



**AGENDA
REGULAR MEETING
Commission on Homelessness
Monday, January 7, 2019, 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 December 3, 2018 (001)

RECOMMENDATION: Approve minutes of meeting of December 3, 2018.

4. REPORTS FROM CITY STAFF AND GUEST

SUBJECT: Program update from Homeless Assistance Program Coordinator

RECOMMENDATION: Receive report on Year-Round and Temporary Emergency Shelters

5. COMMISSION BUSINESS

SUBJECT: 2019 Point-in-Time Count

RECOMMENDATION: Receive report on the 2019 Point-In-Time Count, scheduled for Tuesday, January 22, 2019.

SUBJECT: 2019-20 Federal Grants Application Process

RECOMMENDATION: That the Commission receive a report from the City's Grants Management Division staff on the upcoming 2019-20 Federal Grant Funding cycle application process.

SUBJECT: Report Requested on Council Actions on COH Resolutions

RECOMMENDATION: Receive staff report on request by Commission Vice-Chair of status of City Council actions on sub-committee recommendations set forth in previously-adopted Commission resolutions.

SUBJECT: Reports of Commission Sub-Committees

RECOMMENDATION: Receive reports from Commission Sub-Committees, and provide direction and recommendations from the full Commission.

SUBJECT: Commission By-Laws

RECOMMENDATION: Discuss Commission By-laws, and develop recommendations for possible amendments to By-Laws.

6. **NEW 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 December 3, 2018**

On Monday, December 3, 2018, at 3:02 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 Cartagena Martinez, Commissioner Peggy Rivera, Commissioner Yukio Okano, and Commissioner Francisco Jaena. City of Oxnard staff members present were Michelle Ascension, City Clerk; Mark Alvarado, Homeless Assistance Program Coordinator; and Karl Lawson, Commission liaison, who acted as Recording Secretary. Chair Castañon presided.

1. ROLL CALL AND CALL TO ORDER

Chair Francine Castañon called the meeting to order at 3:02 p.m., and chaired the meeting. Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

Ms. Monica White, Executive Director of Food Share, addressed the Board regarding the work of Food Share, and pledge their continued support for the region's homeless and low-income community, and invited Commissioners and members of the public to tour the food share facility (call first to 805-983-7100 to arrange a tour). Ms. White noted that in the previous year, Food Share had distributed over 1,000,000 pounds of food every month.

Dr. Cynder Sinclair, Executive Director of Community Action of Ventura County, expressed her appreciation to the City and to the Commission for supporting CAVC's initiatives to provide services, including recently re-furnished showers, for the homeless community.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Meeting of October 1, 2018

Commissioner Okano moved approval of the minutes as distributed, and Commissioner Rivera seconded the motion. The motion carried unanimously.

4. REPORTS FROM CITY STAFF

SUBJECT: Report of the City Clerk

Ms. Michelle Ascension, the Oxnard City Clerk, provided a report to the Commission on proposed structural changes to the operation of the City Council and of the Citizen Advisory Groups. The City Council, now a seven-member body, will meet as a whole on the first and third Tuesdays of each month. On the second and fourth Tuesdays, Council committees will meet. Each Council committee (composed of three Council members) will have primary responsibility over specific City functions. Homeless policy issues will be under the purview of the Housing and Economic Development Committee.

Ms. Ascension also reported that the adoption of a "Sunshine" ordinance will result in increasing the advance posting requirements for public meetings, with 12 days for Council meetings, and seven days for CAG meetings. She responded to questions from the Commissioners, and was thanked for her comprehensive report and diligent work.

SUBJECT: Countywide Continuum of Care and HEAP Funding Allocations

Homeless Assistance Program Coordinator Mark Alvarado reported that the Ventura County Regional Continuum of Care had issued its allocations of the \$4.8 million in state HEAP funding, and had awarded the City of Oxnard \$1.5 million to support a year-round shelter project. He further advised that the City of Ventura was awarded an identical amount for its year-round shelter.

SUBJECT: Report of Homeless Assistance Program Coordinator

Mr. Alvarado and Mr. Karl Lawson provided a verbal report to the Commission, with updates on the Temporary Emergency Shelter. A slide presentation (Attachment No. 1 to these minutes) was presented to the Commission, and staff responded to questions from the Commission on the operational logistics of the proposed TES, and the recruitment of staff to work at the TES.

The Commission inquired whether there would be any possibility of using the former Armory building to house people prior to opening up the TES. Staff indicated that that would not be possible, as due to liability and operational requirements, there has to be sufficient City personnel on duty to staff the facility on a 24-hour basis beginning the moment it opens.

With respect to donations, staff reported that people are dropping off bags of used clothing, food, and other items in front of the still-empty building, items which have to be discarded as there is no staff on duty yet and no system for inventorying or storing items.. Staff stressed that the TES is not intended to function as a place where people can donate items to be given to individual homeless persons, and the TES will not be set up as a distribution center. Individuals who wish to donate clothing or goods for homeless persons are encouraged to make such donations to existing homeless service organizations. Anyone who wishes to donate to assist the TES operation may make a monetary donation through the fiscal agent (the Downtown Ventura Organization).

Mr. Alvarado reported on the November 15, 2018 meeting with downtown merchants and business owners, which focused on the impact of homelessness on the downtown community.

5. COMMISSION BUSINESS

SUBJECT: Sub-Committee Reports

Downtown Safety and Hygiene: Vice-Chair Martinez inquired as to what had happened to the sub-committee recommendations related to Safety and Hygiene. Mr. Lawson indicated that the City Council's action with respect to the various recommendations from all of the sub-committees that had been presented to City Council via resolutions adopted by the full Commission were incorporated into the Five-Year Plan adopted by the City Council in September of 2018. He further indicated that staff can report back with a summary at the next Commission meeting.

Safe Sleep: Commissioner Okano reported on the on-going discussions with All Saints Episcopal Church and with Bethel AME Church leadership on the prospects for setting up parameters for implementing Safe Sleep at those locations.

6. NEW BUSINESS

Vice-Chair Martinez requested that an invitation be extended to the City Manager to appear at a future meeting of the full Commission.

Staff noted that the January meeting would include a report on the public hearing for the 2019 Entitlement Grants Needs Assessment, to take place on a date to be determined in January 2019; and on the upcoming Point-in-Time Count, which will take place on January 22, 2019.

7. SUBJECT: ANNOUNCEMENTS OF UPCOMING EVENTS

The Commission was informed of the upcoming events:

Tuesday, December 11, 2018	Oxnard City Council Meeting, 6:00 p.m.; agenda will include request for authorization to create new job classifications and hire staff for Temporary Emergency Shelter
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Tuesday, January 15, 2019:	Public Hearing on Unmet Needs; 6:00 p.m., Oxnard City Council Chambers
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Tuesday, January 22, 2019:	Point-in-Time Count; all day, various locations around Ventura County
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8. ADJOURNMENT

There being no further business, the meeting stood adjourned at 4:16 p.m.

(Minutes prepared by Karl Lawson)

YEAR-ROUND AND TEMPORARY EMERGENCY SHELTERS UPDATE

Commission on Homelessness
Meeting of 12/3/18

December 3, 2018

FIVE-YEAR HOMELESS PLAN

- City Council approved Five-Year Homeless Plan and Strategy on September 18, 2018
- Plan represents a significant expansion of City efforts aimed at homelessness
- On October 16, Council took further action, approving \$200,000 to establish Temporary Emergency Shelter (TES) at former Armory site; authorized \$75,000 for encampment abatement cost recovery

December 3, 2018

YEAR-ROUND SHELTER

- Objective: two year-round facilities, one in Oxnard, one in Ventura
- Shelter/navigation center concept:
 - full services, whole-person care, trauma-informed
- Each city to select site for its shelter
- Each city has allocated significant funding
- Partnership with, and support from, County of Ventura Board of Supervisors

December 3, 2018

YEAR-ROUND SHELTER/NAVIGATION CENTERS

- City of Ventura has selected a building on Knoll Drive, and is currently in procurement process for renovations for use as a shelter
- Estimated opening: late 2019
- Site search on-going in Oxnard
- Operator Selected by RFP Process; Mercy Housing of Orange County selected, and in negotiations with cities and County
- Mercy House not interested in operating a temporary shelter

December 3, 2018

EMERGENCY SHELTER

- Cold weather approaching
- Foul-weather shelter as an adjunct to the year-round shelters cannot be implemented until year-round shelters are open
- Council approved:
 - Temporary Emergency Shelter, to be located at 351 South K Street (former National Guard Armory)
 - Original target opening date 12/10/18
 - Maximum duration: until 6/1/18

December 3, 2018

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TEMPORARY EMERGENCY SHELTER

- Previous "Winter Warming Shelter" (WWS) model rejected
- WWS was night-time only with limited services
- Daily exodus, severe local impact
- Temporary Emergency Shelter will operate 24-hours (building now available round-the-clock)
- Fully staffed
- Coordinated entry, with on-site wrap-around services (non-profits, County agencies)

December 3, 2018

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TEMPORARY EMERGENCY SHELTER

KEY FEATURES:

- Full-time security for facility and area; close coordination with Police Department
- Storage for possessions
- No walk-ups; not a drop-in center
- Shuttle van for clients
- Minimize congregation in open spaces/parks/public areas

December 3, 2018

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TEMPORARY EMERGENCY SHELTER

- Approved TES 24-week budget: \$570,000
- County and City of Ventura contributing more than two-thirds of cost (\$385,000)
- Non-profit Downtown Ventura Organization (DVO) to serve as fiscal agent
- RFP issued seeking entities to operate TES; deadline for bid submission: Monday, Nov. 19
- Community outreach and engagement on-going

December 3, 2018

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TEMPORARY EMERGENCY SHELTER

- Zero responses to RFP
- No entities – non-profit, for-profit, or faith-based – submitted proposals or expressed interest in operating a Temporary Emergency Shelter

TEMPORARY EMERGENCY SHELTER

Options as of November 20, 2018:

Option #1:

No temporary shelter this winter.

Option #2:

Hire temporary employees and have the city operate a temporary shelter.

CITY OPERATION OF T.E.S.

- In all prior years, a third-party entity has been contracted with to operate Winter Warming Shelter
- No city staff have any experience in shelter management, case management, shelter security, etc.
- Staff recommended Option #2
- Recommendation approved on November 21, 2018
- Job descriptions for shelter-related positions drafted and finalized November 27
- Recruitment opened November 28 (City of Oxnard website, Human Resources Department)

STAFFING FOR T.E.S.

- Recruitment initiated for:
 - Shelter Manager
 - Shelter Supervisors
 - Shelter Monitors
 - Navigators
 - Shelter Intake Staff
- Applications being accepted now, and will continue to be accepted until positions are filled.
- Wide dissemination of announcement of recruitment
- First job offers anticipated for week of December 10-14
- Possible County assistance with intake and caseworker caseload

PREPARATION OF ARMORY

- Clean-up of interior and exterior
- Security of Site
- Wiring for internet and telephone
- Utility connections
- Restrooms
- Creation of family-friendly area (painting, furnishing)
- Procurement of needed supplies
- Much more
- **NOT A DROPOFF SITE FOR DONATIONS**

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TEMPORARY EMERGENCY SHELTER

- Opening Date will not be December 10
- 24-hour operation requires 24-hour staffing and security, and a facility that is fully functional and prepared
- No partial operation
- Staff will continue to apprise of status of project

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Q. AND A.

IMPACT OF RECENT COURT OF APPEALS DECISION

- Challenge posed by Ninth Circuit Court of Appeals Decision (*Martin v. City of Boise*)
- Decision limits ability of cities to enforce ordinances regulating sleeping/camping in open areas
- Police cannot cite individuals unless there are shelter beds available and accessible on a non-discriminatory basis

December 3, 2018

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CITY OF OXNARD
Notice of Public Hearing
January 15, 2019 at 6:00 p.m. and or soon thereafter

NOTICE IS HEREBY GIVEN THAT A PUBLIC HEARING to receive public input and comments from residents of the City of Oxnard and all persons interested in regard to the **Unmet Needs of Low and Moderate Income Persons Related to Affordable Housing, Homelessness, Public Facilities and Improvements and Public Services funded with Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME), and HEARTH Emergency Solutions Grant (HESG)** grants will be conducted on Tuesday, January 15, 2019, at 6:00 p.m., in the Council Chambers, 305 West Third Street, Oxnard, California or as soon thereafter as the matter may be heard.

Public comments will be considered in the preparation of the City of Oxnard's 2019 Annual Action Plan, as required by the U.S. Department of Housing and Urban Development (HUD) and the Citizen Participation Plan of the City of Oxnard. The public comment period begins December 13, 2018, and concludes on January 15, 2019. Written comments may be addressed to the following:

City of Oxnard Housing Department
Grants Management Division
435 South "D" Street, Oxnard, CA 93030
Attn: Public Comments-2019 Annual Action Plan

Organizations planning to apply for program year 2019/2020 funds to meet **Unmet Needs of Low and Moderate Income Persons Related to Affordable Housing, Homelessness and other supportive Public Services**, are required to attend a pre-application workshop to be considered for a funding award. The workshop date will be posted on the City's Housing Department website.

Persons with disabilities needing special assistance to participate in the hearing, or persons requiring a translator, should also contact the City Clerk's Office at (805) 385-7803 at least 72 hours prior to the meeting.

For further information contact Roel Briones, Grants Manager, at (805) 385-7959.



CIUDAD DE OXNARD
Aviso de audiencia pública
15 de enero de 2019 a las 6:00 p.m. o posteriormente

CON EL PRESENTE SE DA AVISO QUE UNA AUDIENCIA PÚBLICA para recibir opiniones y comentarios públicos de los residentes de la Ciudad de Oxnard y de todas las personas interesadas en las necesidades no satisfechas de personas de ingresos bajos y moderados relacionadas con viviendas asequibles, personas sin hogar, instalaciones y mejoras públicas y servicios financiados con Community Development Block Grant (CDBG), HOME Investment Partnership Act (HOME) y Emergency Solutions Grant (HESG) se realizará el martes 15 de enero de 2019, a las 6:00 pm, en las Sala del Consejo, en 305 West Third Street, Oxnard, California o tan pronto como el asunto pueda ser escuchado.

Los comentarios públicos se considerarán en la preparación del Plan de Acción Anual 2019 de la Ciudad de Oxnard, según lo requerido por el Departamento de Vivienda y Desarrollo Urbano de los Estados Unidos (HUD) y el Plan de Participación de Ciudadanos de la Ciudad de Oxnard. El período de comentarios públicos comienza el 13 de diciembre de 2018 y concluye el 15 de enero de 2019. Los comentarios escritos deben entregarse a:

City of Oxnard Housing Department
Grants Management Division
435 South "D" Street, Oxnard, CA 93030
Attn: Public Comments-2019 Annual Action Plan

Las organizaciones que planean solicitar fondos para el año 2019/2020 del programa para satisfacer las necesidades no satisfechas de personas de ingresos bajos y moderados relacionadas con viviendas asequibles, personas sin hogar y otros servicios públicos de apoyo, deben asistir a un taller de pre-solicitud para ser considerados para la otorgación de fondos. La fecha del taller se publicará en el sitio web del Departamento de Vivienda de la Ciudad.

Las personas con discapacidades que necesitan asistencia especial para participar en la audiencia, o las personas que requieren un traductor, también deben comunicarse con la Oficina del Secretario Municipal al (805) 385-7803 al menos 72 horas antes de la reunión.

Para obtener más información, comuníquese con Roel Briones, Gerente de subvenciones, al (805) 385-7959.

City of Oxnard Housing Department
Grants Management Division
435 South "D" Street
Oxnard, CA 93030

OXNARD