



**AGENDA
REGULAR MEETING**

Commission on Homelessness

Monday, February 4, 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 January 7, 2019 (001)

RECOMMENDATION: Approve minutes of meeting of January 7, 2019.

4. REPORTS FROM CITY STAFF AND GUEST

SUBJECT: Foul-Weather Shelter

RECOMMENDATION: Receive staff report on Foul-Weather Shelter Operation

SUBJECT: "Housing-First" Strategy

RECOMMENDATION: Receive Report on moving towards a "Housing-First" strategy to address homelessness

SUBJECT: Program update from Homeless Assistance Program Coordinator

RECOMMENDATION: Receive report on the 2019 Point-In-Time Count; the Year-Round Shelter; and the Temporary Emergency Shelter and its operational timeline.

5. COMMISSION BUSINESS

SUBJECT: 2019-20 Federal Grants Application Process

RECOMMENDATION: That the Commission designate a representative to serve on the Proposal Review Committee in collaboration with the City's Grants Management Division, for 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: Table to next Commission meeting.

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 January, 2019**

On Monday, January 7, 2019, at 3:14 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 Mark Alvarado, Homeless Assistance Program Coordinator; Amanda Herrera, Shelter Manager; Julia Osborne, Shelter Supervisor; John Garcia, Shelter Supervisor; Ninna Castellano, Shelter Supervisor; 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 3:14 p.m., and chaired the meeting. Roll was called and a quorum was deemed present.

2. PUBLIC COMMENT

Dr. Cynder Sinclair, Executive Director of Community Action of Ventura County, expressed her appreciation to the City and to the Commission for the hard work being done to get the emergency shelter off the ground, and expressed CAVC's willingness to collaborate in the sheltering effort.

3. INFORMATION/CONSENT ITEMS

SUBJECT: Approval of Minutes of Meeting of December 3, 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: Homeless Division Program Update

Mr. Mark Alvarado, Homeless Assistance Program Coordinator, introduced Shelter Manager Amanda Herrera, who in turn introduced three Shelter Supervisors (Julia Osborne, John Garcia, and Ninna Castellano). Mr. Alvarado, Ms. Herrera, and Mr. Karl Lawson, Housing Department Compliance Services Manager, provided a verbal report to the Commission, with updates on the Temporary Emergency Shelter and on the previous weekend's Foul-Weather Shelter activation. 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 TES; the on-going recruitment of staff to work at the TES; the volunteer painting and Armory preparation event of January 5; the involvement of Buddy Nation to assist with animals at the shelter; donations of needed supplies and materials; and the challenges presented during the activation of the Foul-Weather Shelter. Staff thanked all who have volunteered, including the painting work done by Commissioners Okano and Jaena, and the food donations solicited and provided by Commissioners Rivera and

Cartagena-Martinez. Staff also acknowledged the many community organizations and individuals who volunteered on Saturday.

5. COMMISSION BUSINESS

SUBJECT: 2019 Point-in-Time Count

Staff reported on the upcoming Point-In-Time (PIT) Count of homeless persons, scheduled for Tuesday, January 22, 2019, and noted that volunteers for the count are still needed and may register at volunteerventura.org. This year the PIT in Oxnard will be based out of the Temporary Emergency Shelter, at 351 South "K" Street. The City Housing Department will host a volunteer training there on Wednesday, January 16, from 12:00 noon to 2:00 p.m., and other trainings can be viewed on the website. Ms. Tara Carruth, from the County of Ventura and the Regional Continuum of Care, addressed the Commission on the logistics of the PIT count. Staff and Ms. Carruth responded to questions from the Commissioners.

SUBJECT: 2019-20 Federal Grants Application Process

Housing staff introduced Mr. Roel Briones and Ms. Denise Ledesma from the City's Grants Management division. Mr. Briones and Ms. Ledesma provided a report to the Commission on the upcoming application process for the 2019-20 entitlement grant funding cycle. A public hearing will take place before Oxnard City Council on Tuesday, January 15, 2019, at 6:00 p.m.; a workshop for potential funding applicants on Thursday, January 31, 2019, at a time to be announced; and two full days of applicant interviews by the Grant Application Review Committee, to take place on March 13 and 14, 2019. Grants Management division staff explained the on-line application process and responded to questions from the Commissioners. Mr. Briones presented a letter to Chair Castañon inviting the Commission to designate a representative to serve on the application review panel; that letter is Attachment No. 2 to these minutes.

SUBJECT: Report on Council Actions on Commission Resolutions

Staff advised that this report was not yet complete, and without objection, Chair Castañon tabled this item to the February meeting of the Commission.

SUBJECT: Reports of Commission Sub-Committees

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, and advised that all three congregations are still interested in moving forward on this.

Downtown Safety and Hygiene: Commissioner Rivera expressed interest in having this sub-committee re-direct its efforts to support of the Temporary Emergency Shelter.

SUBJECT: Commission By-Laws

Staff reported that, as stated by the City Clerk in the prior Commission meeting, the City Council would be presented in the coming weeks with a recommendation that would address the by-laws of all Citizen Advisory Groups (CAGs). Staff will keep the Commission apprised of when that matter will be presented to the City Council, and the substance thereof.

6. NEW BUSINESS

Commissioner Rivera reported on the actions she had taken to solicit material donations for the Temporary Emergency Shelter from various companies and organizations, and requested provision of a donation letter from a 501-c-3 organization, which staff will provide. Staff indicated that the Downtown Ventura Organization (DVO), the fiscal agent for the multi-jurisdictional shelter consortium, is a 501-c-3 organization, and is the place to where all financial donations should be directed. Material donation requests, offers, and logistics should be coordinated with shelter manager Amanda Herrera. Commissioner Rivera also reported that she is organizing a Pastoral Luncheon for the third week in March.

7. SUBJECT: ANNOUNCEMENTS OF UPCOMING EVENTS

The Commission was informed of the upcoming events:

Tuesday, January 15, 2019	Oxnard City Council Meeting, 6:00 p.m.; agenda will include Public Hearing on Unmet Needs for 2019-20 entitlement grant application cycle.
Wednesday, January 16, 2019:	Volunteer Training for Point In Time Count, 12:00 noon to 2:00 p.m., City of Oxnard
Tuesday, January 22, 2019:	Point-In-Time Count, beginning at 5:00 a.m. at the Temporarily Emergency Shelter
Thursday, January 31, 2019:	Training on Grants Application Process, time and place TBD
February 4, 2019	February Commission meeting, 3:00 p.m.

8. ADJOURNMENT

There being no further business, the meeting stood adjourned at 4:21 p.m.

(Minutes prepared by Karl Lawson)

SHELTER UPDATE

POINT-IN-TIME COUNT

Commission on Homelessness
Meeting of 1/7/19

January 7, 2019

SHELTER UPDATE

- Temporary Emergency Shelter staffing process continues.
- Shelter Manager Amanda Herrera hired
- Completion of Department of Justice Background checks pending for several potential shelter employees
- TES will open once sufficient staff has been hired and trained to be able to staff shelter 24 hours per day, seven days per week. Opening date not yet determined.
- Foul-Weather Shelter operated night of Saturday, January 5, 2019, with minimal staff and volunteers

POINT IN TIME COUNT

- **Nationwide Point-in-Time Count** scheduled for Tuesday, January 22, 2019
- **Volunteers can register on-line**
- **Oxnard PIT operation will operate out of former Armory building at 351 South "K" Street**
- **Volunteer training session: Wednesday, January 16, 12:00 noon, at former Armory building**

Roel Briones
Grants Manager

Grants Management Division

435 South D Street
Oxnard, CA 93030
(805) 385-7959
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January 7, 2019

Commission on Homelessness
City of Oxnard

Attn: Chairperson

Re: Entitlement Grants Panel Member

The Grants Management Division extends an invitation to Commission on Homelessness to participate in selection of HUD Entitlement grant awards for FY 2019-20 by selecting an Commission on Homelessness representative to serve on the Grant Panel Review Committee on March 13-14 from 8:00 a.m. to 5:30 p.m. each day.

Comission on Homelessness participation for FY 2019-20 sub-awards will be appreciated.

Thank you,

A handwritten signature in black ink, appearing to read "Roel B".

Roel Briones
Grants Manager