

**AGENDA
REGULAR MEETING
Commission on Homelessness
Monday, July 3, 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 June 5, 2017 (001)

RECOMMENDATION: Approve minutes of meeting of June 5, 2017.

4. REPORTS FROM CITY STAFF

SUBJECT: Ventura County Continuum of Care Alliance

SUBJECT: Program Planning and Winter of 2017-18

5. NEW BUSINESS

SUBJECT: Update to City of Oxnard Housing Element (006)

RECOMMENDATION: Receive report on Planning Commission meeting of June 15, 2017; provide recommendations for follow-up action.

6. COMMISSION BUSINESS

SUBJECT: Establishment of Sub-Committees (009)

RECOMMENDATION: That the Commission establish ad hoc sub-committees and designate no more than three (3) Commissioners to serve on each sub-committee.

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
June 5, 2017**

On Monday, June 1, 2017, at 3:00 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, Commissioner Yukio Okano, Commissioner Grant Leichtfuss, and Commissioner Christine Rutter. Vice-Chair Lucy Martinez joined the meeting at 3:10 p.m. Commissioners Melgoza and Houchin did not attend. City of Oxnard staff members present were Assistant City Manager Ruth Osuna and Karl Lawson, Housing Department, who acted as Recording Secretary. Chair Castañon presided.

1. ROLL CALL AND CALL TO ORDER

Roll was called and a quorum was deemed present. Chair Castañon called the meeting to order at 3:00 p.m., and requested the consent of the Commission to take up New Business out of order. There being no opposition, it was so ordered.

2. New Business

SUBJECT: Year-Round Homeless Shelter; and Shelter Bed Capacity Expansion

Mr. Lawson provided a brief report on the two initiatives being undertaken by the Housing Director to choose a site for a year-round homeless shelter with services, and to increase bed capacity at the existing facility at 1450 South Rose Avenue. Chair Castañon nominated Commissioner Rutter and Okano to assist the City, as representatives of the Commission, on the staff committees working on those two initiatives. Commissioner Okano seconded the motion, which carried unanimously. Commissioner Rutter will be designated for the committee on the design of the expanded facility/bed capacity at 1450 South Rose Avenue, and Commissioner Okano will work with the site selection group.

3. PUBLIC COMMENT

Ms. Robin Lerner, P. O. Box 5721, Oxnard 93031, addressed the Commission on behalf of Family Promise of West Ventura County. Ms. Lerner provided information on the Family Promise program, a local non-profit organization created in 2016 to assist families which recently became homeless to transition back to a stable, non-homeless life. The Family Promise has four participating "Host" congregations in Oxnard and Ventura, which act to provide temporary shelter and support services. Another seven faith-based organizations provide support to Family Promise. Ms. Lerner offered to make a formal presentation at a future Commission meeting, including showing of a video. Staff will coordinate with the Commissioner Chair and Ms. Lerner in order to place a presentation on the agenda of a future Commission meeting. Attachment No. 1 to these minutes is a Family Promise brochure.

Mr. Daniel Chavez of Oxnard also addressed the Commission. He urged the Commission to advocate for an increased level of City support for services for the homeless community, citing the fact that the Winter Warming Shelter, while valuable, did not provide the necessary services to assist in breaking the cycle of homelessness.

4. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Meeting of May 1, 2017

Commissioner Rutter moved approval of the minutes as presented in the agenda packet. The motion was seconded by Commissioner Leichtfuss, and the motion carried unanimously.

5. REPORTS FROM CITY STAFF

SUBJECT: Oxnard Police Department, Report of Homeless Detail Officers

Mr. Lawson reported that the Police Officers who specialize on dealing with the homeless population were unable to attend today's meeting, and the invitation will be extended again for another meeting.

SUBJECT: Update to City of Oxnard Housing Element

Mr. Lawson reported that the City's Development Services Department was currently engaged in a public consultation process as part of the 2017 update of the Housing Element (a component of the City's General Plan). The Housing Element update, which will be submitted to the State Department of Housing and Community Development, represents the overall planning objectives and goals of the City which relate to the production and preservation of housing for all sectors of the City's population, including low-income households and homeless persons. The Planning Division is hosting a public meeting on Wednesday, June 14, from 4:00 to 6:00 p.m., at the City Service Center at 214 South "C" Street, and the public is invited to view the presentation, the draft update, and to provide input. The City's Planning Commission will receive a formal report at a subsequent meeting, tentatively scheduled for Thursday, June 15, at 6:00 p.m. at the City Council Chambers.

Vice-Chair Martinez inquired as to the absence from the Commission meeting agenda of the Safe Sleep program, and the appointments to Subcommittees. Staff indicated that the Safe Sleep matter is part of the Housing Element update, and that the Chair had requested holding over the establishment of subcommittees until the July meeting.

With respect to the Safe Sleep program, Mr. Lawson provided a summary of the features of the programs which have been adopted by our neighboring cities of Santa Barbara and San Buenaventura. Staff reported that the matter was also topic at the Planning Division's public Housing Element workshop of April 27, 2017, and that the Public Meeting of June 14 and the subsequent presentation to the Planning Commission present opportunities to provide input on a proposed Safe Sleep ordinance for inclusion in the Housing Element.

6. COMMISSION BUSINESS

SUBJECT: Fiscal Year 2017-18 Budget

Staff directed the Commission's attention to the staff report at pages 006 to 009 of the meeting agenda packet, provided a brief verbal report on the federal budget process and the City budget process. The Oxnard City Council meeting agenda for its 1:00 p.m. meeting on June 7, 2017 includes a presentation of the Housing Department's budget, which encompasses the various homeless services programs. Staff provided a summary of the allocation of federal grant funding to address homelessness, including

specifically the Emergency Solutions Grant (ESG) and Community Development Block Grant (CDBG) programs.

The Commission inquired about the importance of CDBG funding to the City, and the status of the various programs. Assistant City Manager Ruth Osuna provided an overview of the process, and indicated that the City opposed the elimination of CDBG, as the City relies on CDBG funding for many critical services which cannot be funded by General Fund dollars. She stated that the City would continue to monitor the CDBG budget proposal as the federal budget works its way through Congress. Ms. Osuna further indicated that filling the position of the Homeless Program Assistance coordinator was a high priority, which will be funded with general fund dollars. She further addressed the proposed reductions in funding for Public Housing and Section 8 (detailed on page 008 of the staff report).

The Commissioners also inquired about funding for a 2017-18 Winter Warming Shelter (WWS). Ms. Tara Carruth, of the County of Ventura Chief Executive Office, was invited to the podium to explain the process that is under development for next winter's WWS. She reported that the County was proposing, with the cities of Oxnard and Ventura joining in, to present a request for funding with sufficient lead time to have a formal solicitation and bid process for an operator for a WWS.

The Commissioners favored the idea of sending a formal letter affirming the Commission's support for full funding for CDBG, ESG, and for the OHA programs. Ms. Osuna indicated that staff would confirm the appropriate way to do so, consistent with the Commission's charter, and whether such a letter on the federal budget could be directed to any entity other than City Council. Commissioner Leichtfuss moved that the Commission authorize the Chair to submit a letter to the City Council and Planning Division in support of adopting a Safe Sleep ordinance as part of the update to the City's Housing Element. Commissioner Rutter seconded the motion, which carried unanimously.

7. SUBJECT: ANNOUNCEMENTS OF UPCOMING EVENTS

The following upcoming events were announced and discussed:

Wednesday, June 7: Oxnard City Council, 1:00 p.m., Study Session on 2017-18 Budget

Wednesday, June 14: City of Oxnard Planning Division hosts public meeting on the Housing Element Update, 4:00 to 6:00 p.m., 214 South "C" Street

Thursday, June 15: Oxnard Planning Commission consideration of updates to City Housing Element; tentative meeting start time is 6:00 p.m.

In addition to the above, Vice-Chair Martinez invited all to attend the Oxnard Scholarship Program Fun Fest day at Pacific High School, from 9:00 a.m. to 4:00 p.m. on Saturday, June 10, 2017. This program honors outstanding students. Also, the Oxnard Elementary School District will be participating this summer in the provision of free meals for low-income students during the summertime school closures. Chair Castañon requested that staff disseminate information to the Commission on the details of locations and times. Staff committed to providing that information for the various school districts that serve Oxnard residents.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:00 p.m.

(Draft Minutes prepared by Karl Lawson)

OUR CONGREGATIONS:

We would love to see your church here

Host Congregations:

North Oxnard United Methodist Church
Temple Beth Torah, Ventura
St Paul's Episcopal Church, Ventura
The River Community, Ventura

Financial or other donations:

All Saints' Episcopal Church, Oxnard
Community Presbyterian Church, Ventura
St Paul's Episcopal Church, Ventura
Unitarian Universalist Church of Ventura
First United Methodist Church, Ventura

Support Congregations:

Insight Meditation, Ventura
Seventh-day Adventists, Ventura

DEVELOPING BOARD:

Rick Pearson, President
- rpearson@rhetorick.com
- 805-218-9513
Robin Lerner, LCSW, Vice President
- mrsrl1000@gmail.com
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Ruth Owens, Secretary
- Ruth-groventura@roadrunner.com
- 805-340-0855
Alene Campbell-Langdell, Treasurer
- alc_kairos@juno.com
- 918-851-8909

BOARD OF DIRECTORS

Soliciting Candidates

Being homeless means you can only think about surviving today. Thinking beyond that is impossible - Mother of 4



During our crisis, it was peaceful to come to a church and feel protected. Although our home moved weekly, we felt loved and that we would not be abandoned until I was able to secure a permanent job and affordable housing - Parent, age 26, Family Promise of Santa Clarita Valley



Volunteering helps me live my faith by helping those in need in my community - Congregation Volunteer



Family Promise® of West Ventura County

Helping homeless children and their families get back in to a home by providing support services and temporary shelter in the Ventura and Oxnard communities.



P.O. Box 5721
Oxnard, California 93031
www.FamilyPromiseWVC.org

Find us on Facebook at Family Promise of West Ventura County

Family Promise of West Ventura County is an IRS 501(c)(3) non-profit, EIN 81-1625872.

OUR PROGRAM...

Family Promise of West Ventura County, Inc. (FPWVC) is a nonprofit 501(c)(3), non-denominational organization for families in transition and part of a national organization founded in 1986. The Family Promise Program brings shelter, meals, and support services to families without homes through a network of local congregations. There are five basic components to Family Promise.

1. **Congregations:** Hosting of families rotates weekly among Congregations in the Program where they provide lodging, meals, and caring hospitality ~4 times a year. Support Congregations assist the Hosts by providing regular volunteers and meals.
2. **Day Center:** Guests use a local Day Center from 7:30 AM to 5:00 PM, where a professional social worker provides case management services. There, guests pursue employment, care for pre-school children, shower, and do laundry.
3. **Transportation:** The Family Promise Van transports guests to and from the Day Center and Host Congregations and to other needed appointments.
4. **Volunteers:** Volunteers are essential to our success and provide a wide range of services like cooking and serving meals, playing with children or helping them with homework, interacting with guests with respect and compassion, and providing overnight security.
5. **Fundraising:** The organization is financed through donations, corporate sponsors, grants, and fundraising events.

Our mission is to mobilize Ventura & Oxnard congregations, partnered with social service agencies, to end homelessness, 3-4 families at a time.

Why is Family Promise Needed?

- 585 homeless students accommodated by the Oxnard Unified School District during the 2016-2017 school year.
- 332 homeless students accommodated by the Ventura Unified School District during the 2016-2017 school year.
- There are a shortage of beds for homeless families in Ventura and Oxnard

How YOU can help

Family Promise of West Ventura County relies on donations to assist families in our community. Please consider making a cash donation via our web site or mailing a check. All donations are tax deductible. Or consider the options below.

- ☐ Volunteer – Volunteers are our life blood and more are needed to help get us open.
- ☐ Spread the word – Let people know about us
- ☐ Board Member Candidates – Submit names for consideration
- ☐ Corporate Sponsorship – consider sponsoring us with opening costs
- ☐ Donate via the web – We are working to raise \$50,000 towards opening costs

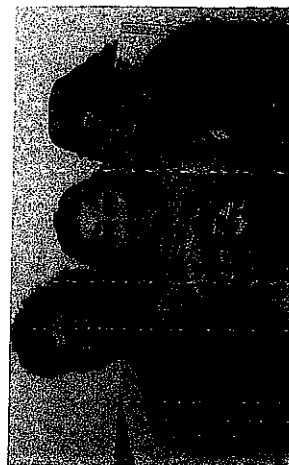
Please contact us to see how you can help

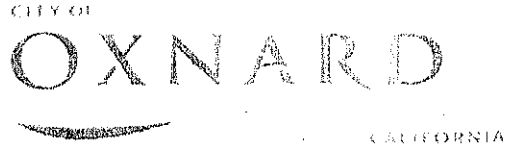
Thank you!

Achievements

Our kick off meeting was held in January, 2016. Since then, we have achievement the following:

- Formed on 25 Feb 2016
- Obtained our California Articles of Incorporation in August 2016.
- Obtained our IRS nonprofit 501(c)(3) status in September 2016.
- Signed our first Host Congregation in September 2016.
- Since then, we have signed 3 more Host Congregations and are working with five more.
- A van has been donated by First United Methodist Church, Ventura
- Over 50 people have attended at least one meeting, representing 16 different congregations.
- Our goal is to open November 2017





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

FROM: Karl Lawson, Executive Secretary 

DATE: June 28, 2017

SUBJECT: Update to City of Oxnard Housing Element; Safe Sleep Program

RECOMMENDATION

That the Commission receive a report on the Oxnard Planning Commission meeting of June 15, 2017, and provide recommendations for follow-up action.

BACKGROUND

The Commission on Homelessness has analyzed and developed recommendations on a variety of strategies to addresses homelessness. In recent months, the Commission has received reports on the regulations prohibiting homeless persons from sleeping in vehicles.

The Commission meeting of June 5, 2017 included a staff report on "Safe Sleep" programs instituted by our neighboring cities of Ventura and Santa Barbara. Staff advised the Commission that the City's Development Services Department, Planning Division, was engaged in the community input process for the state-required update of the City's Housing Element, and that the issue of sleeping in vehicles had been a topic of discussion at previous Planning Division community meetings.

Following the staff report and discussion, the Commission adopted a motion directing the Chair to submit a letter to the City Council and Planning Division in support of adopting a Safe Sleep ordinance as part of the update to the City's Housing Element.

Chair Castañon prepared the letter, addressed to both the City Council and the Oxnard Planning Commission; that letter is Attachment No. 1 to this report. Commissioner Okano presented the letter to the Planning Commission on June 15, 2017, and addressed the Planning Commission on his own experience with Ventura's Safe Sleep program. Housing Director Arturo Casillas and Compliance Services Manager Karl Lawson also addressed the Planning Commission and responded to their questions on the Safe Sleep proposal.

The Planning Commission discussed the matter, but ultimately declined to recommend incorporating any reference to a Safe Sleep proposal in the Housing Element update. Planning Commission Chair Deidre Frank stated that in her opinion it would be premature for the Commission to make such a recommendation unless a specific ordinance had been drafted, setting forth which areas would be available for Safe Sleep and under what conditions; and specifying what zoning changes would have to be adopted for such a program. She also opined that such a proposal would be better presented directly to the City Council, and that data would need to be gathered on exactly how many homeless people are sleeping in vehicles and where.

POSSIBLE FOLLOW-UP ACTIONS

Staff recommends that the Commission discuss and provide recommendations for follow-up actions on this matter.

The City Attorney has advised that the institution of a Safe Sleep program would require amendments to the City Code. As a next step, the Commission may wish to direct staff to schedule a meeting with the Homeless Committee for the purpose of presenting and discussing the parameters for a Safe Sleep program.

Staff further recommends that the Commission consider establishing a sub-committee to more fully analyze and develop specific elements for those parameters and the necessary data collection.

ATTACHMENT

Letter from Chair Castañon to City Council and Planning Commission, dated 6/12/2017

June 12, 2017

**Honorable Mayor and Members of City Council
Honorable Members of the Oxnard Planning Commission**

Re: Inclusion of "Safe Sleep" Ordinance in Housing Element

Dear Mayor, Council Members, and Planning Commissioners,

As the Chair of the Commission on Homelessness, I am writing to inform you that our Commission is formally requesting that the City's Housing Element include as a priority goal the institution of a "Safe Sleep" program, to enable homeless persons who park and sleep in their vehicles in designated safe areas.

The Commission on Homelessness has been made aware over the years of the fact that there are some homeless persons who possess vehicles, but who do not have the resources or means to obtain housing. Some of these homeless persons sleep in their vehicles, and they are forced to seek places where they can do so safely and without being cited. The City Attorney has advised us, however, that sleeping in vehicles is not permitted.

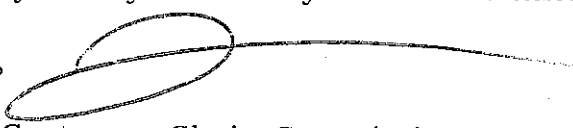
Recent incidents have been brought to the attention of our Commission which shed light on the fact that there are some private property owners who are willing to allow homeless persons to park on their property and sleep in their vehicles, but who would be violating City Codes if such were to occur.

Several cities around the nation, including our neighboring cities of Ventura and Santa Barbara, have developed Safe Sleep programs under which specific property owners, including churches, can apply to be designated as authorized places for individuals to sleep in their vehicles. Those programs have strict requirements, and usually limit the number of vehicles to no more than one or two per site. The property owner and the homeless persons must register through a local non-profit, and agree to abide by specified rules of conduct, in order to be able to participate in the program.

On June 5, 2017 the Commission on Homelessness voted unanimously to recommend that the Housing Element update prioritize the institution of such a program in Oxnard, and directed me as Chair to communicate our recommendation. We ask that an ordinance be drafted and presented to the Planning Commission and Council, to adopt a Safe Sleep program in Oxnard.

We thank you very much for your consideration of our recommendation.

Sincerely,


Francine Castanon, Chair, Commission on Homelessness

Attachment No. 1



TO: Honorable Chair and Commissioners
Commission on Homelessness

FROM: Karl Lawson, Executive Secretary 

DATE: June 28, 2017

SUBJECT: Establishment of Ad Hoc Sub-committees

RECOMMENDATION

That the Commission establish ad hoc sub-committees and designate no more than three (3) Commissioners to serve on each sub-committee.

BACKGROUND

The Commission on Homelessness was established by the City Council, with powers and duties set forth in Chapter 2-129 of the City Code. The primary charge of the Commission encompasses advising City Council on matters pertaining to homelessness, and recommending programs, strategies and funding for preventing and reducing the incidence of homelessness in the City.

A quorum for the conduct of Homeless Commission business is four (4) Commissioners. The City Attorney has advised that in furtherance of its work, the Commission may establish one or more ad hoc sub-committees, provided that no sub-committee consists of more than three Commissioners. Three Commissioners may meet as a sub-committee at any time and place, but if four or more Commissioners were to convene, such meeting would be considered a meeting of a quorum of the full Commission, and thus be subject to the requirements of the California public meetings law known as the Brown Act. In addition, the City Attorney has advised that any ad hoc sub-committee may be established provided that its tenure of existence is less than one year.

The Commission has historically established ad hoc sub-committees for the purpose of exploring particular topics in depth, and reporting back to the Commission as a whole. The Commission had previously tabled action on establishing sub-committees for the 2017-18 term until all recently-appointed Commissioners assumed office.

Staff recommends that the Commission discuss and propose ad hoc sub-committees as the Commission deems advisable to establish. Following discussion, the Chair may appoint, with the consent of the Commission, sub-committees that must consist of at least two (2) but no more than three (3) Commissioners. A Commissioner may serve on more than one sub-committee.

Based on discussions at recent Commission meetings, staff recommends that the Commission consider the following as possible options for sub-committees:

1. Safe Sleep (to refine elements for a safe sleep ordinance)
2. Increasing landlord participation in voucher program
3. Review of Commission By-Laws/Procedures/Operations

The Commission may also wish to consider establishment of sub-committees to address other matters consistent with the powers and duties of the Commission as set forth in the City Code.

(end)