



HUMAN SERVICES COMMISSION SPECIAL MEETING AGENDA

Wednesday, March 20, 2024

6 p.m.

City Council Chamber - 200 Old Bernal Avenue, Pleasanton, CA

Commissioner Kirstin Litz teleconference location:

11010 W 29th Ave

Lakewood, CO 80215

Meetings are held in-person and via video/teleconference

<https://www.youtube.com/user/TheCityofPleasanton>

Public participation: It is requested that members of the public wishing to address the Human Services Commission submit a speaker card. When public comment is opened on an agenda item, individuals may speak once per agenda item.

In-Person at the City Council Chamber:

- Submit a physical speaker card to the clerk at the meeting. When your name is called, please provide a comment at the podium.

OR

Virtual via Zoom:

- Submit an electronic speaker card in advance of the meeting at <https://forms.cityofpleasantonca.gov/f/HumanSvcsCommissionSpeakerCard>
- Use the “raise hand” function when public comment is opened on the agenda item. You will be unmuted when your name is called and re-muted after the allotted time. To raise your hand, click the “raise hand” button or *9 on your telephone. To unmute your phone, press *6.
- Join the meeting using this URL: Please click the link below to join the webinar: <https://cityofpleasanton.zoom.us/j/84002520666>
- Join by phone +1(669) 444-9171 or +1(253) 215-8782. When prompted: Enter Webinar ID 840 0252 0666

CALL TO ORDER

- Pledge of Allegiance
- Roll Call

MEETING OPEN TO THE PUBLIC

1. Public Comment from the audience regarding items not listed on the agenda. Speakers are encouraged to limit comments to three minutes.

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

2. Review and Provide Comments on Proposed Updates to the Human Services Commission Duties

ADJOURNMENT

NEXT MEETING: April 3, 2024 – 7 p.m.

Notice

Under Government Code §54957.5, any writings/documents regarding an open session item on this agenda provided to a majority of the Commission after distribution of the agenda packet are available for public inspection at the Recreation Division office, 400 Old Bernal Avenue, Pleasanton.

Accessible Public Meetings

The City of Pleasanton can provide special assistance for persons with disabilities to participate in public meetings. To request a disability-related modification or accommodation (e.g., an assistive listening device, please contact the Library and Recreation Department at 200 Old Bernal Avenue, Pleasanton, CA 94566 or (925) 931-5340 at the earliest possible time. If you need sign language assistance, please provide at least two working days' notice before the meeting.

March 20, 2024
Item 2

**TITLE: REVIEW AND PROVIDE COMMENTS ON PROPOSED UPDATES TO THE
HUMAN SERVICES COMMISSION DUTIES**

SUMMARY

Evaluation of the City's Commission and Committee structure is included in the FY 2023/24 - FY 2027/28 ONE Pleasanton Strategic Plan goal of *Optimizing Our Organization* as part of a strategy to evaluate and enhance community engagement opportunities. To better align with the City's organizational structure, streamline opportunities for community input and engagement, and increase efficiency for the commission and committee members as well as supporting staff members, the City Council voted to create an ad-hoc subcommittee to discuss commission and committee restructure and bring recommendations forward for consideration.

On February 20, 2024, the City Council voted to modify the number of meetings and the number of commissioners on the Human Services Commission. City Council also asked that staff recommend updates to commission duties to improve clarity and foster enhanced engagement and purpose.

RECOMMENDATION

Review and provide direction on proposed updates to the Human Services Commission duties.

BACKGROUND

Section 2.28.020 of Pleasanton's municipal code outlines the duties of the Human Services Commission.

Duties.

A.

The commission shall be responsible for advising the city council on both the human service needs of the community and the methods for meeting these needs. Particular emphasis shall be given to the human services needs of the socially and economically disadvantaged, the elderly and the youth of the community.

B.

The duties of the commission shall include the following:

1. Identify and prioritize the human service needs of the community

2. Develop and recommend to the city council specific programs and/or actions designed to meet the identified human service needs of the community and evaluate the success of the programs and/or the actions undertaken
3. Identify and be informed of programs providing human services to the community, their purpose, the type and nature of services they provide, and the effectiveness of their services
4. Review and evaluate requests from human service providers for financial assistance, endorsements, and other types of assistance; make recommendations to the city council regarding such requests
5. Develop and recommend actions designed to coordinate the delivery of human services within and to the community
6. Represent the city and/or serve as liaisons with governing boards of public and private human service agencies/programs of interest to the community
7. Inform and advise the city council concerning actions by federal, state and other public or private human service agencies of interest to the city.

(Ord. 1819 § 1, 2001)

Many of the duties outlined in the existing code are overly vague. This lack of clarity leads to confusion regarding what is staff work, what is commission work, and what is the work of the City Council.

DISCUSSION

To align duties throughout the commissions, staff liaisons from the Parks and Recreation, Human Services, Civic Arts, and Library Commissions reviewed the duties of all commissions. The proposed duties for your review and comment provide for alignment in scope and purview for the four commissions, while allowing for subject-matter specificity on each commission.

Below are the proposed Human Services Commission duties:

1. Develop a commission workplan to be provided to the City Council for consideration during the budget process. The workplan should be based on the goals and strategies outlined in the ONE Pleasanton Strategic Plan as well as the role of the commission
2. Review and recommend policies to the City Council related to the human service needs of the community. Emphasis will be given to the human services needs of the socially and economically disadvantaged, the elderly, and youth
3. Review and advise city staff on programs and service plans related to human service needs of the community and provide feedback on the evaluation metrics at workplan's completion
4. Advise the City Council on services and capital projects related to the Eastern Alameda County Human Services Needs Assessment

5. As community leaders, solicit human service needs and related feedback from the community and advocate for those community needs
6. Review and evaluate requests from human service providers for financial assistance, endorsements, grants, and other types of assistance; make recommendations to the City Council regarding such requests
7. Serve as liaison between the city and other regional human service providers, including, but not limited to, local municipalities, local nonprofits, Alameda County, state, and national agencies.

Commission Workplan

To ensure that commissions and committees are working in concert with the City Council toward identified community goals, each commission and committee will submit a workplan to the City Council. In coordination with the staff liaison, these workplans should advance the ONE Pleasanton strategic plan goals and strategies and would be developed concurrently with the City's 2-year budget process and then be submitted to the City Council. Given how the implementation of the workplan progresses, it may be updated concurrently with the mid-term budget process. This annual workplan process would be incorporated into the enacting legislation for each commission and committee and would be memorialized in the Commissioners Handbook on its next revision.

Human Services Related Policy Recommendation to City Council

As subject-matter experts related to local human services, commissioners offer valuable advice to the City Council on policies and plans related to human services. Reviewing, updating, and identifying a city and region-specific human service needs is an essential role of the commission.

Review and Advise City Staff on Programs and Services

As liaisons to the broader community, Human Services Commissioners bring valuable community insight to advise staff on human service programs and plans that meet the needs and interests of our diverse community. This is done both through reviewing the program and service plans on the front end and by reviewing the evaluation metrics on the back end to improve future program and service planning.

Advise the City Council on Services and Capital Projects Related to Human Services

As both liaisons to the broader community and subject-matter experts on human services, commission insight on future capital projects and programs in this area is essential.

Solicit Community Feedback and Advocate for Community Needs

As liaisons between the staff, City Council, and the community, Human Services Commissioners are in a unique place to hear from the community. In this role, commissioners would seek the input of community members as related to human services programs and services and share that information back to staff to assist in continual improvement efforts. Also, commissioners would serve to champion human services within the community by sharing information about programs and services.

Evaluate Requests from Human Service Providers

As needed, evaluate financial and non-financial assistance requests from existing and potential human service providers and make recommendations to the City Council.

Serve as Liaison to Outside Agencies

In this role, commissioners could connect with regional human service providers including but not limited to, local municipalities, local nonprofits, Alameda County, state and national agencies to expand opportunities and networks for commissioners within the human services field.

EQUITY AND SUSTAINABILITY

This action does not have an equity or sustainability component.

OUTREACH

To receive feedback from commissioners ahead of City Council review and adoption, staff is bringing this item to the Human Services Commission for review.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan

- *Optimizing Our Organization*, Strategy 4 - Evaluate the organization's structure of community engagement opportunities (such as commissions and committees, and citizens' academy) to improve information sharing, optimize staff efficiency, and provide greater service to the community.

FISCAL IMPACT

There is no financial impact associated with this item.

Submitted by:

Jay Ingram



Recreation Manager