the Parks, Recreation and Community Services Department Office.

Los servicios relacionados con la discapacidad están disponibles para permitir que las personas con discapacidad participen en esta reunión, de conformidad con la Ley Federal de Estadounidenses con Discapacidades de 1990. También hay intérpretes en español disponibles. Para obtener información o para solicitar servicios, comuníquese con el Departamento de recreación y Parques al Servicio a la Comunidad de la reunión al (562) 567-9400.

El paquete de la agenda está disponible tres días antes de la reunión el Departamento Parques Recreación y Servicio a la Comunidad en el Ayuntamiento (13230 Penn Street), Whittier Central Library (7344 Washington Avenue) y Biblioteca sucursal del este de Whittier (10537 Santa Gertrudes Avenue). Además, el paquete de la agenda se puede ver en el sitio web de la Ciudad. Los materiales distribuidos al Concejo Municipal dentro de las 72 horas de la reunión del Comisión de Servicios Sociales están disponibles para inspección pública en el Departamento de Recreación y Parques al Servicio a la Comunidad.

I hereby certify under penalty of perjury, under the laws of the State of California that the foregoing agenda was posted in accordance with the applicable legal requirements. Regular and Adjourned Regular meeting agendas may be amended up to 72 hours in advance of the meeting. Dated this 1st day of June 2023.

/s/ Roxanne Gonzalez

Roxanne Gonzalez, Administrative Secretary



Agenda Report

Social Services Commission

Date: June 6, 2023, 2023

To: Social Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Approval of Minutes

RECOMMENDATION

Approve the Minutes of the Regular Meeting of May 2, 2023.

BACKGROUND

None.

DISCUSSION

Staff prepared draft minutes and hereby submits the Minutes for Commission approval.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

- A. Minutes of the Regular Meeting of May 2, 2023

**MINUTES
CITY OF WHITTIER
SOCIAL SERVICES COMMISSION
SPECIAL MEETING
WHITTIER CITY HALL, 13230 PENN STREET
MAY 2, 2023 – 6:30 P.M.**

1. CALL TO ORDER:

The regular meeting of the Social Services Commission was called to order at 6:34 p.m. on May 2, 2023.

2. ROLL CALL

PRESENT: Carlos Illingworth, Commissioner
Kathleen McDonnell, Commissioner
Irene Muro, Chair

ABSENT: Jose Luevano, Vice-Chair

STAFF PRESENT:

Virginia Santana, Director of Parks, Recreation, and Community Services
Erin Hamilton, Community Services Manager
Margo Diamond, Management Analyst I
Justin Steele, Community Services Supervisor
Brooke Simon, Community Services Supervisor
Art Carrasco, Community Services Coordinator
Robert Landis, Community Services Coordinator
Roxanne Gonzalez, Administrative Secretary
Janet Rivera, Information and Referral Specialist

3. PLEDGE OF ALLEGIANCE

Secretary Santana led the Pledge of Allegiance.

4. PRESENTATION – YOUTH SERVICES AND SPECIAL EVENTS

YOUTH SERVICES DIVISION

Secretary Santana introduced Community Services Supervisor Steele and Community Services Coordinator Carrasco, who oversee the Youth Services Division and Adaptive Recreation programming. Supervisor Steele and Coordinator Carrasco shared their background and the programming offered by the Youth Services and Adaptive Recreation Division.

SPECIAL EVENTS

Secretary Santana introduced Community Services Supervisor Simon and Community Services Coordinator Landis, who oversee Special Events and the Parnell Park Activity Center. As a team, they manage Parnell Park Senior and Activity Center,

which hosts city activities, classes, senior programming, voting polls, events, and rentals for various special events. Coordinator Landis discussed Rec and Read, a collaborative program led alongside the Library, the variety of special events and miscellaneous events they coordinate, such as Arbor Day, Eggstravaganza, 4th of July, Summer Concerts, Keep Whittier Prettier, Public Safety Expo, Movie in the Park, and ribbon cuttings.

5. PUBLIC COMMENTS

There were no public comments.

6. STAFF REPORTS

6. A. Approval of Minutes

It was moved by Commissioner Illingworth, seconded by Commissioner McDonnell, and carried by 3-0 vote to approve the regular meeting minutes of April 4, 2023, with corrections.

6. B. Information and Referral Reports

Information and Referral Specialist Rivera stated 210 calls were received in April. She added that we continued to receive tax calls due to the extended deadline of October. City and county services and adult protective services calls were high this month. There were fewer calls regarding utilities this month. Housing and transportation calls continue. Homebound COVID vaccination calls also continue to be received. Commissioner McDonnell asked if our department goes to homes to administer the COVID-19 vaccination. Specialist Rivera stated no, the LA County Department of Health sends people to administer the COVID-19 Vaccination. You are able to make an appointment when you call, and whoever is in the home can get the vaccination as well. Chair Muro asked how organizations get on the referral list. Specialist Rivera responded that the agency would have to come or send an email to staff.

It was moved by Commissioner McDonnell, seconded by Commissioner Illingworth, and carried by a 3-0 vote to receive and file the information and referral report for April 2023.

6. C. Social Services Grant Funding Program

Secretary Santana asked for the Commission's recommendations on the proposed rubric and guidelines.

Proposed Guidelines:

- One application per agency, maximum funding request not to exceed \$40,000, agencies receiving City funding (i.e., CDBG, Low/Moderate Housing Authority funds, and/or rental subsidies) are not eligible to apply.

- The application must be submitted by the deadline.
- Late applications will not be considered.
- Must attend a pre-submission meeting.

Secretary Santana stated that having a maximum request may allow the Commission to fund more agencies. She continued that a pre-submission meeting would let us help agencies with their questions. Commissioner McDonnell asked if the suggested guidelines would prevent agencies receiving CDBG and Low Mod Funding from requesting funding via the Social Services Grant Funding Program. Secretary Santana responded yes. Chair Muro asked if there is a separate process to apply for the CDBG and Low Mod funds. Secretary Santana stated there is a separate process to apply for and receive CDBG and Low Mod Funds, which the Community Development Department manages. Chair Muro asked if we could receive a report on the process for receiving CDBG and Low Mod Fund. She asked would agencies that receive home monies be ineligible to apply for funding. Chair Muro added that the home monies are not listed, but spending carries covenants with properties that are 55 years or older. She also asked if agencies are ineligible to apply for funding under the Social Service Grant Funding the year they receive funding or if it stays on the books, they can no longer apply. Secretary Santana responded that they would only be ineligible to apply for Social Services Grant Funding if they received the funding listed above in the same Fiscal Year. She added that CDBG and Low Mod funds are preassigned.

Chair Muro asked if an agency were to deny CDBG funding for an opportunity to receive \$40,000 by applying for Social Services Funding Program, what impact would that have on City goals, objectives, and plans for spending those monies? Commissioner Illingworth stated he is open to the guidelines proposed but suggested fostering more collaboration between agencies if funding sources will be limited. Commissioner McDonnell asked whether Council has predetermined who will receive CDBG and Low Mod funding and if the Commission will receive CDBG, Low Mod, and Social Services Grant program applications simultaneously. Secretary Santana stated that CDBG and Low Mod funding recipients are predetermined. However, she added that it is still unclear whether the Commission will review CDBG and Low Mod funding applications alongside Social Services funding applications because Community Development oversees the CDBG and Low Mod funding.

Commissioner McDonnell and Chair Muro stated they might not have the authority to review CDBG and Low Mod funding because it derives from federal funding. Chair Muro noted that the RFP or RFQ should include a list of agencies receiving CDBG and Low Mod funding to inform them they'd be ineligible for Social Services Grant funding. She added that we need to understand what the Commission has authority over, what information the Commission will need to make informed decisions, and what staff needs in terms of clarity to effectively communicate with nonprofit agencies looking at how to utilize funds for their agency.

Commissioner Illingworth stated that staff should explore the guidelines and added that the Commission would need further information to provide recommendations for funding purposes. He asked what staff needs from the Commission regarding the proposed guidelines. Secretary Santana stated we need recommendations from the Commission regarding the guidelines, which can be changed before proposed to Council. Chair Muro asked if staff applied the third guideline for the current funding period and whether staff can contact those agencies. She voiced concern regarding the third guideline affecting the agencies receiving other financial help from the City. Secretary Santana stated that Council directed staff to list agencies receiving CDBG and Low Mod funds when reviewing applications, a second time. Commissioner McDonnell would like to consider other City funding assistance programs. She wants to avoid agencies providing vital services, having to choose where to receive funding. Secretary Santana suggested including a question on the application to see which agencies are receiving funding listed under the third guideline. She added that we would remove and include the third guideline as a question in the application.

Chair Muro asked if Council considered including a range. Secretary Santana stated that staff recommended the maximum request be set at \$40,000 to help the Commission fund more agencies, and added that Council is open to a revised process. Chair Muro asked if there is a specific percentage the City would want to fund a project. Secretary Santana stated that traditionally the Commission recommended funding based on the needs of the agencies. Commissioner Illingworth commented that he likes the rubric and suggested exploring funding tiers. Commissioner McDonnell asked if there would be two focus groups or just one. Secretary Santana stated that there would only be one group. Chair Muro asked how many agencies who received funding scored 25 under “agencies serving Whittier exclusively” on the rubric. Commissioner McDonnell stated that many agencies serve many communities. However, funding received by the City is used only for Whittier residents, like Interfaith Food Center, which is no longer based in Whittier and serves a significant amount of the Whittier population. She asked if not serving only the Whittier community would disqualify them from receiving funding or receiving those points 25. Chair Muro stated that the agency that does not exclusively serve the Whittier Community would not receive the full 25 points.

Commissioner McDonnell stated that agencies could submit reports disclosing how much of the Whittier community they served and would like to see how effectively funds were previously used to serve the Whittier population. Secretary Santana added that staff would present agency reports disclosing how much of the Whittier community they served before the next round of funding. Commissioner McDonnell commented that she would like time to review the material before providing further feedback.

Secretary Santana stated we could send the report to the Commission for review. She added that Council also directed staff to return with a different mechanism to disperse funds.

It was moved by Commissioner McDonnell, seconded by Commissioner Illingworth, and carried by a 3-0 vote to continue discussion.

7. SECRETARY'S COMMENTS

No secretary comments.

8. COMMISSIONERS' COMMENTS

Commissioner Illingworth stated great staff report and thank you for all the work staff is doing to prepare for the upcoming grant funding period.

Chair Muro thanked staff for the wonderful volunteer event and was excited to be a part of that.

9. ADJOURNMENT

The meeting was adjourned at 8:24 p.m.

Approved and adopted by the Social Services Commission on _____.

Virginia Santana, Secretary



Agenda Report

Social Services Commission

Date: June 6, 2023

To: Social Services Commission

From: Virginia Santana, Director of Parks, Recreation and Community Services

Subject: Information and Referral Reports

RECOMMENDATION

Receive and file the Information and Referral Report for May 2023.

BACKGROUND

None.

DISCUSSION

Staff prepared the Information and Referral report and hereby submits the report for Commission's review. The report will provide a summary of the calls for service, the information presented, and a summary of any local events or trainings offered to residents (Attachment A).

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. I & R Report – May 2023

I & R Summary Report May 2023

In the month of April 2023, we received a total of 221 calls. High incoming calls Dial-A-Ride. Continued to get calls for senior housing and services provided by the city and county. Received an increase of calls requesting food assistance.

Senior Transportation: (32.13%)

- City and County Dial-A-Ride
- New Freedom Transportation
- ACCESS
- Health Plan (Some offer transportation for medical appointments only)

City/County Services: (9.95%)

- CalFresh (DPSS and Community Resource Center)
- Rental assistance (DPSS and Housing Rights Center)
- Adult Protective Services (APS)
- Housing Rights Center
- Shelter (First Day and Salvation Army)

Benefits: (22.62%)

- CalFresh (DPSS and Community Resource Center)
- Social Security Administration
- Senior Services (SASSFA and IHSS)

Housing: (16.74%)

- Los Angeles Community Development Authority (LACDA)
- LINC Housing (Seniors)
- TSA Properties (Seniors and Families)
- Safe Home Program (Adult Protective Services-APS)
- Housing Rights Center (HRC) Rental Directory

Legal: (5.88%)

- Legal Aid Foundation of Los Angeles
- Bet Tzedek
- Community Legal Aid So Cal
- Community Resource Center (Family Law)



Agenda Report

Social Services Commission

Date: June 6, 2023

To: Social Services Commission

From: Virginia Santana, Director of Parks, Recreation, and Community Services

Subject: Social Services Grant Funding Guidelines and Rubric

RECOMMENDATION

Discuss and recommend changes to the Social Services Grant Funding Guidelines and Rubric.

BACKGROUND

The City of Whittier has consistently shown its commitment to supporting local nonprofit agencies and providing resources to the community through the annual Social Services Grant Funding process. In the adopted budget, \$176,516 from the General Fund has been allocated to financially support local social service projects. Each year, the Social Services Commission reviews applications and offers recommendations to the City Council for the distribution of these funds. The Grant Program is announced through press releases and mailings, inviting interested agencies to participate. In recent years, the primary focus of the criteria has been on agencies that assist individuals experiencing homelessness, with an emphasis on providing housing and addressing the needs of families.

DISCUSSION

The Social Services Commission will continue review of the Social Services Grant Funding Guidelines and Rubric and make recommendations for City Council's consideration.

FISCAL IMPACT

There is no fiscal impact associated with this report.

STRATEGIC PLANNING GOAL

Goal 4: Transparent & Open Government

ATTACHMENTS

A. Guidelines and Rubric

Social Services Non-Profit Agency Grant Funding Guidelines:

Who can apply?

Available to non-profit agencies serving City of Whittier residents.

Only one application per agency.

Maximum funding request not to exceed \$40,000.

Agencies receiving other City of Whittier funding, i.e., CDBG, Low/Moderate Housing Authority funds, and/or rental subsidies, will have these amounts included in total funding; maximum funding will not exceed \$40,000.

An application must be submitted by the deadline. Late applications will not be considered. Additional materials submitted but not required will not be considered nor returned.

Must attend a pre-submission meeting.

Funding Grading Rubric

Questions 1 - 3	0 Points	1-3 points	4-6 points	7-9 points	10 points	Max Points
The application is complete, with additional documents included.	Application is incomplete; spelling or math errors are evident; there are missing documents.				Application is well-researched and thought out; there are no errors or missing information. All documents submitted.	10
The Agency attended the mandatory Grant preparation meeting	The agency was not in attendance at the meeting.				The agency attended the meeting.	10
Demonstrated a need for the project	Has no description or does not clearly define the need for a project.	Includes a short description of the project.	Includes adequate description of the project.	Includes adequate description of the project. Supporting information included.	Includes a thorough description of the project. Supporting information included.	10
Questions 4 - 5	0 -2 Points	3-6 points	7-9 points	10-12 points	13-15 points	Max Points
A comprehensive budget and funding source plan was included	No budget documents and/or funding plan included.	A basic project budget is included. Missing funding source plan.	The comprehensive budget is attached. An adequate funding source plan was submitted.	A comprehensive budget and detailed funding source plan were included.	A substantial comprehensive budget & well-thought-out funding plan is included.	15
Program demonstrates variety of funding sources and/or in-kind collaboration/Fundraising	Agency reports no other funding or efforts for fundraising/collaboration	Agency states plans for additional funding but provides no specifics or dollar amounts	Agency states additional funding with specifics but provides no dollar amounts		Agency demonstrates extensive funding streams, and dollar amounts	15
Provided project goals and objectives with measurable outcomes	Method of measurement(s) is not clearly described; degree of change has no significance; number served very low.	Method of measurement(s) is vaguely described; degree of change has little significance; number served low.	Method of measurement(s) is partially described; degree of change is somewhat significant; number served is moderate.	Method of measurement(s) is moderately described; degree of change is significant; number served is high.	Method of measurement(s) is clearly described; degree of change is greatly significant; number served is very high.	15
Question 6-7	0-5 points	6-10 points	11-15 points	16-24 Points	25 points	Max Points
What percentage of Whittier residents does the agency serve?	Serves 50% or less	Serves 50% or higher	Serves 60% or higher.	Serves 70% or higher.	Serves 80% or higher	25
Total						100

Current Questions:

1. Agency Name
2. Agency Address
3. Agency Website
4. Agency's Contact Name
5. Contact Title
6. Contact Email
7. Contact Phone No.
8. Heady of Agency's Name & Title
9. Do you provide services to the Homeless Community in the City of Whittier?
10. Do you provide services to help families or individuals that are at risk or that are food insecure, in the City of Whittier?
11. Based upon the previous questions: Are you applying for Focus Group #1: available to non-profit organizations who serve our Whittier homeless community, Whittier families/individuals at risk, and/or Whittier families/individuals that are food insecure; or Focus Group #2: available to non-profit organizations who serve our Whittier residents with social service needs other than those described in #1?
12. Agency's Mission Statement Summary
13. How long has your agency been in operation?
14. Geographical area(s) your agency services? (Please indicate City of Whittier, Unincorporated Whittier, and LA County as separate areas).
15. Non-profit status – 501(c)3 Or 501(c)6
16. Has your agency received any kind of support services or grants from the City of Whittier in the past?

17. If yes, please list the year(s) and dollar amount(s) of previous successful grant funds with the City of Whittier.
18. Indicate which, if any, support services your agency receives from the City of Whittier. – CDBG, Low/Mod Housing Funds, Reduced Rent, Other
19. Describe current collaborations with other agencies. (write N/A if none).
20. Title of your proposed project for 2022/23 FY
21. How much are you requesting for this project? (in dollars)
22. Total cost of your project? (in dollars)
23. What is your local match for the grant?
 - None (We are requesting the full cost of the project)
 - 1-10% (We are adding up to 10% of our own funds to the total cost of the project)
 - 11-25% (We are adding 11-25% of our own funds to the total cost of the project)
 - 26-50% (We are adding 26-50% of our own funds to the total cost of the project)
 - 51-75% (We are adding 51-75% of our own funds to the total cost of the project)
 - 76-99% (We are adding 76-99% of our own funds to the total cost of the project)
24. Have you applied to other funding sources to help with this project?
25. If yes, list other funding sources you have applied for or received, and the corresponding dollar amounts for this project.
26. List your current funding sources and any in-kind services that are applicable to your grant application.
27. List what other avenues of revenue or what other types of financial support your agency has or will use to sustain your project.
28. Briefly describe the project.
29. How did your agency identify the need for this project?
30. Briefly describe the goals and objectives of the project.
31. Please describe who will be served.
 - Children up to 18years of age

- People with learning disabilities
- People with physical disabilities
- People with mental health problems
- People with substance abuse problems
- Senior
- Low income families/individuals
- Homeless
- Youth 18-24 years of age
- Families at risk
- Food Insecure

32. How many City of Whittier residents will be served by this project?

- 1-10 residents
- 11-25 residents
- 26-50 residents
- 51-75 residents
- 76-100 residents
- 100-200 residents
- 200+ residents

33. What percentage of the total participants for this project will be City of Whittier residents?

- 100%
- 70-99%
- 50-69%
- Less than 50%

34. If your grant request is only partially funded through this application process, will the program still be offered?

35. Please describe how the project will be evaluated to measurable goals?

Upload all supporting documents in the following section, including:

36. Proof of Non-profit status - 501(c)3 or 501(c)6
37. List of Board of Directors - Must include their city of residence and/or business.
38. Previous year's IRS Form 990
39. Current Annual Operating Budget
40. Project Budget
41. Two positive success stories from your agency in the past year.