



## **APPROVED MINUTES**

### **SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION WEDNESDAY, FEBRUARY 23, 2011**

The Housing & Human Services Commission met in a regular session in the Council Chambers at 456 West Olive Avenue, Sunnyvale City Hall, Sunnyvale, CA 94087 on February 23, 2011 at 7:00 p.m. with Chair Anderson presiding.

#### **ROLL CALL**

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

Commission Members Absent: None.

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

Others Present: Various agency representatives.

#### **SCHEDULED PRESENTATION**

CDBG/HOME Human Services and Capital Project Funding Proposals (presented by applicants).

Housing Officer Suzanne Isé gave a brief introduction and explained that agencies were invited to give a presentation to give the Commissioners an overview of their proposals.

Commissioner Fowler arrived at 7:05 p.m.

Commissioner Dietrich arrived at 9:05 p.m.

29 applicants gave brief presentations and answered questions about their 32 proposals.

#### **PUBLIC ANNOUNCEMENTS**

None.

#### **CONSENT CALENDAR**

1.A. Approval of Draft Minutes of January 12, 2011.

1.B. Approval of the Calendar Year 2011 Draft Work Plan.

Commissioner Fowler requested to pull item 1.B Approval of the Calendar Year 2011 Draft Work Plan off the consent calendar

Chair Anderson asked for a motion to approve the draft minutes of January 12, 2011.

**Commissioner Fowler moved and Commissioner Hailu seconded to approve the draft minutes of January 12, 2011 as presented.**

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

Chair Anderson opened the discussion for item 1.B.

Commissioner Fowler expressed that he thought it was necessary for the Commissioners to discuss it the Master Work Plan since it was their opportunity to decide what the Commission wanted to accomplish during the year. He reminded the Commissioners that because of the items that they added to their calendar for the prior year they were able to visit many of the agencies that presented tonight, and got involved in other projects, such as discussions for the toolkit for mixed-use development

Commissioner Fowler suggested that the approval of the Work Plan be tabled for a month and that a subcommittee be appointed to look at possible items to add. He suggested as an example of an item to add, that the Commission work with the VTA to get some bus lines re-routed to provide better access to facilities like the CNC and Sunnyvale Community Services which provide many services to low-income residents.

After some minor discussion and clarification from Officer Isé that the Master Plan generally contains routine annual items required of all Boards and Commissions, such as elections, etc., and study issues referred to their Commission by Council, Commissioner Fowler agreed to move forward with the proviso that the Commission would have further discussion with regards to the work plan and the formation of a subcommittee to add items to it. Officer Isé also reminded the Commissioners that they can always add items to future meeting agendas if there was a majority vote.

Chair Anderson asked for a motion to approve item 1.B.

**Commissioner Fowler moved and Commissioner Ko seconded to approve the draft work plan with the stated stipulations.**

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

After minor discussion regarding the presentations, the Commissioners noted that there were 7 new agencies applying for human services grants, and determined that it would only be fair to visit them as well, since they had already visited the agencies that are currently funded. The Commissioners verbally created pairs and divided up the new agencies to plan visits. Staff agreed to forward the contact information to facilitate scheduling their visits.

Commissioner Fowler handed out a spreadsheet with a list of all the applications that they had received. He briefly explained the categories he had developed and suggested that it would be a helpful tool for discussion and that it be part of the record of materials distributed at this meeting.

Chair Anderson asked if there were two or three individuals interested in being a subcommittee to look at the Master Work Plan to come up with items that the Commission would like to accomplish during the year.

After some discussion Chair Anderson asked for a motion to approve that Commissioners Fowler, Pham, and Ko become a subcommittee that will look at potential items for the Commission to look at and add to the 2011 calendar.

Officer Isé expressed Brown-Act related concerns about whether the Commission could take action at this meeting to appoint a subcommittee since it had not been listed as an item on their meeting agenda. Commissioner Fowler explained he believed it was allowed since it was essentially an administrative item. The subcommittee members agreed to meet before the next Commission meeting to develop their recommendations regarding the work plan. He also suggested that the item be added to the following meeting agenda in order to allow the subcommittee to present their recommendations.

He also asked anyone with any suggestions about the Work Plan to e-mail them to the subcommittee members.

Chair Anderson asked for a second to the motion to approve the formation of the subcommittee.

**Commissioner Dietrich moved and Commissioner Ko seconded to approve the formation of a subcommittee to review the master work plan.**

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

#### **PUBLIC COMMENTS**

None.

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

None.

#### **NON-AGENDA ITEMS AND COMMENTS**

- BOARDMEMBERS OR COMMISSIONERS ORAL COMMENTS
  - Commissioner Ko informed the Commissioners of the Housing California Annual Conference that will take place on Tuesday, April 26 through Thursday, April 28, at the Sacramento Convention Center.
- STAFF ORAL COMMENTS
  - Reminder of the invitation to Momentum's Open House on March 15<sup>th</sup>.

#### **INFORMATION ONLY ITEMS**

None.

#### **ADJOURNMENT**

Meeting adjourned at 10:35 p.m.

Respectfully submitted,

Suzanne Isé  
Housing Officer