



**DRAFT MINUTES**  
CITY OF SEASIDE  
HOMELESS COMMISSION

REGULAR MEETING  
Council Chamber  
Wednesday, September 3, 2025  
5:30 PM

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**1. CALL TO ORDER**

Chair Strickland called the meeting to order at 5:34 PM. Meeting was delayed due to waiting for Commissioners.

**2. ROLL CALL - HOMELESS COMMISSION**

PRESENT: Strickland, Mugan, Cunningham, Hughes, Ruffin,  
ABSENT: Freeman

**3. REVIEW OF AGENDA**

Commissioner Ruffin asked to give his Commission Report ahead of time due to needing to leave meeting early.

*On motion by Vice Chair Mugan and second by Commissioner Hughes and carried by the following roll call vote, the Homeless Commission moved to allow commissioner Ruffin to give his commission report ahead of time.*

*RESULT: 5-0-0-1*

*AYES: Strickland, Mugan, Cunningham, Hughes, Ruffin,*

*NOES: None*

*ABSTAIN: None*

*ABSENT: Freeman*

***ACTION: Passed***

**4. PUBLIC COMMENT**

None

**5. APPROVAL OF MINUTES**

**A. APPROVE MINUTES FROM AUGUST 06, 2025, REGULAR MEETING**

*On motion by Commissioner Ruffin and second by Commissioner Cunningham and carried by the following roll call vote, the Homeless Commission moved to approve the minutes for the August 6, 2025, regular meeting.*

*RESULT: 5-0-0-1*

*AYES: Strickland, Mugan, Cunningham, Hughes, Ruffin,*

*NOES: None*

*ABSTAIN: None*  
*ABSENT: Freeman*

***ACTION: Approved***

**6. BUSINESS ITEMS**

**A. DISCUSS POLICY FOR COMMISSIONERS' COMMUNICATIONS AND REQUESTS TO STAFF LIAISON TEAM OUTSIDE SCHEDULED HOMELESS COMMISSION MEETINGS**

The commission discussed its procedures for discussing homelessness information, and it was decided that all related emails will be saved for discussion during the commissioner reports. The importance of refraining from discussing business items outside of official meetings was also highlighted, with the exception of discussions within an officially voted-on subcommittee. Commissioners who cannot attend a meeting but wish to provide input on an agenda item are encouraged to email staff. Their comments will be presented during the business item.

**PUBLIC COMMENT: None**

**B. DISCUSS DEVELOPMENT OF SCHEDULE FOR FISCAL YEAR 2025-2026 TO ENGAGE HOMELESS COMMISSION WORK PLAN PROJECTS AND RELATED COMMISSION ACTIVITIES**

The commission discussed several key initiatives, resulting in the following decisions:

**Project Timeline:** Developing a project calendar with a timeline for completion.

**Subcommittee on Donations:** A subcommittee was formed to focus on work plan activities. It was decided the same subcommittee will handle both youth-focused and holiday donations. This topic will be revisited in October to discuss potential recipient organizations, with a final decision scheduled for November.

**Food and Insecurity Donations:** The Request for Proposals (RFP) for food and insecurity donations will be discussed and finalized in November and posted by mid-November 2025. The deadline for submissions will be mid-January 2026, and a final decision on recipients will be made in February 2026. The subcommittee will provide recommendations on how to distribute the funds.

**Recipient Follow-up:** The commission will require all organizations that receive funding to provide an update within 90 days on how the money was used.

**Listening Session:** The listening session has been postponed to a "To Be Determined" date. This will allow commissioners to invite various organizations,

businesses, and individuals to provide input on how the commission can be of assistance.

**PUBLIC COMMENT: None**

*On motion by Commissioner Cunningham and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to create a **subcommittee** for the **youth organization and holiday donations**.*

*RESULT: 5-0-0-1*

*AYES: Strickland, Mugan, Cunningham, Hughes, Ruffin,*

*NOES: None*

*ABSTAIN: None*

*ABSENT: Freeman*

***ACTION: Passed***

**PUBLIC COMMENT: None**

*On motion by Commissioner Cunningham and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to creating a **subcommittee** for **Youth Focus and holiday Donation** which included **Commissioner Ruffin and Commission Hughes**.*

*RESULT: 5-0-0-1*

*AYES: Strickland, Mugan, Cunningham, Hughes, Ruffin,*

*NOES: None*

*ABSTAIN: None*

*ABSENT: Freeman*

***ACTION: Passed***

**PUBLIC COMMENT: None**

*On motion by Commissioner Cunningham and second by Commissioner Ruffin and carried by the following roll call vote, the Homeless Commission moved to create a **subcommittee** to focus on the **food and insecurity donations**. The subcommittee will be responsible to contact agencies and inform them the distribution of the RFP. Once the RFP period closes, the subcommittee will then look at the applications and make recommendations on which organizations should receive the donation.*

*RESULT: 5-0-0-1*

*AYES: Strickland, Mugan, Cunningham, Hughes, Ruffin,*

*NOES: None*

*ABSTAIN: None*

*ABSENT: Freeman*

***ACTION: Passed***

**C. DISCUSS ADVOCACY PLAN FOR CITY OF SEASIDE HOMELESS COMMISSION TO HELP ADDRESS NEEDS FOR SUPPORT REGARDING HOMELESSNESS AND RELATED CHALLENGES ON COMMUNITY HEALTH, WELLNESS, AND SAFETY**

The commission discussed setting a goal and objective to reduce homelessness and housing insecurity in the community by implementing sustainable solutions and fostering strong partnerships. The commission wants to identify and collaborate with key partners such as government agencies, non-profit organizations, community members, community groups and businesses.

**PUBLIC COMMENT: None**

**D. DISCUSS FORMATION OF SUBCOMMITTEE FOR AWARDED CHALLENGE COINS**

The commission discussed the formation of a subcommittee to determine the distribution of challenge coins. Commissioner Freeman wasn't at that meeting but had previously shown interest in serving in the subcommittee as did Chair Strickland.

**PUBLIC COMMENT: None**

*On motion by Commissioner Cunningham and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to creating a **subcommittee**.*

*RESULT: 5-0-0-1*

*AYES: Strickland, Mugan, Cunningham, Hughes, Ruffin,*

*NOES: None*

*ABSTAIN: None*

*ABSENT: Freeman*

***ACTION: Passed***

**PUBLIC COMMENT: None**

*On motion by Commissioner Cunningham and second by Commissioner Mugan and carried by the following roll call vote, the Homeless Commission moved to have **Commissioner Freeman and Chair Strickland in the subcommittee**.*

*RESULT: 5-0-0-1*

*AYES: Strickland, Mugan, Cunningham, Hughes, Ruffin,*

*NOES: None*

*ABSTAIN: None*

*ABSENT: Freeman*

***ACTION: Passed***

**E. DISCUSS FORMATION OF SUBCOMMITTEE TO ENGAGE PARTNERSHIP WITH CHAMBER OF COMMERCE REPRESENTATIVE JIM VOSSEN REGARDING SHOPPING CART THEFT SOLUTION**

The commission discussed interested in working with Jim Vossen to address the issue of shopping cart theft by providing carts to the homeless population. During a previous meeting, Jim Vossen noted that local businesses have expressed interest in funding for carts. The commission's next steps involve finalizing a plan for cart storage and distribution. The commission decided to create a subcommittee to brainstorm.

**PUBLIC COMMENT: None**

*On motion by Chair Strickland and second by Commissioner Cunningham and carried by the following roll call vote, the Homeless Commission moved to creating a **subcommittee** including **Commissioner Cunningham and Commissioner Hughes**.*

*RESULT: 5-0-0-1*

*AYES: Strickland, Muga, Cunningham, Hughes, Ruffin,*

*NOES: None*

*ABSTAIN: None*

*ABSENT: Freeman*

***ACTION: Passed***

**7. REPORTS FROM COMMISSIONERS**

Commissioners provided reports.

**Commissioner Hughes:** started to volunteer at the Salvation Army.

**Commissioner Cunningham:** The ReStore at Fort Ord has a set of 18 lockers for sale for \$200. Although our previous project was not approved by the city council, this could still be a great storage solution for another agency or organization. Would like to invite Hopes Closet along with the church they are working with to see what else is offer and long with other various churches in the area to attend our meetings. It would be valuable for the commission to hear about the activities they're doing and how they're helping the homeless population in Seaside.

**Commissioner Strickland:** Would like to work with the youth organizations at the beginning of the fiscal year to ensure the commission can provide better help and support for the upcoming school year. This collaboration will allow the commission to align resources and initiatives effectively from the start.

**8. REPORTS FROM STAFF**

Staff provided report.

**Derrick:** Training for commissioners is being planned. As soon as the details are available, we will pass them on to the commission. The City Manager is open to communicating with the commission and wants to know how he can best support the commission.

**9. ADJOURNMENT**

With no further business, the meeting adjourned at 8:07 PM.

Respectfully submitted,



**Denise Mejia, Commission Clerk**



**Ben Strickland, Commission Chair**