

1. 25-55439 Recommendation to approve the minutes for the Continuum of Care (CoC) Board Meeting of Tuesday April 8, 2025, and May 7, 2025.

**Suggested Action:** Approve recommendation.

Kimberly Wee, Co-Chair  
Jamies Shuford, Co-Chair  
Nikki Amick, Member  
Tamika Boyce, Member  
Daniel Brezenoff, Member  
Rose Buenaventura, Member  
Claude Diles III, Member



Connor Lock, Member  
Melanie Martins, Member  
Hawk McFadzen, Member  
Luther Richert, Member  
Steven Rockenbach, Member  
Aiko Tan, Member  
Anna Topolewski, Member

## **FINISHED AGENDA & DRAFT MINUTES**

### **REVISED**

### **CALL TO ORDER**

Co-Chair Jamies Shufford called the meeting to order at 3:01 p.m.

### **ROLL CALL**

**Commissioners Present:** Amick, Boyce, Brezenoff, Diles III, Lock, Martins, McFadzen, Richert, Tan, Topolewski, Shuford, Wee, Rockenbach, Buenaventura, Lewis

Also present: Jennifer Santana, Secretary, Jeffrey Proctor, Attendee.

Roll call taken by Jennifer Santana.

### **REGULAR AGENDA**

1. 25-54849 Recommendation to approve the minutes for the Continuum of Care (CoC) Board Meeting of Tuesday February 11, 2025.

**A motion was made by Member Rockenbach, seconded by Member Martins, to approve recommendation. The motion carried by the following vote:**

**Yes: 9** Amick, Martins, Tan, Topolewski, Shuford, Wee, Rockenbach, Buenaventura, Lewis  
**No: 0** None  
**Recused: 0** None  
**Abstain: 0** None  
**Absent: 6** Boyce, Brezenoff, Diles III, Lock, McFadzen, Richert

2. 25-54850 Recommendation to approve the minutes for the Continuum of Care (CoC) Special Board Meeting of Tuesday March 11, 2025.

**A motion was made by Member Topolewski, seconded by Voting Member Lewis, to approve recommendation. The motion carried by the following vote:**

**Yes:** 9 Amick, Martins, Tan, Topolewski, Shuford, Wee, Rockenbach, Buenaventura, Lewis  
**No:** 0 None  
**Recused:** 0 None  
**Abstain:** 0 None  
**Absent:** 6 Boyce, Brezenoff, Diles III, Lock, McFadzen, Richert

3. 25-54958 Recommendation to receive applications and conduct elections for two CoC Board Members.

**A motion was made by Member Martins, seconded by Voting Member Buenaventura, to approve recommendation. The motion carried by the following vote:**

**Yes:** 11 Amick, Boyce, Brezenoff, Martins, Tan, Topolewski, Shuford, Wee, Rockenbach, Buenaventura, Lewis  
**No:** 0 None  
**Recused:** 0 None  
**Abstain:** 0 None  
**Absent:** 4 Diles III, Lock, McFadzen, Richert

- Health department staff Jeffrey Proctor provided an update on the Charter and Bylaws. After reviewing the attendance log from past General Meetings, it was found that none of the applicants fulfilled the requirement of attending at least one General Meeting. Staff sent an email to candidates inviting them to attend the May General Meeting to fulfill at least one of the requirements. The votes will take place following the meeting.
- Member Brezenoff joins meeting at 3:08 p.m., member Boyce joins meeting at 3:10 p.m.
- Member of the public requested additional information regarding applicant requirements. Staff provided additional details.

4. 25-54856 Recommendation to approve the amendment to the Long Beach Continuum of Care (CoC) Governance Charter and Bylaws, including updates to the verbiage, subcommittee, and general meetings schedule.

**A motion was made by Member Brezenoff, seconded by Member Rockenbach, to approve recommendation. The motion carried by the following vote:**

**Yes:** 12 Amick, Boyce, Brezenoff, Diles III, Martins, Tan, Topolewski, Shuford, Wee, Rockenbach, Buenaventura, Lewis

**No:** 0 None  
**Recused:** 0 None  
**Abstain:** 0 None  
**Absent:** 3 Lock, McFadzen, Richert

- Health Department staff member Jeffrey Proctor provided an update to the board regarding revisions to the Charter and Bylaws verbiage, including changes to the frequency and locations of the General Membership meetings. Additionally, updates were made to the responsibilities of the subcommittees, as well as changes to the meeting locations and times.
- Member Diles joins the meeting at 3:29 p.m.
- Members and staff further discussed the requirements for serving on the board and whether the board would consider modifying the criteria for representing organizations if no applicants meet the current requirements.
- Members agreed to make final decisions on the applicants during the May meeting. Staff informed the board that the draft has been submitted to the City Attorney's Office for final review and approval.

5. 25-54857 Recommendation to approve the amendment to the Long Beach Continuum of Care (CoC) Written Standards Policies verbiage.

**A motion was made by Member Amick, seconded by Voting Member Lewis, to approve recommendation. The motion carried by the following vote:**

**Yes:** 12 Amick, Boyce, Brezenoff, Diles III, Martins, Tan, Topolewski, Shuford, Wee, Rockenbach, Buenaventura, Lewis  
**No:** 0 None  
**Recused:** 0 None  
**Abstain:** 0 None  
**Absent:** 3 Lock, McFadzen, Richert

- Health Department staff member Jeffrey Proctor announced that this item would be tabled until the next board meeting, pending final approval from the City Attorney's Office.

6. 25-54859 Recommendation to receive and file the overview of policy changes and staffing with the U.S Department of Housing and Urban Development (HUD) presentation by Paul Duncan from the Health Department.

**A motion was made by Voting Member Buenaventura, seconded by Voting Member Lewis, to approve recommendation. The motion carried by the following vote:**

**Yes:** 12 Amick, Boyce, Brezenoff, Diles III, Martins, Tan, Topolewski, Shuford,

Wee, Rockenbach, Buenaventura, Lewis  
**No: 0** None  
**Recused: 0** None  
**Abstain: 0** None  
**Absent: 3** Lock, McFadzen, Richert

- Health Department staff Jeffrey Proctor tabled item for the next Board Meeting.
- Board members have a few questions around this agenda item, staff respond and share CPD staff from HUD have had an 84% staff reduction, there is conversation around delays in contracting due to staff reductions. Members would like General members to hear more regarding this item.

7. 25-54855 Recommendation to receive and file the Homeless Services Bureau Staff and Operations Update presentation by Paul Duncan from the Health Department.

**A motion was made by Voting Member Lewis, seconded by Voting Member Buenaventura, to approve recommendation. The motion carried by the following vote:**

**Yes: 12** Amick, Boyce, Brezenoff, Diles III, Martins, Tan, Topolewski, Shuford, Wee, Rockenbach, Buenaventura, Lewis  
**No: 0** None  
**Recused: 0** None  
**Abstain: 0** None  
**Absent: 3** Lock, McFadzen, Richert

- Health Department staff Jeffrey Proctor provided the staff and operations report updates.
- Encampment resolution 3 will focus on the LA Riverbed.
- The Youth Navigation Center has been completed and will be operated by the April Parker foundation.
- New funds under Measure A allocations there is \$10M set aside CoC's, the city of Long Beach anticipates receiving \$8.5M.
- HUD is facing 85% staff reduction, this department executes our contracts and payments for CoC, ESG, and HOME funds.
- Co-Chair Shufford announced that LA County CEO-Homeless Initiative will be presenting at the General meeting encouraged all board members to attend.

8. 25-54854 Recommendation to receive and file the HSAC Representative Report.

**A motion was made by Member Brezenoff, seconded by Member Rockenbach, to approve recommendation. The motion carried by the following vote:**

**Yes:** 12 Amick, Boyce, Brezenoff, Diles III, Martins, Tan, Topolewski, Shuford,  
Wee, Rockenbach, Buenaventura, Lewis  
**No:** 0 None  
**Recused:** 0 None  
**Abstain:** 0 None  
**Absent:** 3 Lock, McFadzen, Richert

- Member Kimberly Lewis provided an update from the April HSAC meeting, noting that the committee received a presentation from First to Serve, delivered by Chief Operating Officer Cheri Weeks.
- The Mayor's Fund subcommittee is working on marketing strategies for the Mayor's Fund donations.

## **PUBLIC COMMENT**

- Member of the public April Parker, Executive Director of the April Parker Foundation, provided an overview on the foundation and the range of services that it offers to the community. Programs that they offer include AP Cares, AP Health, AP Homes, AP Works and Futures First.

## **ANNOUNCEMENTS**

- Co-Chair Wee announced the General Meeting details and location.
- Member Lewis announced that she has a free wheelchair available, and encouraged anyone in need-or who knows someone who could benefit from it-to reach out.
- Member Amick announced the National Community Development Week taking place April 21-26, 2025.
- Member Buenaventura provided event detail for Advocating for Housing in the OC.

## **ADJOURNMENT**

Co-Chair Jamies Shufford, adjourned the meeting at 4:14 p.m.

If written language translation of the Commission agenda and minutes for non-English speaking persons is desired, please make your request by phone to the Office of the City Clerk at (562) 570-6101, 72 business hours prior to the Commission meeting.

Kimberly Wee, Co-Chair  
Jamies Shuford, Co-Chair  
Nikki Amick, Member  
Tamika Boyce, Member  
Daniel Brezenoff, Member  
Rose Buenaventura, Member  
Claude Diles III, Member



Connor Lock, Member  
Melanie Martins, Member  
Hawk McFadzen, Member  
Luther Richert, Member  
Steven Rockenbach, Member  
Aiko Tan, Member  
Anna Topolewski, Member

## FINISHED AGENDA & DRAFT MINUTES

### SPECIAL MEETING

#### CALL TO ORDER

Co-Chair Jamies Shufford called the meeting to order at 4:07 p.m.

#### ROLL CALL

**Commissioners Present:** Amick, Boyce, Brezenoff, Buenaventura, Diles III, Lock, Martins, McFadzen, Richert, Rockenbach, Tan, Topolewski, Shuford, Wee

Also present: Paul Duncan, Homeless Services Bureau Manager, Jennifer Santana, Secretary, Jeffrey Proctor, Special Projects Officer.

Roll call taken by Jennifer Santana.

#### REGULAR AGENDA

1. 25-55064 Recommendation to receive the Long Beach CoC Board applications and conduct elections for two CoC Board Members.

**A motion was made by Member Topolewski, seconded by Member Brezenoff, to approve recommendation. The motion carried by the following vote:**

**Yes:** 11 Amick, Boyce, Brezenoff, Diles III, Lock, Martins, McFadzen, Richert, Topolewski, Shuford, Wee  
**No:** 0 None  
**Recused:** 0 None  
**Abstain:** 0 None  
**Absent:** 3 Buenaventura, Rockenbach, Tan

- The board convened to review applications from candidates interested in joining the CoC board and to vote on the addition of two new members. Per

the charter, the board must fill seats designated for LGBTQ and ESG representatives. Additionally, Luther's term has ended, leaving his position vacant.

- After reviewing the applications, Amy Lowery-Luyties was determined to meet the qualifications for the LGBTQ representative seat.
- All applicants were given the opportunity to present a brief summary of their background and express their interest in joining the board.
- City staff and board members discussed the open seats and the qualification required to fill the current vacancy . The ESG seat will be on hold, with any potential changes to this position to be addressed at the next board meeting.
- Board members offered input on the applicants and, for those they personally worked with or know, shared additional insights for the rest of the board's consideration.
- Board members provided input on the applicants and, for those they have personally worked with or know, shared additional insights for the board's consideration.
- The first applicant voted on was Amy Lowery-Luyties for the LGBTQ representative seat. Member Ana moved the motion forward, and member Daniel seconded it. The official start date for the seats being voted on would be July 1, 2025.
- Member Daniel Brezenoff moved the motion to appoint Brandi Brown Shock to the second vacant board seat, and member Melanie Martins seconded the motion.
- Both motions were followed by a roll call vote, and both were approved.
- A member of the public commented on the board application process and expressed concerns about whether the needs of the population are being addressed.

## **PUBLIC COMMENT**

- No public comment.

## **ANNOUNCEMENTS**

- No announcements.

## **ADJOURNMENT**

Co-Chair Kimberly Wee, adjourns the meeting at 5:02 p.m.



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