



APPROVED MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, MARCH 25, 2009

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 25, 2009 at 7:03 p.m. with Chair Andersen presiding.

ROLL CALL

Commission Members Present: Ann Andersen, Micki Falk, Jeremy Hubble, Charles Keeler, and Patrick Meyering.

Commission Members Absent: None

Staff Present: Hanson Hom, Director of Community Development, Suzanne Isé, Housing Officer, Katrina Ardina, Housing Programs Analyst, and Edith Alanis, Housing Programs Technician.

Others Present: Councilmember David Whittum, known representatives from various human services agencies; Georgia Bacil, Becky Cooper, Wanda Hale, Amy Andonian, Ben Kong, Bob Campbell, Lynn Nguyen, Kathleen King and a couple of others that were not identified.

Director Hom announced that Ms. Demi Yezgi had just informed him of her decision to resign from the Commission.

SCHEDULED PRESENTATION

NONE

PUBLIC ANNOUNCEMENTS

Amy Andonian, Program Director, spoke in support of the Catholic Charities Day Break III program and asked staff for some clarification regarding the application scoring methods used to produce staff's funding recommendations.

CONSENT CALENDAR

1. A. Approval of Draft Minutes of February 12, 2009.
1. B. Approval of Draft Minutes of February 25, 2009.

Commissioner Hubble moved and Commissioner Keeler seconded to approve the minutes of February 12, 2009 and February 25, 2009 as presented.

Motion passed unanimously 5-0.

PUBLIC COMMENTS

Kathleen King spoke in support of Santa Clara County Family Health Foundation – Healthy Kids Program. Furthermore, she wanted to highlight that El Camino Hospital would be matching any funding from the City of Sunnyvale dollar for dollar.

PUBLIC HEARINGS/GENERAL BUSINESS

1. Discussion and Recommendation of CDBG Outside Group Funding for FY 2009/10.

Staff noted that this was the final step of a process that started in October 2008 with the Commission's discussion and recommendation of Priority Funding Needs to City Council. It continued in November with the review and opportunity for input on the Draft Request for Proposals (RFP) for Agencies seeking Community Development Block Grant (CDBG) funding for Human Services in FY 2009/2010 and FY 2010/2011. The RFP was published in the local newspaper, and was available online on the Housing Division home page. Additionally, it was directly sent via USPS and electronic mail to various interested non-profits on December 24, 2008. Proposals were due to the City by January 30, 2009. Staff held a pre-funding workshop in mid-January for the agencies to have an opportunity to ask questions about the application and the documentation being requested.

Also in January 2009, the Commissioners had the opportunity to review and give input on staff's proposed method for scoring the applicants, and were advised that they were at liberty to decide what scoring methods they wanted to use as a Commission to arrive at their funding recommendations.

In February, the Commissioners received a binder with all the applications that were received in response to the RFP along with additional information from staff to assist the Commissioners in making their scoring and funding recommendations. Two meetings were held in February to allow all the agencies to come and speak before the Commission and have an opportunity to answer questions and give additional input. Additionally, the Commissioners were provided with staff's technical evaluation and funding recommendations as a starting point for their discussion tonight, but were also reminded that they were free to make their own recommendations that could differ from the staff recommendation.

After discussion, the Commissioners agreed to average their individual recommendations as a starting point, compare these to staff's recommendations, have further discussion, and then finally modify these totals in order to fully utilize the estimated available funding. The final recommendations are shown below as the "Modified Totals."

Agency Name	Average of Commissioners' Recommendations	Modified Totals
Abilities United	\$ 5,121	\$ 5,121
Bill Wilson Center	\$ 13,450	\$ 15,450
Catholic Charities-LTO	\$ 7,944	\$ 8,775
Catholic Charities-Housing Search & Stabilization	\$ 4,680	\$ 5,000
Catholic Charities-Day Break III	\$ 5,700	\$ 5,700
EHC LifeBuilders	\$ 23,823	\$ 23,823
Family & Children Services	\$ 19,534	\$ 19,534
First United Methodist Church	\$ 19,899	\$ 19,899
Friends for Youth	\$ 10,628	\$ 10,628
Live Oak Adult Day Services	\$ 12,309	\$ 12,309
MayView Community Health	\$ 10,366	\$ 10,366
Outreach & Escort	\$ 17,240	\$ 17,240

Agency Name	Average of Commissioners' Recommendations	Modified Totals
Santa Clara Family Health Foundation-Healthy Kids Program	\$ 13,824	\$ 13,824
Second Harvest	\$ 4,600	\$ 5,000
Senior Adults Legal Assistance	\$ 6,658	\$ 6,658
Senior Housing Solutions	\$ 8,789	\$ 8,789
Sunnyvale Community Services	\$ 80,666	\$ 80,787
Support Network for Battered Women	\$ 18,350	\$ 18,350
The Health Trust	\$ 8,298	\$ 8,298
West Valley Community Services	\$ 9,293	\$ 10,493
	Total Funding	\$ 306,044

Chair Andersen asked for a motion to accept the modified totals as the funding recommendations to be presented to City Council.

Commissioner Hubble moved and Commissioner Meyering seconded to use the modified totals as their funding recommendations to City Council.

Motion passed unanimously 5-0.

Staff asked that the Commissioners consider a method or formula to address the possibility that the actual CDBG award to Sunnyvale could be higher or lower than the estimate, depending on federal budget appropriations for CDBG

After some discussion, the Commissioners agreed to not make any decisions or recommendations and deferred this issue to their meeting in April.

2. Discuss and Recommendation of Proposals Requesting CDBG & HOME Capital Funding for FY 2009/10.

Bob Campbell, Executive Director, Senior Housing Solutions, was present at the meeting to answer questions about their proposed senior housing remodel costs and their revised funding request. The rehabilitation project would include a kitchen remodel, conversion of utility room for two new bathrooms, and correction of unsafe conditions in the back yard and the sidewalk. After some discussion Chair Andersen asked for a motion to recommend approval of the request for \$156,178 in Capital Funds.

Commissioner Falk moved and Commissioner Hubble seconded to recommend approval of the request by Senior Housing Solutions for \$156,178 in CDBG Capital funds for rehabilitation of the Klee Court Senior Residence.

Motion passed unanimously 5-0.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

1. Commissioner Keeler commented that all current Commissioners' terms will be expiring in June.
2. Commissioner Hubble commented that sometimes it seemed unnecessary to have meetings every month. He suggested having bi-monthly meetings. Housing Officer Isé suggested adding that topic to the April 22 meeting agenda.
3. Commissioner Meyering commented on a memo from the City Manager's Office dated March, 3 that addressed the review of the attendance policy for board members and how the City Manager's Office determined that it was not germane to put this item on all the Boards and Commissions agendas for review. Instead, boards and Commissions members were informed that they could attend the Council Meeting tentatively scheduled for May 12 to address this topic. Commissioner Meyering expressed his opinion that he felt the draft policy should be scheduled before the Boards and Commissions for comments. Not putting it on the Agendas minimizes input from the residents who have volunteered and have 1st hand experience with the operation of Boards. In addition, it requires volunteers to get a baby-sitter and make another trip down to city hall to comment on the proposed policy.

- STAFF ORAL COMMENTS

1. Housing Officer Isé reminded the Commissioners of the invitation that they received in their packets from Sunnyvale Community Services and encouraged them to RSVP if they planned to attend.
2. Director Hom and Housing Officer Isé gave a brief update on the federal award of Economic Stimulus funds for homelessness preventions (ESG)

INFORMATION ONLY ITEMS

NONE

ADJOURNMENT

Commissioner Keeler moved and Commissioner Hubble seconded to adjourn the meeting.

Motion passed unanimously 5-0.

Meeting adjourned at 8:52 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer