

MINUTES
HOUSING AND HUMAN SERVICES COMMISSION
Neighborhood Resources Department
[Virtually via Webex](#)
Phone: (415) 655-0001, Access Code: 145-737-6299
Wednesday, November 10, 2021, 6:00 p.m.

CALL TO ORDER / ROLL CALL

Vice Chair Heather Mattisson called the meeting to order at 6:00 p.m.

Commissioners present on Webex: Heather Mattisson, Cynthia Hardy, David Gonzalez, Greg Rodriquez, Julie Martin, Ryan Magel, and Vanessa Dearmon.

Commissioners absent: Tony Alcala (excused), Leonard Navarrete (excused), and Steve Tepper (excused).

Staff present: Leah Powell, Amy Jacobson, Riann Balch, Karin Bishop, Dylan Raymond, and Monica Thompson.

Public present: None.

SCHEDULED/UNSCHEDULED PUBLIC APPEARANCES/CALL TO PUBLIC

Members of the audience may address any item not on the agenda. State Statute prohibits the Board of Commission from discussing an item that is not on the agenda, but the Board of Commission does listen to your concerns and has staff follow up on any questions you raise.

None.

ACTION AGENDA

1. October 13, 2021, HHSC Meeting Minutes.

Motion: Commissioner David Gonzalez made a motion to approve the October 13, 2021, HHSC Meeting minutes. Commissioner Julie Martin seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

2. 2022 HHSC Meeting Schedule.

Motion: Commissioner Ryan Magel made a motion to approve the 2022 HHSC Meeting Schedule. Commissioner Gonzalez seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

DISCUSSION

3. Funds Allocation Subcommittees.

Vice Chair Mattisson asked to move to suspend the rules and consider Briefing Item 4 out of order.

Motion: Commissioner Martin made a motion to move Briefing Item 4 out of order. Commissioner Cynthia Hardy seconded the motion.

Discussion: None.

Results: Motion passed 7-0.

Vice Chair Mattisson informed the Commission that subcommittees will soon begin to evaluate applications received for CDBG, HOME or General Funds. Each Subcommittee will review applications and make funding recommendations for anticipated funds. Subcommittee Orientation meetings will be held to guide Commission members through the allocations process. Vice Chair Mattisson shared that the process is fun and that she hopes Commissioners will agree and be engaged. She advised Commissioners of the time commitment and the benefits to the community. She called on Commissioners who had participated in the process previously to share their experiences. Commissioner Magel asked Commissioners to share what they believe to be the most challenging part of the process. Commissioner Hardy said it is always difficult to make tough decisions about how to spread limited funding, but also rewarding to be able to help organizations achieve their mission. Commissioner Greg Rodriguez agreed and added that it was exciting to learn about the services organizations provide and that the site visits are a great way to get firsthand knowledge of the importance of the services provided.

Vice Chair Mattisson proposed that the Commission re-evaluate the Allocation Subcommittee Composition and Leadership Criteria guidelines. She asked the Commission to consider making changes to how the subcommittees are formed so it is easier to manage and participate. Vice Chair Mattisson invited Community Resources Manager Riann Balch to share with the Commission the challenges and benefits of the current Subcommittee Composition guidelines. Ms. Balch provided a brief overview of the purpose, background, strengths, and challenges of the guidelines, noting that they are very clear but challenging to meet. Following the overview, Vice Chair Mattisson asked Commissioner's if they would like to engage in a process to revise the guidelines. There was agreement that this is a task worth pursuing.

BRIEFING

4. 2022 Public Housing Annual Plan Calendar.

Vice Chair Mattisson asked Housing and Redevelopment Manager Amy Jacobson to give an overview of the 2022 Public Housing Annual Plan Calendar. Mrs. Jacobson explained that every year, HUD requires the Public Housing Authority to develop a calendar of activities for the upcoming year, which is due to HUD on April 15, 2022. Ms. Jacobson highlighted some of the activities noting that the process of developing the Annual and Five-Year Plans, obtaining policy updates, and reviewing changes, as well as developing the draft calendar based on information received from the HUD began in October. Ms. Jacobson informed the Commission that resident volunteers are recruited from the Public Housing sites to serve on the Resident Advisory Board, which reviews and advises the Public Housing Authority on the policies of the program. She also explained that the draft plan

will be available on the City website on January 21, 2022. The 2022 Public Housing Annual Plan Calendar includes a 45-day Public Comment period which begins on January 23, 2022 and ends March 9, 2022. After the Public Comment period the plan, which includes citizen suggestions, is presented to the Public Housing Authority Commission for approval before being submitted to HUD on April 11, 2022, prior to the HUD deadline.

Commissioner Rodriquez asked Ms. Jacobson why the dates in the descriptions do not match the dates in red on the calendars. Ms. Jacobson informed Commissioner Rodriquez that the dates identified at the top of the page are correct and that those dates will be in red on the calendars. Ms. Jacobson indicated she was presenting the 2022 Public Housing Annual Plan Calendar so the Commission would know in advance the items proposed to the Commission at future meetings.

5. Fiscal Year 2022-2023 Application Orientation Summary.

Vice Chair Mattisson introduced Community Development and Resources Supervisor Karin Bishop to provide a summary of the FY 2022-2023 Application Orientation. Ms. Bishop explained that the FY2022-2023 Application Orientation was held virtually on October 20, 2021. There were 51 individuals who attended the application orientation representing 42 organizations. Last year, 50 individuals representing nearly 38 organizations attended. Ms. Bishop informed Commission members that nearly 15 new organizations attended the FY2022-2023 Application Orientation. She explained that attendance at the Application Orientation was not a requirement for organizations to receive funding and that a recording of the orientation is available to organizations unable to attend. Additional information regarding the application process is available on the City website and the deadline for application submission is Wednesday, December 1, 2021, at 11:59 p.m.

MEMBER COMMENTS/ANNOUNCEMENTS

Community Development Coordinator Monica Thompson informed the Commission that surveys were sent out to identify dates for the Allocations Subcommittee Orientation meetings and reminded Commission Members to respond to the survey by November 19, 2021.

Ms. Balch asked Commissioners to keep their eye out for something special sent by mail by the Chair and Vice Chair.

Vice Chair Mattisson shared a volunteer opportunity for Commission members who would like to support the Salvation Army Adopt a Family program. Staff will send more information via email soon.

CALENDAR

6. Next HHSC Meeting is Scheduled for Wednesday, December 8, 2021, at 6:00 p.m.

INFORMATIONAL ITEMS

7. None.

ADJOURNMENT

The meeting adjourned at 6:51 p.m.

Dated: _____

Vice Chair Heather Mattisson

Recording Secretary Monica Thompson