



**AGENDA
SPECIAL MEETING**

Commission on Homelessness

Monday, January 9, 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 December 5, 2016 (001)
RECOMMENDATION: Approve minutes of meeting of December 5, 2016.
4. **REPORTS FROM CITY STAFF**
(A) **SUBJECT:** Winter Warming Shelter
(B) **SUBJECT:** Nationwide Point-In-Time Count
5. **NEW BUSINESS**
SUBJECT: Designation of Commission Representative to Entitlement Grants Proposal Review Committee (005)
RECOMMENDATION: That the Commission designate one representative and one alternate to serve on the entitlement grant Proposal Review Committee to assist the City in evaluating funding applications for Fiscal Year 2017-18.
6. **OLD BUSINESS**

SUBJECT: Ad Hoc Subcommittees
RECOMMENDATION: That four Ad Hoc Subcommittees be established and at least two Commissioners appointed to each Subcommittee.
7. **COMMISSION BUSINESS**
8. **ANNOUNCEMENTS OF UPCOMING EVENTS**
9. **ADJOURNMENT**

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

**City of Oxnard Commission on Homelessness
DRAFT Minutes of the Regular Meeting of
December 5, 2016**

On Monday, December 5, 2016, at 3:15 p.m. the Special 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: Vice-Chair Lucy Martinez and Commissioners David Courtland, Francisco Jaena, and Yukio Okano. Chair Francine Castañon and Commissioner Sue Brinkmeyer were absent with excuse. City of Oxnard staff member present was Karl Lawson, Housing Department, who acted as Recording Secretary. Vice-Chair Martinez presided.

1. ROLL CALL

Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

None.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Special Meeting of November 14, 2016

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

4. REPORT FROM CITY STAFF

SUBJECT: Winter Warming Shelter (WWS)

Mr. Lawson provided the Commission with an update on the Winter Warming Shelter (WWS), advising that the State of California Military Department had provided the lease for the National Guard Armory this very morning, December 5, 2016; that the WWS would open tomorrow, December 6, 2016. He also reported on the operations budget, advising that the City of Oxnard had committed \$30,000 in General Fund money and \$39,000 in CDBG funds; that the City of Ventura and the County of Ventura had committed \$60,000 and \$120,000 respectively; that the committed funds to date would enable the shelter to operate into February; and that additional funds would be necessary in order to keep the shelter open through the end of March. Mr. Lawson responded to questions from the Commission.

Mr. Steve Karnazes of ATTI, the shelter operator, also addressed the Commission and responded to questions about the operational plan, addressing such matters as on-site tuberculosis testing, the mobile medical services, use of a breathalyzer, and operational protocols.

5. OLD BUSINESS

SUBJECT: Ad Hoc Subcommittees

Vice- Chair Martinez proposed that this item be tabled in order to allow the Commission to take it up again when the other two Commissioners were present. Commissioner Courtland moved to table. Commissioner Jaena suggested that the Commission re-organize the proposed sub-committees and take action, whereupon Commissioner Courtland withdrew his motion to allow discussion.

Following a discussion, the Commissioners agreed by consensus to present the following proposed Sub-Committee structure at the next meeting of the full Commission:

1. SB-2 Zones
2. Outreach and recruitment of more landlords to participate in OHA Voucher Program
3. Review of Commission By-Laws/Procedures/Operations
4. Building Bridges with the Faith Community
5. Ways and Means/Strategies to Identify Funding for Homeless Initiatives
6. Working with Service Providers/Community on a Year-Round Basis

Vice-Chair Martinez asked that the proposed subcommittees be placed on the agenda for the next Commission meeting. Without opposition, it was so ordered.

SUBJECT: YEAR-ROUND OPTIONS FOR SHELTER AND SERVICES FOR THE HOMELESS

Vice-Chair Martinez directed the Commission's attention to the draft resolution summarizing the recommendations developed in the Study Session of November 14, 2016 (at pages 017-019 of the agenda packet). Following discussion, Commissioner Okano moved, and Commissioner Courtland seconded, a motion to approve the Resolution as presented. The motion carried unanimously; Resolution No. 2016-07 is Attachment No. 1 to these minutes.

7. ANNOUNCEMENTS OF UPCOMING EVENTS

Mr. Lawson advised the Commission that the Winter Warming Shelter was scheduled to open on Tuesday evening, December 6, at 6:00 p.m. Monetary donations to support the shelter can be made to the Downtown Ventura Organization (downtownventura.org/shelter), 805-641-1090.

Vice-Chair Martinez requested that the agenda for the January Commission meeting include the designation of a representative to the Regional Continuum of Care.

8. ADJOURNMENT

There being no further business, the meeting adjourned at 4:12 p.m.

(Draft Minutes prepared by Karl Lawson)

RESOLUTION NO. 2016-07

A RESOLUTION OF THE COMMISSION ON HOMELESSNESS OF THE CITY OF OXNARD REGARDING YEAR-ROUND HOMELESS SHELTERS AND SERVICES

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; March 7, 2016, September 19, 2016; September 27, 2016; and October 3, 2016; the Commission discussed long-range strategies to address homelessness, and received public comment on, long-range strategies; and

WHEREAS, on September 26, 2015, the Commission adopted and forwarded to Council Resolution No. 2016-06, setting six (6) policy recommendations related to strategies to house homeless persons during winter months in emergency shelters; and

WHEREAS, on November 14, 2016 the Commission conducted a Study Session on strategies for Year-Round Options for Shelter and Services for the Homeless; and

WHEREAS, the Commission on Homelessness wishes to provide its input and recommendations to the City Council as Council considers the proper course of action to take for long-range strategies regarding year-round shelter and services for homeless persons.

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

- (1). That the City collaborate with the County of Ventura and the Regional Continuum of Care on the "Pathways to Home" program and its implementation;
- (2). That the City continue to participate in the efforts of the County of Ventura and the City Managers group representing the various cities in the County, with the goal of memorializing in a Memorandum of Agreement each jurisdiction's commitment to address the issue of and whereby each jurisdiction commits to provide for its own homeless population;
- (3). That Council consider retaining the services of a grant-writer to pursue grant funding for specific projects that ameliorate and/or address homeless issues, such as bathrooms in parks;
- (4). That Council direct staff to continue to pursue the expansion of capacity at the 1450 South Rose Avenue location, the City-owned parcel that is currently the site of a year-round shelter for homeless women and children; and
- (5). That the City produce and provide to the Commission a complete inventory of all City-owned properties.

BE IT FURTHER RESOLVED 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 5th day of December, 2016, by the following vote:

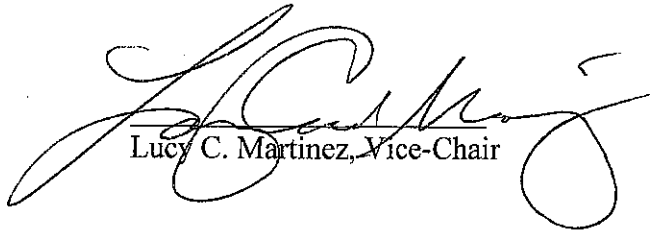
AYES: Commissioners Courtland, Jaena, Martinez, Okano

NOES: None

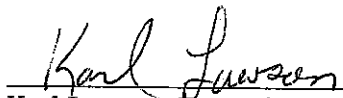
ABSENT: Commissioners Castanon and Brinkmeyer

ABSTENTIONS:

ATTEST:



Lucy C. Martinez, Vice-Chair



Karl Lawson, Executive Secretary



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

FROM: Karl Lawson, Executive Secretary 

DATE: January 4, 2017

**SUBJECT: Designation of Commission Representatives to 2017-18 Entitlement
Grants Proposal Review Committee**

I. RECOMMENDATION

That the Commission designate one Commissioner and one alternate to serve on the proposal review panel.

II. DISCUSSION

In 2015 and 2016, the Commission on Homelessness participated in the evaluation and review of applications that had been submitted to the City from organizations seeking funding under the Community Development Block Grant (CDBG), HOME Investment Partnerships Act (HOME), and Emergency Solutions Grant (ESG) entitlement grant funding that the City receives from the U. S. Department of Housing and Urban Development (HUD).

The funding cycle for Fiscal Year 2017-18 grant applications commenced last month. On December 6, 2016, the Oxnard City Council conducted a public hearing on the Unmet Needs Assessment. Attachment No. 1 to this report is a memo from Housing Director Arturo Casillas outlining the entitlement grants funding cycle calendar. Attachment No. 2 sets forth a five-year history of entitlement grant funding that the City has received, along with estimates of the projected 2017-18 allocations for CDBG, HOME, and ESG.

Proposals for funding are due on January 19, 2017. From February 14 through February 17, 2017, funding applications and project proposals will be reviewed by a panel that will make recommendations to be forwarded to City Council. The second public hearing before City Council is scheduled for May 2, 2017.

One year ago, the review panel was composed of representatives from various Citizen Advisory Groups, including the Commission. Staff anticipates that the panel for FY 2017-18 will once again solicit input from the Commission.

Throughout 2015 and 2016, the Commission has adopted a series of resolutions setting forth recommendations on various aspects of homelessness. Those resolutions include recommended priorities for CDBG, HOME and ESG grant allocations.

II. RECOMMENDED COMMISSION ACTION

Given the likelihood that the proposal review panel will again solicit participation from CAGs, staff recommends that COH designate, by majority vote, a representative and an alternate to serve on such a panel. The designations may be made by a nomination, a second, an acceptance by the nominee, followed by a vote of the full Commission.

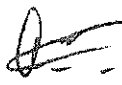
Attachments

No. 1: Housing Director Memo of November 23, 2016

No. 2: HUD Formula Grant Programs Five-Year Entitlement Summary

KL/kl



DATE: November 23, 2016
TO: Potential Applicants
FROM: Arturo Casillas, Housing Director 
SUBJECT: Entitlement Grants Pre-Application Sessions

We are pleased to announce the 2016 schedule of application process for the use of FY2017-18 entitlement funds. The pre-application sessions related to the entitlement grants, which are Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Solutions Grant (HESG), will be held on December 14, 2016 or on December 20, 2016:

December 14, 2016 or December 20, 2016
9 AM to 5 PM
Oxnard Public Library
251 South A Street in Room B

The sessions are scheduled as follows:

From 9 AM to 11:30 AM:	Community Development Block Grant (CDBG) program guidelines and application Instructions.
From 1:00 PM to 2:30 PM:	HOME Investment Partnership (HOME) program guidelines and application Instructions.
From 3 PM to 4:30 PM:	Emergency Solutions Grant (HESG) program guidelines and application Instructions.

Please submit the enclosed registration form for the three sessions by December 12, 2016. Additional important dates as planning calendar are as follows:

December 6, 2016	First Public Hearing related to Unmet Needs Assessment. Input received at the public hearing will be considered in preparing the City of Oxnard' Annual Action Plan for FY 2017-18.
January 19, 2017	Application Due Date
February 14 to February, 2017	Panel Review Interview
May 2, 2017	Second public hearing related to priorities and needs determination and funding recommendation of CDBG, HOME and HESG projects at City Council Chambers

CDBG, HOME, ESG applications, instructions and important data for the FY 2017-18 funding process will be available on the City's website by December 8, 2016. If you need additional information you may contact Juliette Dang at (805) 385-7493 or via email juliette.dang@ci.oxnard.ca.us.

Enclosure

Attachment No. 1

HUD FORMULA GRANT PROGRAMS
FIVE-YEAR ENTITLEMENT SUMMARY

	2012	2013	2014	2015	2016	*Estimated 2017
Community Development Block Grant (CDBG)	\$2,063,138	2,185,785	2,145,231	2,131,803	2,201,149	1,981,035
HOME Investment Partnerships Act (HOME)	\$667,268	646,077	638,502	561,174	595,832	536,239
Emergency Shelter Grant (ESG)	\$214,100	\$150,512	177,570	191,219	191,905	172,275
Total	\$2,994,506	\$2,982,374	2,961,303	2,884,196	2,988,886	2,689,549