



REGULAR MEETING

Commission on Homelessness

Monday, November 2, 2015, 4:00 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 into detailed discussion or take action on any item presented during public comments that is not on the agenda. Such item may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Minutes of Regular Meeting of October 5, 2015

RECOMMENDATION: Approve minutes of meeting of October 5, 2015.

4. REPORTS FROM CITY STAFF

- (A) Report on Winter Warming Shelter
- (B) Report from Oxnard Housing Authority on Section 8 Vouchers

5. NEW BUSINESS

- (A) **SUBJECT:** Meeting Time for Regular Commission Meetings
RECOMMENDATION: That the Commission discuss and consider changing the meeting time for the regular monthly meetings from 4:00 p.m. to another time.
- (B) **SUBJECT:** Proposal from Subcommittee on Community Outreach and Communications:
RECOMMENDATION: That the Commission urge the establishment of a mechanism by which the Commission can have access to the official website and/or a web presence for dissemination of information
- (C) **SUBJECT:** Proposal from the Subcommittee on Coordinated Services:
RECOMMENDATION: That the Commission schedule a public hearing to receive input on the possible adoption of the Ten-Year Plan to End Homelessness and the proper role of the City generally in addressing issues related to homelessness.
- (D) **SUBJECT:** Fiscal Year 2016-17 Funding Cycle
RECOMMENDATION: That the Commission discuss and provide recommendations to the City regarding the solicitation of proposals for services related to homelessness for the Emergency Solutions Grant and Community Development Block Grant Programs.
- (E) Announcements of upcoming events

6. SUB-COMMITTEE REPORTS

- (A) Subcommittee on Housing and Sheltering
- (B) Subcommittee on Coordinated Services
- (C) Subcommittee on Community Outreach and Communications

7. 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 contact the Housing Department at 385-8095 (TDD 487-2850). Notification 72 hours prior to the meeting will assist the City in being able to make reasonable arrangements to ensure meeting accessibility.

**City of Oxnard
Commission on Homelessness
DRAFT Minutes of the Regular Meeting of
October 5, 2015**

On Monday, October 5, 2015, at 4:04 p.m. the Regular Meeting of the Commission on Homelessness convened in the Oxnard City Council Chambers, 305 West Third Street, Oxnard, CA 93030. The following Commissioners were in attendance: Chair Peggy Rivera; Vice-Chair Felipe Flores; and Commissioners Francine Castañon, Francisco Jaena, and Darlene Miller Gonzalez. Commissioners Brinkmeyer and Martinez were absent with excuse. City of Oxnard staff members present were Arturo Casillas, Director, Oxnard Housing Department; Karl Lawson, interim Homeless Services Program Manager, Oxnard Housing Department; and Peter Brown, from the Office of the City Manager. Mr. Lawson acted as Executive Secretary.

1. ROLL CALL

Roll was called and a quorum was deemed present.

2. INFORMATION/CONSENT ITEMS

Mr. Lawson noted that the draft minutes he had written erroneously indicated in one place that Commissioner Martinez had not attended the September 14th meeting, and in another place that she had. Commissioner Martinez was present at the meeting. With that correction, Commissioner Castanon moved, and Commissioner Flores seconded, approval of the minutes of the September 14, 2015 meeting. The motion passed unanimously.

3. PUBLIC COMMENT

Mr. Tim Hockett, Executive Director of Community Action of Ventura County, addressed the Commission regarding the need of the City to prioritize services for homeless individuals. He indicated that he would be addressing the City Council to encourage increased attention and resources for programs designed to aid the homeless.

Ms. Jessica Bryant, a resident of Oxnard, spoke regarding her experience in administering homeless services in Sacramento and Salinas. She questioned why the City had no emergency "wet" shelter (i.e., a shelter which provides housing unconditionally, without requiring individuals to be sober or follow a program of some sort), and expressed disappointment that the City was not doing anything for homeless individuals.

Ms. Mo Bryant spoke next, stating that she was a resident of Oxnard, living near the area where the Fifth Street Canal encampment had been located. She stated that she understood the need to clean up the biohazard that that encampment represented, but questioned the sufficiency of the services provided to those who were displaced. Ms. Bryant stated that she was a former member of the Sacramento, CA Mayor's Committee to End Homelessness, and asked whether the City had performed a needs assessment to determine what can be done to end homelessness here.

Mr. Doug Stanton, architect, stated that there is a growing consensus that "Housing First" is the successful model for reducing homelessness. He pointed to the experience in Salt Lake City, Utah, and encouraged Commissioners to view the You Tube video on that City's Housing First program.

Commissioner Miller-Gonzalez stated that the City needed to build permanent supportive housing. She described the removal of the encampment at the Fifth Street Canal as professional but inhuman, stating that providing a few nights in a motel to those who were displaced was insufficient.

4. REPORTS FROM CITY STAFF

- (A) Winter Warming Shelter: Mr. Lawson and Mr. Peter Brown provided an update on the efforts to organize a Winter Warming Shelter. Mr. Lawson reiterated that the three elements necessary to have a shelter were a location, an operator, and funding. Mr. Brown reported that the City had just been informed by the California National Guard that the Oxnard Armory will not be available for use as a shelter this winter, but that in all likelihood the Ventura Armory will be available. With respect to an operator, Mr. Brown stated that efforts were on-going to identify a fiscal agent that could operate the shelter and could hire staff who were experienced in shelter management, along with graduates from programs of the various homeless services providers. The efforts to identify the final element, necessary funding, were also on-going, focusing on the three local governments (City of Oxnard, City of Ventura, and County of Ventura); various non-profits, including the prior operator, St. Vincent de Paul; and faith-based organizations. Mr. Brown indicated that staff would be asking the two cities to guarantee the funding for the fiscal agent, since some costs would be reimbursable after the fact, but would need to be paid up front. Staff responded to questions from the Commissioners.
- (B) Section 8 Vouchers: Housing Authority Director Mr. Arturo Casillas updated the Commission on the implementation of the 15 dedicated vouchers for homeless persons. He stated that two homeless families had received housing vouchers through the traditional means (as their names came up on the waiting list), and that two more homeless vouchers were being issued pursuant to the targeted program. In addition, Mr. Casillas indicated that the Housing Authority staff was in the process of contacting the first 200 applicants on the waiting list who had self-identified as homeless, for the purpose of determining their eligibility under the HUD definition of homeless for the dedicated vouchers. (Mr. Brown left the meeting at 4:28 p.m. due to another commitment)
- (C) Mr. Casillas also discussed the winter warming shelter with the Commission and solicited their input. Commissioner Miller-Gonzalez indicated her preference that the staff work with Community Action of Ventura County as a possible shelter site. Commissioner Castanon Inquired whether the City had sent anyone to trainings on sheltering, including the Best Practices trainings in Orange County. Mr. Casillas stated that the City had met with Los Angeles HUD representatives and with the County Continuum of Care staff on increased roles.

5. NEW BUSINESS

- (A) Homeless Management Information System: Ms. Rosie Walker of the Ventura County Human Services Agency made a presentation to the Commission on the Homeless Management Information System (HMIS), and provided Commissioners with a handout highlighting the features of the program (a copy of that handout is attached to these minutes). Ms. Walker responded to questions from the Commissioners. Commissioner Jaena requested that the Commission be provided with data on the service recipients. Staff will seek to obtain and provide the Commission with aggregate data from the periodic reports from service providers.

6. SUB-COMMITTEE REPORTS

Chair Rivera requested the consent of the Commission to take items out of order, and with said consent, moved to Item 6: Sub-Committee Reports.

(A). Sub-Committee on Housing and Sheltering: Commissioner Castanon reported on the activities of the subcommittee. She indicated that the Planning staff had advised that the necessary amendments to the zoning ordinance could be presented in late November or December, at the earliest. With respect to the Housing Element of the City's General Plan, Mr. Lawson distributed a letter from the State of California Department of Housing and Community Development, which indicated preliminary acceptance of the Housing Element (a copy of that letter is included in these minutes).

(B). Sub-Committee on Coordinated Services: Commissioner Rivera reported on the activities of the sub-committee. She informed the Commission and the public of a planned faith-based candlelight vigil for the homeless to be held on December 19, 2015, and requested that a group come forward to submit the permit application for use of the Plaza Park. Mr. Lawson reported that Commissioner Brinkmeyer, who was unable to attend the Commission meeting, wished to propose that the Commission hold a study session or public hearing in the near future on the Ten-Year Plan to end homelessness.

(C). Sub-Committee on Community Outreach and Communications: Vice-Chair Flores reported on the work of the sub-committee. He described the sub-committee's proposal to ensure that the Commission was provided with a platform on the City's website and social media, and requested that the full Commission consider such a recommendation. This item will be placed on the agenda of a future Commission meeting.

5. New Business (Continued)

(At 5:50 p.m., Chair Rivera due to another commitment, and Vice-Chair Flores assumed the role of chair of the meeting. The Commission returned to Item 5(B) under New Business).

(B) Protocol for Commission Communications: Mr. Lawson directed the Commission's attention to the staff report in the agenda packet, and presented the proposals contained therein. The Commission discussed the recommendations. Following the Discussion, Commissioner Castanon moved, and Commissioner Miller Gonzalez seconded, approval of the following protocol, to govern all verbal and written communications by Commissioners: (1) when a Commissioner is addressing a matter about which the Commission as a body has taken a position, the Commissioner should clearly state the position taken by the Commission; (2) when a Commissioner is addressing a matter about which the Commission has not taken a position, the Commissioner should clearly state that the Commission has not taken a position, and that the comments of the Commissioner represent only the personal opinion of that Commissioner and should not be considered as an official position of the Commission. The motion carried unanimously.

(C) Agenda Items for Future Commission meetings. The Commission discussed possible items for inclusion on future agendas, and agreed that the December 7th meeting should include the matter of the Ten-Year plan to end homelessness; that the subcommittee recommendation on Commission access to the website be agendaized for the November meeting; and that the Commission re-visit the establishment of its regular meeting time.

- (D) **Announcements of Upcoming Events:** the following events of interest are scheduled for the near future: Wednesday, October 7, Ventura County Housing Conference; Thursday, October 8, 10:00 a.m., a meeting of the Continuum of Care, Camarillo; Thursday, October 8, 6:30 p.m., "Partners for Change" event, 6:30 p.m., Pointsettia Pavilion, Ventura; and October 14-15, System Design Clinic, Oxnard.

7. ADJOURNMENT

There being no further business, Vice-Chair Flores declared the meeting adjourned at 5:21 p.m.

(Draft Minutes prepared by Karl Lawson)