



**AGENDA  
REGULAR MEETING  
Commission on Homelessness  
Monday, April 2, 2018, 6:00 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 March 5, 2018 (001)

**RECOMMENDATION:** Approve minutes of meeting of March 5, 2018.

**4. REPORTS FROM CITY STAFF**

**SUBJECT:** Winter Warming Shelter for 2017-18

**SUBJECT:** Program update from Homeless Assistance Program Coordinator

**5. COMMISSION BUSINESS**

**SUBJECT:** Pre-fabricated housing units

**RECOMMENDATION:** Receive presentation from representatives of Eco Homes USA, manufacturers of pre-fabricated units, and possible use as homeless shelters.

**SUBJECT:** Sub-Committee and Commissioner Reports

**RECOMMENDATION:** That the Commission receive reports and recommendations from these ad hoc sub-committees, and from individual Commissioners, and provide direction as appropriate: (A) Safe Sleep Program; (B) Oxnard Downtown Safety and Hygiene (C) Increasing Landlord Participation in Housing Choice and VASH Voucher Programs; and Tiny Homes

**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 March 5, 2018**

On Monday, March 5, 2018, at 3:0 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, Commissioners Yukio Okano and Francisco Jaena. Vice-Chair Lucy Martinez joined the meeting at 3:38 p.m. City of Oxnard staff members present were Mark Alvarado, Homeless Assistance Program Coordinator; Karl Lawson, Housing Department, who acted as Recording Secretary and Oxnard Police Commander Kevin Baysinger. Chair Castañon presided.

**1. ROLL CALL AND CALL TO ORDER**

Chair Castañon called the meeting to order at 3:00 p.m. Roll was called and a quorum was deemed present.

**2. PUBLIC COMMENT**

None.

**3. INFORMATION/CONSENT ITEMS**

**SUBJECT: Approval of Minutes of Meeting of February 5, 2018**

Chair Castanon moved approval of the minutes as presented in the agenda packet, with one correction: in the last sentence of the second paragraph under Commission Business, 2018-19 Federal Grants Application Process, the minutes should reflect that it was Commissioner Jaena (and not Chair Castanon) who was designated as the Commission's representative to the Application Review Panel. With that correction, the motion to approve the minutes as corrected was seconded by Commissioner Okano, and the motion carried with three votes in favor and one abstention (Commissioner Rivera).

**4. REPORTS FROM CITY STAFF**

**SUBJECT: Winter Warming Shelter**

Mr. Lawson provided a verbal update on the operation of the Winter Warming Shelter, which has now concluded its tenth week of operations since opening on December 21, 2017. He reported that the WWS operations team is focused on stretching available resources to attempt to remain open beyond the previously-contemplated closure date of March 25, and that some recent developments increase the chances that the WWS can remain open through the entire month of March: the City Council of the City of Ventura will act on a staff recommendation to allocate an additional \$5000 to the WWS at its meeting on Monday evening, March 5<sup>th</sup>; St. Johns Regional Medical Center has pledged a donation of \$3000; and the Unitarian Universalist Church has collected over \$1800 in recent weeks. Staff responded to questions from Commissioners on the topic of the WWS.

**SUBJECT: Point-In-Time Count**

Mr. Alvarado reported to the Commission on the operation of the Point-in-Time Count, which was conducted throughout the County on February 22, 2018. He acknowledged and thanked the various community organizations and volunteers who assisted on the PIT Count, including the Society of St. Vincent de Paul; the Oxnard Police Department; various County of Ventura staff and agencies; Housing Department staff who volunteered; operators of the various non-profit agencies and shelters; Community Action of Ventura County; and others. Commissioner Okano noted that 800 pairs of socks were purchased with \$1000 which had been donated by an individual who wished to remain anonymous, and that those socks were distributed to respondents who were counted in the PIT survey. Staff responded to questions from Commissioners.

**SUBJECT: Homeless Assistance Program Coordinator Report**

Mr. Alvarado provided an update to the Commission on the Homeless Services Division activities, including the Emergency Solutions Grant (ESG) program. The process for review of applications for Fiscal Year 2018-19 funding was underway and will lead to a public hearing before City Council in April or May, with funding recommendations.

Mr. Alvarado noted that work under the agreement with the architect for work on the accessibility improvements at The Kingdom Center would commence soon, and that the next phase at TKC will look to increase by 20 or more the number of beds at the facility. He additionally reported on the expansion of hours of operation at Community Action of Ventura County and the increased level of clients that CAVC has experienced and provided service to as a result of those extended hours and days of operation. Commissioner Rivera recommended that any expansion of capacity at TKC address the plumbing situation which required remedy some years back.

Mr. Alvarado presented a Power Point slide show to the Commission on the recent visit by a delegation from Oxnard to the City of San Diego to tour and learn about San Diego's efforts in the area of homelessness. A copy of that Power Point presentation is Attachment No. 1 to these minutes.

Commissioner Okano, a member of that delegation, commented on his observations and impressions about San Diego's operations. Following the presentation, staff and Commissioner Okano responded to questions from the entire Commission.

**MR. ALVARADO**

**5. COMMISSION BUSINESS**

**SUBJECT: Safe Sleep**

Commissioner Okano reported on the work of the Safe Sleep Sub-Committee, including information gleaned about the City of San Diego's Safe Sleep program. San Diego operates two Safe Sleep locations, providing services and secure sites for up to 220 individuals who sleep in their vehicles. Work and research on a proposal to develop a program in Oxnard is currently underway; Deputy City Attorney Jason Zaragosa, one of the members of the delegation that went to San Diego, is reviewing the materials on that City's program.

**SUBJECT: Downtown Safety and Hygiene Sub-Committee; and Tiny Homes**

Vice-Chair Martinez reported on the Sub-Committee's work, and announced the upcoming meeting at the Oxnard Public Library will take place on Monday, March 19, 2018. With respect to Tiny Homes, the next meeting will be on Thursday, March 21, at 5:00 p.m. at the Library.

**SUBJECT: Sub-Committee on Increasing Landlord Participation in the Housing Choice Voucher Programs**

Commissioner Rivera reported on a productive meeting that the Sub-Committee attended on February 13 with Oxnard Housing Authority Program Manager Brenda Lopez, who is responsible for the administration of the Housing Choice Voucher programs.

**6. NEW BUSINESS**

The Commission discussed the possible use of Auxiliary Dwelling Units (ADUs) as a possible source of housing stock for homeless persons, and requested that staff schedule the matter for a future meeting agenda, asking for a presentation from the City's Community Development Department staff. Mr. Lawson will extend an invitation to that Department to attend a future meeting. The Commission also requested that Mr. Sam Thompson from Eco-Homes be invited to appear on a future agenda to present a slide show on his firm's work with shipping containers customized to serve as housing units.

**7. SUBJECT: ANNOUNCEMENTS OF UPCOMING EVENTS**

The Commission was informed of the upcoming events:

**Monday, March 19, 7:00 p.m.:** Sub-Committee on Downtown Safety and Hygiene Meeting, Oxnard Public Library.

**Wednesday, March 19, 5:00 p.m.:** Sub-Committee meeting on the topic of Tiny Homes, Oxnard Public Library.

**Saturday, March 31:** International Women's Day event at Heritage Square, downtown Oxnard, beginning at 2:00 p.m.

**8. ADJOURNMENT**

The next meeting is scheduled for 6:00 p.m. on Monday, April 2, 2018. Chair Castanon made a motion to delay the meeting time switch to the meeting of May 7, 2018. The motion was seconded by Commissioner Jaena. A vote was taken, and the motion failed with two votes in favor (Chair Castanon and Commissioner Jaena) and three opposed. The April 2<sup>nd</sup> meeting will thus begin at 6:00 p.m. There being no further business, the meeting adjourned at 4:00 p.m.

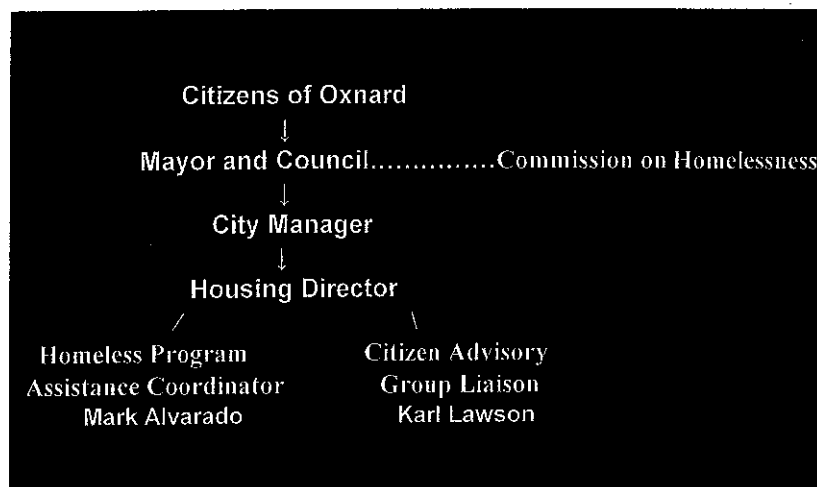
*(Minutes prepared by Karl Lawson)*

# HOUSING DEPARTMENT HOMELESS SERVICES 2018

Commission on Homelessness

By: Mark M. Alvarado, Homeless Services Coordinator

## ORGANIZATION



Commission on Homelessness, January 8<sup>th</sup>, 2018

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## INTRODUCTION

The Homeless Services Division finds itself in a unique position within the priorities serving homelessness in the City of Oxnard. Which in turn has now provided opportunities to meet the challenges associated with chronic homelessness, along with prevention and reduction strategies.

The Homeless Services Division serves under the direction of the Housing Director. The Homeless Assistance Coordinator is the lone position within the Division. The position is also supported by the Housing Grants Management Division. Homeless Services is responsible for coordinating the annual HUD Emergency Services Grants Program, executing sub-recipient contract agreements, processing invoices and payments for program sub-recipients and monitoring sub-recipients for contract compliance.

The Homeless Assistance Coordinator is also responsible to act as a liaison with partnering organizations, municipalities, advocates and committees in order to coordinate and address immediate issues and concerns that involve the homeless population.

Today and because homelessness is a top priority for the City, the Homeless Services Coordinator is being tasked to interface more closely with other City departments. This is a result of addressing homelessness comprehensively and utilizing resources that will assist in making significant strides towards preventing and reducing homelessness in Oxnard.

Commission on Homelessness, January 8<sup>th</sup>, 2018

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## CURRENT JOB PRIORITIES

- Assisting and facilitating the coordination of daily and evening winter sheltering for West Ventura County homeless population.
- Provide and conduct outreach to Oxnard's homeless population through assistance from Oxnard Police Department, Oxnard Merchants, Oxnard Service Providers, Ventura County Homeless Services and Continuum of Care Alliance.
- Processing HUD ESG 2017-18 Sub-Recipient contracts and invoices.

Commission on Homelessness, January 8<sup>th</sup>, 2018

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#### CURRENT JOB PRIORITIES

- Receive weekly office calls and walk-in referrals for homeless services throughout Ventura County.
- Facilitate the recruitment of volunteers that will assist the Halaco property owner with their management and operation for securing personal property at the site.
- Coordinate and lead Oxnard's Point and Time Count scheduled for February 22<sup>nd</sup>, 2018.
- Develop the Housing Department's 5 Year Homeless Services Strategic Plan.

Commission on Homelessness, January 8<sup>th</sup>, 2018

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#### ON GOING AND LONG TERM DUTIES AND RESPONSIBILITIES

- Assist with the development of the Grants Management 2018-2019 Annual Action Plan.
- Assist the Year Around Shelter Site Search Committee
- Assist and coordinate the Kingdom Center ADA improvements and expansion plans.
- Assist with the proposed Safe Sleep Parking Program.
- Research and propose a motel voucher program for adults with children.

Commission on Homelessness, January 8<sup>th</sup>, 2018

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ON GOING AND LONG TERM DUTIES AND RESPONSIBILITIES

- Outreach and organize a new consortium of committed Faith-Based organizations in Oxnard that will help to support and serve homeless residents.
- Research and development homeless federal and state grant making opportunities, along with local and national foundation, private sector funding opportunities and relationships.
- Review and advise Housing Director of 2017 State Legislative Housing Package.

Commission on Homelessness, January 8<sup>th</sup>, 2018

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**QUESTIONS?**

Commission on Homelessness, January 8<sup>th</sup>, 2018

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