



AGENDA
REGULAR MEETING
Commission on Homelessness
Monday, November 6, 2017, 3:00 p.m.
Oxnard City Council Chambers, 305 West Third Street, Oxnard CA 93030

1. CALL TO ORDER AND ROLL CALL

2. PUBLIC COMMENT.

A person may address the Commission only on matters within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three (3) minutes per speaker. The Commission cannot enter a detailed discussion of or take action on any item presented during public comments that is not on the meeting agenda. Such items may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent meeting agenda for discussion.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Minutes of Regular Meeting of October 2, 2017 (001)

RECOMMENDATION: Approve minutes of meeting of October 2, 2017.

4. REPORT FROM COMMISSION CHAIR

SUBJECT: Meeting of City Council Subcommittee (Homeless Committee) of October 16, 2017

5. REPORT FROM CITY STAFF

SUBJECT: Introduction of new Homeless Assistance Program Coordinator

SUBJECT: Program Planning and Winter Warming Shelter for 2017-18

6. NEW BUSINESS

7. COMMISSION BUSINESS

SUBJECT: Sub-Committee Reports (004)

RECOMMENDATION: That the Commission receive reports and recommendations from the following ad hoc sub-committees, and provide direction as appropriate:

- A. Safe Sleep Program
- B. Oxnard Downtown Safety and Hygiene
- C. Increasing Landlord Participation in the Housing Choice and VASH Voucher Programs

8. ANNOUNCEMENTS OF UPCOMING EVENTS

9. ADJOURNMENT

In accordance with the Americans with Disabilities Act and City of Oxnard policy, if you need special assistance to participate in a meeting, please call 385-8095 (TDD 487-2850). Notification 72 hours prior to the meeting will assist the City in making reasonable arrangements to ensure meeting accessibility.

**City of Oxnard Commission on Homelessness
DRAFT Minutes of the Regular Meeting of October 2, 2017**

On Monday, October 2, 2017, at 3:05 p.m. the Regular Meeting of the Commission on Homelessness convened in the Council Chambers at 305 West Third Street, Oxnard, CA 93030. The following Commissioners were in attendance: Chair Francine Castañon, Vice-Chair Lucy Martinez, Commissioner Yukio Okano, and Commissioner Grant Leichtfuss. Newly-appointed Commissioners Peggy Rivera, David Havens, and Francisco Jaena were sworn in by the City Clerk and joined the other four Commissioners on the dias. City of Oxnard staff members present were Michelle Ascension, City Clerk, and Karl Lawson, Housing Department, who acted as Recording Secretary. Chair Castañon presided.

1. ROLL CALL AND CALL TO ORDER

Chair Castañon called the meeting to order at 3:07 p.m. Roll was called and a quorum was deemed present. Commissioner Leichtfuss asked all present to observe a moment of silence in memory of the victims of the October 1st shooting in Las Vegas.

2. SWEARING-IN OF NEW COMMISSIONERS

City Clerk Michelle Ascension administered the oath of office to the three Commissioners who had been appointed by the Mayor on September 26, 2017 to join the Commission (Commissioners Rivera, Havens, and Jaena).

3. PUBLIC COMMENT

None.

4. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Meeting of August 28, 2017

Vice-Chair Martinez moved approval of the minutes as presented in the agenda packet. The motion was seconded by Commissioner Okano, and the motion carried unanimously.

5. REPORTS FROM CITY STAFF

SUBJECT: City Council Meeting of September 26, 2017

Mr. Lawson reported that at its meeting of September 26, 2017, the City Council took two actions that directly involved the Commission on Homelessness. The first was the appointment of returning Commissioners Rivera and Jaena, and of first-time Commissioner Havens, to fill the three vacancies on the Commission. The second was the formal acceptance by City Council of the Commission's by-laws, which the Commission amended over two years ago but which had not been presented to the Council prior to September 26, 2017. Attachment No. 1 to these minutes is the Resolution adopted by City Council, along with the Commission's by-laws.

SUBJECT: Program Planning and Winter of 2017-18

Mr. Lawson reported on the status of planning for the 2017-18 Winter Warming Shelter (WWS) and the issuance by the County of Ventura of a Request for Proposals (RFP) for an entity to operate the WWS at a County-owned facility which may be made available (Attachment No. 2). A discussion by the Commissioners followed, with staff responding to questions from the Commissioners. The proposed site presents certain advantages (possibility of a 24-hour operation, a facility that already has sleeping dormitories, and no need to pay \$13,000 monthly to rent a National Guard Armory) and certain challenges (non-central location, transportation, and the higher-costs that would be required to operate on a 24-hour basis). Mr. Lawson noted that if the WWS will operate on a 24-hour basis, considerably more community resources and donations will be needed (including possibly provision of three meals per day instead of just one).

Mr. Lawson further reported that the City's Human Resources Department had received numerous applications in response to the recruitment for a Homeless Assistance Program Coordinator position; that panel interviews had been conducted with applicants; and that the City hopes to finalize the hiring process in the near future.

6. New Business

None.

7. COMMISSION BUSINESS

SUBJECT: Sub-Committee Reports

Chair Castañon invited reports from the various sub-committees. Vice-Chair Martinez reported on the activities and meetings of the Downtown Safety and Hygiene Sub-committee, and inquired whether the City's Economic Development Director could be invited to meet and discuss approaches to provisions of restroom facilities in the downtown area.

Commissioner Okano reported that the Safe Sleep sub-committee had met with Assistant City Attorney Jefferson Billingsley and identified several elements of a Safe Sleep program that would need to be determined before any proposal could be recommended to City Council: whether the proposal would be for a pilot program or a permanent program; designation of sites; limitations on the number of vehicles per site; hours of operation; availability of restroom facilities; eligibility/determination of who may participate in the program; registration/intake process; particular requirements for vehicles. The Safe Sleep sub-committee had not yet had the opportunity to present its proposals to the City Council's Homeless Committee, due to the fact that the planned September 25th meeting of that Committee could not take place because of the illness of Mayor Pro Tem Ramirez; however, the proposals were the subject of an informal discussion with Councilman Madrigal.

Mr. Lawson reported that the Homeless Committee meeting would be re-scheduled, hopefully prior to the next meeting of the Commission.

Commissioner Rivera volunteered to join the sub-committee on Increasing Landlord Participation in the Housing Voucher Programs. Commissioner Havens

Mr. Abel Magaña, Executive Director of the Oxnard Downtown Business Improvement District (ODID), addressed the Commission. He informed the Commission that the ODID Board of Directors had recently voted to send a letter formally requesting additional resources, including police resources, be dedicated to the downtown area to deal with the impact of homelessness and vagrancy. The ODID

recommends that the City dedicate additional police officers to focus specifically on the homeless in the downtown. Mr. Magaña noted that in the last few days, merchants had found a fully-loaded syringe in front of a business establishment, and continued to see human waste in the area. He also reported that on September 30th, an overdose occurred, noting that there is a real need for programs and services to be provided to those with addictions. With respect to restrooms, Mr. Magaña advised that there is not yet a consensus on the best approach, but that in the short-term, provision of Port-a-Potties could have an immediate positive impact.

8. SUBJECT: ANNOUNCEMENTS OF UPCOMING EVENTS

The Commission was informed of the upcoming events:

October 7: City of Oxnard Multi-Cultural Festival, at Plaza Park, Oxnard, 11:00 a.m. to 4:00 p.m.

October 19 (correct date): Meeting of Regional Ventura County Continuum of Care Alliance, 10:00 a.m. to 12:00 noon, at the Ventura County Community Foundation center, Camarillo.

November 6, 2017: Next meeting of the Commission on Homelessness, 3:00 p.m.

The next meeting of the City Council's Homeless Committee will take place on a date and time, and at a location, to be determined.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 3:50 p.m.

(Minutes prepared by Karl Lawson)



**TO: Honorable Chair and Commissioners
Commission on Homelessness**

FROM: Karl Lawson, Executive Secretary 

DATE: October 31, 2017

SUBJECT: Sub-Committee Reports

RECOMMENDATION

That the Commission receive reports and recommendations from the following ad hoc sub-committees, and provide direction as appropriate:

- A. Safe Sleep Program
- B. Oxnard Downtown Safety and Hygiene
- C. Increasing Landlord Participation in the Housing Choice and VASH Voucher Programs

BACKGROUND

The Commission on Homelessness has previously established three ad hoc sub-committees, for the purpose of studying particular aspects of homelessness and developing recommendations with respect thereto.

The recently-formed sub-committees have been active in recent months. Staff recommends that the full Commission receive a report from each sub-committee and provide direction as the Commission deems appropriate.

In the month of October, the Safe Sleep Sub-committee attended the October 16th public meeting of the City Council's Homeless Committee, and subsequently met among themselves. The Safe Sleep Sub-committee has prepared the attached report setting forth its analysis and recommendations on proposed elements of a Safe Sleep program to be presented for consideration by the full Commission.

ATTACHMENT

Safe Sleep Proposal Key Elements/Decision Points

**SAFE SLEEP PROPOSAL
KEY ELEMENTS/DECISION POINTS**

1. Pilot program or permanent? The goal is to establish a permanent program, but an initial pilot program is recommended to work out functional details.
2. Criteria for designation of sites: It is likely that a non-profit organization such as the Salvation Army (which serves this role for the Ventura Safe Sleep Program) will be needed to administer certain program functions, including review/selection/supervision of sites. Possible sites include churches, non-profit organizations, and farm labor camps.
3. Process for designation of sites (i.e., application by property owner; type of review, if any by City planning staff, etc.): It is anticipated that site applications would be processed by a third-party, non-profit organization in coordination with the City of Oxnard. In Ventura, church lots are approved by the City of Ventura.
4. Requirements for available restroom facilities? Access to restroom facilities will be required. Depending on the site, this may be restrooms in a building or port-a-potties.
5. Requirement for property owner to sign agreement with City? It is anticipated that program sites will sign an agreement with the City of Oxnard and/or a non-profit organization designated to administer the program.
6. Requirement that property owner carry liability insurance? If so, what are parameters of required policy (e.g., naming of City as additional insured)? Program sites will be required to have adequate insurance coverage, with proof of coverage provided to the City/non-profit administrator of the program. A memorandum of understanding and additional insured status will indicate that that the City/non-profit administrator will be held harmless in the event of damage to the property.
7. Requirement that property owner provide security during safe sleep hours: Program sites will be required to provide check-in and check-out monitoring to ensure that only approved clients are participating in the program. Random night-time monitoring is recommended but will be optional.
8. Limit on number of vehicles permitted in any given designated site? The number of vehicles allowed at a designated site will be limited, based on the amount of parking space available and the site capacity to provide adequate management. It is anticipated that specific sites may manage 5 to 10 vehicles.

9. Hours that safe sleep parking spaces are available: Consistent with existing programs in Ventura and Santa Barbara, safe sleep hours are anticipated to be no more than 12 hours (e.g., 7:00am to 7:00pm) nor less than 8 hours.
10. Registration, intake, and referral process: how is a homeless person with a vehicle granted authorization to park in the Safe Sleep site? It is anticipated that a non-profit organization will provide administrative management for tasks such as making and accepting referrals, registration and intake of clients, and assigning clients to site locations. A homeless person may be referred to the safe sleep program through contact with any of various community-based social service programs serving the homeless.
11. Eligibility: what criteria/conditions are required to be granted authorization? What could exclude someone? Candidates for the safe sleep program are anticipated to be individuals who have been homeless for less than a year (as opposed to being chronically homeless) and have the potential to transition into permanent housing if provided with support. It is expected that most of the participants are homeless due to economic circumstances. They will be required to have valid vehicle registration and insurance. They will be required to participate in case management services with a homeless services agency.
12. Does registration process apply to all who are in the vehicle, or just to the vehicle owner/head of the homeless household? It is anticipated that case management services will evaluate all participants in each vehicle.
13. What requirements must the vehicle meet, if any? All vehicles in the safe sleep program must have valid vehicle registration and insurance per state law.
14. How many people will be allowed per vehicle? It is anticipated that most vehicles will have one or two people. However, a vehicle can have no more individuals than there are seats in the vehicle. Capacity for RV's will be determined on a case-by-case basis. Clients may not invite other vehicle dwellers to occupy the site or invite any visitors or any type of patrons into the parking lot.
15. Clients will be required to accept and agree to adhere to rules, restrictions, and responsibilities associated with the safe sleep program. They will be required to sign an agreement including a list of rules. These rules include no use of alcohol or drugs, no cooking outside the vehicle, proper disposal of trash, no loud music, proper disposal of pet waste, no more than one vehicle per family, no use of water, trash, or other site utilities, proper supervision of children, respect for the privacy of surrounding neighbors and property, and no violence to others or property.