



City of Sunnyvale

Meeting Minutes - Final

Housing and Human Services Commission

Wednesday, March 27, 2024

7:00 PM

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

CALL TO ORDER

Chair Duncan called the meeting to order at 7:02 p.m.

SALUTE TO THE FLAG

Chair Duncan let the salute to the flag.

ROLL CALL

Present: 5 - Chair Scott Duncan
Vice Chair Leesa Riviere
Commissioner Jim Davis
Commissioner Elizabeth Steward
Commissioner Carol Weiss

Absent: 2 - Commissioner Ken Hiremath
Commissioner Elinor Stetson

Commissioner Ken Hiremath (excused absence)
Commissioner Elinor Stetson (excused absence)
Council Liaison Russ Melton (absent)

PRESENTATION

[24-0522](#) PRESENTATION - Community Development Block Grant
(CDBG) and HOME Investment Partnership Program (HOME)
Funding Proposals

Housing Officer Jenny Carloni introduced the item. The applicants that submitted proposals for CDBG/HOME funding will give short presentations to introduce their projects.

Roshuna Creswell, Sunnyvale Community Services Programs Director, provided a short presentation for the Tenant Based Rental Assistance (TBRA) Program, Sunnyvale Community Services submitted a proposal to continue administering the

program which currently serves 44 families providing rental assistance for up to two years.

Jocelyn Chavez provided a short slide presentation for the proposal submitted by Sunnyvale Community Services to continue their employment readiness program known as WorkFirst Sunnyvale (WFS). WFS is delivered in partnership with Downtown Streets Team and targets services to unhoused individuals.

Katherine Fuentes, Upwards Senior Community Impact Manager, gave a presentation for their BOOST Microenterprise proposal aimed to provide technological solutions, business tools and technical support to small child care providers to make them more manageable and profitable. The majority of the providers being assisted are female-run and minority owned.

ORAL COMMUNICATIONS

None.

CONSENT CALENDAR

- 1.A** [24-0465](#) Approve the Housing and Human Services Commission Meeting Minutes of January 24, 2024

Chair Duncan asked if anyone wished to discuss the item on the Consent Calendar.

No members of the public wished to speak.

Chair Duncan asked for a motion or any additional discussion on the Consent Calendar.

Commissioner Weiss, asked that the minutes include the importance and urgency that the commissioners has discussed for the study issued that was ranked no. 1. CDD 24-03 Establishment of a Sanctioned Encampment for Unhoused Individuals in Sunnyvale

MOTION: Vice Chair moved and Commissioner Weiss seconded the motion to Approve the Housing and Human Services Commission Meeting Minutes of January 24, 2024, as amended..

The motion carried by the following vote:

Yes: 5 - Chair Duncan
Vice Chair Riviere
Commissioner Davis
Commissioner Steward
Commissioner Weiss

No: 0

Absent: 2 - Commissioner Hiremath
Commissioner Stetson

PUBLIC HEARINGS/GENERAL BUSINESS

- 2** [24-0494](#) Evaluations and Funding Recommendations for FY 2024/25 & FY 2025/26 Allocation of HOME Investment Partnership Program and FY 2024/25 Community Development Block Grant Funds.

Housing Officer Jenny Carloni introduced Homeless Services Manager Amanda Sztoltz and Housing Programs Analyst Matthew Hazel, In the future Matthew will be presenting items related to the HUD programs, but at this meeting, Ms. Sztoltz presented the staff report for this item.

Ms. Sztoltz gave an overview of the Request for Proposal process, the proposals received in response, the review, evaluation and ranking process, and presented staffs funding recommendations.

After clarifying questions from Commissioners, Chair Duncan opened the public hearing at 8:11 p.m.

Sunnyvale Community Services (SCS) Executive Director Marie Bernard, spoke in support of the two proposals submitted by SCS to continue administering the TBRA and WFS programs and answered commissioners' questions.

Upwards Senior Community Impact Manager Katherine Fuentes answered questions that were brought up by the commissioners, and advocated for a funding recommendation for the BOOST proposal, highlighted the need of child care for the community and she noted that no other jurisdiction that has awarded CDBG funding to Upward has requested a 25% match funding, which Lastly, she suggested the option of a scaled down pilot program with a reduced budget and use the funds that appear to be unallocated.

Chair Duncan closed the public hearing at 8:37 p.m.

After a lengthy discussion and additional questions of staff and the applicants, Chair Duncan asked for a motion.

MOTION: Commissioner Davis moved and Vice Chair Riviere seconded the motion to Alternative 1: Fund the CDBG capital project and TBRA proposals in the amounts shown in Attachments 2 to this report.

The motion carried by the following vote:

Yes: 5 - Chair Duncan
Vice Chair Riviere
Commissioner Davis
Commissioner Steward
Commissioner Weiss

No: 0

Absent: 2 - Commissioner Hiremath
Commissioner Stetson

3 [24-0269](#) Consider Request from MidPen Housing for Extension of
\$964,750 HOME Loan for Carroll Inn

Housing Officer Jenny Carloni provided the staff report and answered questions.

Chair Duncan opened the public hearing at 9:01 p.m.

Aditi Mahmud, MidPen Housing Corporation Senior Asset Manager, spoke in support of the request to extend the loan and answered questions from commissioners about the need and reasons for the request.

Chair Duncan closed the public hearing at 9:23 p.m.

After a lengthy discussion and additional questions of staff, Chair Duncan asked for a motion.

MOTION: Vice Chair Riviere moved and Commissioner Weiss seconded the motion to approve alternative 4 Do not approve the HOME loan Extension Request from MidPen for Carroll Inn for an additional 55 years, but modify the amount due and

payable and/or the loan terms. Commissioner Davis offered a friendly amendment to give staff more specific parameters such as; a 20-25-year loan term, forgiveness or reduction of interest and required monthly payments, and to bring back the new loan modification proposal. Vice Chair Riviere accepted the friendly amendment.

The motion carried by the following vote:

Yes: 5 - Chair Duncan
Vice Chair Riviere
Commissioner Davis
Commissioner Steward
Commissioner Weiss

No: 0

Absent: 2 - Commissioner Hiremath
Commissioner Stetson

STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES

None.

NON-AGENDA ITEMS & COMMENTS

-Commissioner Comments

None.

-Staff Comments

Housing Officer Carloni provided the following updates:

- The Housing Element has been adopted and is now certified by the State.
- The Housing Element Annual Progress Report (APR) went to City Council on on March 26.
- The sanctioned encampments study issue was ranked #1 by the City Council for CDD.
- Next meeting is scheduled for Tuesday, April 16.

INFORMATION ONLY REPORTS/ITEMS

[24-0523](#)

Housing and Human Services Commission Proposed Study
Issues, Calendar Year: 2025

ADJOURNMENT

Chair Duncan adjourned the meeting at 9:39 p.m.