



## APPROVED MINUTES

### HOUSING & HUMAN SERVICES COMMISSION

Wednesday, March 26, 2008

7:00 P.M.

West Conference Room

Sunnyvale City Hall

The Housing & Human Services Commission met in a regular session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on March 26, 2008 at 7:08 with Chair Patricia Plant presiding.

### ROLL CALL

**Commission Members Present:** Commissioners: Ann Andersen, Micki Falk, Mark Johnson, Gal Josefsberg, Charles Keeler, Patrick Meyering, and Chair Patricia Plant. Late arrivals Commissioner Jeremy Hubble and Vice Chair Tindle

**Commission Members Excused Absences:** None

**Commission Members Unexcused Absences:** None

**Staff Present:** Hanson Hom, Community Development Director, Katrina Ardina, Housing Programs Analyst, and Edith Alanis, Housing Programs Technician.

### PUBLIC ANNOUNCEMENTS

NONE

### CITIZENS TO BE HEARD

NONE

### CONSENT CALENDAR

1. Approval of Draft Minutes of February 27, 2008

Chair Plant asked for a motion to approve the minutes of February 27, 2008.

**Commissioner Andersen moved and Commissioner Josefsberg seconded approval of the minutes of February 27, 2008.**

**Motion passed 7-0-0. Commissioner Hubble and Vice Chair Tindle arrived after this motion.**

## **GENERAL BUSINESS**

### 1. Comments on Ethics and Code of Conduct

There was a brief review of the comments that were submitted to staff and an opportunity to add new comments. A Commissioner voiced that language should be included to stipulate that the Code of Conduct and Ethics also apply to the City Manager due to the influence that the City Manager has on City affairs. Director Hom informed the Commission that there is a separate Code of Conduct document that applies to all City employees which would cover the City Manager. Director Hom asked if the Commission wanted to officially add the additional comment before forwarding to the City Manager's Office. The Commission concurred that the comments should be included.

### 2. Presentation by Maitri

There was a brief introduction of Maitri by Katrina Ardina, Housing Programs Analyst. Maitri is a non-profit agency that submitted a proposal requesting HOME funds to assist in the acquisition of a property in Sunnyvale or contiguous cities to be used as a transitional home benefiting women who are victims of domestic violence.

Maitri was founded in 1991 in Sunnyvale as a domestic violence referral service. Since then they have expanded their services to domestic violence, culture displacement, sexual trafficking and elderly abuse. The agency tries not to duplicate existing services instead it tries to act as a liaison for the women and their families to connect with already established main stream services. However, in the process of trying to connect clients to services, Maitri discovered that the women it serves, mainly the South Asian population, have very unique needs. Therefore, Maitri has put processes in place which currently do not exist such as the transition home. Although Maitri's core competency is on serving women from South Asia, Maitri ensures that that it complies with fair housing rules and does not turn down anyone in need. Maitri has helped women and children from Morocco, Afghanistan, Latin America, China, Vietnam, Philippines, and Burma.

The transition home is critical because its clientele is made up of an immigrant population that is underserved due to their legal status; the women come into the United States as dependants of work permit holders. As such they are allowed to live in this country legally, but are not allowed to work. Therefore, if they seek divorce from their batterer, they have no means of getting any type of job to survive. If they have children, a lot of times they risk that the batterer will get custody and the women get deported back to their country.

There are three main reasons for the existence of Maitri's transition home. The first one is that the three to six weeks typical shelter stay is usually not enough to resolve issues of deportation or child custody. Secondly, many of the clients lack the minimum income to qualify for traditional transition homes. And third, for a lot of them the stigma attached to breaking the marriage, leaving the batterer and family behind are so severe that moving back to their home country is not an option. Sadly this causes a lot of women to go back to the batterer.

Currently Maitri leases a property in Sunnyvale which has been very successful. It has been operating for the last nine years at 100% occupancy and there is a waiting list of two to three. Maitri's intent to purchase a property is to be able to make structural changes for enhanced living conditions. Currently the women live in cramped spaces that are detrimental to the healing process and growth mainly because the stay is longer than the typical three to six weeks. This longer term stay ranges from nine to eighteen months. Furthermore, Maitri would like to provide an area where children can do homework or play. In addition, the house currently serves as the case management site and based on other models observed it would be more beneficial to separate where the families live from where the case management takes place. Maitri has a solid donor base that will provide the funds for the upgrading costs for the project that is why it is only asking for a capital endowment. Maitri has received approval for \$200,000.00 from the City of Santa Clara. The Cities of Cupertino and Mountain View have also responded favorably to Maitri's proposal.

Although there is no control of any given property yet, Maitri is looking at a Cupertino site because the City of Cupertino has expressed great interest in the property being located in their City and is willing to pay for the appreciation of the real estate.

There was a brief discussion and clarification regarding the properties that Maitri included in their application. Also, a Commissioner commented that the women being served should be no different from any other immigrant population, and wondered why the need to isolate them rather than help them to integrate and assimilate into the main stream. Maitri clarified that integration is one of the agency's goal, but pointed out that their immigration status makes it trickier to assimilate into society because although they are allowed to stay, they are not allowed to work.

A Commissioner inquired what guaranteed that these women would make good citizens and what happens to the children. Maitri shared an anecdote of woman that was a physician in India, and that after leaving her batterer stayed at the transition house until she was able to take and pass the exam to practice medicine in this country. She is now a practicing physician in New York and a great supporter of Maitri. As for the children, they are sent and kept in school with the least amount of disruption through their stay in the transition house.

They have a good relationship with existing agencies, such as Catholic Charities and Support Network for Battered Women (SNBW) who has provided training, all volunteer meetings take place at SNBW.

There is a great emphasis on personal growth and the use of all the resources available, such as English as a Second Language (ESL) classes and services provided by library and other agencies.

A Commissioner expressed concerned about exclusively helping South Asian women and inquired on the legality of focusing on a single ethnic group.

There was brief discussion and clarification on the number of people that would be housed, eight women and eight children for a total of 16. A Commissioner also inquired

if the women receive alimony, Maitri responded affirmatively that they do as any other population, but they do not always have the legal expertise to seek appropriate legal assistance.

A Commissioner inquired how success is measured and what the success rate of the agency is. Maitri calculated its success rate to be at 90-95%. A success story is any woman reaching her personal goal whatever that may be; to stay in this country and become independent if their legal status permits it, to go back to their home country, or to go back to the batterer.

Statistically battered women leave their abusive home five to seven times before making a permanent break from their batterer. Therefore, whatever decision the women make at any given time they are not made to feel as if they have let anyone down in order to keep the lines of communication open.

A Commissioner asked about the restriction of federal funds being used for a specific ethnic group. Maitri replied that although the South Asian community is the target population Maitri would never turn away any woman in need that qualified for the services whatever her ethnic background.

Maitri is supported largely by the South Asian community who feels the need to give back, but it also receives support from corporations, foundations and private donors, such as Yahoo and Blue Shield.

A Commissioner inquired if Maitri received any support from any religious entities. Maitri replies that it does not affiliate itself with religious or political groups and that would turn down funds or support if it came from any of these sources. At this point the Maitri presentation concluded.

Director Hom indicated that staff is not asking for a decision on Maitri's proposal tonight. Their proposal will be included in the Action Plan that will be presented to the Commission once staff is able to determine where the funding would come from, most likely HOME funds.

This presentation was just preliminary to give the Commission some background for their future consideration.

## **PUBLIC HEARINGS**

### 1. Staff Report on CDBG Action Plan recommendation

Director Hom reminded the Commission that this topic was addressed at the last meeting. CDBG funds have been cut approximately 3-1/2%. That combined with the decline in program income resulted in an approximate 11-1/2% overall cut to the CDBG program.

This shortfall puts the City in a difficult situation for the second year of the CDBG cycle because the City is not able to provide the same level of CDBG funds as it did the first year. He pointed out that the first thing that the Commission was being asked to consider was staff's first recommendation of how to deal with the shortfall of CDBG

funds.

The second item that the Commission is being asked to consider is whether it wants to recommend to City Council a budget supplement to make up for the shortfall in CDBG funds.

Katrina Ardina gave a brief presentation on the staff recommendation and went through the materials that the Commission received in their packets. She also explained how it is determined how much money is available to give to the human services agencies. This number is calculated by adding the federal grant money to the prior year's program income received and then taking 15% from that total.

The Commission asked for clarification on the meaning of program income. Katrina explained that program income comes in the form of loan payments and why the funds that were originally committed to the Santa Clara Valley Blind Center were split among the other agencies.

Director Hom expressed that the reduction across the board that was illustrated in the staff recommendation was just one formula and that the Commission was welcome to explore and suggest any other options. He also briefly discussed the Santa Clara Valley Blind Center and shared with the Commission that the City is still in negotiations with regard to the public services contract.

In general discussion, the Commission still expressed concerns with regard to how performance by the various agencies was truly assessed and requested the budget for each agency's for the next meeting for the benefit of the newer members. Some members do not feel that they have enough information on the agencies and do not feel comfortable giving a recommendation. Therefore they are unwilling to agree with the across the board option that was being presented to them. Staff will make the binder that holds all the agencies proposals from the beginning of the cycle available to any Commissioner in order to have the necessary information to feel comfortable giving a recommendation

The Commission pointed out that the agencies expect the City to live up to their original commitment.

Staff reassured the Commission that great efforts are made to monitor and verify that the agencies use the grant monies appropriately and that their performance measures are met. Staff's recommendation to cut across the board is based on the premise that all the agencies are meeting their expectations equally.

There was a lengthy discussion by the Commission trying to determine what the individual performance numbers for each agency really mean in terms of assisting the Commission to make a recommendation. There was concern by some members with regard to not being able to see the whole picture for each agency because they do not know if the agencies receive, or how much they receive from other sources, therefore helping to determine who will be more affected by these cuts.

At this point the floor was opened to the agency representatives that showed up to this meeting to speak on behalf of their agencies. Director Hom pointed out that this was the

Commission's opportunity to ask for any clarification with regard to performance.

Agencies were called one by one and allowed 3 minutes to speak and to answer any questions from the Commission.

<b>Agency Represented by</b>	<b>Information Shared at Meeting</b>
<p><b>Linda Chin</b>                      Director of Corporate Gifts/Grants</p> <p><b>Abilities United</b>                      formerly <b>Community Association for Rehabilitation</b></p>	<p>Linda emphasized that 52% of Abilities United's funding comes from the State subsidy which is also being cut due to reduction in the State budget. Therefore, Sunnyvale's cut is the more detrimental to the program.</p> <p>This agency has been in the community for 45 years and serves individuals with developmental disabilities, from birth through adulthood. The two populations that are most critically increasing are children with Autism and the senior population. Sunnyvale's money helps with early intervention for children and to provide therapeutic services to seniors for rehabilitation.</p>
<p><b>Sonia Park</b>                      Housing Program Director</p> <p><b>Catholic Charities – Shared Housing</b></p>	<p>The Shared housing program has been in service for over 35 years and in provides an alternate solution to the affordable housing crisis in the county. Catholic Charities facilitates the meetings between Providers and Seekers of affordable housing. Sunnyvale's population comprises approximately 10% of Catholic Charities entire clientele. In regards to the questions that she had heard from the Commission during general discussion prior to the public hearing, Sonia pointed out that a lot of the services provided by this and many of the other agencies are not captured in the reports and monitoring assessments, but that are critical to the success of the program, such as working with each client on their budget or assisting them in taking ESL classes and the infinite follow up phone calls that need to be made.</p>
<p><b>Jennifer Loving</b>                      Interim CEO</p> <p><b>Emergency Housing Consortium</b></p>	<p>This agency provides emergency and homeless services all over the county. In the winter they run the cold weather shelter program at the Sunnyvale Armory. The shelter homes 125 people at capacity sometimes more. This is truly a life saving service. Many of the people that spend the night at the shelter could die if they didn't have a place to go. Cold weather season ends Monday, March 31, and the Armory will close. She pointed out that if funding is cut, it means less people that her agency can help and that one can expect to see more homeless people on the streets.</p> <p>The Commission asked for a short statement on how they have improved their current financial situation. She explained that it was very difficult times for the agency, but that it has managed to refocus on what they do best,</p>

<b>Agency Represented by</b>	<b>Information Shared at Meeting</b>
	help the homeless. They have cut their operating budget almost in half.
<b>Maritza Henry</b>  <b>Family and Children Services (FCS) at Columbia Neighborhood Center (CNC)</b>	<p>This agency has provided counseling and mental health services in the Community for 60 years and has been at the Columbia Neighborhood Center for the last three. It provides services to at-risk youth and families to safe guard against delinquent behavior, school failure and substance abuse. One of the agencies that it works closely with is Friends for Youth. These funds cuts would mean not being able to maintain the service levels that they currently have. The Commission inquired if FCS had other funding sources and Maritza replied that there were no other sources for the CNC.</p>
<b>Joan Smithson</b> Site Manager & Victor Ruder, client of the program  <b>Senior Nutrition Program</b>	<p>Joan shared that at a county meeting she attended there was a slide shown that illustrated the relationship between nutrition and the physical and social wellbeing of the senior population and the disabled. This agency serves hot meals at the First United Methodist Church. During the time that the seniors are at the site there is a live orchestra and they are able to dance and get their exercise as well as get the social interaction and sense of community. This program serves on the average 175 residents. It also provides free round trip daily rides to a number of its clients.</p> <p>Joan pointed out that the program is funded by the county, and that the only other funding that it gets is from Sunnyvale. She also said that she has been told that the county will be cutting their funding.</p> <p>Victor Ruder also spoke briefly on behalf of the program and emphasized that the meals that he get at the site is the only nutritious meal that he gets in the day.</p>
<b>Michelle Smith</b>  <b>Friends for Youth</b>	<p>This agency serves at-risk youth by providing services to new and ongoing mentoring relationships. They offer group activities for the mentor-mentee pairs, such as trips to Alcatraz, the Tech, a nutrition workshop and a tour of the Gap's digital photo studios. This agency works closely with CNC but also gets referrals from counselors, teachers and even probation officers.</p> <p>These activities, although not funded by the City of Sunnyvale, are key to the success of these relationships that are established. She also pointed out that as of this second quarter Friends for Youth has already met or exceeded two of their performance measurements.</p>
<b>Colleen Hudgen</b> Executive Director	Live Oak provides adult day care to seniors that are totally dependent on family care givers and that require 24 hour

Agency Represented by	Information Shared at Meeting
<p><b>Live Oaks Adult Day Care</b></p>	<p>care by that family member. After caring for someone 24/7 for an extended period of time, the care giver's health starts declining as well. The participants are provided with recreational activities like dancing and a nutritious meal, snacks, but mostly it is community setting out of the home where they get a chance to go and make friends and enjoy activities that are mostly provided by volunteers, such as sing-alongs, large bands, small bands, inter-generational, hug-a-pet, clowns. The day begins with a wellness check; the agency is an advocate for the client as well as the caregiver. They make sure that everyone is healthy and prepared to have a good day. Lunch is provided by the county nutrition program so it is all well balanced. They also administer their medications while they are there. Staff ratio is 1:5. She pointed out that they get funding from the county, United Way, state and that in reference to the monitoring, her agency is used to all the restrictions that come with these funds as well as all the back up documentation that needs to be provided. Sunnyvale clients are served at St. Jude's Episcopal Church. Live Oak leases their Sunday school classrooms.</p>
<p><b>Georgia Bacil</b>                      Directing Attorney</p> <p><b>Senior Adults Legal Assistance (SALA)</b></p>	<p>SALA is a non profit elder law office, it provides free legal services county wide. The target population is the very low income seniors who are frail and at risk of institutionalization, at risk of abuse, and at risk of exploitation. They provide their services in a unique way; this elder law office goes out to the community and provides the services through appointments at 23 senior centers or programs. In Sunnyvale, Sunnyvale Community Services hosts SALA and coordinate their appointments; SALA is there 3 times a month. Sunnyvale Community Center actually schedules and calls clients in advance for SALA, they also provide translations services and a room for these meetings. SALA is the only legal aid and senior program in Santa Clara County that is a law office and that specializes in elder law. There is no duplication of services. SALA has been serving Sunnyvale since 1979. Georgia commented in response to some Commission questions that had been raised before the public hearing that questioned whether an agency could really be held accountable for time spent on a given activity for a given city to account for actual expenditure of their funds. Georgia noted that her agency in particular does keep detailed timecards that allows them to cost allocate every hour that is delivered to Sunnyvale. Her agency sees a lot of abuse and helps with</p>

<b>Agency Represented by</b>	<b>Information Shared at Meeting</b>
	getting restraining orders. They help with all legal assistance and some very simple legal planning. SALA is funded primarily by the Older Americans Act. SALA is not allowed to charge any fees or take any fee generating cases, therefore, all the other funding comes from grants, such as Sunnyvale's, donations, and fund raising events such as their annual golf tournament.
<p><b>Nancy Tivol</b> Executive Director</p> <p><b>Sunnyvale Community Services</b></p>	<p>Sunnyvale's Community Services slogan is "Business is Booming and that's not good". Sunnyvale Community Services provides money and food for low income families to prevent eviction, homelessness, utility disconnection, food and medical benefits. 27% of the residents in Sunnyvale fall equally in the low, very low and extremely low income categories. Two zip codes in Sunnyvale were identified by the food bank as among the ten neediest where people do not have enough food for the entire month. Six years ago Sunnyvale Community Services gave out \$288,000.00 this year will go as high as \$615,000.00 based on current trend. The in-kind need has gone up even more dramatically, three years ago it was \$660,000.00; last year it was \$1,000,080.00. Simply put out of the 2.3M dollar budget last year 1.6M went out the door. As far as allocation, as far as Sunnyvale Community Services is concerned everyone that it serves is from Sunnyvale, expect for the few homeless who cannot really identify a residence. She urged the Commission to keep their funding as agreed. Nancy's agency received approximately half of its funds from the general fund and if these cuts do go through her agency will lose 46% of its funding, not 11-1/2%.</p> <p>At the end of her presentation, Nancy invited the Commissioners to their annual major donor thank you event.</p>
<p><b>Naomi Nakano-Matsumoto</b> Executive Director</p> <p><b>Kim Ferm</b> Director of Emergency and Housing Services</p> <p><b>West Valley Community Services</b> formerly <b>Cupertino Community Services</b> &amp; Various representatives from</p>	<p>Naomi introduced herself as the Director of the agency and Kim Ferm as the Program Director and indicated that Kim would be speaking on behalf of WVCS. The agency receives funding from the City of Saratoga, the Town of Los Gatos, City of San Jose</p> <p>WVCS runs the rotating shelter program out of 12 faith based organizations which provide rent and food for 16 men a night. Six out of the 12 churches are located in Sunnyvale. So far this year the agency has served 8 Sunnyvale residents, which is the goal for the year. The men in the shelter are either working or actively seeking work. If the funding is cut where will these men go? When the Armory closes there will be an influx of men</p>

Agency Represented by	Information Shared at Meeting
the faith based organizations that Support the food portion of the rotating shelter	that most likely will have to be turned away.  There were some brief comments from the faith based organizations representatives, all pleading to maintain the current level of funding. One of them estimated for perspective that \$1,100.00 is roughly enough for three weeks in terms of groceries alone.  She shared that one of their current shelter managers is a success story of this program. He, a Sunnyvale resident, started at the shelter, continued to the transitional housing, where he paid 30% of his income, to regular housing, and now he is managing an apartment complex.  The ultimate goal is to help them find permanent housing and employment.

In general, all the groups urged the Commission to reduce accept the staff recommendation. Chair Plant thanked all the representatives.

Chair Plant asked for a motion to either accept the staff recommendation or to recommend to City Council that they make up the difference through the allocation of general funds.

Direction Hom pointed out that it needed to be a 2 phase recommendation, one that address the CDBG cuts and one that addressed the General Funds

There were several attempts to make a motion. There was general discussion on how to word the motion and the recommendation to the Council. Chair Plant asked for direction from the rest of the Commission, since she will be speaking in front of Council on their behalf, as to what alternatives there were available if the Council rejected the Commissions recommendation.

**Commissioner Meyering moved and Commissioner Johnson seconded a motion to reject the staff recommendation on CDBG funds and to recommend to Council that they keep the same level of funding on all accounts regardless of how it is funded, and that the General Funds stay as they were dollar for dollar for what they were, and then increased to compensate for the CDBG shortfall.**

**Motion passed 8-1-0.**

Chair Plant asked for a motion to give staff direction on how to disburse the lesser amount of CDBG funds available.

There was a very lengthy discussion trying to get consensus that another motion was needed to address the part that pertains the reduction of CDBG funds by the federal government independently from the motion that had already taken place.

**Commissioner Johnson moved and Commissioner Hubble seconded a motion to reduce the CDBG funds allocation across the board.**

**Motion fails 4-5-0.**

Director Hom noted that staff will note that there was no alternative offered by the Commission in the draft Action Plan.

The Commission requested more information in order to make a recommendation at the next meeting.

### **NON-AGENDA ITEMS AND COMMENTS**

- COMMISSIONERS ORAL COMMENTS
  - The Commission commented on length of minutes and asked that the minutes be shortened when possible.
  - The Commission commented on the letter that was sent to Chair Plant in regards to the attendance policy. There was a general discussion on the issue and the Commission stated their displeasure at how the situation was handled. The Commission felt that the letter shows that the Council does not trust the Commissioners that they appointed. Furthermore, the Commission requested that Director Hom address the Mayor as to some alternatives for the future, such as attending a Housing and Human Services Commission meeting and having a direct dialog with the Commission.

**Commissioner Johnson moved and Commissioner Falk seconded a motion to have Director Hom forward a message to the Mayor expressing the Commission's concern with how this situation was handled.**

**Motion passed 6-3-0.**

- The Commission requested that staff ask the City Attorney if the City has the ability to ask that Maitri removes the words "for South Asian" from their brochure as a condition of funding.
- The Commission took a moment to thank staff for all their work and information provided
- STAFF ORAL COMMENTS

### **INFORMATION ONLY ITEMS**

Informational Item No.1 - Q&A on Annual Budget Review by Boards and Commissions

Director Hom indicated that this is a follow up to the question asking to clarify the role of

this Commission in reviewing the budget. He went over the handout and explained that the Commission has two roles in the budget review. The first one is that the Commission can suggest budget issues at any time during the year; the second one is the ability to review the portion of the City's budget proposal that pertains to services and staffing that is within the purview of this Commission. He also indicated that the May agenda will include the excerpts of the draft budget that pertain to this Commission to allow some input and give recommendations to the City Council.

#### Informational Item No.2 - Revised Boards and Commissions Policy

The policy was subject to City Council review due to testimony given at a City Council meeting asking for clarification on the issue of communication of Board and Commission members with City Council members and the role of the Chair as being responsible for addressing issues that the Commission or Board has taken an action on. Because there was confusion regarding those aspects of the policy, the City Council amended and clarified some sections. One of those clarifications was that Commissioners could address the City Council privately.

The Commission went on to point out the section that addressed attendance and went on to conclude that absences do need to be marked as excused or unexcused at the meeting; furthermore, that regardless of any valid excuse, if there is no notification ahead of time, the absence is automatically unexcused for the purposes of that meeting.

#### Informational Item No.3 - List of approved study issues and outcome of Housing and Human Services Commission study issues

This is a follow up on the Commission request at the last meeting to get the complete list of the ranking of the study issues for Community Development.

Director Hom indicated that the 20-Year Housing Strategy will be included on next months agenda.

#### **ADJOURNMENT**

Chair Plant asked for a motion to adjourn.

**Commissioner Johnson moved and Commissioner Hubble seconded that the meeting be adjourned.**

**Motion passed 9-0-0.**

Meeting adjourned at 10:55 p.m.

Respectfully submitted,

Hanson Hom  
Director of Community Development