



**AGENDA
REGULAR MEETING
Commission on Homelessness
Monday, December 3, 2018, 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 October 1, 2018 (001)

RECOMMENDATION: Approve minutes of meeting of October 1, 2018.

4. REPORTS FROM CITY STAFF AND GUEST

SUBJECT: City Council and Citizen Advisory Groups

RECOMMENDATION: Receive City Clerk report on modifications to the City Council Meetings/Committee structure, and to the operations of Citizen Advisory Groups

SUBJECT: Countywide Continuum of Care and HEAP Funding Allocations

RECOMMENDATION: Receive report on action by County of Ventura and various cities within County on Declarations of Shelter Crisis, follow-up actions, and state HEAP funding allocations by the Ventura County Regional Continuum of Care.

SUBJECT: Program update from Homeless Assistance Program Coordinator

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

5. COMMISSION BUSINESS

SUBJECT: Reports of Commission Sub-Committees

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

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 October 1, 2018**

On Monday, October 1, 2018, at 3:03 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 Peggy Rivera, Commissioner Yukio Okano, Commissioner Francisco Jaena. Vice-Chair Lucy Cartagena Martinez notified ahead of time that she would be unable to arrive until 4:00 p.m. City of Oxnard staff members present were Officer Daniel Cosio, Oxnard Police Department; 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 3:03 p.m., and chaired the meeting. Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

None.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Meeting of September 10, 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 Homeless Assistance Program Coordinator

Homeless Assistance Program Coordinator Mark Alvarado provided a verbal report to the Commission. He summarized the September ruling of the Ninth Circuit Court of Appeals in the case that invalidated enforcement by the City of Boise of ordinances limiting where and when homeless persons could sleep in public, absent the City providing available shelter beds.

Mr. Alvarado provided a status update on the implementation of the Safe Sleep program, indicating that the proposal would be presented to the City Council's Homeless Committee on October 8th, and to City Council in the weeks afterward; and that a final update would be presented to the Commission at its November meeting.

He further reported on the application by the City for additional homeless grant funding, originating with the State of California, through the County Continuum of Care, and the contemplated uses for such funding.

Dr. Cynder Sinclair addressed the Commission on the temporary unavailability of showers at the Community Action of Ventura County facility on Richmond Avenue, and indicated that substantial repairs, estimated to cost \$30,000, were needed to be able to restore that service. Dr. Sinclair also reported on the success that CAVC had recently had in placing some of their clients in gainful employment, and the need for suitable showers so that those people can be properly groomed for work.

Mr. Alvarado and Mr. Lawson also reported on the status of the proposed 24-hour year-round shelter process, and the proposal for a 24-hour temporary emergency shelter, beginning in December, at the former Armory building on "K" Street. That latter proposal envisions a recommendation that such a shelter be limited to no more than 180 days of operation, with no extension. Staff emphasized that this is a proposal at this stage, and is tentatively scheduled to be presented to City Council for its consideration on either October 9th or October 16th.

Commissioner Rivera endorsed the concept of a 24-hour shelter at that building, and recommended that the lunch meal provided by a type of meal which could be handed out, with a hot evening meal, and a breakfast that could include something hot such as oatmeal; and that the City consider asking churches to contribute specific meals on a rotating basis to reduce costs.

Ms. Darlene Miller-Gonzalez recommended that the food be provided by non-profits (such as the Food Share mobile food unit), and cited the example of an organization in Northern California called "Martha's Kitchen" as a model. Ms. Miller-Gonzalez also endorsed the idea of churches contributing via provision of meals on pre-designated days.

The Commission discussed various aspects of the proposed Armory operation, including the challenge of what will be done if the City still does not have a year-round shelter site at the conclusion of the six-month temporary shelter operation.

5. COMMISSION BUSINESS

SUBJECT: Shelter Crisis Declarations

Mr. Lawson advised that eligibility for the state H.E.A.P. funding is contingent upon local jurisdictions adopting a Declaration of Shelter Crisis. In addition to the City of Oxnard, which adopted such Declaration on September 18, 2018, the following local jurisdictions have also adopted Declarations: Ojai, Santa Paula, Fillmore, City of Ventura, Simi Valley, Port Hueneme. The cities of Camarillo and Thousand Oaks, and the County of Ventura, are scheduled to consider adoption of such a Declaration in the next few weeks.

SUBJECT: Sub-Committee Reports

Mr. Tremiti from Tiny Homes was not present at the meeting. The Commission recommended tabling this report until the November meeting, and asked that Mr. Tremiti be invited to attend that meeting. Without opposition, it was so ordered.

6. NEW BUSINESS

None

7. SUBJECT: ANNOUNCEMENTS OF UPCOMING EVENTS

The Commission was informed of the upcoming events:

Monday, October 8: Meeting of the Homeless Committee (an Oxnard City Council sub-committee), at 4:00 p.m., at 300 West Third Street, Fourth Floor.

Tuesday October 9 (tentative): adoption of a Shelter Crisis Declaration by the Ventura County Board of Supervisors.

8. ADJOURNMENT

There being no further business, the meeting stood adjourned at 3:38 p.m.

(Minutes prepared by Karl Lawson)

TO: Honorable Members of the Homeless Committee
Honorable Members of the Oxnard Commission on Homelessness
Homeless Services Provider Organizations
Homeless Advocates and Community Members
DATE: November 21, 2018
FROM: Karl Lawson and Mark Alvarado, Oxnard Housing Department
SUBJECT: Update on Temporary 24-Hour Emergency Shelter

To the Honorable Members of the Homeless Committee, the Commission on Homelessness, Homeless Service Provider Organizations, and concerned Community Members:

I am writing to update you on the status of preparations for an emergency shelter. *Very briefly, and as explained in more detail below, no organizations responded to a recent request for proposals to operate a 24-hour Temporary Emergency Shelter (TES) this winter. Given the critical, life-saving role that such a shelter provides in the colder months, the City of Oxnard has made the decision to take the lead on operating such a shelter ourselves, in collaboration with our partners at the City of Ventura and the County of Ventura, with a target opening date sometime in December (exact date to be determined). Because of this, the City will soon be initiating recruitment to hire 12 to 15 temporary, full-time employees to work in the TES. We ask that you please help us spread the word.*

Background: As you know, the cities of Oxnard and Ventura recently committed substantial resources to establish permanent, year-round homeless shelters/navigation centers, one in each city. While those efforts continue in earnest, it is not anticipated that those permanent shelters will open until mid- to late-2019. The organization selected via an RFP process to operate the year-round shelters (Mercy Housing, of Orange County) indicated that it was not in a position to operate a temporary shelter.

Faced with this situation, last month each City Council, plus the Board of Supervisors of the County of Ventura, determined that it would be necessary to provide a Temporary Emergency Shelter during these colder months. The three jurisdictions committed a total of \$585,000 to fund the TES, with the proviso that it be operated differently from the prior years' Winter Warming Shelter model in several aspects. The TES will be a 24-hour facility, rather than night-time only WWS model. We are able to do this because the National Guard has relinquished control of the former Oxnard Armory, and thus the clients and staff no longer have to leave the building every morning. Because of the round-the-clock nature of the TES, there will be a greater on-site service provision to assist clients in moving out of homelessness. Programs and activities will be provided during the day, to provide clients with an alternative place to be, instead of outside in parks, shopping centers, and public places. Clients' entrance to the TES will via a Coordinated Entry System, and will be low-barrier.

Following approval of funding by the City Council on October 16, 2018, a Request for Letters of Interest was issued, to solicit organizations to operate the TES. The deadline for responses was Monday, November 19. *Unfortunately, no responses were received from any organizations -- non-profit, for-profit, or others.* Several individuals with previous experience at the WWS and

other shelters expressed interest in working at the TES, but none submitted bids to take the lead in managing and operating the TES.

In light of this, Oxnard Housing staff prepared a plan to have city staff take the lead to operate the TES, and manage the operation ourselves, with staff hired on a temporary basis. Given the lack of any organization willing to serve as operator, staff believes that the only options available were (1) for the City to operate the shelter ourselves, or (2) not have a shelter at all this winter. The Housing Department staff's recommendation to recruit shelter staff and operate the TES was approved today, 11/21/18. Our partners at the County and City of Ventura support this effort, and are working closely with us to ensure its success.

Hiring: We anticipate recruiting for shelter staff, including shelter monitors, shift supervisors, intake personnel, case managers, and possibly other positions. Since the TES will be a 24-hour operation, some of the positions will be for evening shifts, night shifts, and weekend work.

We are working with the City's Human Resources staff to refine the position descriptions and initiate the application process. Our goal is to commence the official recruitment to hire employees sometime next week, for approximately 12 to 15 temporary positions. The City of Oxnard website will post the job announcements, and we seek your assistance in encouraging any qualified individuals to apply to work at the TES to do so. Experience in working with homeless and/or in a shelter is highly desirable, as is the ability to speak Spanish. We respectfully request that you please not call Housing or HR staff for specifics on the positions until after the job announcements are posted -- thanks.

We ask that each of you help us spread the word to your contacts and email lists, including to former employees of the past Winter Warming Shelters and to current and former employees of any homeless service provider agencies and/or other shelters. The TES will need qualified applicants -- tell them to please monitor the City of Oxnard Human Resources Department website beginning next week (week of 11/26 – 11/30)! Thank you!

Please remember that this effort represents a completely unprecedented step for City government. We have never before operated a shelter, much less a 24-hour, seven-day-per-week shelter. Housing staff and City public works staff have already begun the work to prepare the facility for its new function, and our partners at the Downtown Ventura Organization (DVO) have graciously agreed to again serve as the fiscal agent, and are beginning procurement of needed supplies and services. Monetary donations are welcome (make checks out to the DVO), but please note that we are not yet set up to receive any material donations (that will come at a later date). We have much work to do legally and logistically, in a very short period of time, to get the facility and the operation set up, and we need to focus on those critical tasks.

A full update will be provided at the December 3, 2018 meeting of the Oxnard Commission on Homelessness, at 3:00 p.m. at the City Council Chambers. All are invited.

We will count on your counted support and dedication as we proceed to provide this critical service to the community and to our fellow citizens who are homeless. Thank you for reading, and thank you again for helping us to spread the word. Have a safe and Happy Thanksgiving!