

HUMAN SERVICES COMMISSION

CITY OF WEST HOLLYWOOD

MINUTES

TUESDAY, SEPTEMBER 9, 2025

PLUMMER PARK - ROOMS 5 & 6

7377 SANTA MONICA BOULEVARD

6:00 PM

1. **CALL TO ORDER:** Chair Adolphson called the meeting to order at 6:00 pm and read the Land Acknowledgement.

ROLL CALL

A. ROLL CALL

PRESENT: Commissioner Borelli

Commissioner Eyres

Commissioner Steele

Commissioner Wyville

Vice-Chair Williams

Chair Adolphson

ABSENT: Commissioner Palmieri

ALSO Teree Carter, Human Services Manager

PRESENT: Francisco Gomez, Acting Strategic Initiatives Supervisor

Jenny Ivanova, Strategic Initiatives Specialist

David Michael De Guzman, Human Services Specialist

Amy Valdepeña, Commission Secretary, Human Services Specialist

A. PLEDGE OF ALLEGIANCE: Chair Adolphson led the Pledge of Allegiance.

B. APPROVAL OF AGENDA

The Human Services Commission is requested to approve the meeting agenda for September 9, 2025.

ACTION: Approved the Agenda as amended on Tuesday, September 9, 2025, motion by Commissioner Borelli, seconded by Commissioner Eyres, and approved by roll call vote.

C. APPROVAL OF MINUTES

The Human Services Commission is requested to approve the minutes of the July 22, 2025, Human Services Commission meeting.

ACTION: Approved the amended minutes of Tuesday, July 22, 2025, motion by Commissioner Wyville, seconded by Commissioner Steel, and approved by roll call vote.

D. PUBLIC COMMENT

CAROLINA LYNN (HOLLYWOOD, LGBT CENTER SENIOR SERVICES) Provided an overview of programs and services.

STEPHEN POST (PUBLIC SAFETY COMMISSIONER)

Introduced himself as liaison to the Human Services Commission from the Public Safety Commission.

MART (TRIANGLE SQUARE APARTMENTS) Requested City support for ADA accommodations.

YOLA DORE (WEST HOLLYWOOD, DISABILITIES ADVISORY BOARD) Shared that October is National Disabilities Awareness Month and invited commissioners to upcoming events.

2. **CONSENT CALENDAR: None.**

3. **PUBLIC HEARING: None.**

4. **UNFINISHED BUSINESS:**

A. **[UPDATE ON THE HOLLOWAY INTERIM HOUSING PROGRAM](#)**

The Human Services Commission received an update and presentation from Francisco Gomez on the Holloway Interim Housing Program.

The Commission expressed enthusiasm about seeing the program come to life. Commissioners also raised several questions, including clarification on the definition of “adult” for eligibility, whether additional support will be available for individuals with higher needs, how accommodations will be managed for participants with pets, and which health service linkages will be coordinated with partners.

ACTION: Received and discussed.

B. REVIEW OF THE SOCIAL SERVICES RFP PROCESS AND COMMISSION INPUT

The Human Services Commission received an update from Derek Murray on the City’s most recent Social Services Request for Proposals (RFP) process for the 2025–2028 cycle.

Commissioners thanked staff for a smooth, well-organized process and held a robust discussion on their experiences of the program as well as opportunities for changes to the process. Feedback from Commissioners included the following thematic areas and specific points:

- **Process & Calendar:** Add an RFP orientation, provide budget parameters before the first hearing, consider earlier start times for meetings, set 2-minute limit to individual public comments at the initial hearing. There was discussion in

support of both holding and cancelling a regular meeting in August following the heavy spring/summer calendar.

- **Materials & Review:** Replace the bound hard copy book with a user-friendly format (e.g., 3-ring binder, digital copies), include a summary matrix (e.g., category, prior funding, agency funding request, staff recommendation, etc.), require evidence of success/outcomes, add brief “why recommended / why not” notes section.
- **Reporting to Council:** Expand information shared with City Council regarding Commission agency and funding recommendations, including, when applicable, points of similarity and/or difference with staff.
- **Provider Communications:** Ensure notifications to all providers about motions affecting funding decisions.
- **Community & Program Focus:** Coordinate harm-reduction outreach on Sunset (on-site briefings, business engagement, Chamber partnership), attend to animal-related community needs noted by residents/partners.
- **Fiscal Consideration:** Revisit COLA assumptions considering inflation.

ACTION: Received and discussed.

5. NEW BUSINESS:

A. ELECTION OF CHAIR AND VICE CHAIR (TABLED)

The Human Services Commission will elect a Chair and Vice Chair for the term ending in November 2026 in an election conducted by Melissa Crowder, City Clerk with the City of West Hollywood.

ACTION: This item was tabled to the meeting on Tuesday, November 18, 2025.

6. EXCLUDED CONSENT

7. ITEMS FROM STAFF

Staff reported on the history and process for the Paul Andrew Stark Warrior Awards; provided an update on the City's contracts for supporting community members, employees, and families impacted by immigration enforcement activities; and announced a provider orientation on 9/17/25 for the Social Services Contracts providers. In early November, the City is planning a community provider open house and volunteer drive to showcase services and recruit volunteers. Staff shared that the Homeless Concern Line is now answered live 24/7 by the Care Team; shared resources provided by the City's Communications Department, which included Know Your Rights – Information is Power flyers and postcards and Emergency Preparedness postcards. The DAB Disabilities Health and Wellness Fair will take place at Plummer Park on October 9, 2025, from 11:00 am to 3:00 pm.

ACTION: Chair Adolphson made a motion to agendize the Paul Starke Awards to the October meeting, and to carry it forward as unfinished business at the November meeting. The motion was seconded by Vice Chair Williams and approved by roll call vote.

8. **PUBLIC COMMENT**

STEPHEN POST (PUBLIC SAFETY COMMISSIONER) Announced upcoming CERT training November 4, 6, 13, 18, 20, and 25.

JARED HARRISON – Supported funding for Capital Drugs’ PrEP Navigator Program.

9. **ITEMS FROM COMMISSIONERS**

COMMISSIONER EYRES – Provided attendance reports. Suggested shuttles/golf carts during large events like PRIDE to improve accessibility. Requested staff updates on the updates to the Homeless Initiative and CARE Courts.

COMMISSIONER BORELLI - Noted that LA LGBT Center Senior Services were funded last year, clarified Commission recommendations re: Capital Drugs, and noted prior Paul Stark Warrior Award recipients.

VICE-CHAIR WILLIAMS – Provided attendance reports. She noted safety concerns at recent public events, cautioned about Artificial Intelligence, and suggested a future discussion on AI and mental health.

COMMISSIONER STEELE – Provided attendance reports. Noted safety concerns at recent public events, ongoing immigration developments, and noted hate-crime trends. Suggested organizing volunteer days with City-funded providers.

Commissioner WYVILLE - Requested an email recap of Staff updates.

CHAIR ADOLPHSON – Thanked everyone for a productive meeting.

10. **ADJOURNMENT**

The Human Services Commission adjourned in memory of John Mulcrone at 7:43 pm to its next Regular Meeting on Tuesday, October 14, 2025, at 6:00 pm at Plummer Park Community Center Rooms 5 & 6.

Notice: Written materials distributed to the Human Services Commission within 72 hours of this meeting are available for public inspection immediately upon distribution at the Department of Human Services and Rent Stabilization, 8300 Santa Monica Boulevard, West Hollywood, California, 90069, during normal business hours. They will also be available for inspection at the staff liaison's table during the Commission meeting.


APPROVED BY A MOTION OF THE HUMAN SERVICES COMMISSION ON THIS 14th
DAY OF OCTOBER 2025.

Signed by:

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SARAH ADOLPHSON,
CHAIRPERSON

ATTEST:

Signed by:

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STAFF LIAISON

A copy of the audio recording of this meeting can be obtained from the City Clerk's office upon request.

(Disclaimer: Staff records the meetings for the sole purpose of composing the official meeting minutes; therefore, the recordings are not of commercial quality.)