



## APPROVED MINUTES

### SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, APRIL 29, 2009

The Housing & Human Services Commission met in a special session in the West Conference Room at 456 W. Olive Ave., Sunnyvale City Hall, Sunnyvale, CA 94086 on April 29, 2009 at 7:08 p.m. with Chair Andersen presiding.

#### **ROLL CALL**

Commission Members Present: Ann Andersen, Jeremy Hubble, and Charles Keeler.

Commission Members Absent: Micki Falk, and Patrick Meyering.

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: Representatives from various human services agencies; Maritza Henry, Georgia Bacil, Ben Kong, Lynn Nguyen, Kathleen King, Nancy Tivol, Yolanda Ungo, Joan Smithson, and a couple of others that were not identified. Sunnyvale residents; Sue Muller and Buranda Martinez.

#### **SCHEDULED PRESENTATION**

NONE

#### **PUBLIC ANNOUNCEMENTS**

NONE

Director Hom added later in the meeting that the Public Hearing items scheduled for the May 5, 2009 Council meeting dealing with the 2009-10 Action Plan and the Substantial Amendment to the 2008 Action Plan have been postponed to the May 12, 2009 Council meeting.

#### **CONSENT CALENDAR**

1. Draft Minutes of [March 25, 2009](#).

Chair Andersen had a correction to page 2. She also read comments that were received from Commissioner Meyering via e-mail with regards to page 4 along with his suggested corrections, and asked for a motion to approve the minutes if there were no other comments.

<p><b>Commissioner Keller moved and Commissioner Hubble seconded to approve the minutes of March 25, 2009 as corrected on pages 2 and 4.</b></p>
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**Motion passed unanimously 3-0.**

### **PUBLIC COMMENTS**

Sue Muller came before the Commission to ask for CDBG funding for traffic calming measures at the Orchard Gardens and Cape Cod mobile home parks neighborhood. Boranda Martinez added that she had been in contact with Jack Witthaus, Transportation/Traffic Manager, who advised her to start a petition, which she did, in order to start the process. However, at a later date, she was informed that there was a budget deficit and there was nothing that could be done at this time.

Director Hom informed the residents that the City is aware of the residents' concerns and efforts. He also added that the Neighborhood Preservation Division of Community Development is focusing in that neighborhood for improvements. Furthermore, he explained that part of the Action Plan that was to be discussed during this meeting includes a portion of the CDBG funding that will be allocated for qualifying public facilities projects such as pedestrian and ADA improvements as part of the City's efforts under Sunnyvale Works! to implement capital improvement projects.

He also pointed out that the Commission now had an opportunity to give recommendations on the criteria used to select the type of projects to be funded with CDBG, within the federal guidelines.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

#### 1. Discussion and Recommendation of the Draft FY2009/10 Action Plan.

Housing Officer Suzanne Isé gave a brief staff presentation on the content of the Action Plan. She gave some background on the origin of these funds as well as how they can be allocated. She explained that staff was asking for a recommendation to approve the Action Plan either as presented or with any changes suggested by the Commission, to be adopted by City Council at their May 12, 2009 meeting.

She pointed out that the City has not received the official grant amount from HUD and that the amounts being used are only estimates based on last year's grant amount.

She reviewed some of the tables included in the Draft Action Plan to show how staff proposed to allocate the funds.

It was also noted that the breakdown for the non-profit agencies appeared to be very different from what had been recommended at the meeting of March 25, 2009. Staff explained that the recommended grant amounts in the Draft Action Plan included the CDBG funds only and did not include the anticipated General Fund supplement of \$100,000. Staff explained the methodology used to arrive at the CDBG funding amounts.

There was some discussion among the Commissioners with regards to some alternatives to how to come up with a formula to apply reductions or increases in funding.

#### **Chair Andersen open the public hearing at 7:48pm**

Kathleen King spoke in support of the Healthy Kids Program and pointed out that the dollars that

Sunnyvale allocates for this program will be matched by El Camino Hospital.

She also mentioned that there are 600 Sunnyvale children that need insurance and for the first time the agency may have to drop children from the program because of the decreasing funding available.

She asked that staff show both funding recommendations in the Report to Council since the original recommendation that included the General Fund supplement cannot be included in the Action Plan.

Yolanda Ungo spoke in support of Catholic Charities Housing Search and Stabilization program.

She pointed out that people are leaving Sunnyvale because they cannot afford to live here. Rents are high and landlords charge whatever they want.

Georgia Bacil spoke in support of Senior Adults Legal Assistance (SALA) and in support of the efforts that agencies are making to collaborate with one another. More specifically, she acknowledged the collaboration with Sunnyvale Community Services where SALA is able to have meetings with seniors that need legal assistance. In addition to providing a meeting room, SCS staff makes and confirms the appointments on behalf of SALA.

Nancy Tivol spoke in support of Sunnyvale Community Service. She gave many examples of how much the need for emergency assistance has increased and how they have increased the amount of financial aid provided.

She spoke in support of the new City policy that was passed in December of 2008, which simplified the process and allocated \$100,000 in General Fund support for Human Service agencies.

Joan Smithson spoke in support of the Senior Nutrition Program, and announced that it lost its van service due to County budget cuts.

**Chair Andersen closed the public hearing at 8:03pm**

Chair Andersen asked for a motion to recommend approval of the Draft FY2009/10 Action Plan funding recommendations to be presented to City Council.

**Commissioner Keeler moved and Commissioner Hubble seconded to commend the City Council for simplifying the budgeting process as much as they have and for their commitment of \$100,000 in General Funds to fund the human services grants.**

**Motion passed unanimously 3-0.**

**Commissioner Hubble moved and Commissioner Keeler seconded to approve the Draft FY2009/10 Action Plan with the funding recommendations adjusted proportionately from the original Housing and Human Services Commission recommendations as needed based on the actual CDBG grant award to the City.**

**Motion passed unanimously 3-0.**

2. Discussion and Recommendation of the Substantial Amendment to the 2008 Action Plan.

Katrina Ardina gave a staff report on the Substantial Amendment to the 2008 Action Plan. She explained that in order to get these funds, the City needs to submit the Substantial Amendment to HUD by May 18, 2009.

She explained that this is the first time that the City has been awarded this type of funds. She added that HUD has given very specific direction on how the funds can be used. She gave some background on the two sources of funding: the Homelessness Prevention and Rapid Re-housing Program (HPRP) and the CDBG Recovery (CDBG-R).

Staff will include the Draft RFP for competitive grant awards of the HPRP funds to qualified homeless services agencies on the Housing and Human Services Commission's June meeting agenda.

Katrina also reviewed the proposed breakdown and asked for feedback from the Commissioners on the various proposed activities and distributions.

**Chair Andersen opened the public hearing at 8:22 p.m.**

Yolanda Ungo spoke on behalf on the Catholic Charities Housing Search and Stabilization program which focuses on helping people find affordable housing. She also spoke in support of Sunnyvale Community Services. She expressed that she sends a lot of her clients to Sunnyvale Community Services to receive assistance. And, although she would ask for a portion of this funding for her own agency, she would recommend that the majority go to Sunnyvale Community Services.

Chair Andersen read Commissioner Meyering's comments on this item: he wrote that Housing Relocation and Stabilization Services include activities like case management, outreach, housing search and placement, and mediation.

He also added that it would be best to spend the funds on direct Financial Assistance to homeless residents rather than on more staff-intensive services that might not result in people getting actual shelter.

**Chair Andersen closed the public hearing at 8:29 p.m.**

Chair Andersen asked for a motion to approve the Substantial Amendment to the 2008 Action Plan.

Commissioner Keeler suggested that priority be given to families with children and seniors.

**Commissioner Keeler moved to approve the substantial amendment with the addition of prioritization of families with children, and or seniors.**

**There was no second to his motion.**

**Commissioner Hubble moved and Commissioner Keeler seconded to approve the Draft Substantial Amendment to the 2008 Action Plan, with the inclusion of all the public comments as an exhibit.**

**Motion passed unanimously 3-0.**

3. Discussion and Recommendation on Housing and Human Services Commission Work Plan

Officer Isé explained that there were some tentative items to be added to the agenda of the June meeting.

1. The Draft of the 2009-2014 Housing and Community Revitalization Sub-element.
2. Review of the revised First Time Homebuyer Program guidelines to comply with HOME requirements and to incorporate the HPCC program.
3. The Draft RFP for HPRP and CDBG-R funding.

Commissioner Hubble asked if it was necessary to meet in May.

After some discussion the Commissioners agreed not to meet.

Chair Andersen asked for motion to formally cancel the meeting of May 27, 2009

**Commissioner Keeler moved and Commissioner Hubble seconded to cancel the Housing and Human Services Commission meeting of May 27, 2009.**

**Motion passed unanimously 3-0.**

**NON-AGENDA ITEMS AND COMMENTS**

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

NONE

- STAFF ORAL COMMENTS

NONE

**INFORMATION ONLY ITEMS**

- Abilities United forwarded an invitation to tour their facilities and learn about their programs.
- Officer Isé explained that per direction of the City Clerk's office and given that their terms were expiring soon, it was requested that the Commissioners return any unused business cards for recycling as well as any other name tags or binders that related to the Commission.

- Chair Andersen asked about the additional handout that they received with regards to the Senior Housing Solutions funding request. Officer Isé replied that it was only for their information.

**ADJOURNMENT**

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

**Motion passed unanimously 3-0.**

Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Suzanne Isé  
Housing Officer