



APPROVED MINUTES

As amended

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION

Director Hom announced that Chair Patricia Plant and Commissioner Patrick Meyering had advised staff that they would not be present and that Vice Chair Gal Josefsberg had resigned from the Commission. Therefore, the first order of business was to select a Chair for this meeting.

Commissioner Keeler nominated Commissioner Andersen to Chair the meeting.

Commissioner Keeler moved and Commissioner Yezgi seconded to elect Commissioner Andersen to Chair the meeting of November 19, 2008.

Motion passed 4-1 with Commissioner Falk dissenting, and Commissioner Hubble absent.

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 November 19, 2008 at 7:02 p.m. with Chair Andersen presiding.

ROLL CALL

Commission Members Present: Commissioners: Ann Andersen, Micki Falk, Jeremy Hubble, Charles Keeler, Florence Tindle, and Demi Yezgi.

Commission Members Absent: Commissioner Patrick Meyering, and Chair Pat Plant.

Staff Present: Robert Walker, Assistant City Manager, Patricia Lord, Community Resources Manager, Hanson Hom, Director of Community Development; Suzanne Ise, Housing Officer, Katrina Ardina, Housing Programs Analyst, and Edith Alanis, Housing Programs Technician.

Director Hom went on to introduce Suzanne Isé, the new Housing Officer. Officer Isé gave a brief overview of her background.

SCHEDULED PRESENTATION – NONE

PUBLIC ANNOUNCEMENTS – NONE

CONSENT CALENDAR

1.A. Approval of **Draft Minutes of October 22, 2008.**

Commissioner Yezgi asked that the phrase “for the purpose of assimilation into the main stream culture” after the Immigrant Services bullet point at the top of page 4 be deleted.

Commissioner Hubble arrived at 7:05

Chair Andersen asked for a motion to approve the minutes of October 22, 2008 as amended by Commissioner Yezgi.

Commissioner Tindle moved and Commissioner Yezgi seconded to approve the minutes of October 22, 2008 as amended by Commissioner Yezgi.

Motion passed unanimously 6-0 with Commissioners Meyering, and Chair Plant absent.

CITIZENS TO BE HEARD - None

PUBLIC HEARINGS/GENERAL BUSINESS

1. Review Draft RTC “Explore Development of a Human Rights/Relations Board or Commission Advisory to Council” (Study Issue).

Patricia Lord, Community Resources Manager gave a summary of the Report to Council (RTC) and opened the floor for questions from the commissioners. She explained that she was seeking feedback from this public hearing and that any formal recommendation that came out from it would be included in the final RTC that will be going to Council in January 13, 2009.

Patricia Lord explained that the purpose of this RTC was to explore the possible creation of a Human Rights/Relations Board or Commission Advisory to Council. The study issue reviews existing City policies relating to human rights and relations, and it reviews options. Additionally, it reviews the potential mission and role of such Board or Commission and the types of issues that it might review or discuss. Lastly, it reviews the current practices of surrounding cities.

There was lengthy discussion between staff and the Commissioners. Robert Walker, Assistant City Manager was also available to answer questions from the Commissioners. Ultimately, it was agreed that there is no demonstrated problem or need that could be identified to support the creation of such new board.

Staff’s recommendation was that no new Board or Commission be developed at this time. Instead, staff recommended that the roles of the Housing and Human Services Commission as well as the Parks and Recreation Commission be clarified relative to human rights and relations by revising all Board and Commission bylaws for Council consideration. Should Council adopt staff recommendations, staff further suggested to

expand the role of the Cultural Diversity Advisory Committee which completed the first year of a two-year pilot program.

Chair Andersen asked for a motion

Commissioner Hubble moved and Commissioner Falk seconded to accept staff's recommendation for alternatives two and three; direct Council to clarify roles of the Housing & Human Services Commission and the Parks and Recreation Commission relative to human rights and relations, and do not develop or continue to explore the creation of a Human Rights/Human Relations Board or Commission at this time.

Motion passed unanimously 6-0 with Commissioners Meyering, and Chair Plant absent.

Commissioner Yezgi asked to make an amendment to the motion to include the recommendation that the Cultural Diversity Advisory Committee become permanent.

Commissioner Yezgi moved and Commissioner Keeler seconds to propose that the Cultural Diversity Advisory Committee becomes permanent.

Commissioner Yezgi withdrew her motion after discussion.

Commissioner Falk expressed her opinion that at times all the focus on cultural diversity separates/divides rather than bring together people. She also expressed that the committee has not been operating long enough to warrant a recommendation to make it permanent.

It was clarified that the Cultural Diversity Advisory Committee is on the first year of a two year pilot. Assistant City Manager Walker provided additional clarification with regards to City Council's purview over the Cultural Diversity Advisory Committee. He explained that the Committee is advisory to the City Manager not Council.

2. Review Draft RTC "General Fund Support of CDBG Funded Public Services" (Study Issue).

Housing Programs Technician, Edith Alanis, gave the Commissioners a brief summary of the Report to Council and was available to answer questions. She also handed out an e-mail received from Commissioner Meyering with input for this item. Commissioner Meyering was not able to attend the meeting, but felt it was important that his input was shared with the rest of the Commissioners.

Edith explained to the Commissioners that this study issue was originated by City Council and the purpose of it was to gather information on how other jurisdictions handle General Fund support for CDBG eligible agencies and compare those processes to how Sunnyvale

operates in this regard. The report summarizes the findings, reviews the current process in Sunnyvale, and makes recommendations on how to improve and streamline it.

After some discussion and some clarifications Chair Andersen asked for a motion. After further discussion, the Commissioners decided to make individual motions for each recommendation to keep them clear and concise.

Commissioner Hubble moved and Commissioner Tindle seconded to recommend alternative #1b, to designate funding for human service agencies with an operating priority ranking level of 4.Mid-Range and designate that the supplemental General Fund support be incorporated into the Housing Division's base operating budget.

Motion passed unanimously 6-0 with Commissioners Meyering, and Chair Plant absent.

Commissioner Yezgi moved and Commissioner Falk seconded to recommend alternative #2c, to establish an annual maximum amount of combined CDBG funds and supplemental General Funds of \$350,000 which includes a maximum amount of General Funds supplement of \$100,000 and adding a maximum of 25% of the total funding allowed to a single agency, with direction for the City Manager to consider the new service level and corresponding service level decrease in the FY 2009/2010 Recommended Budget.

Motion passed 5-1 with Commissioner Hubble dissenting because he does not feel that the suggested dollar amounts are properly justified based on the historic data that was presented, and with Commissioners Meyering, and Chair Plant absent.

Commissioner Keeler moved and Commissioner Hubble seconded to recommend alternative #3b, that the General Fund supplement be incorporated into the Housing Division's base operating budget making the total available funds known at the beginning of the CDBG process, allowing for a one time allocation rather than the current two-phase process.

Motion passed 5-0-1 with Commissioner Yezgi abstaining because she is not familiar enough with the current two-phase process, and with Commissioners Meyering, and Chair Plant absent.

Commissioner Yezgi moved and Commissioner Keeler seconded to recommend that a minimum grant limit of \$5,000 be set for human service agencies receiving funds through the CDBG process.

Motion passed unanimously 6-0 with Commissioners Meyering, and Chair Plant absent.

3. Discussion and Recommendation of 2009 Study Issues and Budget Items for City Council Workshop.

Director Hom reviewed Study Issue process and explained to the Commissioners that they needed to decide what study issues would be ranked. Each Commissioner was provided with a ranking sheet that included all the study issues. After some discussion, the Commissioners were allowed some time to rank the proposed study issues.

After the Commissioners ranked the study issues, staff compiled the results and announced the final rankings as shown below on Table 1, as they will be presented to City Council.

Table 1
 Final Ranking on Proposed Study Issues
 by the Housing & Human Services Commission

Ranking	Study Issue No.	Title
1	CDD-33	Study Affordable Housing Incentives for Transit-Oriented Development
2*	CDD-34	Study Regional Coordination of Applications for Affordable Housing
2*	CDD-43	Review of the Housing Mitigation Fee
4	CDD-02	Consider Revisions to Zoning Code for Conversions of Mobile Home Parks to Other Uses
5	CDD-40	Human Service and Housing Nonprofits Needs Analysis
6	CDD-12	BMR In Lieu Fee Requirements Modification
7	CDD-41	Determine the Need and Feasibility of a Multi-Service Center to Serve the Extremely Low and Very Low Income Populations.
8	CDD-09	Pilot Program on Multi-family Rental Housing Inspection
Drop	CDD-35	Examine BMR Current Policy and Requirements

**The HHSC agreed to not break the tie for second place.*

Chair Andersen asked for a motion to accept the final rankings.

Commissioner Tindle moved and Commissioner Yezgi seconded to accept the final rankings for study issues and keeping the tie for second place as voted by the Commission and compiled by staff.

Motion passed unanimously 6-0 with Commissioners Meyering, and Chair Plant absent.

Director Hom moved on to explain the Budget Item proposal process and asked if there were any items to recommend to City Council for their consideration.

After some discussion Chair Andersen asked for a motion for any Budget Items to be recommended to Council.

Commissioner Yezgi moved and Commissioner Keeler seconded to propose a budget item to ask City Council to allocate \$25,000 to provide a training program to provide workshops for non-profit groups to assist them in networking and training in capacity building.

Motion does not pass 3-3-0 with Commissioners Tindle, Falk, and Hubble dissenting and with Commissioners Meyering, and Chair Plant absent.

4. Review Draft Request for Proposals (RFP) Packet for Human Service Agencies seeking CDBG funding in FY2009/10.

Housing Programs Analyst, Katrina Ardina, gave a summary of what was included in the RFP that will go out in mid-December, seeking applications from Human Service agencies that are eligible to receive CDBG funds. She reviewed the requirements and pointed out that the recommendations that the HHSC gave at the meeting of October 22, 2008, when priority and unmet service needs were identified, had been incorporated in the RFP. Director Hom explained that this is a draft document and it assumes that City Council will adopt the priority and unmet needs recommendations by the HHSC.

There was some discussion to clarify why some items are worded the way they were. In some instances the goals seemed too broad while in others they seemed too specific. Staff explained to the Commissioners that the City continues to focus on meeting the goals identified in the Consolidated Plan that was submitted to HUD in terms of how the funds will be expended while taking into consideration the HHSC recommendations on priority and unmet needs.

Katrina went on to review the timeline for this process and pointed out some key dates that are included in the packet for the Commissioners to prepare for upcoming presentations and review of applications.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS
- STAFF ORAL COMMENTS

Director Hom pointed to the Commissioners that they had received a flyer in their packet for a Community Workshop taking place on December 4th, 2008 at the Sunnyvale Senior Center. This is the kick-off meeting in connection with the 2007-2014

Housing and Community Revitalization Sub-element Update that the HHSC will have to review when completed. These meetings are designed to obtain public input. Director Hom encouraged the Commissioners to attend if they were interested.

INFORMATION ONLY ITEMS

ADJOURNMENT

Meeting adjourned at 10:04 p.m.

Respectfully submitted,

Hanson Hom
Director of Community Development