

Written materials relating to an item on this agenda that are distributed to the legislative bodies within 72 hours before the item is to be considered at its regularly scheduled meeting will be made available for public inspection on the City of Oxnard website. Commission agendas are available on the City of Oxnard website 7 days prior to regular meetings, at www.oxnard.org/city-meetings



AGENDA
Community Relations Commission
Regular Meeting
Council Chambers, 305 W. Third Street
Monday, June 17, 2024
6:00 p.m.

To join remotely, click on the link below:

https://us06web.zoom.us/j/85135928452?pwd=RAhTJvkdku3wIAP9OI1ACM32Aslw_A.67ID5BifMi1LOkEd

Or telephone (toll-free): 888 475 4499 (Toll Free)
Meeting ID: 851 3592 8452
Passcode: 741602

If you wish to speak during public comments or a particular item on the agenda, please sign-on by following the zoom call in steps listed above. Once the Chair calls for public speakers, press *9 to raise your hand, or if online, click the raise hand icon in the Zoom interface to inform the Chair you would like to speak during the public speaking section for that particular item on the agenda.

**YOU MAY PARTICIPATE IN THE MEETING IN THE
FOLLOWING WAYS:**

1. ATTEND THE MEETING AT THE LOCATION LISTED ABOVE OR VIA ZOOM
 2. EMAIL COMMENTS OR REQUESTS TO SPEAK BEFORE THE MEETING
 - a. Submit a request to speak no later than 3:00 p.m. on the day of the meeting by contacting the Commission Secretary Martha Guillen at martha.guillen@oxnard.org. Please indicate the agenda item number in the subject line.
 3. PROVIDING PUBLIC COMMENTS REMOTELY DURING THE MEETING
 - a. To provide a public comment during the meeting dial and enter the Meeting ID and Passcode listed above as the Zoom details for this meeting. When the Chair announces the particular item on the agenda you want to speak on, press *9 to raise your hand. Once called on, press *6 to unmute your phone.
 - b. Public comments on agenda items will be taken following the announcement of the item. After the item is announced, members of the public shall have three minutes to register or otherwise be recognized for the purpose of providing public comment.
- A. ROLL CALL/PLEDGE OF ALLEGIANCE
- B. APPROVAL OF MINUTES
1. SUBJECT: Minutes of the special meeting of Monday, May 20, 2024.
RECOMMENDATION: Approve.
- C. PUBLIC COMMENTS
- At a regular meeting, a person may address the Community Relations Commission only on matters

within the subject matter jurisdiction of the Commission. The presiding officer shall limit public comments to three minutes. The Commission cannot enter into detailed discussion or take action on any item presented during public comments not on the agenda. Such items may only be referred to the Commission Secretary for administrative action or scheduled on a subsequent agenda for discussion. Unless otherwise approved by the Commission, persons wishing to speak on items not on the agenda should do so during public comments.

D. REPORTS/PRESENTATIONS

1. SUBJECT: Presentation from the City of Oxnard Human Resources Department regarding new programs to employ persons with mental disabilities offered in the City.
RECOMMENDATION: That the CRC receive and file the presentation.
Measure M Presentation Recording Link:
<https://youtu.be/sET7I9Mi-48>

E. COMMISSION BUSINESS

1. SUBJECT: Brown Act, Bylaws, and Powers & Duties Training.
RECOMMENDATION: That the CRC Commissioners receive training by the City Attorney's Office and ask any specific questions or receive clarification.
2. SUBJECT: Appointment of New Member to Multicultural Festival Ad Hoc Committee
RECOMMENDATION: That the CRC appoint one additional member to the Multicultural Festival Ad-Hoc Committee to sunset on October 14, 2024.

F. AD-HOC COMMITTEE REPORTS

1. SUBJECT: Annual Report Ad-Hoc Committee Report
RECOMMENDATION: That the CRC receive an update from the Annual Report Ad-Hoc Committee related to the Annual Report to Council scheduled on October 1, 2024. Sunset date: October 14, 2024. Members: Chair H. Stallion & Vice Chair K. Durias
2. SUBJECT: Multicultural Festival Ad-Hoc Committee Report
RECOMMENDATION: That the CRC receive an update from the Multicultural Festival Ad Hoc Committee regarding next steps for promotion, vendor outreach, and other assignments. Sunset date: October 14, 2024. Members: Chair H. Stallion & Vice Chair K. Durias.
3. SUBJECT: Community Recognition Awards Ad Hoc Committee Report
RECOMMENDATION: That the CRC receive an update from the Community Recognition Awards Ad Hoc Committee and discuss timelines and next steps for program development. Sunset date: October 14, 2024. Members: T. Lopez & A. Lopez.

B. REPORT OF THE COMMISSION SECRETARY

The Commission Secretary shall report on items of interest to the Commission occurring since the last meeting. The Commission cannot enter into detailed discussion or take action on any items presented during this report. Such items may only be referred to the Secretary for administrative action or scheduled on a subsequent agenda for discussion.

C. COMMISSIONER COMMENTS

Commissioners may individually report on items of interest or concern outside of Ad Hoc Committee reports. The Commission cannot enter into detailed discussion or take action on any item presented during these reports. The Commissioner's report shall not exceed three minutes.

D. ITEMS FOR FUTURE CONSIDERATION

Commissioners may request that items be placed on future agendas for extended discussion.

E. ADJOURNMENT



TO: Community Relations Commission

FROM: Megan Ferguson, Principal Human Resources Analyst,
megan.ferguson@oxnard.org, (805) 385-8357
Cailey McCain, Learning, Development & Engagement Supervisor,
cailey.mccain@oxnard.org, (805) 385-8357

DATE: June 5, 2024

SUBJECT: City of Oxnard's Program on Hiring Individuals with Intellectual Disabilities

RECOMMENDATION

Commission receives report on the City's program for hiring individuals with intellectual disabilities.

DISCUSSION

The City has developed a program dedicated to providing employment opportunities to individuals with intellectual disabilities. The purpose of this program is to provide equitable access and opportunity for meaningful employment to the City's residents and to combat discrimination and unequal practices. Our goal is to place these individuals into vacant, full-time City positions.

In March of this year, the City's Human Resources Department contacted the Tri-Counties Regional Center, a non-profit organization that provides support and services for children and adults with developmental disabilities. Their goal aligns with the City's mission of maximizing opportunities and choices for the individuals we serve in the Oxnard community.

Since then, the Human Resources Department's Recruitment and Selection, and Learning and Development teams have met with The Arc of Ventura County, Integration Works, Inc., and the California Department of Rehabilitation, to partner in finding eligible individuals to place in specified positions throughout the City. The Recruitment and Selection team has been working to identify potential positions throughout the City that will best align with the skillset of the candidates and the needs of the City, while the Learning and Development team has been working on finding additional partnerships in this program and identifying available resources and training opportunities for staff.

While this program is still in its infancy, we are excited about improving these individuals' access to employment by eliminating some of the barriers they would normally face when seeking meaningful employment.

Improving Access to Employment

Recruiting Qualified Candidates with Intellectual Disabilities

Megan Ferguson, Principal Human Resources Analyst
Cailey McCain, Learning, Development & Engagement Supervisor
June 17, 2024

Human Resources is pursuing ways to improve access to employment for folks with intellectual disabilities.

The goal is to place these individuals into vacant, full-time City positions.

Since March 2024, Human Resources has met with organizations that provide employment services to the disability community, including:

- Tri-Counties Regional Center
 - The Arc of Ventura County
 - Integration Works, Inc.
 - California Department of Rehabilitation
-

Recruitment strategies include:

- Collaborating with local organizations that provide employment services to the disability community for:
 - Candidate referrals
 - Assessment of vacant positions
- Developing alternative testing instruments to assess candidates' qualifications to perform essential job duties
 - 1-1 meeting with hiring manager
- Proactively identifying reasonable accommodations to ensure job duties and working environments are accessible

Training strategies include:

- Defining learning goals
 - Increase disability awareness among employees and supervisors
 - Equip employees with knowledge and skills to confidently partner with colleagues with intellectual disabilities
 - Identifying training topics
 - Informational – dispelling myths and stereotypes, using person-first language, guest speakers
 - Interactive – challenge scenarios, brainstorming solutions, theory-to-action
 - Partnering with subject matter experts
-



HR Contact Info:
Megan Ferguson

megan.ferguson@oxnard.org

Cailey McCain

cailey.mccain@oxnard.org



TO: Community Relations Commission

FROM: Jason Zaragoza, Deputy City Attorney

DATE: June 17, 2024

SUBJECT: Brown Act, Bylaws, and Powers & Duties Training

RECOMMENDATION

That the Commission receive training by the City Attorney's Office and ask any specific questions or receive clarification.

DISCUSSION

Once a year, the City Attorney's Office (CAO) attends a CAG meeting to provide a training on the Brown Act, Bylaws, and Powers & Duties specific to each CAG. This is part of the City's overall efforts to support the effectiveness and efficiency of CAGs by providing members with an understanding of their specific powers and duties. It also ensures members are trained on legal requirements related to their role on an appointed legislative body.

Staff will highlight key aspects of each of these topics during the meeting. Members will have an opportunity to address any outstanding questions about their general administrative functions, as well as specific questions related to their powers & duties and the Brown Act.

This staff report includes a copy of the current uniform CAG bylaws (attachment #1) and the individual CAG powers & duties (attachment #2) for reference.

Attachments:

- A. Uniform CAG Bylaws
- B. CAG powers and duties

CITY COUNCIL OF THE CITY OF OXNARD

RESOLUTION NO. 15,755

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF OXNARD AMENDING EXISTING
UNIFORM BYLAWS FOR VARIOUS CITIZEN ADVISORY GROUPS

WHEREAS, the City Council has established Citizen Advisory Groups ("CAGs") that make recommendations to the City Council on matters within the subject matter jurisdiction of those CAGs; and

WHEREAS, on June 21, 2022, City Council adopted uniform bylaws for the following CAGs: Community Relations Commission, Cultural Arts Commission, Commission on Homelessness, Parks, Recreation and Community Services Commission, and Senior Services Commission; and

WHEREAS, the bylaws provide uniformity across all CAGs to ensure clear direction, fairness, ease of learning if CAG members move between CAGs, and to address CAG officers and their duties, secretary and staff liaison duties, meetings and quorums, and absences; and

WHEREAS, Article IX of the uniform bylaws require the CAGs to annually review and provide recommended changes to the bylaws; and

WHEREAS, the bylaws were presented to the CAGs in Fall 2023 for review and recommendations, and were approved by the CAGs on the dates below:

- Community Relations Commission: August 21, 2023
- Cultural Arts Commission: August 2, 2023
- Commission on Homelessness: September 11, 2023
- Parks, Recreation & Community Services Commission: August 23, 2023
- Senior Services Commission: September 12, 2023; and

WHEREAS, the proposed bylaws with amendments were presented to the CAG Chairs and approved on September 27, 2023; and

WHEREAS, the City Council wishes to amend the existing uniform CAG bylaws.

NOW, THEREFORE, the City Council of the City of Oxnard resolves as follows:

Section 1. The amended uniform CAG bylaws, attached hereto as **Exhibit 1** and incorporated herein by reference, are adopted.

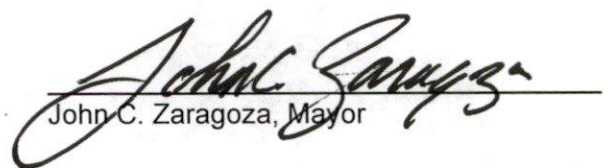
PASSED AND ADOPTED THIS 19 day of December, 2023, by the following vote:

AYES: Councilmembers Basua, MacDonald, Madrigal, Perello, Teran,
Valenzuela Zavala and Zaragoza

NOES: None.

ABSENT: None.

ABSTAIN: None.

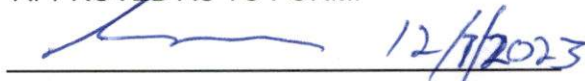

John C. Zaragoza, Mayor

ATTEST:



Rose Chaparro, City Clerk

APPROVED AS TO FORM:

 12/1/2023

Stephen M. Fischer, City Attorney

EXHIBIT 1

[On the Page to Follow]

**BYLAWS FOR CITIZEN ADVISORY GROUPS AS PROVIDED IN CHAPTER 2,
ARTICLE II OF THE OXNARD CITY CODE**

Article I
Application

The following bylaws shall apply to the following City of Oxnard Citizen Advisory Groups (“CAGs”): Senior Services Commission, Community Relations Commission, Library Board, Parks and Recreation and Community Services Commission, Commission on Homelessness, and Cultural Arts Commission.

Throughout these bylaws, “Commission” refers to each individual CAG.

Article II
Powers and Duties

The powers and duties, eligibility and qualifications of each Commission shall be established in the Oxnard City Code.

Article III
Membership

- A. Each Commission shall consist of seven members appointed by the Mayor, with the approval of the City Council. Each council member shall strive to nominate a commissioner from the council members’ district to serve on each commission. The mayor shall nominate one commissioner at-large for each commission.
- B. Each Commissioner shall successfully undergo the City’s formal background check procedures prior to appointment to serve on a Commission.
- C. The term of a member of a Commission shall be established in the Oxnard City Code.
- D. In the event of a vacancy, the City Council shall appoint a replacement to complete the term of the member creating the vacancy.

Article IV
Officers

- A. Each Commission shall elect a Chairperson and Vice-Chairperson (the “Officers”).

B. At an annual meeting scheduled in January of each year, the Officers shall be elected by a majority of the Commission members present. The Officers shall serve a one-year term.

1. If the Commission has not elected Officers by the second scheduled meeting of the year due to lack of volunteers, the City Manager or his or her designee may place the Commission on hiatus until current Commissioners volunteer to serve as Officers.

C. The duties of the Officers shall be as follows:

1. Chairperson - (a) To preside at all meetings of the Commission; (b) To call special meetings with concurrence from the Staff Liaison; (c) Sign approved meeting minutes; and (d) Prepare, submit, and present an annual report of activities of the Commission to the City Council

i. Special Meetings shall be limited to the following circumstances:

1. The regular meeting cannot be held that month because it lands on a holiday;
2. The time or location of the meeting is different from its regular meeting time/location;
3. The meeting must be rescheduled due to a lack of quorum;
4. The Commission must vote on an urgency item. An urgency item is one in which the Commission's direction is vital to the City Council's decision, and the Commission cannot consider the item at a regularly scheduled Commission meeting, before the City Council considers the item, without violating the City's Sunshine Ordinance; or
5. For the purpose of having an annual retreat or tour of City facilities.

2. Vice-Chairperson - To perform the duties of the Chairperson in the event of his/her absence, resignation or inability to perform the duties of office.

D. Secretary and Staff Liaison

1. Each Commission shall have a secretary and a staff liaison. The Secretary and Staff Liaison may be the same person.
2. The Secretary shall have the following duties at all Commission meetings: (a) Attend; (b) Keep minutes; (c) Assist the Chairperson and Staff Liaison in preparing agendas; (d) Prepare and distribute agendas and agenda packets; (e) Ensure agendas are prepared and noticed in accordance with the City's Sunshine Ordinance; (f) Ensure agendas are reviewed and approved by the City Attorney's

Office prior to posting; (g) Maintain attendance records; and (h) Provide the City Clerk an attendance list within 24 hours of a Commission meeting.

3. The Liaison shall have the following duties: (a) Attend; (b) Prepare agendas in collaboration with the Chairperson; (c) Coordinate presentations on behalf of the Commission; and (d) Communicate the Commission's concerns to the City Manager or other staff when necessary.

Article V Meetings/Quorum

- A. The Commission shall conduct regular meetings once each month. The exact dates, time and location of the meetings shall be determined by a vote of the Commission at the annual meeting in January. The Staff Liaison may cancel a scheduled meeting, with concurrence from the Chairperson, if the Commission does not have any business to consider at that meeting.
- B. Meetings shall be public and shall be conducted in a publicly owned building or facility with adequate space for members of the public to attend the meetings.
- C. A majority of the commission positions filled at the time of a meeting shall constitute a quorum for the transaction of business.
- D. The Commission may establish Ad Hoc, but not Standing Committees. An Ad Hoc Committee is:
 1. Comprised solely of members of the Commission; and
 2. Consists of less than a quorum of the Commission; and
 3. Has a defined purpose and time frame to accomplish that purpose; and
 4. Is dissolved after the purpose is complete; and
 5. Is solely advisory to the Commission.
- E. A majority of the Commission or the Chairperson may call a Special Meeting with the concurrence of the Staff Liaison.
- F. A quorum must be met within ten (10) minutes of the scheduled meeting start time. Under special circumstances, and with the approval of a majority of members present, the Chair is permitted to wait an additional five (5) minutes for a quorum to be present. If a quorum is not met at that point, the meeting shall be canceled due to lack of quorum and adjourned to the next month's scheduled meeting.

Article VI

Absences

- A. If any member of the Commission has three or more consecutive unexcused absences, or is absent, excused or unexcused, for more than half of the meetings in a calendar year, the member shall be deemed to have resigned from the Commission.
- B. If a commission is going to be absent, the commissioner shall notify the Secretary no less than sixty minutes prior to the start of the meeting. Failure to do so shall be deemed an unexcused absence.
- C. An absence may be deemed excused for the following reasons: sickness/illness, an emergency beyond the commissioner's control, observance of a religious holiday or a medical appointment that cannot be rescheduled.
- D. The Secretary shall notify the City Clerk in writing of any such consecutive absences. The member shall be deemed to have resigned from the Commission on the date that the City Clerk receives notice from the Secretary.
- E. Should any member be absent without good cause for more than three consecutive meetings, the Secretary shall immediately inform the City Clerk of such fact. Effective on the date of receipt of such notice by the City Clerk, such member shall be deemed to have resigned from the Commission.

Article VII

Coordination with City Council

The Staff Liaison shall as soon as possible inform the City Council, through the City Manager, of recommendations made by the Commission. The Staff Liaison shall inform the Commission on the status of the recommendations as warranted.

Article VIII

Rules of Order

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall constitute the parliamentary authority for the meetings.

Article IX

Amendments

- A. Once per year, each Commission shall review these bylaws, and make recommendations to their respective Chairpersons.
- B. The Chairpersons of each Commission shall convene once per year with the City Clerk's Office, City Manager's Office and City Attorney's Office to review and approve, if desired, the recommended changes to these bylaws.
- C. The City Council shall approve amendments to these bylaws.

Article X
Effective Date

These bylaws shall go into effect upon approval by City Council.

DIVISION 4. COMMUNITY RELATIONS COMMISSION

SEC. 2-55. ESTABLISHED; QUALIFICATIONS.

- (A) There is hereby established a commission on community relations composed of seven members.
- (B) A member shall serve without compensation, shall reside in the city and shall be at least 18 years of age.

(`64 Code, Sec. 2-112) (Ord. No. 2446, 2467, 2853, 2957)

SEC. 2-56. POWERS AND DUTIES.

The powers and duties of the community relations commission shall be as follows:

- (A) Analyze, define, and investigate community relations issues and needs in the city and advise the city council on matters involving group prejudices, racial tension, intolerance or differences in treatment or favoritism of persons on a basis other than individual merit;
- (B) Promote mutual understanding and respect among all residents of the city and work to discourage and prevent practices involving group prejudices, racial tension, intolerance or differences in treatment or favoritism of persons on a basis other than individual merit;
- (C) Disseminate information and educational materials and reports that will assist in the elimination of practices involving group prejudices, racial tension, intolerance or differences in treatment or favoritism of persons on a basis other than individual merit;
- (D) Investigate and study complaints of violations of State statutes relating to practices involving group prejudices, racial tension, intolerance or differences in treatment or favoritism of persons on a basis other than individual merit in publicly assisted housing accommodations;
- (E) Assist various groups and agencies within the city to cooperate in educational campaigns devoted to the elimination of practices involving group prejudices, racial tension, intolerance or differences in treatment or favoritism of persons on a basis other than individual merit;
- (F) Cooperate with enforcement agencies to ensure that no person in the city is deprived of equal services furnished in the city by reason of violation of any State law prohibiting differences in treatment or favoritism of persons on a basis other than individual merit;
- (G) Cooperate with city, State, federal and other agencies in order to promote better community relations;
- (H) Review the current equal employment opportunity status of the city;
- (I) Serve as an information resource between the city council and community in matters concerning equal employment opportunity;
- (J) Endorse community events, by resolution or proclamation approved by a majority of the members present, that improve community relations in the city and are consistent with the duties of the community relations commission; and
- (K) Prepare and submit an annual report of activities to the city council and make such other reports and recommendations to the city council from time to time as the community relations commission may determine necessary to improve community relations in the city.

(`64 Code, Sec. 2-116) (Ord. No. 2446, 2467, 2853, 2957)