



APPROVED MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, JANUARY 12, 2011

The Housing & Human Services Commission met in a special session in the Board Room at 550 East Remington Drive, Sunnyvale Community Center, Sunnyvale, CA 94087 on January 12, 2011 at 7:05 p.m. with Chair Anderson presiding.

ROLL CALL

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

Commission Members Absent: Younil Jeong (excused).

Staff Present: Suzanne Isé, Housing Officer and Edith Alanis, Housing Programs Technician.

Others Present: None.

SCHEDULED PRESENTATION

None.

PUBLIC ANNOUNCEMENTS

None.

CONSENT CALENDAR

1.A Draft Minutes of November 17, 2010.

Chair Anderson asked for a motion to approve the minutes of November 17, 2010.

Commissioner Fowler moved and Vice Chair Pham seconded to approve the minutes of November 17, 2010.

Motion passed unanimously 5-0-0.

PUBLIC COMMENTS

None.

Commissioner Hailu arrived at 7:10 p.m.

PUBLIC HEARINGS/GENERAL BUSINESS

2. Review Request for Proposals (RFP) for FY 2011-12 CDBG/HOME Human Services and Capital Project Funding.

Housing Officer Suzanne Isé gave an overview of the difference between capital projects, which involve construction or rehabilitation of an affordable housing project or public facility, and human services grants, which provide operating funds for assistance programs. She also explained the difference between CDBG funds, which can be used for various types of

facilities and services, and HOME funds which are only for affordable housing projects. She noted that the Capital Project RFP has not changed since last year. It contains the same scoring system, but the Commissioners may change it if they wish.

She also explained that no more than 15% of the City's annual CDBG grant may be used for public services, according to federal regulations, and the remainder may be for capital projects as long as the facilities (built or rehabilitated with these funds) are used to provide CDBG-eligible services.

She explained that HUD uses a formula to allocate these funds to each state and local jurisdiction, and that the City does not have to compete for the funds. However, they are subject to annual Congressional appropriations. In the current economic climate, it is uncertain how much will be appropriated for CDBG for the coming fiscal year.

There was a lengthy discussion and Officer Isé answered questions and clarified various points for the Commissioners who made several recommendations for minor edits to both RFPs (page 5 of the Capital Projects RFP, and the cover sheet and page 3 of the Human Services RFP). She also explained the schedule for the funding application process as set forth in the RFP.

Commissioners reviewed and commented on the scoring criteria in the draft RFP and the maximum points given to each criterion.

Commissioner Fowler moved and Commissioner Dietrich seconded to add transportation as a funding priority in the RFP.

Motion passed unanimously 6-0-0.

Chair Anderson asked for a motion to approve the RFPs with the suggested changes.

Commissioner Hailu moved and Vice Chair Pham seconded to approve the RFPs with the suggested changes.

Motion passed unanimously 6-0-0.

Commissioner Hailu left at 8:35 p.m.

3. Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials Break.

Officer Isé explained that this is an opportunity for the Commissioners to review the Code and to suggest any changes.

The Commissioners agreed to email any comments to staff within the following week.

NON-AGENDA ITEMS AND COMMENTS

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS

- Commissioners spoke briefly about their site visits to the human services agencies currently receiving human services funding from the City.
- STAFF ORAL COMMENTS
 - Recruitment reminder for the Charter Review Committee: The deadline to submit applications was extended to Tuesday, January 18, 2011.
 - Officer Isé asked the Commissioners for suggestions regarding community groups to contact about the Fair Oaks senior housing project.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

Meeting adjourned at 9:18 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer