



# City of Sunnyvale

## Meeting Minutes - Final Housing and Human Services Commission

---

Wednesday, December 12, 2018

7:00 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

---

### Special Meeting

#### CALL TO ORDER

Chair Gilbert called the meeting to order at 7 p.m.

#### SALUTE TO THE FLAG

Chair Gilbert led the salute to the flag.

#### ROLL CALL

**Present:** 4 - Chair Diana Gilbert  
Vice Chair Joshua Grossman  
Commissioner Minjung Kwok  
Commissioner Elinor Stetson  
**Absent:** 2 - Commissioner Patti Evans  
Commissioner Ken Hiremath

**Council Liaison Nancy Smith (absent)**

#### ORAL COMMUNICATIONS

David Hernandez, Sunnyvale Community Services (SCS) Director of Social Services, and Keisha Miller, Program Manager of Client Services, gave a summary of a letter that was provided to the Commissioners to highlight the following growing trends that SCS has experienced with its clients and that help support the request for additional funding for human services.

- Growing demand for access to affordable rental housing to prevent high volume of relocations outside of Sunnyvale.
- Growing need for landlord/tenant dispute services to prevent discrimination of lower-income tenants, and no-cause evictions.
- Increased need for support services to navigate how to access and/or apply for benefits, such as; CalWorks, CalFresh, MediCal, and Medicare.

## **CONSENT CALENDAR**

Chair Gilbert asked if there were any questions on any of the items on the Consent Calendar, or a motion.

Commissioner Kwok asked to pull item 1.B Approve 2019 Draft Master Work Plan from the Consent Calendar for discussion.

**1.A**      [18-1048](#)      Approve the Housing and Human Services Commission Meeting Minutes of November 14, 2018

MOTION: Vice Chair Grossman moved and Commissioner Kwok seconded the motion to Approve the Housing and Human Services Commission Minutes of November 14, 2018 as submitted.

The motion carried by the following vote:

**Yes:** 4 -    Chair Gilbert  
                 Vice Chair Grossman  
                 Commissioner Kwok  
                 Commissioner Stetson

**No:** 0

**Absent:** 2 -    Commissioner Evans  
                 Commissioner Hiremath

**1.B**      [18-1051](#)      Approve 2019 Draft Master Work Plan

After some discussion and clarification questions of staff, Chair Gilbert asked for a motion.

MOTION: Commissioner Stetson moved and Commissioner Kwok seconded the motion to Approve 2019 Draft Master Work Plan as submitted.

The motion carried by the following vote:

**Yes:** 4 -    Chair Gilbert  
                 Vice Chair Grossman  
                 Commissioner Kwok  
                 Commissioner Stetson

**No:** 0

**Absent:** 2 - Commissioner Evans  
Commissioner Hiremath

Staff asked to add to the Work Plan Preparation for Update of Consolidated Plan as an additional item to be scheduled.

Chair Gilbert asked for a motion.

MOTION: Commissioner Stetson moved and Commissioner Kwok seconded the motion to add to the Work Plan "Preparation for Update of Consolidated Plan" as an additional item to be scheduled.

The motion carried by the following vote:

**Yes:** 4 - Chair Gilbert  
Vice Chair Grossman  
Commissioner Kwok  
Commissioner Stetson

**No:** 0

**Absent:** 2 - Commissioner Evans  
Commissioner Hiremath

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

2      [18-1049](#)      Review Draft Requests for Proposals for FY 2019/20 and FY 2020/21 CDBG Human Services Grants and FY 2019/20 CDBG/HOME Housing and Capital Projects Funding

Joseph Shin, Housing Programs Analyst, provided the staff report.

After some clarification questions of staff, Chair Gilbert opened the public hearing at 7:23 p.m.

No speakers.

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

After some discussion, the commissioners gave some recommendations and noted some typos to be corrected. Chair Gilbert asked for a motion.

MOTION: Vice Chair Grossman moved and Commissioner Stetson seconded the motion to approve both Requests for Proposal (RFP) as written, but to include consideration of how the proposed project addressed gender equity and/or gender bias in Scoring Category 2 for the Capital Projects RFP, and to bring it back to the Commissioner for review.

FRIENDLY AMENDMENT: Chair Gilbert offered a friendly amendment to direct staff to make the changes and not bring back the RFP to the Commission, in order to be able to release it in a timely manner.

Vice Chair Grossman accepted the friendly amendment.

The motion carried by the following vote:

**Yes:** 4 - Chair Gilbert  
Vice Chair Grossman  
Commissioner Kwok  
Commissioner Stetson

**No:** 0

**Absent:** 2 - Commissioner Evans  
Commissioner Hiremath

#### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

3        [18-1116](#)        2019 Potential Budget and Study Issues

Chair Gilbert suggested that each potential budget or study issue that was written up by staff be discussed and acted on individually.

MOTION: Vice Chair Grossman moved and Commissioner Stetson seconded the motion to propose Potential Budget Issue: Long Term Funding for Human Services General Fund Grants as written by staff.

The motion carried by the following vote:

**Yes:** 4 - Chair Gilbert  
Vice Chair Grossman  
Commissioner Kwok  
Commissioner Stetson

**No:** 0

**Absent:** 2 - Commissioner Evans  
Commissioner Hiremath

MOTION: Vice Chair Grossman moved and Comissioner Kwow seconded the motion to propose Potential Study Issue, with revised title as, Develop Policy to address impacts of Mobile Home Park rent increases, conversions, and closures, as writtem by staff (include understanding the relation to displacement, including homelessness, as a goal).

The motion carried by the following vote:

**Yes:** 4 - Chair Gilbert  
Vice Chair Grossman  
Commissioner Kwok  
Commissioner Stetson

**No:** 0

**Absent:** 2 - Commissioner Evans  
Commissioner Hiremath

Chair Gilbert asked that staff bring information regarding conversion of rental complexes into home ownership, and the current protections to tenants when this happens.

#### 18-1116 2019 Potential Budget and Study Issues

MOTION: Vice Chair Grossman moved and Comissioner Stetson seconded the motion to propose Potential Study Issue, with revised title as, Update and develop City Policies in which the City takes a more prominent role in the provision of human services for Sunnyvale residents, as written by staff.

**Yes:** 4 - Chair Gilbert  
Vice Chair Grossman  
Commissioner Kwok  
Commissioner Stetson

**No:** 0

**Absent:** 2 - Commissioner Evans  
Commissioner Hiremath

#### NON-AGENDA ITEMS & COMMENTS

**-Commissioner Comments**

Chair Gilbert officially welcomed new Housing Officer Jenny Carloni.

**-Staff Comments**

Housing Officer Carloni noted that now that she had started, the Housing Strategy was getting back on track and moving full steam ahead. She has met with the consultant and is planning a robust January and February outreach calendar. Dates and updates will be forwarded to the commissioners when they become available.

**ADJOURNMENT**

Chair Gilbert adjourned the meeting at 8:14 p.m.