



**Social Services Commission Meeting
Minutes
Monday, January 22, 2024**

1. Call to Order & Roll Call

Members Present: Aaron Wedra, Rachael Fulp-Cooke, Judy Ennis, Deanna Sverdlov, Judy Wong-Chen, Justine Villanueva (7:55)

Members Absent: None

Others Present: Dana Bailey, Director Social Services and Housing; Iris Grace, Affordable Housing Manager; Jennifer Block, Management Analyst

Chair Rachael Fulp-Cooke called the meeting to order at 7:05 pm.

2. Approval of Agenda

Approval of the agenda was moved by Sverdlov, with a second by Wedra. Motion passed by the following vote:

AYES: Wedra, Fulp-Cooke, Ennis, Sverdlov, Wong-Chen

NOES: None

ABSENT: Villanueva

3. Brief Announcements from Staff, Commissioners, and Council Liaisons

Mayor Chapman will not be attending tonight's meeting due to a schedule conflict with the Yolo Transportation District meeting.

4. Public Comment

Barbara: Concern for the Respite Center with the Communicare contract ending.

3rd year student at UCD: Concerned renter as rent continues to increase.

Alan Hirsch (email) – Commented on the social justice impacts of the I-80 widening.

5. Consent Calendar

A. Approval of the December 18, 2023 Commission Minutes

There was one correction to the minutes by Wong-Chen. Villanueva is also on the workplan subcommittee along with Sverdlov and Wong-Chen.

Approval of the minutes with the correction was moved by Wedra, seconded by Ennis. Motion passed by the following vote:

AYES: Wedra, Fulp-Cooke, Ennis, Sverdlov, Wong-Chen

NOES: none

ABSENT: Villanueva

6. Action Items

A. Discussion: Proposed Modifications to Affordable Homeownership Program Policy

Iris Grace, Affordable Housing Manager gave an overview of the City's current affordable housing program and outlined the proposed changes to the program. Proposed changes include:

- A. Authorize staff to clarify policy language to restrict the program to first-time homebuyers
- B. Authorize staff to develop program policies to mirror HUD underwriting guidelines
- C. Authorize the program to maintain a waitlist of eligible buyers according to the date the potential buyer was qualified to participate in the program;
- D. Notify qualified buyers they have three (3) opportunities to decline an available property before losing their position and being moved to the lowest position on the waitlist
- E. Authorize staff to establish a preferred lender/realtor list to ensure equitable access to properties subject to sale through the Affordable Homeownership Program

Public Comment:

Georgina Valencia: Excited with what staff is presenting in this item. Provided feedback on items of concern.

David Sandino: Is in support of staff recommendations for changes to the affordable housing program.

Discussion:

Wedra: The commission would like to ensure the housing inventory is maintained. Is tracking occurring for affordable homes? (Tracking is currently occurring. For deed restricted properties the seller must come to the City when selling).

What would the preferred lender/realtor list look like? (There would be a vetting process similar to other affordable housing programs and the geographic area. Staff can interview and/or go through a Request for Qualifications (RFQ) process for lenders/realtors to participate in the program.

For the preferred lender/realtor list can commission members see the criteria before it is approved? (Yes).

Wedra: What are the HUD underwriting guidelines that our staff want to mirror? Would like to read and understand the guidelines. (Staff can share a link with commission members so they can review the HUD guidelines).

Will properties be listed on MLS? No need for an MLS listing if the process is revised).

Villanueva: Can the commission members see the documents/templates that are required in the process? (Yes, the program does not currently reflect the documents, but staff can send them out).

There was a motion by Ennis to approve all recommended affordable homeownership program revisions items A - E with staff returning to the commission with a final version of the Preferred Lender/Realtor List of Qualifications under item E. Second by Fulp-Cooke. Motion passed by the following vote:

AYES: Wedra, Fulp-Cooke, Ennis, Sverdlov, Wong-Chen, Villaneuva

NOES: None

ABSENT: None

B. Assign: Commissioner to Homeless Strategic Plan

RDA Consulting has been updating the City's Homeless Strategic Plan. They are creating a steering committee and are looking for a commission member that will participate as a steering committee member.

Public Comment: No public comment

Discussion:

What is the timing/schedule? (Tentative schedule is to have the draft plan to the steering committee for review in March, to the Social Services Commission in May and to City Council in June for final approval).

Wedra expressed his interest in the steering committee position and by consensus from commission members Wedra was assigned as commissioner to the Homeless Strategic Plan.

7. Regular Items

A. Discussion: Annual Work Plan

The Annual Workplan subcommittee members (Villanueva, Wong-Chen, Sverdlov) discussed past commission charges, goals and objectives and also shared upcoming work plan objectives and proposed activities. The 2024 Proposed Activities fall under three different categories – Accountability and follow through, Continue with current work, New and include the following items:

- Referencing the workplan quarterly
- Follow-up on past subcommittee recommendations and meeting content
- Advise and raise awareness of social services issues to the wider Davis Community
- Continued oversight on CDBG and HOME programs
- Conduct issue analysis regarding city policy and programs

- Collaborate with other commissions to strengthen recommendations to City Council as needed
- Clarify path for commission effectiveness and any applicable restrictions (including Brown Act)
- New Subcommittees

Public Comment:
No public comment

Discussion:

The subcommittee would like to wait until the City Council goals have been updated before finalizing the work plan. Is there a timeline for the goals update? (Staff can get a timeline). The subcommittee would also like to see what the rest of commission would like to see happening? The workplan should have input including desires and wants desires and wants.

Wedra: Can nursing homes, care and mental health facilities be added as a concern? (Certain services are county mandated, while others are provided by the City. Staff can ask the County to present at a commission meeting to discuss County services).

It is important to keep commission parameters in mind. Is there a way the commission can learn more about what we can and cannot do? (Staff can get Brown Act training on the schedule).

Wong-Chen: Are student ex-officio members mentioned somewhere in the commission bylaws? (Staff will look at the bylaws. The bylaws can always be amended).

By consensus it was decided that the annual work plan will be reviewed and discussed quarterly.

B. FY24-25 Planning and Long-range Calendar

Commission members reviewed and added the following items to the Long-range Calendar:

- Review of the Annual Workplan was added to May. This item was also added as a reoccurring item that will be revisited quarterly starting in July 2024.
- The Tenant Protections Subcommittee final report was added to the calendar for February.
- The liaison update for STEAC was moved up from April to February.
- A placeholder for the Homeless Strategic Plan was added to May.
- A Respite Center update was added to February.
- A placeholder for a PIT count data update was added. This will depend on if the HUD data has been released.

Public Comment: none

8. Subcommittee Updates

A. Tenant Protections

The Tenant Protections Subcommittee (Ennis, Sverdlov, and Villanova) gave a presentation on the research and findings of the subcommittee including an overview of rentals in Davis, review of the current City housing ordinance, comparisons to other cities in California and the recommendations and best practices from outside organizations.

The subcommittee shared their recommendations and draft request for the SSC to approve for the City Council. Recommendations included rent stabilization, strengthening the just cause eviction provision, creating a non-judicial enforcement mechanism with a rental body and the draft request is:

1. Direct City staff to develop a set of revisions to the ordinance for stronger tenant protections and take SCC recommendations under advisement for the revision process
2. Direct city staff to enforce the rental registration requirement and utilize the fees collected to support the Department of Social Services and Housing and Housing Trust Fund

Public Comment:

Ella Beckman from Legal Services of Northern California: Summarized the written set of recommendations provided to the subcommittee.

Carol Hillhouse (email): Expressing support for the actions being taken in relation to tenant protections.

Discussion:

The subcommittee would like to hold off on a motion from the commission until receiving the feedback from the tenant office hours and would also like to connect with the City of San Jose before returning to the commission in February with a final recommendation.

9. Commission and Staff Communications

A. Development Projects and Affordable Housing Properties Update

There are currently two houses for sale.

B. Social Services and Housing Department Update

Dana Bailey provided an update on the Respite Center. The center has been open since 2020 with Communicare as the provider at the site. The City recently released an RFP for a provider that can provide housing navigation,

can connect to the county, provide employment services on top of the regular center services. Communicare chose not to respond to the RFP, but the City did receive two responses. The responses are in the process of being reviewed and a new provider will transition in February when the Communicare contract expires. Communicare will assist in the transition and the main goal is to keep clients centered and feel supported. Staff will give additional updates at the next meeting.

The Point in Time (PIT) count is scheduled for this week. Staff and volunteers will be meeting at 6:30am on Wednesday to perform the unsheltered count and the sheltered homeless count will occur over the remainder of the week. This year UC Davis is participating in the count, so campus numbers will be included. Once HUD validates the count staff will share final numbers.

10. Adjournment

The next meeting will be on February 26, 2024.

The meeting was adjourned at 9:55pm.