



City of Sunnyvale

Meeting Minutes

Housing and Human Services Commission

Wednesday, July 23, 2025

7:00 PM

Online and Redwood Conference Room,
City Hall, 456 W. Olive Ave., Sunnyvale,
CA 94086

CALL TO ORDER

Chair Duncan called the meeting to order at 7:00 p.m.

SALUTE TO THE FLAG

Chair Duncan led the salute to the United States flag.

ROLL CALL

Affordable Housing Manager, Ernie DeFrenchi, welcomed newly appointed Commissioner Rao Shen to the Commission.

Present: 6 - Chair Scott Duncan
Vice Chair Carol Weiss
Commissioner Morgan Friedlander
Commissioner Leesa Riviere
Commissioner Rao Shen
Commissioner Elizabeth Steward

Absent: 1 - Commissioner Jim Davis

Commissioner Davis' absence is unexcused.

Council Liaison Sell (present)

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

Staff announced that the consent calendar included approval of the minutes from May 28 and June 25, 2025, due to a date error in the June agenda.

Chair Duncan opened and closed the public hearing at 7:04 p.m.

MOTION: Commissioner Riviere moved and Vice Chair Weiss seconded the motion to approve Items 1.A through 1.B.

The motion carried with the following vote:

Yes: 6 - Chair Duncan
Vice Chair Weiss
Commissioner Friedlander
Commissioner Riviere
Commissioner Shen
Commissioner Steward

No: 0

Absent: 1 - Commissioner Davis

1.A [25-0809](#) Approve the Housing and Human Services Commission Meeting Minutes of May 28, 2025

1.B [25-0810](#) Approve the Housing and Human Services Commission Meeting Minutes of June 25, 2025

PUBLIC HEARINGS/GENERAL BUSINESS

2 [25-0662](#) Consider Approval of Fifth Substantial Amendment to the 2019/20 HUD Annual Action Plan to Allocate Remaining COVID-19 CARES Funds (CDBG-CV)

Housing Programs Analyst, Matt Hazel, provided the staff report and presentation.

The amendment reallocates approximately \$185,000 in remaining CDBG-CV (CARES Act) funds, with \$150,000 for public services (food assistance) and about \$35,000 for administration. It is required due to budget changes exceeding 30%, triggering a 30-day public comment period (open through August 14, 2025) and City Council approval.

The only application for the public services funds was from Sunnyvale Community Services (SCS) for their food assistance program, which will use the funds for food purchases and partial salary for a program manager. It reflects funding decisions already made and approved in previous meetings.

Commissioner Steward inquired about the status of the Dignity on Wheels (DoW) program. Staff clarified that while the COVID-related program ended, the Dignity on Wheels program continues to operate in partnership with the City.

After a lengthy discussion and clarifying questions, Chair Duncan opened the public hearing at 7:18 p.m.

Marie Bernard, Executive Director of SCS, spoke in support of the amendment, highlighting the increased need for food assistance and the impact of rising food costs and reduced contributions from partner organizations.

Chair Duncan closed the public hearing at 7:24 p.m.

Chair Duncan asked for a motion or advocacy from the commissioners.

MOTION: Vice Chair Weiss moved and Commissioner Steward seconded the motion to approve Alternative 1: Approve the Fifth Substantial Amendment to the FY 2019/20 Action Plan as shown in Attachment 3 of the staff report

The motion carried by the following vote:

Yes: 6 - Chair Duncan
Vice Chair Weiss
Commissioner Friedlander
Commissioner Riviere
Commissioner Shen
Commissioner Steward

No: 0

Absent: 1 - Commissioner Davis

3 [25-0811](#) Selection of Chair and Vice Chair for FY 2025/26

Affordable Housing Manager, Ernie DeFrenchi, reviewed the process for nominating and electing officers.

Chair Duncan opened and closed the public hearing at 7:27 p.m.

Selection of Chair

Vice Chair Weiss nominated Chair Duncan, who declined.

Chair Duncan nominated Commissioner Friedlander, who accepted.

Recording Officer, Janelle Resuello, took a roll call vote.

All five commissioners voted yes, with Commissioner Davis absent.

Commissioner Friedlander was elected Chair for Fiscal Year 2025-2026.

Selection of Vice Chair

Vice Chair Weiss nominated Commissioner Steward, who declined.

Chair Duncan nominated Commissioner Riviere, who accepted.

Recording Officer, Janelle Resuello, took a roll call vote.

All five commissioners voted yes, with Commissioner Davis absent.

Commissioner Riviere was elected Vice Chair for Fiscal Year 2025-2026.

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

NON-AGENDA ITEMS AND COMMENTS

-Commissioner Comments

- Commissioners discussed the level of detail to be included in future meeting minutes, especially in cases of non-unanimous votes. Staff indicated a willingness to incorporate more descriptive summaries of discussion and rationale for votes when appropriate, within feasible staff capacity.

- Commissioner Steward requested updates on the Safe Parking Program and Guaranteed Basic Income (GBI). Staff responded with status and plans for future updates.

-Staff Comments

- The August 27, 2025, meeting is canceled; the October meeting may be rescheduled (staff will follow up by email).

- Commissioners will receive a Housing and Human Services Commission survey in the coming weeks.
- Staff provided an update on Section 8 voucher funding and the City's monitoring of potential federal cuts.
- Updates were provided on the Safe Parking Capital Grants Program (to open in mid-August) and ongoing efforts to identify land and funding for safe parking and tiny home projects.
- An information-only report on Guaranteed Basic Income (GBI) will be presented to Council in November, with continued efforts to secure funding.

INFORMATION ONLY REPORTS/ITEMS

[25-0812](#)

Housing and Human Services Commission Proposed Study
Issues, Calendar Year: 2026

ADJOURNMENT

Chair Duncan adjourned the meeting at 7:48 p.m.