



APPROVED MINUTES

SUNNYVALE HOUSING AND HUMAN SERVICES COMMISSION November 14, 2012

The Housing and Human Services Commission met in regular session in the City Hall West Conference Room, 456 W. Olive Avenue at 7:00 p.m. with Chair Dietrich presiding.

The meeting was called to order at 7:04 p.m.

ROLL CALL

Board/Commission Members Present: Dennis Chiu, Hannalore Dietrich, Patti Evans, Younil Jeong, and Barbara Schmidt.

Board/Commission Members Absent: Eric Anderson and Diana Gilbert (unexcused)

Council Liaison: Vice Mayor David Whittum (absent).

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

SCHEDULED PRESENTATION

None.

PUBLIC ANNOUNCEMENTS

Chair Dietrich opened by asking everyone to take a moment to introduce themselves to get better acquainted since some of the Commissioners are fairly new. Commissioners and staff obliged.

CONSENT CALENDAR

Chair Dietrich asked for a motion to approve the consent calendar.

Commissioner Chiu moved and Vice Chair Evans seconded to approve the Consent Calendar which contained the minutes of the October 24, 2012 meeting with corrections.

Motion passed unanimously 4-0-1 with Commissioner Jeong abstaining because she was not present at that meeting.

PUBLIC COMMENTS

None.

PUBLIC HEARINGS/GENERAL BUSINESS

2. Review Draft Request for Proposals for FY 2013-14 and FY 2014-15 CDBG Human Services Grants and FY 2013-14 CDBG/HOME Capital Project Loans.

Ms. Isé gave a brief summary of the two-year funding process, and informed Commissioners of the Council's actions at their meeting the prior evening related to this item.

She explained that staff is now asking for input from the Commission on the draft Request for Proposals (RFP) in their agenda packets. This input could be provided through informal suggestions or a formal vote, if preferred by the Commission.

After reviewing the proposed funding timeline in the RFP and some discussion of the process, the Commissioners provided some suggestions regarding the RFP, and agreed to tentatively add a special meeting on March 6th to accommodate the possibility of a large number of applicants and the need for a second date for applicant presentations.

3. Rank Study Issues.

Ms. Isé noted that they only had one study issue to rank and that they had the choice to either rank it or drop it. She also explained that the study is already written into the Housing Element work plan and that it will be done regardless; therefore, there is really no need for a study issue, and that is why staff recommended dropping it.

After some brief discussion and some questions, Chair Dietrich asked for a motion.

Vice Chair Evans moved and Commissioner Schmidt seconded to recommend that Study Issue CDD 09-11: Review of the Housing Mitigation Fee be dropped.

Motion passed unanimously 5-0-0.

4. Annual Review of Code of Ethics and Code of Conduct.

Ms. Isé explained that this annual review is an opportunity for Commissioner to ask questions or provide feedback to staff about these policies. Other than that, no formal action was required.

NON-AGENDA ITEMS AND COMMENTS

B/C Members Oral Comments

- Commissioner Evans liked the introductions at the beginning of the meeting.
- Chair Dietrich mentioned that just as Commissioner Anderson, she will be participating and helping the new organization known as justserve.org. Justserve.org links volunteers with service opportunities in the community. She encouraged others to check it out.

STAFF Oral Comments

- Ms. Isé reminded the Commission that when the Commission's vote on an RTC is different from the staff recommendation, City policy requires the Chair or an alternate to go to the City Council meeting to elaborate on the reasons for their vote.

INFORMATION ONLY ITEMS

None.

ADJOURNMENT

The meeting adjourned at 8:25 p.m.

Respectfully submitted,

Suzanne Isé
Housing Officer