



# City of Sunnyvale

## Meeting Minutes - Draft

### Housing and Human Services Commission

---

Monday, November 24, 2025

7:00 PM

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

---

#### **CALL TO ORDER**

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

#### **SALUTE TO THE FLAG**

Chair Friedlander led the salute to the United States flag.

#### **ROLL CALL**

**Present:** 5 - Chair Morgan Friedlander  
Vice Chair Leesa Riviere  
Commissioner Scott Duncan  
Commissioner Rao Shen  
Commissioner Steward

**Absent:** 2 - Commissioner Jim Davis  
Commissioner Carol Weiss

Commissioner Weiss and Commissioner Davis' absence is excused.

Council Liaison Sell (present)

#### **ORAL COMMUNICATIONS**

None.

#### **CONSENT CALENDAR**

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

MOTION: Commissioner Duncan moved and Vice Chair Riviere seconded the motion to approve the Consent Calendar.

The motion carried by the following vote:

**Yes:** 5 - Chair Friedlander  
Vice Chair Riviere  
Commissioner Duncan  
Commissioner Shen  
Commissioner Steward

**No:** 0

**Absent:** 2 - Commissioner Davis  
Commissioner Weiss

**1.A**     [25-1080](#)     Approve the Housing and Human Services Commission Meeting Minutes of October 22, 2025

**PUBLIC HEARINGS/GENERAL BUSINESS**

**2**        [25-1081](#)     Approve the Draft 2026 Housing and Human Services Commission Annual Work Plan

Housing Officer, Amanda Sztoltz, provided the staff report and presentation. Ms. Sztoltz presented the Annual Draft Work Plan, noting recurring agenda items and several meetings listed as “To be determined (TBD),” which may be canceled if no agenda items are identified.

Chair Friedlander opened and closed the public hearing at 7:08 p.m.

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

MOTION: Commissioner Steward moved and Vice Chair Riviere seconded the motion to approve the Draft 2026 Housing and Human Services Commission Annual Work Plan.

The motion carried by the following vote:

**Yes:** 5 - Chair Friedlander  
Vice Chair Riviere  
Commissioner Duncan  
Commissioner Shen  
Commissioner Steward

**No:** 0

**Absent:** 2 - Commissioner Davis  
Commissioner Weiss

**3**      [25-1067](#)      Discussion and Possible Recommendation of One Council  
Priority Project Idea to the City Council

Housing Officer, Amanda Szoltz, provided an overview of the newly adopted Council Priority Projects process, which replaces the former study issue process. The process allows each board or commission to forward one idea annually for Council consideration, without staff reports or rankings, to reduce staff workload and improve efficiency.

Commissioners discussed potential ideas for consideration, including:

- Establishment of a citywide rental registry or database to improve tenant awareness of rights, landlord compliance with tenant protection ordinances, prevention of displacement, and enumeration of the City's rental housing stock.
- Storage options for individuals experiencing homelessness.
- Shelter models, including non-congregate shelter programs, safe parking, and partnerships with faith-based organizations, volunteers, and educational institutions.

Housing Officer, Amanda Szoltz, provided background on prior studies, feasibility considerations, costs, and current homelessness-related programs.

Chair Friedlander opened the public hearing 8:07 p.m.

Sunnyvale Community Services Executive Director, Marie Bernard, spoke in support of a rental registry/database as a homelessness prevention tool and emphasized the importance of tenant education, service coordination, and preparation for increasing community need.

Chair Friedlander closed the public hearing at 8:11 p.m.

Commissioners and staff provided additional clarifications and reflections related to the Council Priority Projects discussion, including:

- The importance of focusing proposals on a clearly defined core concept suitable for Council consideration.
- Recognition that the rental registry/database concept could serve as a homelessness prevention and tenant education tool.
- Clarification that prior and ongoing programs addressing homelessness, warming centers, and shelter options should be considered to avoid duplication of efforts.

After a lengthy discussion, Chair Friedlander asked for a motion or advocacy from his colleagues.

MOTION: Commissioner Duncan moved and Vice Chair Rivere seconded the motion to recommend one Council Strategic Priority Project Idea:

Proposal for a study of accessible rental registry, modeled on resources available in other cities

- a. to support tenants to better understand their rights.
- b. to support landlord compliance and education to better understand their obligations.
- c. for the City to better enumerate on its rental stock.

The motion carried by the following vote:

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

#### **-Commissioner Comments**

Commissioner Steward asked procedural questions regarding the Dec. 2 joint meeting with the City Council, including whether the Commission would be voting or providing public comment only.

#### **-Staff Comments**

Amanda Sztoltz, Housing Officer, made the following announcements:

- confirmed details about the Dec. 2 meeting, Commissioners will be seated on the dais and the item will be a formal public hearing, during which both the Commission and City Council will be asked to consider approval of the homelessness strategy.

- introduced Jocelyn Vidales, the City's new housing specialist, noting she will be working on homelessness-related efforts, including safe parking, and will present to the Commission in the future.

- provided advance notice of a special meeting on January 6, 2026, during which the Commission will consider a substantial amendment to the HUD Action Plan to close out the WorkFirst program and review federally funded RFPs for approval.

### **ADJOURNMENT**

Chair Friedlander adjourned the meeting at 8:53 p.m.