

## HOMELESSNESS TASK FORCE

Action Minutes of the Special  
Meeting via Teleconference/Zoom  
Police Building EOC  
Westminster, CA 92683  
June 23, 2020  
4:00 pm

CALL TO ORDER: The meeting was called to order at 4:05 p.m.

### ATTENDANCE

PRESENT: Bates; Buttons; Bull; Delabre; Lawrence; McClure; Nunes; Peinemann;  
Perez; Middendorf; Murray; Robinson

ABSENT: Bridgewaters; Johnson

### 1. REGULAR BUSINESS

- a. Approval of the June 9, 2020 meeting minutes
  - i. Moved by Buttons, second by Perez, unanimously approved.

### 2. WORK SESSION ON RECOMMENDATIONS

Smittle polled members in favor of recommending an emergency homeless shelter; all were in favor. Nunes continued with edits on the document beginning with the Navigation Center. Members discussed an approach to running the Navigation Center with an emergency shelter, funding, operations, and identifying a site. The City has looked at some locations near city borders. Officer Perez explained the procedure in other cities to bring homeless persons to an emergency shelter and how they are released from the shelter. The task force discussed their recommendation for the operation of an emergency homeless shelter.

The task force moved to Designated Access Points section and discussed clarification if the access points are a person or place. It was decided that the term Designated Access Points would be changed to Referral Points. Task Force members agreed to take out the second paragraph of Designated Access Points. Discussion continued on the recommendation to add a city staff person or existing staff to coordinate homeless services, and a regional approach/coordination will be incorporated into the document. Staff at the referral points will be well versed and work with the PD just to determine if the homeless person is from Westminster and coordinate transport to the shelter.

Referral Points could be:

- Police Liaison Officer
- Family Resource Center
- Westminster School District
- CityNet
- PD Citizens Academy

The last sentence of the section will remain, and added italics will be removed.

Discussion continued on Housing Continuum. Members agreed that this section is an education point to include information on rental housing, rental supportive housing, and permanent housing. Members discussed the city involvement in affordable and supportive housing needs for homeless persons moving out of the shelter. The State is mandating cities to provide affordable units and Westminster is currently directed to have 10,000 units.

Members discussed the shelter operator be enrolled in the Homeless Management Information System (HMI) and engage the community by forming an advisory board. Discussion ensued on community engagement, a good neighbor policy, coordinated outreach as other components of the plan roll-out.

Sections on community engagement and funding will be added at the end of document Discussion began on Community Engagement and funding. Task Force members discussed funding sources, adding corporate to list, and keeping it as generic recommendations. Community engagement could be incorporated into the agreement by the shelter operator. Suggestions were made to add information on the shelter program in city social media.

Based on discussions, the format of the document would be:

- Introduction
- Statement of Purpose
- Background/Preface
- Housing Continuum (educational)
- Recommendations
  - Navigation Center
  - Temporary Emergency Shelter
  - Referral Sources

The task force discussed the Temporary Emergency Shelter section and what will it contain. Terminology, load barrier, will be run by an outside operator, using good reference points from well-run shelters, etc. Suggestions for definitions of emergency as it relates to the shelter would be necessary. Wording was suggested to include the well-being of the community, compassion with the involvement of law enforcement.

Nunes will incorporate the suggestions from the task force with assistance from Perez and bring back to next meeting to finalize. Recommendations will go to the City Council by July 8<sup>th</sup> or 22<sup>nd</sup>.

### 3. NEXT STEPS

- Adopt recommendations
- select presenters

### 4. ADJOURNMENT – at 5:51 p.m.