

**HUMAN SERVICES COMMISSION
CITY OF WEST HOLLYWOOD
MINUTES
TUESDAY, DECEMBER 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.

A. ROLL CALL:

PRESENT: Commissioner Borelli
Commissioner Eyres
Commissioner Palmieri
Commissioner Steele
Commissioner Wyville
Vice-Chair Williams
Chair Adolphson

ABSENT:

ALSO Teree Carter, Human Services Manager

PRESENT: Derek Murray, Social Services Supervisor
Katherine Fierro, Social 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 December 9, 2025.

ACTION: Approved the Agenda on December 9, 2025, as amended, motion by Commissioner Steele, seconded by Commissioner Wyville, and approved by roll call vote.

C. APPROVAL OF MINUTES

The Human Services Commission is requested to approve the minutes of the November 18, 2025, Human Services Commission meeting.

ACTION: Approved the minutes of November 18, 2025, as amended, motion by Commissioner Borelli, seconded by Commissioner Eyres, and approved by roll call vote with one abstention by Chair Adolphson.

D. PUBLIC COMMENT

YOLA DORE, WEST HOLLYWOOD - The Disability Advisory Board (DAB) liaison thanked the Commission for the outstanding services they have provided to the disability community and to staff and wished everyone a happy holiday season.

RENEE SOTILE, WEST HOLLYWOOD & MJ GODGES, WEST HOLLYWOOD - Volunteers with the Community Cats TNR program shared an update on the program's expansion. They voiced support for partnering with LuxPaws and Bobby's Street Cats to provide transitional care and low-cost veterinary services, which would strengthen support for both community cats and residents.

JOE GREEN, WEST HOLLYWOOD - Raised concern about insufficient wildfire response for vulnerable communities on the city's east side. He noted upcoming HIV-related votes and community meetings and invited anyone interested to learn more about the Red Cross.

2. CONSENT CALENDAR: None.

3. PUBLIC HEARING: None.

4. UNFINISHED BUSINESS:

A. HUMAN SERVICES COMMISSION MEETING DATES 2026

The Human Services Commission received the schedule of meeting dates, times, and locations for 2026.

ACTION: Approval of the 2026 meeting dates for the Human Services Commission was motioned by Commissioner Eyres, seconded by Commissioner Wyville, and approved by roll call vote, noting the absence of Commissioner Steele and the no vote from Vice-Chair Williams.

5. **NEW BUSINESS:**

A. ELECTION OF CHAIR AND VICE CHAIR

The Human Services Commission conducted nominations and elections for a new Chair and Vice Chair. City Clerk Melissa Crowder led the process and informed the Commission that each leadership term is one year and may not be served for more than one consecutive term.

ACTION: Commissioner Steele nominated Vice Chair Williams for Chair, the motion passed with a 6–1 vote, with Commissioner Palmieri voting no.

Commissioner Eyres nominated Commissioner Borelli, and the motion passed unanimously, 7–0.

B. COMMISSION AND ADVISORY BOARD LIAISON ASSIGNMENTS

The Human Services Commission reviewed and updated its Commission and Advisory Board liaison assignments.

Vice Chair Williams volunteered to serve as liaison to the Arts and Cultural Affairs Commission and will remain on the Social Justice Advisory Board.

Chair Adolphson was removed from the Business License Commission and will continue serving on the Public Safety Commission.

Commissioner Wyville will remain the alternate for the Public Safety Commission and the liaison for the Rent Stabilization Commission.

Commissioner Borelli will continue as the liaison to the Disability Advisory Board and has been removed as the alternate to the Older Adult Advisory Board.

Commissioner Eyres will remain the liaison to the Older Adult Advisory Board, Transgender Advisory Board, and Women’s Advisory Board, continue as the alternate to the Disability Advisory Board, and was removed from the Planning Commission.

Commissioner Palmieri was removed from the LGBTQ+ Commission and recommended Commissioner Steele accept that role if interested.

ACTION: Liaison assignments were discussed, updated, and filed.

C. INTRODUCTION TO THE COMMUNITY HEALTH HUB PILOT AND REQUEST FOR COMMISSION INPUT

The Human Services Commission received an overview of the City's proposed Community Health Hub vending machine pilot program, which will return to City Council on January 20, 2026. Teree Carter explained that the program expands the City's harm-reduction efforts by providing 24/7 access to free health and safety supplies and connecting users to local service providers. She noted that Phase 1 placements are recommended at the West Hollywood Park five-story parking structure and The Abbey. These locations were selected for visibility, safety, and accessibility.

Public Comment:

RENEE SOTILE, WEST HOLLYWOOD - Urged the City to include menstrual products, tampons and pads in the Health Hubs, noting their cost and the ongoing need for accessible supplies.

JOE GREEN, WEST HOLLYWOOD - Recommended adding socks to the supply list, sharing that they are one of the most requested items in the "blessing bags" his church distributes.

Question: *Does the proposed item list strike the right balance of harm-reduction, health, and wellness supplies? Should anything be added or removed?*

Commissioner Feedback:

Commissioners supported the overall item list and appreciated the inclusion of menstrual products and wellness essentials. They requested monitoring of item usage, especially dental dams, which has been in low demand and asked about restocking frequency and safeguards to prevent overuse or misuse. Staff noted electronic tracking and item limits can be applied. Additional suggested items included non-alcohol mouthwash, dry shampoo, combs, and ongoing inclusion of cup covers. Staff clarified the hubs expand access by offering supplies 24/7 and do not duplicate existing harm-reduction services.

Question: *What strategies would help reduce stigma and reinforce that the community health hubs are for everyone? Are there communication approaches that would build trust and increase utilization?*

Commissioner Feedback:

Commissioners emphasized clear, welcoming branding and recommended bright, inviting design with the word "FREE" prominently displayed. They stressed the importance of keeping machines clean, well-

maintained, and fully stocked to build trust and normalize use.

Commissioners suggested leveraging contracted service providers, food distribution sites, and nightlife venues for outreach, along with word-of-mouth communication. Additional ideas included signage listing available items, media promotion, targeted outreach through commonly used apps, and street-level activation teams. Commissioners also discussed including sterile syringes and adding secure on-site disposal options to support safe practices and reduce hazardous waste in public areas.

Question: *What information should the Commission receive when the program returns for review, and what does success in year one look like?*

Commissioner Feedback:

Commissioners requested item usage data, preferably monthly or quarterly, along with trends over time to understand which supplies are most in demand. They also expressed interest in qualitative feedback from actual users to evaluate functionality and community impact. Success was defined as high, consistent utilization, machines that remain clean, accessible, and well-maintained and supplies that are easy to identify through clear visual cues or grouping (with consideration for colorblind users and individuals who may have difficulty reading text).

Commissioners emphasized minimizing barriers to access, especially for urgent items and encouraged limiting required data collection to avoid deterring use. They also asked that machines include accessibility features for visually impaired users, provide safe disposal options for syringes, and ensure packaging includes information connecting users to services and support.

Question: *Are there additional locations that should be considered for future expansion, and what criteria should be prioritized (visibility, safety, proximity to services, nightlife, etc.)?*

Commissioner Feedback:

Commissioners expressed mixed views about the recommended pilot locations, particularly concerns about placing a machine at The Abbey due to accessibility barriers, a visible security presence, which may make the venue feel less approachable, ID-scanning practices, and the venue's history with drink-spiking incidents. Several commissioners felt the site would not serve marginalized or unhoused community members and suggested considering other nightlife venues along Santa Monica Boulevard that reach different demographics.

Concerns were also raised about relying on parking attendants for security

at the West Hollywood Park structure, with some commissioners recommending placement near security ambassadors instead, such as at Plummer Park or West Hollywood Park indoor facilities. Commissioners proposed additional future sites, including Jimbo's bar, the West Hollywood Recovery Center/Log Cabin, William S. Hart Park, and locations closer to Sunset Boulevard.

Commissioners acknowledged the pilot nature of the program and encouraged using early data to guide adjustments in future phases, including exploring mobile or event-based units for large gatherings such as PRIDE.

ACTION: Commissioners provided feedback.

D. HUMAN SERVICES COMMISSION 2026 WORK PLAN

The Human Services Commission reviewed its 2025 Work Plan Calendar, considered the proposed 2026 Work Plan Calendar, and received an introduction to the new Commissioner Feedback Sessions that will be incorporated into next year's agenda.

Commissioners selected several items to be moved to a televised meeting, preferably in May 2026. These items include the Holloway Interim Housing Program Update, the APLA Health Presentation, the Bus Pass Subsidy Update (all originally scheduled for February), and Mental Health Awareness Month programming (listed in May).

Staff will return with an updated work plan and available dates for the televised meeting.

ACTION: Commissioners provided feedback.

6. EXCLUDED CONSENT: None.

7. ITEMS FROM STAFF:

Derek Murray informed the Commissioners that the Bus Pass Program has fully transitioned to the Transportation Department, which will now handle all applications, renewals, and temporary TAP cards.

He also noted that commissioner stipends will increase to \$125 per month beginning January 1, 2026.

He reported that the Holloway Interim Housing Program has met all Homekey grant milestones, maintains full occupancy, and will fill upcoming vacancies from its waitlist of 10 individuals.

Lastly, he provided logistics for the upcoming Warrior Awards ceremony, including arrival times, the run of show, and brief speaking expectations for honorees.

8. PUBLIC COMMENT: None.

9. ITEMS FROM COMMISSIONERS

Commissioner Wyville - Shared that LA County approved a new 988 “Press 3” support option specifically for LGBTQ youth and expressed enthusiasm for this advancement.

Commissioner Eyres - Thanked Chair Adolphson for her leadership, congratulated future Chair Williams and Vice Chair Borelli on their new roles, and offered warm holiday wishes.

Commissioner Borelli - Praised Chair Adolphson’s steady guidance, especially during the funding cycle, and commended staff and City leadership for the success of the Holloway Interim Housing Program.

Commissioner Palmieri - Extended holiday wishes and thanked outgoing Chair Adolphson for her smooth and effective leadership. Congratulated the incoming Chair and Vice Chair.

Vice Chair Williams - Expressed gratitude for the opportunity to serve as Chair and appreciation for the support of fellow commissioners. Highlighted the value of the City’s Leadership Academy and the strong community engagement.

Chair Adolphson - Thanked commissioners for their support during her term and expressed pride in the City’s accomplishments, including the success of the Holloway program and continued innovation in harm-reduction efforts. Wished everyone a safe and joyful holiday season.

10. ADJOURNMENT

The Human Services Commission adjourned at 7:29 pm to its next Regular Meeting on Tuesday, January 13, 2026, 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 13TH DAY OF JANUARY 2026.

Signed by:


ANNE-MARIE WILLIAMS,
CHAIRPERSON

ATTEST:

Signed by:


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.)