



REGULAR MEETING

Commission on Homelessness

Monday, April 4, 2016, 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 Special Meeting of March 7, 2016 (001)

RECOMMENDATION: Approve minutes of meeting of March 7, 2016.

4. REPORTS FROM CITY STAFF

SUBJECT: Oxnard Public Library and Homeless Persons (Sofia Kimsey)

SUBJECT: FY 2016-17 Funding Process for Entitlement Grants (Norma Owens)

SUBJECT: Winter Warming Shelter (Karl Lawson)

SUBJECT: Homeless Veterans (Patricia Sanchez)

5. OLD BUSINESS

SUBJECT: Amendment to Commission By-Laws (013)

RECOMMENDATION: That the Commission amend the By-laws to ensure conformance with the City Code and Council Resolutions.

SUBJECT: Policy Recommendations

RECOMMENDATION: That the Commission discuss and formulate recommendations for policies and actions related to the Ten Year Plan to End Homelessness; and authorize and direct the Chair to present the Commission's recommendations to the Homeless Committee and City Council.

6. COMMISSION BUSINESS

7. ANNOUNCEMENTS OF UPCOMING EVENTS

8. 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
March 7, 2016**

On Monday, March 7, 2016, at 3:07 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: Susan Brinkmeyer, Francine Castañon, Francisco Jaena, Lucy Martinez, and Darlene Miller-Gonzalez. City of Oxnard staff members present were Karl Lawson, Housing Department, who acted as Executive Secretary; and Officer Jacob Jundef of the Oxnard Police Department. In the absence of an elected Chair or Vice-Chair, the longest-serving member of the Commission (Commissioner Castañon) presided.

1. ROLL CALL

Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

Ms. Karol Schulkin, County of Ventura Human Services Agency (VCHSA), addressed the Commission. She stated that she was retiring at the end of March from her position with the Homeless Services Division of the VCHSA. Ms. Schulkin introduced Mr. Chris Russell, who will be taking over her duties at the Division. Members of the Commission expressed their gratitude for Ms. Schulkin's many years of service to the homeless community.

3. COMMISSION BUSINESS: ELECTION OF CHAIR AND VICE-CHAIR

Mr. Lawson assumed the gavel and opened the floor for nominations for the positions of Chair and Vice-Chair of the Commission, for the term of March 2016 through February 2017.

Commissioner Castañon nominated Commissioner Brinkmeyer as Vice-Chair. Commissioner Brinkmeyer declined the nomination. Commissioner Castañon then nominated Commissioner Miller-Gonzalez to serve as Vice-Chair. Commissioner Miller-Gonzalez declined the nomination.

Commissioner Jaena nominated Commissioner Martinez to serve as Vice-Chair. Commissioner Miller-Gonzalez seconded the nomination. Commissioner Martinez accepted the nomination.

Mr. Lawson invited further nominations for the position of Vice-Chair. There being no more nominations, Commissioner Martinez was elected Vice-Chair by acclamation.

Commissioner Miller-Gonzalez nominated Commissioner Castañon to serve as Chair. Commissioner Jaena seconded, and Commissioner Castañon accepted, the nomination. Commissioner Martinez nominated Commissioner Brinkmeyer to serve as Chair, and Commissioner Brinkmeyer seconded and accepted the nomination.

There being no further nominations, the Commission voted, and elected Commissioner Castañon as Chair by three votes (Commissioners Castañon, Jaena, and Miller-Gonzalez) to two votes for Commissioner Brinkmeyer (Commissioners Brinkmeyer and Martinez). At this point, Chair Castañon assumed the gavel as Chair and presided over the rest of the meeting.

4. INFORMATION CONSENT

SUBJECT: APPROVAL OF MINUTES OF COMMISSION MEETING OF FEBRUARY 1, 2016

Commissioner Castañon moved approval of the minutes as presented in the agenda packet. The motion was seconded by Commissioner Jaena, and the motion carried unanimously. Commissioner Brinkmeyer abstained.

5. REPORTS FROM CITY STAFF

A. SUBJECT: WINTER WARMING SHELTER

Mr. Lawson provided a verbal update on the operation of the Winter Warming Shelter (WWS) at the Oxnard National Guard Armory. Over 500 distinct persons utilized the shelter between December 1, 2015 to February 29, 2016. The average number of shelter-stays per night in February was 102.

Mr. Lawson further reported on the displacement of the WWS from the Armory from March 2nd through March 6th, due to statewide National Guard exercises. The communication from the Guard about the displacement was provided with only a few days' notice. Mr. Lawson informed the Commission that the operating team (consisting of representatives from the cities of Oxnard and Ventura, the County of Ventura, and the contracted shelter operator) immediately began seeking alternative locations to re-locate the shelter for those five days, given the forecast for heavy rainstorms. The City of Oxnard Recreation division, which operates the Police Athletic League (PAL) out of a gymnasium and annex near the Armory, generously offered to re-locate its scheduled activities so that the WWS could be re-located to the PAL building. The WWS was operated out of the PAL facility from Thursday night, March 3 through Sunday night, March 6, 2016.

Commissioner Brinkmeyer indicated that she had volunteered at the shelter at the new location, and moved that the Commission authorize and direct the Chair to send a letter of appreciation, commending the Recreation staff and PAL for their rapid and generous work that enable the homeless community to have a safe place to go during the nights that the Armory was unavailable. Commissioner Miller-Gonzalez seconded the motion, which carried unanimously.

The Commission requested a report from staff on the number of WWS users who had been transitioned to housing since the shelter opened in December. The Commission also discussed the City's commitment to create a working group to develop a replacement for the WWS, by the winter of 2016-17, with an alternate year-round option for housing homeless persons. Mr. Lawson reported that the Housing Department had submitted a funding request, seeking Community Development Block Grant funding, to be utilized to help non-profit service providers expand bed capacity. The Commission voted to invite the Housing Director to the April 4, 2016 meeting to update the Commission on the status of this effort.

B. SUBJECT: FY 2016-17 FUNDING PROCESS FOR ENTITLEMENT GRANTS

Mr. Lawson informed the Commission that interviews by the Proposal Review Panel of the applicants for 2016-17 funding for Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and Emergency Solutions Grant (ESG) would be conducted between March 8 and March 10, 2016; and that second public hearing before City Council had been tentatively calendared for April 26, 2016, but may be re-scheduled to another date.

Commissioner Martinez and Commissioner Brinkmeyer reported that they had attended the first public hearing at the City Council meeting of January 26, 2016, which had been scheduled to begin at 6:15 p.m. They indicated that the hearing started about four hours later, after 10:00 p.m.

Commissioner Brinkmeyer moved that the Commission authorize and direct the Chair to submit a letter to Council requesting that the second public hearing be conducted at a more reasonable time, in order to allow members of the public and service providers to address Council on the funding recommendations without undue delay. Chair Castañon seconded the motion, which carried unanimously.

6. STUDY SESSION

SUBJECT: VETERANS' HOMELESSNESS; TEN-YEAR PLAN TO END HOMELESSNESS

Chair Castañon opened the discussion and Study Session on the topic of veterans homelessness. The Commissioners engaged in a lengthy discussion on various aspects of veterans homelessness, VASH vouchers, the applicable definition of homelessness necessary to qualify for a VASH voucher; qualifying for Veterans Administration (VA) benefits; links between service provider organizations and the VA; services provided by the County government for veterans; and veterans homelessness in general.

Commissioner Miller-Gonzalez provided a handout on the City of San Diego's recent initiatives to address homelessness among veterans; that handout is Attachment Number 1 to these minutes.

Mr. Miguel Marquez of the Independent Living Resource Center addressed the Commission on the necessity of effective links between homeless veterans and the VA. He noted that the VA representative comes to the One-Stop center for homeless persons on an appointment-only basis, and that few homeless veterans regularly come to the One-Stop center.

Ms. Karol Schulkin addressed the Commission on the County's experience and role in dealing with veterans. She noted that the County of Ventura has a Veterans' Services Officer (who can be reached at 805-477-5155), and that office is in the same building on Vanguard as the VCHSA homeless services division. Ms. Schulkin spoke in favor of a campaign to give more visibility to homeless veterans and to encourage landlords to rent to homeless veterans; the need for funds for security deposits for the Rapid Re-Housing program; and the need to fully utilize VASH vouchers in possession in order to receive additional allocations of VASH vouchers from the VA.

Vice-Chair Martinez inquired as to the number of veterans on the Oxnard Housing Authority's (OHA) waiting lists for public housing and section 8 vouchers. Mr. Lawson pledged to request that number from the OHA and provide it to the Commission.

Following comments and suggestions from all members of the Commission, Commissioner Brinkmeyer moved that the Commission approve a resolution recommending the following to City Council: (a) that the Mayor sign on to the national Mayors Challenge to End Homelessness; (2) that the City begin a "House a Veteran" campaign aimed at landlords; (3) That the City Council/Housing Commission direct the OHA staff to prioritize inspections of units for applicants who are homeless; and (4) that the City reinstate the position of Homeless Services Program Coordinator in order to accomplish these tasks and the others set forth in the Resolutions approved in December 2015. Chair Castañon seconded the motion, which carried unanimously. Resolution No. 2016-01 is Attachment No. 2 to these minutes.

Commissioner Jaena spoke on the matter of converting hotels into single-room occupancy units. The Commission discussed various aspects related to development of single-occupancy (SRO) and

extremely low-income housing, and of infill zoning. At the conclusion of the discussion, the Commission requested that staff invite a representative from the Planning department to appear at the April meeting of the Commission; and further requested that the staff provide the Commission with an inventory of City-owned properties (including both those with existing structures, and those that are vacant).

By unanimous consent, the Commission accepted Chair Castañon's suggestion to table discussion on the Ten-Year Plan to End Homelessness to the April meeting of the Commission.

7. COMMISSION BUSINESS

Vice-Chair Martinez inquired as to the status of ordinance amendments scheduled to be presented to City Council on homelessness, panhandling, other homeless-related issues, and the Housing Element. The full Commission inquired as to the status of the Commission's previous recommendation that the City conduct a study session on homeless issues. Commissioner Brinkmeyer noted that the Commission had recommended, and the Housing Committee had endorsed, conducting such a study session.

8. ANNOUNCEMENTS OF UPCOMING EVENTS

Mr. Lawson informed the Commission of the free dental clinic for homeless and other low-income persons that will be taking place at the Ventura County fairgrounds in April; Attachment Number 4 to the minutes of this meeting is the brochure with details of this event.

Commissioner Brinkmeyer informed that the City of Ventura Social Services Task Force and the full City Council of that City are conducting a session devoted entirely to homelessness on April 18, 2016.

Mr. Lawson noted that the City Council would be formally recognizing former Commission Chair Rivera for her years of service on the Commission, the City and to the homeless community. That recognition is scheduled for the beginning of the Council meeting of March 15, 2016.

Commissioner Brinkmeyer reported on the "Family Promise" program that is being implemented by various congregations in the faith community, and invited all to participate.

8. ADJOURNMENT

There being no further business, Chair Castañon declared the meeting adjourned at 4:37 p.m.

(Draft Minutes prepared by Karl Lawson)



SAN DIEGO
HOUSING
COMMISSION

News Release

March 1, 2016

SAN DIEGO CITY COUNCIL APPROVES FUNDING FOR THE 1,000 HOMELESS VETERANS INITIATIVE

New initiative of HOUSING FIRST-SAN DIEGO, SDHC's landmark three-year Homelessness Action Plan, includes the 'Housing Our Heroes' landlord outreach campaign

San Diego, CA – The San Diego City Council unanimously approved funding for The San Diego Housing Commission's (SDHC) The 1,000 Homeless Veterans Initiative, a collaborative effort with the City of San Diego to provide a path off the streets for up to a thousand homeless military Veterans in the city of San Diego within a year.

"We have an opportunity – and I think all of us would say an obligation – to make sure that the men and women who served our country get the dignity and respect they deserve," said San Diego Mayor Kevin Faulconer, speaking to the City Council before their vote today.

The 1,000 Homeless Veterans Initiative will invest close to \$12.5 million in Federal, City and SDHC resources to provide housing opportunities for homeless Veterans. Today's Council action authorizes SDHC to direct up to \$4 million in City funds resulting from the ground lease of San Diego Square apartments in Downtown San Diego and up to \$3 million from SDHC's pending sale of Hotel Metro in the East Village neighborhood toward The 1,000 Homeless Veterans Initiative.

"Getting 1,000 homeless Veterans off the street effectively ends Veteran homelessness in our region. ... Other places have done this already. We can do this too, and with the Council's affirmative vote today, we will get this done," said Councilmember Todd Gloria, who also chairs the Regional Continuum of Care Council, which coordinates millions of dollars in Federal funds for homelessness programs in the San Diego region.

The 1,000 Homeless Veterans Initiative, a new initiative of HOUSING FIRST – SAN DIEGO, SDHC's landmark three-year Homelessness Action Plan, uses the Housing First model – to provide homeless individuals with housing as quickly as possible, with supportive services as needed.

Mayor Faulconer first announced the landlord outreach component of the initiative, Housing Our Heroes campaign, during his State of the City Address on January 14, 2016. The landlord outreach campaign was kicked off at a news conference on February 3.

A low rental vacancy rate (currently 2.8 percent in the City of San Diego, according to the San Diego County Apartment Association) and tight competition for affordable and market-rate apartments make it difficult for homeless Veterans to obtain rental housing – which makes landlord outreach essential, as noted by Councilman Scott Sherman, who offered his services to the landlord recruitment effort.

"Having been around the apartment world from the insurance side of things for 20-plus years, I know a lot of landlords out there, so if there's anything my office can do to help spread that word let me know. I'll be more than happy to," he said.

Landlords seeking participate in The 1,000 Homeless Veterans Initiative can call 619-578- 7768 or email HousingOurHeroes@sdhc.org for more information.

"Hopefully it's a tremendous success and we can move on from housing our Veterans to housing other homeless people in our community," said Councilmember David Alvarez.

The four program components of The 1,000 Homeless Veterans Initiative are:

1. **Landlord Outreach – "Housing Our Heroes":** More than \$4.4 million to provide incentives for landlords who rent to homeless Veterans in the city of San Diego, such as: pre-inspections of apartments; incentive payments for each apartment a landlord rents to a homeless Veteran; security deposit and utility assistance; a Landlord Contingency Fund to cover expenses, such as repairs that exceed security deposits upon move-out or rent due to unforeseen vacancies; and dedicated housing specialists at SDHC to answer landlords' questions, as well as to provide credit report and application assistance for homeless Veterans.
2. **Rapid Re-Housing Assistance:** More than \$1.9 million to provide rental assistance and up-front moving costs to homeless Veterans and their families who became homeless because of unexpected life experiences, such as a job loss, domestic violence or medical crisis.
3. **SDHC Federal VASH Vouchers:** More than \$2.6 million in rental housing vouchers from the Veterans Affairs Supportive Housing (VASH) program of the U.S. Department of Housing and Urban Development (HUD) with supportive services from the U.S. Department of Veterans Affairs (VA). These housing vouchers assist chronically homeless Veterans with an honorable discharge and a disabling condition who need supportive services.
4. **SDHC Federal Housing Vouchers with Supportive Services:** More than \$3.4 million in HUD Sponsor-Based Housing Vouchers awarded by SDHC through a competitive process to nonprofit or for-profit "sponsors" to provide rental assistance as well as supportive services. These Sponsor-Based Housing Vouchers support case management and additional supportive services, to ensure 100 percent of participants are assessed and have the opportunity to be connected to appropriate services and rental housing.

"The 1,000 Homeless Veterans Initiative combines housing opportunities with the supportive services that Veterans need to address the circumstances that contributed to their homelessness," said SDHC Chairman of the Board Gary Gramling, an Army Veteran.

SDHC President and CEO Richard C. Gentry noted that The 1,000 Homeless Veterans Initiative builds upon the success of HOUSING FIRST – SAN DIEGO.

"This is not something we have come out of the blue with. It is in the context of what we've done before. We believe it is imminently achievable within the confines of this program," Gentry said.

Funding sources for The 1,000 Homeless Veterans Initiative include: a grant from the City of San Diego resulting from the ground lease of San Diego Square; proceeds from the pending sale of Hotel Metro; HUD VASH Voucher Administration Fees; HUD Extraordinary Administrative

Fees for VASH Vouchers; HUD VASH rental assistance; and HUD Sponsor-Based Housing Voucher Rental Assistance.

Additional partners include former San Diego Mayor Jerry Sanders, the President and Chief Executive Officer of the San Diego Regional Chamber of Commerce; Whitney Benzian, Executive Director of the San Diego division of the California Apartment Association; Jessica Chamberlain, Chief of Social Work Service for the VA San Diego Healthcare System; Jeff Hickox, President of the San Diego County Apartment Association; and Phil Landis, President and CEO of Veterans Village of San Diego.

There are between 1,000 and 1,600 homeless Veterans in the City of San Diego, based on data extrapolated from a VA analysis of the annual Homeless Point-in-Time Counts, required by HUD, which were conducted January 23, 2015, and January 23, 2014, as well as internal VA data.

All participants in The 1,000 Homeless Veterans Initiative must be referred to the program by SDHC's partner agencies or organizations that provide supportive services to homeless San Diegans.

To be included, homeless Veterans can add their names to the Coordinated Assessment database, which will assess their housing needs and vulnerability to help identify those homeless Veterans who are most in need.

Agencies that will be able to add homeless Veterans to this database in the Downtown area include:

- The Neil Good Day Center; and
- The Joan Kroc Center at Father Joe's Villages.

The 1,000 Homeless Veterans Initiative is a new initiative of HOUSING FIRST – SAN DIEGO, which was announced on November 12, 2014. New initiatives for the second year of HOUSING FIRST – SAN DIEGO were announced on December 3, 2015.

For more information, visit www.sdhc.org.

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RESOLUTION NO. 2016-01

A RESOLUTION OF THE COMMISSION ON HOMELESSNESS OF THE
CITY OF OXNARD REGARDING VETERANS' HOMELESSNESS

WHEREAS, the City Council has established the Commission on Homelessness and charged the Commission with advising the City Council on all matters pertaining to homelessness in the City; and

WHEREAS, the powers and duties of the Commission, as set forth in the City Code, include recommending programs, strategies and funding for preventing and reducing the incidence of homelessness in the City; and

WHEREAS, at several public meetings over the past year, specifically on May 20, 2015; December 7, 2015; January 11, 2016; February 1, 2016; and March 7, 2016, the Commission conducted Study Sessions to discuss long-range strategies to address homelessness, and to receive public comment on long-range strategies; and

WHEREAS, on December 7, 2015, the Commission adopted and forwarded to Council three resolutions setting forth twelve (12) policy recommendations related to homelessness; and

WHEREAS, the U. S. Department of Housing and Urban Development (HUD) has prioritized ending homelessness among military veterans, and has encouraged local communities to take specific steps towards this goal; and

WHEREAS, the HUD and the United States Interagency Council on Homelessness have identified specific strategies that can be implemented to work toward ending veterans' homelessness; and

WHEREAS, among those recommended strategies are for local jurisdictions to (a) adopt the nationwide Mayors Challenge to End Veteran Homelessness, (b) encourage landlords to rent to veterans, and (c) streamline administrative processes to enable landlords to more readily accept as tenants veterans who hold a housing subsidy voucher; and

WHEREAS, there are an unknown number of veterans among the homeless population in the City.

NOW, THEREFORE, BE IT RESOLVED that the Commission on Homelessness recommends the following to the City Council:

- (1) Adoption of the national Mayors Challenge to End Homelessness;
- (2) Establishment of a comprehensive "House a Veteran" campaign to encourage landlords to rent housing units to homeless veterans;
- (3) Modifications of inspection processes of the Oxnard Housing Authority to prioritize inspections of housing units where the applicant is a veteran holding a housing subsidy voucher; and
- (4) Reinstatement of the homeless services coordinator position to implement these objectives and those set forth in the three Resolutions adopted in December of 2015.

BE IT FURTHER RESOVED that the Chair is directed to present this Resolution, on behalf of the Commission, to the City Council and to the City Council's Homeless Committee for consideration and subsequent presentation to the City Council.

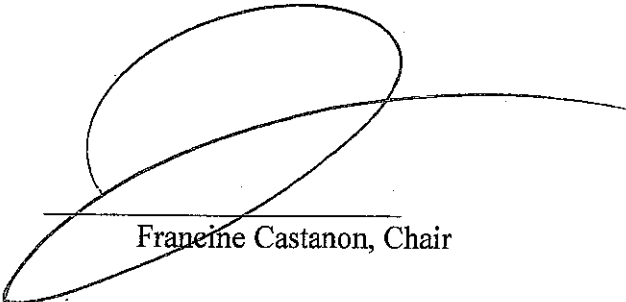
PASSED AND ADOPTED THIS 7th day of March, 2016, by the following vote:

AYES: Commissioners Brinkmeyer, Castanon, Jaena, Martinez, and Miller-Gonzalez

NOES: None

ABSENT: None

ABSTENTIONS: None



Francine Castanon, Chair

ATTEST:



Karl Lawson, Executive Secretary

RESOLUTION NO. 2016-02

A RESOLUTION OF THE COMMISSION ON HOMELESSNESS OF THE
COMMENDING THE RECREATION DIVISION AND THE POLICE ATHLETIC LEAGUE

WHEREAS, the City Council has established the Commission on Homelessness and charged the Commission with advising the City Council on all matters pertaining to homelessness in the City; and

WHEREAS, the City of Oxnard is one of the primary funders of the regional Winter Warming Shelter (WWS), which this winter has been operating out of the Oxnard National Guard Armory; and

WHEREAS, the WWS has provided a safe place to sleep, shower, and receive a hot meal for over five hundred homeless persons since it opened in December of 2015, with an average of over 100 persons staying at the WWS every night in February; and

WHEREAS, the National Guard notified the WWS that the Armory would be unavailable for five nights in early March of 2016, due to military exercises being conduct by the Guard on those nights; and

WHEREAS, the leadership and staff of the City responded on very short notice and initiated efforts to locate a suitable location to operate a temporary shelter on the nights when the Armory was unavailable; and

WHEREAS, the City of Oxnard Recreation staff and the Police Athletic League (PAL) immediately stepped forward to offer their gym and facilities as a location for the WWS, graciously agreeing to re-locate, on extremely short notice, several PAL events that had been scheduled for those days; and

WHEREAS, due to the quick action of Recreation and PAL staff, the WWS was successfully relocated to the PAL facility for four of the five nights that the WWS was displaced from the Armory.

NOW, THEREFORE, BE IT RESOLVED that the Commission on Homelessness wishes to publicly thank and commend the leadership and staff of the PAL, and of all City employees involved, for their generous spirit, unselfish attitude, and quick action, that enabled homeless persons to have a safe place of refuge on those nights of inclement weather.

BE IT FURTHER RESOVED that the Chair is directed to present this Resolution to the City Council and to the PAL to memorialize our appreciation on behalf of the homeless community.

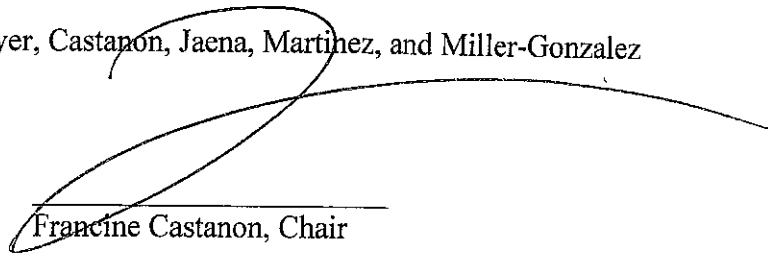
PASSED AND ADOPTED THIS 7th day of March, 2016, by the following vote:

AYES: Commissioners Brinkmeyer, Castanon, Jaena, Martinez, and Miller-Gonzalez

NOES: None

ABSENT: None

ABSTENTIONS: None


Francine Castanon, Chair

ATTEST:


Karl Lawson, Executive Secretary



CDA Cares Dental Clinic for Californians in Need

Sponsored by the California Dental Association Foundation (CDAF) and CDA

When: Saturday, April 16, and Sunday, April 17, 2016

Where: Ventura County Fairgrounds
10 W Harbor Blvd. Ventura, Ca. 93001
Visit the [website: www.cdafoundation.org/cda-cares/ventura](http://www.cdafoundation.org/cda-cares/ventura) for more information (see the patient FAQ document)

Free Parking

Time: Doors open at 5:30 a.m. Patients are seen on a **first-come, first-served basis** with a goal of providing care to more than 2,000 people during the two-day clinic.

Who: Californians having difficulty accessing dental care, including uninsured, underinsured, unemployed, adults and children, and others who are in need of oral health care.

Children under age 18 must be accompanied by a parent or guardian.

Care: The services offered are limited to cleanings, fillings, extractions, some partials to replace front teeth, some root canals, some dentures, oral health education and assistance in identifying a source of dental care. Uncontrolled blood pressure or diabetes may prevent you from receiving dental care at the event. Be sure take prescribed medications as directed.

Care is **provided at no cost** by dental professionals donating their time and skills.

Note: Identification is **NOT** required. Interpreters are available to assist people who do not speak English.

Please **do NOT wait** for CDA Cares to seek care for dental pain as this could be a sign of a serious condition. Visit cda.org/clinics for a list of low-cost dental clinics and other information.

If dental pain is severe and accompanied by a fever or swelling, call a dentist immediately or go to a hospital emergency room.

Los cuidados de CDA libertan dispensario dental para californianos necesitados



Los cuidados de CDA proporcionarán el cuidado dental LIBRE por una California la Asociación Dental (CDA)

- Cuando:** Sabado el 16 de Abril y el Domingo el 17 de Abril del 2016
- Donde:** Ventura County Fairgrounds
10 W Harbor Blvd. Ventura, Ca. 93001
Para más información visite aquí: www.cdafoundation.org/cda-cares/ventura. Consulte el documento FAQ paciente
Aparcamiento Gratuito
- Hora:** Las puertas abran at las 5:30 a.m. Los pacientes **serán vistos en una primer-venida, base primer-servido**, con un objetivo de proporcionar el cuidado a más de 2,000 californianos durante el dispensario de dos días.
- Quien:** Californianos teniendo dificultad en obtener cuidado dental, incluyendo aquellos que no tienen seguro dental ó aquellos que tienen seguros pero no cubre lo suficiente.

Menores de 18 años necesitarán ser acompañados por sus padres ó guardianes legales.
- Cuidado:** Pacientes recibirán limpiezas, rellenos, extracciones, algunos parciales para reemplazar los dientes del frente, el tratamiento del nervio (root canal) educación para el cuidado oral, y asistencia para identificar una fuente para cuidado dental. Las personas con presión arterial no controlada o diabetes pueden impedirle recibir atención odontológica en el evento. Asegúrese de tomar los medicamentos prescritos según las indicaciones.

Todos estos servicios serán totalmente GRATIS por profesionales dentales y por voluntarios donando su tiempo y sus habilidades.
- Nota:** **No sera** necesario traer su identificación

Intérpretes estarán disponibles para asistir a las personas que hablen en Español.

Favor de **no esperar** hasta que CDA Cares le asista con cuidado dental si usted esta teniendo dolor severo y acompañado de una fiebre. Esto puede ser señales de condiciones más serias. Visite cda.org/clinics para obtener una lista de clinicas de bajo costo y otra información.

¡Si su dolor dental es severo y acompañada por fiebre ó inflamación, vaya a la sala de emergencia inmediatamente!



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

FROM: Karl Lawson, Executive Secretary

KL

DATE: March 29, 2016

SUBJECT: Amendments to Commission By-Laws

On January 27, 2015, the City Council amended the City Code to reduce the size of the Commission from eleven (11) to seven (7) members, and established a quorum for Commission meetings at four members. Subsequent thereto, on April 6, 2015, the Commission voted to recommend three amendments to the Commission's By-Laws, in order to ensure that the By-Laws are in accordance with the amended City Code.

The previous By-Laws referred in Article III.A to the membership of the Commission, stating that it shall consist of up to eleven members. Article V.C of the By-Laws indicated that Special Meetings may be called by the Chairperson or upon the request of at least six members, and Article V.E stated that "fifty percent of the then-current membership of the Commission shall constitute a quorum" for the transaction of business.

The action of April 6, 2015 approved the following three changes to the By-laws (new wording is in *italics*):

Amend Article III.A to read:

"The Commission shall consist of *seven* members appointed by the Mayor with the approval of the City Council. The Commission is authorized to function with less than *seven* members, but if membership falls below *seven*, the Commissioners shall endeavor to recruit potential members for appointment by the Mayor in accordance with the provisions of Article III.C hereof."

Amend Article V.C to read:

"Special meetings may be called by the Chairperson or upon the request of at least *four* members."

Amend Article V.E to read:

"*Four* Commissioners shall constitute a quorum for the transaction of business."

In order for changes to Citizen Advisory Group by-laws to take effect, they must be presented to and approved by City Council. Article IX of the Commission By-laws states that "These by-laws may be amended upon presentation to City Council for approval."

On March 14, 2016, the City Clerk convened a session with all city staffpersons who serve as liaisons to the various Citizen Advisory Groups (CAGs). I attended that meeting in my capacity as the liaison and Executive Secretary for the Commission on Homelessness. The City Clerk requested that staff ensure that the by-laws of each CAG be amended so as to be in accordance with applicable City Council ordinances and resolutions. Staff has reviewed the Commission's By-laws and has identified two areas that should be addressed in order to bring the By-laws in conformance with the City Code and Council resolution.

The first is Article 1: Organization, which currently describes the Commission as a "legislative body." The Commission is not a legislative body; rather, it is Citizen Advisory Group. This is made clear in the City Code, where, in Chapter 2: Administration, the first Article (Article I) is entitled "Legislative Bodies" Article I establishes the City Council, the Community Development Commission, and the Housing Authority as legislative bodies. Article II, entitled Commissions/Committees, establishes the various Citizen Advisory Groups, including, in Chapter 2-125, the Commission on Homelessness.

Staff recommends amending Article 1: Organization of the Commission's By-laws to read as follows (new language in italics):

"The name of this *Citizen Advisory Group* shall be the Commission on Homelessness."

The second change relates to another issue which was discussed in the session with the City Clerk. It involves the requirement that all CAG members be at least eighteen years of age, residents of and registered voters in the City. Those requirements are set forth in City Council Resolution Number 877, but are not reflected in the Commission's current By-laws. In order to bring the Commission's By-laws in accordance with this requirement, staff recommends that the Commission approve an amendment that would add a new subsection D to Article III: Membership of the By-laws, to read as follows:

"III. D. Eligibility: Commissioners must be residents of and registered to vote in the City of Oxnard, and must be at least eighteen (18) years of age in order to serve on the Commission."

Upon adoption by the Commission of these amendments to the By-laws, staff will forward a report to the City Clerk. The Clerk has announced his intention to present to City Council, at a date to be determined, an action item by which Council can approve by-law amendments submitted by all of the Citizen Advisory Groups. Staff will apprise Commissioners of the date that the matter will be considered by Council.

Attachment: Commission By-Laws

(KL/kl)

**Amended and Restated By-laws
for the Commission on Homelessness**

ARTICLE I: NAME

The name of this legislative body shall be the Commission on Homelessness.

ARTICLE II: POWERS

The powers and duties of the Commission shall be as follows:

- A. Advise the City Council on all matters pertaining to homelessness issues in the City.
- B. Serve as a liaison between the City Council and the community in matters related to homelessness.
- C. Prepare and submit an annual report of activities to the City Council and make such other reports and recommendations to the City Council from time to time as the Commission may determine necessary to address homelessness issues in the City.

ARTICLE III: MEMBERSHIP

- A. Commission shall consist of seven members appointed by the Mayor with the approval of the City Council. The Commission is authorized to function with less than seven members, but if membership falls below seven, the Commissioners shall endeavor to recruit potential members for appointment by the Mayor in accordance with the provisions of Article III.C hereof.
- B. Except for members appointed to fill vacancies caused by removal, resignation or inability of a Commissioner to serve, the term of office for Commission members shall be approximately 2 years. Commissioners are appointed by the Mayor and approved by the City Council after each general election in the City. The terms of Commissioners shall begin on the date of appointment, approval and swearing-in by the City Clerk, end upon the appointment, approval and swearing-in of new Commission members after the next general election.
- C. In the event of a vacancy caused by removal or inability of a member to serve, the Mayor, with the approval of City Council, may appoint a replacement to complete the term of such member.
- D. [Reserved]

ARTICLE IV: OFFICERS

- A. The officers of the Commission shall be a Chairperson and Vice-Chairperson.
- B. At the annual meeting, the officers shall be elected by a majority of Commission members present. Officers shall serve a one-year term, provided that, despite the expiration of such one year term, officers are authorized to serve until a successor is appointed. The annual meeting shall be scheduled as provided below.

If for any reason, election of officers does not occur at the annual meeting, officers may be elected at any regularly scheduled meeting or at a special meeting; provided the term of an officer so elected shall, subject to Article IV.B above be until the next annual meeting following such Officer's election.

- C. The duties of the officers shall be as follows:

- 1. Chairperson – (a) To preside at all meetings; (b) To call special meetings as may be necessary; and (c) To prepare the agenda, with the assistance of City staff.
- 2. Vice-Chairperson – To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.
- 3. In the event an Officer is removed, resigns or becomes unable to perform the duties of office, the members may at a regularly scheduled meeting or a special meeting, elect a successor to serve the remaining term of such officer.

- D. Secretary.

- 1. Pursuant to the Oxnard City Code the Commission shall have a Secretary.
- 2. The Secretary shall have the following duties: (a) Keep minutes of all meetings; (b) Provide advance and proper notice of all meetings; (c) Assist the Chairperson to prepare agendas; and (d) Attend all meetings of the Commission.

ARTICLE V: MEETINGS/QUORUM

- A. The annual meetings of the Commission shall be the first Commission meeting after the City Council meeting at which the Mayor appoints members to the Commission and the first Commission meeting after the one year anniversary of such date of appointment.

- B. The Commission shall conduct regular meetings at least once in each month. The exact dates, times and location of the meetings shall be determined by the Commission at the annual meeting, or any regularly-scheduled meeting or any Special meeting.
- C. Special meetings may be called by the Chairperson or upon the request of at least four members.
- D. Meetings shall be public and shall be conducted in a publicly owned building with adequate space for members of the public to attend the meetings.
- E. Four Commissioners shall constitute a quorum for the transaction of business.

ARTICLE VII. ABSENCES

- A. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.
- B. The Chairperson shall determine whether a member's absence is with good cause. An absence due to illness shall be considered an absence with good cause; provided that notice of such absence is given to the Chairperson as much in advance as possible.

ARTICLE VII. COORDINATION WITH CITY COUNCIL

The Chairperson shall as soon as possible inform the City Council, through the City Manager, of policy recommendations made by the Commission. A copy of the minutes of meetings and resolutions of the Commission shall be delivered to the City Manager by the Secretary following each meeting.

ARTICLE VIII. RULES OF ORDER AND PROCEDURE

Rules for order and procedure of Commission meetings shall be determined by the Chairperson and approved by a majority of the Commission.

ARTICLE IX. AMENDMENTS

These by-laws may be amended upon presentation to City Council for approval.

ARTICLE X. EFFECTIVE DATE

These by-laws shall go into effect upon approval by City Council.

ARTICLE XI. RATIFICATIONS

All previous actions of the Commission are hereby ratified.