

Shelter Project Update

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July 17, 2018

1

Agenda

- Overview
- Project Status
- Project Timeline and Milestones
- Cities Perspectives & Assumptions
- Commitments and Approvals
- Identified Issues and Outstanding Policy/Program Decisions
- Next steps

2

Overview

- On June 19, 2018 the Board of Supervisors directed staff to return on July 17, 2018 with details on the program and information requested at your March 20, 2018 meeting, work with the cities of Oxnard and Ventura, work with the City of Ventura on the Knoll Drive property and go forward with the RFP for the shelter operator.
- Today's Recommendations: (July 17, 2018)
 1. Receive the RFP and provide input as necessary
 2. Authorize staff to negotiate terms of a lease for the Knoll Drive property with the City of Ventura at \$1/per year with an acknowledgement that the market value of the lease constitutes a match contribution by the County to Ventura.
 3. Acknowledge the financial and policy support from the Cities of Oxnard and Ventura and their intent to establish a foul weather system for the upcoming winter season
- Provide a status update and progress regarding the permanent year-around homeless shelter and foul weather project

3

Overview

- On March 20, 2018 the Board of Supervisors approved recommendations to set Protocols and Policies for working with cities to provide Crisis Housing, Year-Round Shelter or Foul Weather Shelter for the Homeless.
- On May 1, 2018 the Board of Supervisors approved recommendations to have the Human Service Agency and CEO's Office work with the cities of Oxnard and Ventura to develop a Foul Weather Shelter Plan and to jointly issue a RFQ for a Year-Round Shelter Operator.
- The status of the milestones in this presentation are based on the directives from your Board in response to the aforementioned items.

4

Shelter Project Status

Milestone	Directive	Status
Financial Agreements	County and city to establish in writing financial arrangements and other division of responsibilities	In Progress -Discussions have commenced with Cities with plan to formalize agreements upon selection of operator
County Match	County to match funds cities put toward capital improvements and on-going operations recognizing there is a limit	In Progress -Actual commitment to be determined after gap funding analysis is completed that captures city, community and operator contributions
Location of Facility	City takes the lead and officially approves the location of the facility	Ventura -Knoll building has been approved by City Council Oxnard -A location is to be presented to City Council for approval on July 24th

5

Shelter Project Status

Milestone	Directive	Status
Operator Financial Contribution	A non-profit operates the facility and provides the funds needed beyond the amount provided by the city and County	Planned -Financial contribution by the operator will be determined upon selection
Operator Selection	The city and County jointly approve the operator(s) of the facility(ies)	Completed - RFP released July 9 th Completed - Joint city and county approval committee identified and plan to convene mid-August Planned - Final selection
Operator Contract	The operator contract is administered by the city with regular consultation with the County on important issues	Planned -Cities agree to contract with an operator(s) and develop a plan for the governance structure that includes County

6

Shelter Project Status

Milestone	Directive	Status
Social Services	The County determines its level of support of social services to the homeless population in the facility. The exact services and amount are agreed to in writing in advance with the operator and city	Planned/In Progress- County service level commitments will be included in formal agreements with cities in conjunction with the selected operator.
Elected Body Approvals	After arrangements are finalized and approved by the Board of Supervisors and city councils, a joint effort by city and County staff can explore detailed options.	Planned- All agreements between city and County are planned for approval in the Fall timeframe.
Second Phase Agreement	The second phase agreement would encompass operational issues individual to each city such as funding, site selection, hours of operation, length of stay, services provided, etc. -	In Progress- Operational plan proposed to cities for review, input and approval.

Shelter Project Status

Milestone	Directive	Status
CEO Presents proposals from participating cities	CEO presents final proposals with any cities that participate, including budget request for the start-up and the annual costs	In Progress- The cities of Ventura and Oxnard have committed to developing detailed final plans to open and operate year-round shelters. Cities are working with their elected bodies in setting parameters and direction to develop final agreements and requests.
CEO Work with city managers regarding homeless shelters	CEO to work with the city managers for their council's deliberation to partner with the County based on the Board of Supervisors' approved model and protocols for year-round shelter or foul weather shelter for the homeless	Completed – Each city manager was contacted by the County Executive Officer In-Progress – Regional 10-cities and County memorandum of understanding on the principles of homeless and shelters

Shelter Project Status

Milestone	Directive	Status
CEO to work with the city manager - Ventura	CEO to work with the city managers for their council's deliberation to partner with the County based on the Board of Supervisors' approved model and protocols for year-round shelter or foul weather shelter for the homeless	In Progress- Meetings have occurred with the Interim City Manager for Ventura and recommendations have been heard and approved by the Ventura City Council on July 9 th
CEO to work with the city manager - Oxnard	CEO to work with the city managers for their council's deliberation to partner with the County based on the Board of Supervisors' approved model and protocols for year-round shelter or foul weather shelter for the homeless	Planned- City Manager for Oxnard started the week of July 9 th . The City Council approved funding during the budget process and will hear a comprehensive housing/homeless plan (incl. shelters) on July 24 th .

9

Project Timelines and Milestones

- Operator Selection
 - Responses to RFP released on July 9th are due on August 15th
 - A joint evaluation committee of City and County plan to meet on August 21st or 22nd and anticipate evaluations/interviews to be completed by August 29th
 - Contract approval in September 2018
- Agreements
 - Tri-party agreement (Operational Plan and Governance Structure): targeted for end of September 2018
 - Financial and Accountability agreements for each City: targeted for October 2018
 - Lease agreements and Capital Improvement agreement for Knoll Drive: September 2018
- Facilities
 - Site proposals to be presented for the City of Oxnard on July 24th
 - Knoll drive cost analysis – capital improvements and on-going maintenance: August 2018
- Critical Milestone Dates
 - Year-Round shelter Go/No Go decision: October 2018
 - Final Year-Round shelter opening target date December 2018 / January 2019

10

Project Timelines and Milestones

Foul Weather Shelter System

- Conceptual program outline has been shared and discussed with both cities - Completed
- Socialize the Foul Weather System and commitment to the city councils (August/September 2018).
- Detailed Foul Weather Plan (August 2018)
 - ❖ Operational Model (single provider, faith-based network, expansion of existing providers)
 - ❖ Necessary approvals/ordinances
- Authorize the launching of the Foul Weather System: October 2018

11

City Perspective & Assumptions

- Shelter Model:
 - Navigation Center concept to move individuals into housing
 - Client duration: 30 days up to 6 months (compliance with case plans required)
- Financial Understanding:
 - 1:1 Match for both Capital and on-going operations – (final commitments have not been made)
 - Gap funding: Operator Contribution, Community Support, Grants, Other
- Agreements to be developed:
 - Tri-Party Operational Plan and Governance Agreement
 - Financial and Oversight agreements between County and City
 - Lease agreement for Knoll Drive – County and City of Ventura
 - Contract for Shelter Operator held by the Cities – (City Lead)
- Services:
 - Coordinated service between County, Community and Shelter Operator

12

Commitments and Approvals

- City of Ventura
 - Funding approved to date: \$600,000 capital improvements and \$300,000 for operations
 - Endorsement of Location Site: 2323 Knoll Drive
 - Authorized to enter into lease agreement with County for Knoll Drive
 - Shelter Size, up to 55 beds
 - City lead operations
- City of Oxnard
 - Funding approved: \$1.7 million (\$1.2 M capital improvement/acquisition and \$500,000 operations)
 - Comprehensive Housing and Homeless Plan to be heard by City Council on July 24th
- County of Ventura
 - Facilitate and Partner in the development and implementation of permanent year-round shelters
 - Development and implementation of a foul weather shelter option
 - Match funding to the cities for both capital and on-going operations with limits

13

Issues and Policy/Program Decisions

- Finalize type of Shelter Model (Emergency, Long-term, Navigation)
- Scope of Services and Operational Size (Number of beds, populations)
- Law Enforcement Referrals and Use
- Initial and On-Going Financial Commitments – Share of Costs
- Lead Operator – Shelters
- Funding Partners and Sources
- Liability and Legal Responsibilities
- Financial Oversight and Audit Requirements
- Site Locations – Finalized
- Final Governance Structure

14

Issues and Policy/Program Decisions

- Operational Plan
 - Shelter Program Plan (services, schedules, resources – night & day, hours of operations, etc..)
 - Admission Criteria and Procedures
 - Population Priority and Identification Policy (city residents, etc...)
 - Lock-out Plan (Managing Client under the influence)
 - Bed Reservation and Referral Policy through Coordinated Entry
 - Exit and Readmission Plan
 - Law Enforcement Coordination Plan
 - Security & Safety Plan
 - Loitering Control and Littering Plan
 - Outdoor Activity Plan
 - Transportation Plan
 - Good Neighbor Plan
 - Coordinated Service, Community Partners and County Services

15

Issues and Policy/Program Decisions

- Operational Plan (continued)
 - Overflow Policy
 - Personal Property Management/Storage Plan
 - Animal and Pet Care Plan
 - Safe Sleep Policy at Shelter(s)
 - Communication Plan
 - Oversight Committee
 - Accountability and Grievance Process and Policies
 - Health Policies
 - Financial Policies – client needs
 - HMIS Usage and Data Management Policy

16

Next Steps

- Gap Funding Analysis
 - County match parameters
 - City and Operator contribution
- Operator Selection
 - Panel Review and Selection (Members: County, City, Community Service Provider)
 - Contract Negotiations and Approval
- Facility Readiness
 - Ventura-Knoll construction and design
 - Selection of Oxnard site – to be finalized

17

Next Steps

- Agreements
 - Tri-Party Operational Plan and Governance Agreement
 - Financial and Oversight agreements between County and City
 - Lease agreements – County and City of Ventura
 - Contract for Shelter Operator
- Foul Weather Options
 - Develop a collaborative detailed plan and model, including sustainability plan
 - Foul Weather Option to be socialized to each City Council
 - Final input and approvals of the Foul Weather Option

18

Questions and Comments