

Writings relating to an item on this agenda that are subject to public disclosure and distributed to the legislative body after distribution of the agenda will be made available for public inspection at the Library, 251 South "A" Street and the City Clerk's Office, 305 West Third Street during customary business hours. The agenda reports are on the City of Oxnard web site at www.ci.oxnard.ca.us.

**AGENDA
SPECIAL MEETING
Commission on Homelessness
Friday, March 7, 2014 – 8:30 a.m. – 9:30 a.m.
Oxnard Performing Arts Center
Santa Paula Room
800 Hobson Way
Oxnard, CA 93030**

A. ROLL CALL/PLEDGE OF ALLEGIANCE

B. PUBLIC COMMENTS

At a special meeting a person may address the Commission only on matters on the agenda. The presiding officer shall limit public comments to three minutes each.

C. APPROVAL OF MINUTES

Approval of February 7, 2014 Minutes

D. HOMELESS SERVICES UPDATE

1. 2014 Emergency Solutions Grant Recommendations: Will Reed
2. 1450 South Rose Avenue (Kingdom Center Update): Will Reed

E. OLD BUSINESS

1. Year Round Shelter Discussion: Chris Williamson, City Planning Department

F. NEW BUSINESS

1. Monthly Meeting Time Change: Commissioner Courtland
2. Election of Officers (Chair and Vice Chair): Will Reed

G. COMMISSION BUSINESS

1. Commissioners may relate recent experiences or request that matters be placed on a future agenda for discussion.

H. STRATEGIC PLANNING RETREAT

1. Facilitator: Mr. Doug Green

I. ADJOURNMENT

The next business meeting of the Commission on Homelessness will be held on Monday, April 7, 2014 at in the City Council Chambers. Time TBD

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in a meeting, please contact Will Reed at (805) 385-8044. Notification 24 hours prior to the meeting will enable the City to make reasonable accommodations to assure accessibility to the meeting.

City of Oxnard
Commission on Homelessness
Business Meeting
February 7, 2014
8:30 AM

Commissioner Rivera called to order the business meeting of the Commission on Homelessness at 8:37AM. on February 7, 2014 in the Human Resource's Activity Room B at 300 West Third Street, Oxnard, CA 93030.

A. ROLL CALL

Will Reed conducts roll call. The following persons were present:

Commissioner Rivera
Commissioner Miller
Commissioner Courtland
Commissioner Tougas
Commissioner Castanon

B. APPROVAL OF MINUTES

- a. Commissioner Rivera made a motion to approve the minutes for the meeting of January 6, 2014 as amended, second by Commissioner Courtland. Motion was approved.

C. PUBLIC COMMENTS

- a. Public Comment
 - i. Cathy Brudnicki, Consultant for the Society of St. Vincent De Paul- Wants to encourage the Commission to look at a better model for the Winter Warming Shelter. Program is ineffective and gives us a false sense of security. Urges Commissioners and staff to create a small community to start looking at what the City will do. Because once the shelter is closed you will not want to be finding homeless people who are dead on the streets. The Winter Warming Shelter was initially opened because a person was found dead from the cold winter in Ventura. Willing to participate but is rolling the ball onto the Commission and would like to get the process going.

D. HOMELESS SERVICES UPDATE

- a. Bonnie Weigel, CEO of Food Share made a presentation to the Commission.
- b. 2013 Continuum of Care Grant Application Update, Will Reed: The application was submitted on time by the Collaborative applicant. All Oxnard projects were renewed with the exception of the Kingdom Center at 1450 South Rose Avenue. The City is still obligated to operate the project even without HUD operational funds and therefore the City, along with the operator, will have to find other means of financial support.
- c. 2014 Emergency Solutions Grant Process and Review Committee Needs: HESG Review Committee to review all applications on March 4th. They will make recommendations to the Commission. Still unaware of the actual amount of funding. A motion was made by Commissioner Castanon, to have Commissioner Castanon and Commissioner Miller be a part of the HESG Review Committee, second by Commissioner Courtland.

- d. Homeless Point in Time Count, Will Reed: There were 42 volunteers throughout the day including City staff volunteers. At the end of the day there were 214 homeless persons in the Oxnard count. A thank you to the vendors who donated goods: Panera, Costco, Sam's Club, Fresh & Easy and Olive Garden. The final results will come out in late April to early May.

E. OLD BUSINESS

- a. Year Round Shelter Discussion, Commissioner Courtland-Commissioner Courtland initiated the discussion by bringing up the battle Community Action is having with getting a Special Use Permit for their operation. Other Commissioners chimed in suggesting that because the zoning in that area is heavy industrial and the potential hazards that may be present in the future are unsafe for people, that area should be let go and that commissioners should be more proactive in finding alternative locations.
- b. 2014 Commissioners Retreat, Commissioner Rivera: The retreat was rescheduled for March 7th, due to a misunderstanding with the facilitator. The City had no funds to pay for the facilitator and Ron Mulvihill from Saint Vincent De Paul was very generous by offering to pay for the facilitator. The regular business meeting will take place from 8:30 a.m. – 10:30am on March 7th; the location will be announced later.

F. NEW BUSINESS

- a. *None*

G. COMMISSION BUSINESS

- a. *None*

H. MEETING ADJOURNED

9:54 a.m.

CITY OF OXNARD
HOMELESS SERVICES DIVISION
2014-15 EMERGENCY SOLUTIONS GRANT
APPLICATIONS AND FUNDING RECOMMENDATIONS
ANTICIPATED LEVEL OF FUNDING: \$135,460

The 2014-15 Emergency Solutions Grant process began on November 15, 2013, with the first public notification of funding. On January 9, 2014, the Housing Department held a mandatory pre-application session for all interested applicants. The purpose of the session was to inform previous and new applicants of the new process, explain the funding priorities and areas of funding, and to ascertain the possible number of applicants.

Initial proposals for project eligibility were due to the Housing Department's Grants Administration Division on January 24, 2014. There were seven (7) project proposals received and approved to submit applications. The proposals received and applications submitted are as follows:

AGENCY	PROPOSED PROJECT	REQUESTED AMOUNT
Community Action of Ventura County	Provision of Essential Services: Assistance obtaining permanent housing, employment counseling, assistance obtaining mainstream benefits, and staff salaries.	\$30,000
Turning Point Foundation	Our Place Emergency Shelter: Emergency Shelter for homeless men and women with mental disabilities.	\$45,000
Kingdom Center Transitional Housing Program	Transitional Housing for homeless women and women with children.	\$20,000
Kingdom Center Emergency Shelter Program	Emergency Shelter for homeless women and women with children.	\$10,000
City of Oxnard Homeless Services Division	Homeless Management Information System: to assist with data entry for non-HUD funded agencies, pay for required staff training, and to pay for a pilot reporting program to evaluate the performance of agencies receiving HUD funding and participating in HMIS. *NOTE: HMIS is a mandatory activity for all agencies that receive HUD funding for homeless activities.	\$10,000
Society of St. Vincent de Paul	Emergency Winter Warming Shelter: annual winter emergency shelter for the general homeless population.	\$70,000

Ventura County Human Services Agency	Homeless Prevention and Rapid Re-housing: rental assistance, security deposits, utility payment assistance and housing placement assistance for homeless and at-risk of becoming homeless persons and families	\$60,000
TOTAL FUNDING REQUEST		\$245,000

NOTE: The City is allowed to allocate up to 7.5% of the grant for administrative costs. This amount is deducted from the total amount available and is not a part of the competitive application process.

On Tuesday, March 4, 2014, the Review Committee met to review all applications and make funding recommendations. The Committee was comprised of the following persons:

- Norma Owens, City Staff – Grants Manager
- Pam Marshall, Oxnard/Ventura Continuum of Care Collaborative Representative
- Vincent Stewart, Oxnard Resident/City Planning Commission
- Francine Castanon, Commission on Homelessness (absent for the review)
- Darlene Miller, Commission on Homelessness (absent for the review)

During the review process it was determined, according the HUD regulations (24 CFR part 576.3), which clarifies eligible activities, the project submitted by Community Action of Ventura County was not an eligible activity as Essential Services is no longer an eligible stand-alone activity, but is now an accepted component of either Street Outreach (which the City fully expressed would not be a funded activity in the 2014-15 application) or Emergency Shelter.

The process concluded with the following funding recommendations:

AGENCY	PROJECT	FUNDING RECOMMENDATION
City of Oxnard	Administrative Fees	\$10,160
City of Oxnard	HMIS	\$10,000
Kingdom Center	Transitional Housing Program	\$15,000
Kingdom Center	Emergency Shelter	\$10,000
Society of St. Vincent de Paul	Winter Warming Shelter	\$30,000
Turning Point Foundation	Our Place Shelter	\$25,000
County of Ventura Human Services Agency	Homeless Prevention and Rapid Re-housing	\$35,300
FUNDING TOTALS		\$135,460

***Note: per HUD guidelines, the City (all HESG) cannot allocate and expend no more than 60% of its HESG funds towards shelter activities.**

****The City submitted an application for the Winter Warming Shelter on behalf of Society of St. Vincent de Paul in the amount of \$45,000 in the CDBG Public Service activity. In the event the project is funded under CDBG the recommended HESG funding will be re-allocated between the other shelter projects and HMIS.**

*****Upon official notification from HUD on the actual amount of HESG funds awarded to the City, all recommended awards will be revised up or down.**