



## **APPROVED MINUTES**

### **SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, AUGUST 25, 2010**

The Housing & Human Services Commission met in a regular session in the Board Conference Room at 550 East Remington Drive, Sunnyvale Community Center, Sunnyvale, CA 94087 on August 25, 2010 at 7:18 p.m. with Chair Anderson presiding.

#### **ROLL CALL**

Commission Members Present: Eric Anderson, Hannalore Dietrich, Dori Hailu, Fred Fowler, Anna Ko, Younil Jeong, and Mathieu Pham.

Commission Members Absent: NONE

Staff Present: Ernie DeFrenchi, Affordable Housing Manager; and Edith Alanis, Housing Programs Technician.

#### **SCHEDULED PRESENTATION**

NONE

#### **PUBLIC ANNOUNCEMENTS**

NONE

#### **CONSENT CALENDAR**

1.A Draft Minutes of July 28, 2010.

Chair Anderson asked for a motion to approve the minutes of July 28, 2010.

**Commissioner Dietrich moved and Commissioner Fowler seconded to approve the minutes of July 28, 2010 with corrections.**

**Motion passed unanimously 5-0-0.**

#### **PUBLIC COMMENTS**

NONE

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

2. Discussion of Proposed Study Issues for 2011.

Ernie DeFrenchi briefly explained to the Commissioners that this information was being provided in anticipation of the September and October meetings when Commissioners will be suggesting and ranking new study issues. Staff also pointed out that if they had any suggestions now, this was a good time to discuss and bring up their ideas for other Commissioners to hear.

After a brief discussion the Commissioners decided to defer this agenda item to next meeting to allow Commissioners to brainstorm, and asked that staff bring more information on any existing study issues.

Chair Anderson asked if anyone objected to taking items 3 and 4 out of order. No one did.

3. Review and Consider the Revised Scope of Work and FY 2010-11 Funding for West Valley Community Services and EHC LifeBuilders.

Naomi Nakano-Matsumoto, Executive Director and Sujatha Venkatraman, Director of Stability and Support Services were present to answer questions about West Valley Community Services.

Ben Kong, Grants Manager was present to answer questions about EHC LifeBuilders.

The representatives for both agencies explained that the proposed changes are the result of reduced funding from other sources due to the economic downturn. They each gave a brief overview of their programs and of the proposed changes.

Commissioner Jeong arrived at 7:35 and Vice Chair Pham arrived at 7:40.

EHC LifeBuilders was asked to identify the sources of their reduced funding. EHC was unable to specify all the sources, but staff will forward the information to the Commissioners as soon as it is received from EHC.

After some discussion and a question and answer period with each agency, Chair Anderson asked for a motion on this issue.

**Commissioner Fowler moved and Vice Chair Pham seconded a motion to recommend to Council approval of the proposed changes to the scope of work and continuation of funding at the same levels for West Valley Community Services and EHC LifeBuilders for FY 10-11.**

**Motion passed unanimously 7-0-0.**

Staff will inform Council of this recommendation.

4. Consider Policy Changes to Address Changes in Scope of Work of Human Services Agencies in the Middle of the Funding Cycle.

Commissioner Fowler took the lead on this issue and reviewed Council Policy 5.1.3.

After the review, the consensus was that there was no specific language in the policy to address contract agreement changes in the middle of the two-year funding cycle, such as the proposed changes in scope of work by West Valley Community Services and the changes in objectives and performance indicators by EHC LifeBuilders.

After some discussion, Chair Anderson asked for a motion on this issue.

**Commissioner Fowler moved and Commissioner Jeong seconded a motion to recommend to Council approval of an amendment to Council Policy 5.1.3 to include language that allows changes to the contract agreement with an agency in the middle of the funding cycle as long as the proposed changes follow the original intent of the services and fulfill unmet needs as identified at the beginning of process.**

**Motion passed unanimously 7-0-0.**

Staff will prepare some language and bring it to the next meeting for Commissioner's review prior to informing Council of this recommendation.

5. Form Subcommittee on Human Services Agency Visits.

Desiring to become familiar with the 20 human services agencies that are currently funded by the City of Sunnyvale, the Commissioners decided to create a subcommittee to develop a plan to perform agency on-site visits.

After some discussion, three volunteers were identified.

Chair Anderson asked for a motion on this issue.

**Commissioner Hailu moved and Commissioner Ko seconded to have Commissioners Fowler, Jeong and Vice Chair Pham form the subcommittee.**

**Motion passed unanimously 7-0-0**

The subcommittee members agreed to meet to write up recommendations for the standardized information that each Commissioner will seek during their proposed visits and bring it for review and approval of the entire Commission at the meeting of September 22, 2010

6. Update from HHSC Representative to General Plan Consolidation Committee.

Commissioner Fowler gave a brief report. He explained that the Committee met last month for the last time and that staff is creating a draft document that will be taken to Council next month with all of the Committee's recommendations. He also mentioned that after Council takes action on this item, it will take staff six to nine months to implement all the changes.

He added that he would be submitting a letter to Council as a private Sunnyvale resident to express some dissenting personal views on the subject.

7. Election of Officers for FY 2010-2011.

Chair Anderson opened the floor for nominations for the office of Chair for FY 10-11.

Commissioner Dietrich nominated Chair Anderson for the Office of Chair.

There were no other nominations.

Chair Anderson closed the floor for nominations and asked for a vote.

**Motion carried unanimously.**

Chair Anderson opened the floor for nominations for the office of Vice Chair for FY 10-11.

Commissioner Ko nominated Vice Chair Pham for the Office of Vice Chair.

There were no other nominations.

Chair Anderson closed the floor for nominations and asked for a vote.

**Motion carried unanimously.**

**NON-AGENDA ITEMS AND COMMENTS**

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS  
NONE
- STAFF ORAL COMMENTS  
NONE

**INFORMATION ONLY ITEMS**

NONE

**ADJOURNMENT**

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Ernie DeFrenchi  
Affordable Housing Manager