



Human Welfare and Community Action Commission

MINUTES

Wednesday, November 17, 2021

6:30 PM

PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH VIDEOCONFERENCE AND TELECONFERENCE

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Housing Advisory Commission will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely using the internet: Join from a PC, Mac, iPad, iPhone, or Android device: Use URL –<https://zoom.us/j/4863098496>

If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen. **To join by phone: Dial 1-669-900-6833 and Enter Meeting ID: 486 309 8496.** If you wish to comment during the public comment portion of the agenda, press *9 and wait to be recognized by the Chair.

Preliminary Matters

1. Roll Call
Present: Behm-Steinberg, Bookstein, Dunner, Omodele, Sood, Sim, Lippman
Absent: Pelley
Quorum: 5 (Attended: 7)
Staff Present: Mary-Claire Katz
Public Present: None.
2. Agenda Approval
No changes proposed for agenda.
3. Public Comment
None.

Update/Action Items

The Commission may take action related to any subject listed on the agenda, except where noted.

Berkeley Community Action Agency Board Business

4. Approve minutes from the 10/20/2021 Regular Meeting (Attachment A) – All
Action: M/S/C (Sood/Dunner) to approve the 10/20/21 minutes with edits.
Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman, Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Pelley.

5. Discuss Nomination of 2022 Chair and Vice Chair – All
Staff announces the upcoming election for chair and vice chair in January 2022.
6. Review City of Berkeley funded agency Program and Financial reports (Attachment B) — Staff
 - a. Family Violence Law Center program and financial reports
Commissioners discuss the program and financial reports for Family Violence Law Center.

Open Items

7. Recommendation: Vacant Properties
Action: M/S/C (Sood/Bookstein) for Sood to draft a communication to Council for an update on this topic.
Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman, Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Pelley.
8. Recommendation: Tax Transparency
Commissioners remove from agenda.
9. Communication: Alta Bates Update
Action: M/S/C (Sood/Behm-Steinberg) for Omodele to draft a communication to Council for an update on this topic.
Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman, Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Pelley.

Other Discussion Items

10. Discussion and possible action regarding how community agency complaints and concerns are addressed – Commissioners Behm-Steinberg and Sood
Commissioners discuss how the City responds to complaints about City-funded services.
11. Discussion and possible action regarding communication with Council on the status of the Pathways facility consultant's report – Commissioner Behm-Steinberg (Attachment C)
Action: M/S/C (Lippman/Bookstein) to table this item and request the HWCAC secretary to set up a site visit to Pathways, and for secretary to obtain an update on the status of the February 2020 Pathways facility consultant report.
Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman, Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Pelley.

12. Discussion and possible action on communication to Council regarding Easy Does It site review – Commissioner Behm-Steinberg
Continued to next meeting.

13. Discuss current state of homelessness in Berkeley – Commissioner Omodele
Omodele requests commissioners review the report submitted to Council on 9/25/2018 by Omodele and Bookstein titled “Path to End Homelessness”.

14. Discuss Berkeley air quality – Commissioner Bookstein
Bookstein discusses concerns about pollution in the Berkeley.

Action: M/S/C (Omodele/Sood) to extend the meeting to 8:35PM.

Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman, Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Pelley.

15. Review latest City Council meeting agenda
Commissioners discuss redistricting.

16. Announcements
None.

17. Future Agenda Items
Discuss causes of poverty as drafted by Sood.

Adjournment

Action: M/S/C (Sood/Omodele) to adjourn at 8:35PM.

Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman, Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Pelley.

Attachments

- A. Draft Minutes of the 10/20/2021 Meeting
- B. Program and financial reports from Family Violence Law Center
- C. [Pathways Report Update](#)

Review City Council Meeting Agenda at City Clerk Dept. or
<http://www.cityofberkeley.info/citycouncil>

Communications

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information

included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Housing and Community Services Department located at 2180 Milvia Street, 2nd Floor.

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. **Please refrain from wearing scented products to this meeting.**

Secretary:

Mary-Claire Katz
Health, Housing & Community Services Department
510-981-5414
mkatz@CityofBerkeley.info

Mailing Address:

Human Welfare and Community Action Commission
Mary-Claire Katz, Secretary
2180 Milvia Street, 2nd Floor
Berkeley, CA 94704

Minutes approved on: 1/19/2022

Commission Secretary: Mary-Claire Katz





Human Welfare and Community Action Commission

DRAFT MINUTES

Wednesday, October 20, 2021

6:30 PM

PUBLIC ADVISORY: THIS MEETING WILL BE CONDUCTED EXCLUSIVELY THROUGH VIDEOCONFERENCE AND TELECONFERENCE

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, this meeting of the Housing Advisory Commission will be conducted exclusively through teleconference and Zoom videoconference. Please be advised that pursuant to the Executive Order, and to ensure the health and safety of the public by limiting human contact that could spread the COVID-19 virus, there will not be a physical meeting location available.

To access the meeting remotely using the internet: Join from a PC, Mac, iPad, iPhone, or Android device: Use URL –<https://zoom.us/j/4863098496>

If you do not wish for your name to appear on the screen, then use the drop down menu and click on "rename" to rename yourself to be anonymous. To request to speak, use the "raise hand" icon on the screen. **To join by phone: Dial 1-669-900-6833 and Enter Meeting ID: 486 309 8496.** If you wish to comment during the public comment portion of the agenda, press *9 and wait to be recognized by the Chair.

Preliminary Matters

1. Roll Call
Present: Behm-Steinberg, Bookstein, Dunner, Omodele, Sood (6:37PM arrival), Sim, Lippman
Absent: Kohn, Pelley (excused)
Quorum: 5 (Attended: 7)
Staff Present: Mary-Claire Katz, Rhianna Babka
Public Present: None.
2. Agenda Approval
No changes proposed for agenda.
3. Public Comment
None.

Update/Action Items

The Commission may take action related to any subject listed on the agenda, except where noted.

Berkeley Community Action Agency Board Business

4. Approve minutes from the 7/21/2021 Regular Meeting (Attachment A) – All Action: M/S/C (Sood/Omodele) to approve the 7/21/21 minutes with edits.

Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman (unconfirmed), Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Kohn, Pelley (excused).

5. Approve 2022 Community Services Block Grant (CSBG) Funding Contract (Attachment B)

Action: M/S/C (Sood/Bookstein) to approve the 2022 CSBG funding contract.

Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman (unconfirmed), Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Kohn, Pelley (excused).

6. Review City of Berkeley funded agency Program and Financial reports (Attachment C) — Staff

a. Berkeley Free Clinic program and financial reports

Commissioners review program and financial reports for Berkeley Free Clinic.

Open Items

7. Recommendation: Vacant Properties

Commissioners discuss sending a communication to Council in the future to ask for an update on this item.

8. Recommendation: Tax Transparency

Commissioners discuss the topic of tax transparency.

9. Communication: Alta Bates Update

Omodele will provide the commissioners a draft communication to Council on the topic of Alta Bates for review and approval.

10. Communication: Against Commission Merger

Remove this item from the agenda.

Other Discussion Items

11. Discussion and possible action on communication to Council regarding distribution of rent relief program information – Commissioner Sood (Attachment D)

Action: M/S/C (Sood/Behm-Steinberg) to send the communication to Council with edits.

Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman (unconfirmed), Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Kohn, Pelley (excused).

12. Discuss possible improvements to the HWCAC request for proposal review process – Commissioner Kohn
Remove this item from the agenda.
13. Discuss potential questionnaire to City Council regarding HWCAC priorities – Commissioner Bookstein
Bookstein discusses how to connect with Council more effectively and removes this item from the agenda.
14. Discussion and possible action regarding how community agency complaints and concerns are addressed – Commissioners Behm-Steinberg and Sood
Behm-Steinberg discusses concerns with Easy Does It services and complaints.

Action: M/S/C (Sood/Omodele) to extend the meeting to 8:35PM.
Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman (unconfirmed), Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Kohn, Pelley (excused).
15. Discuss 24-hour emergency homeless shelter at 742 Grayson Street – Commissioner Bookstein
Bookstein discusses trash at the interchange of Ashby and I-80 and removes this item from the agenda.
16. Discussion and possible action regarding communication with Council on the status of the Pathways facility consultant’s report – Commissioner Behm-Steinberg (Attachment E)
Behm-Steinberg discusses getting an update on the safety of Pathways facility.
17. Discussion and possible action on communication to Council regarding Easy Does It site review – Commissioner Behm-Steinberg
Continued to the 11/17/21 meeting.
18. Discuss current state of homelessness in Berkeley – Commissioner Omodele
Continued to the 11/17/21 meeting.
19. Discuss Berkeley air quality – Commissioner Bookstein
Continued to the 11/17/21 meeting.
20. Review latest City Council meeting agenda
Continued to the 11/17/21 meeting.
21. Announcements
None.
22. Future Agenda Items

None.

Adjournment

Action: M/S/C (Sood/Dunner) to adjourn the meeting to 8:39PM.

Vote: Ayes – Behm-Steinberg, Bookstein, Dunner, Lippman (unconfirmed), Omodele, Sood, Sim; Noes – None; Abstain – None; Absent – Kohn, Pelley (excused).

Attachments

- A. Draft Minutes of the 7/21/2021 Meeting
- B. CSBG 2022 Funding Planning Letter
- C. Program and financial reports from Berkeley Free Clinic
- D. Draft communication to Council regarding distribution of rent relief program information
- E. Pathways Report Update

Review City Council Meeting Agenda at City Clerk Dept. or
<http://www.cityofberkeley.info/citycouncil>

Communications

Communications to Berkeley boards, commissions or committees are public record and will become part of the City's electronic records, which are accessible through the City's website. **Please note: e-mail addresses, names, addresses, and other contact information are not required, but if included in any communication to a City board, commission or committee, will become part of the public record.** If you do not want your e-mail address or any other contact information to be made public, you may deliver communications via U.S. Postal Service or in person to the secretary of the relevant board, commission or committee. If you do not want your contact information included in the public record, please do not include that information in your communication. Please contact the secretary to the relevant board, commission or committee for further information. Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Housing and Community Services Department located at 2180 Milvia Street, 2nd Floor.

This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact the Disability Services specialist at 981-6418 (V) or 981-6347 (TDD) at least three business days before the meeting date. **Please refrain from wearing scented products to this meeting.**

Secretary:

Mary-Claire Katz
 Health, Housing & Community Services Department
 510-981-5414
mkatz@CityofBerkeley.info

Mailing Address:

Human Welfare and Community Action Commission
 Mary-Claire Katz, Secretary
 2180 Milvia Street, 2nd Floor
 Berkeley, CA 94704

[Return to Reports Page](#)

**City of Berkeley
Community Agency
CLIENT CHARACTERISTICS REPORT**

Contract No: 31900241

Agency: [Family Violence Law Center](#)
 Program: [Domestic Violence & Homeless Prevention \(DVHP\)](#)
 Phone: [\(510\) 208-0220 ext. 360](#)

Period of: **1st Qtr 2022**
 Report Prepared By: [Erin Scott](#)
 E-mail: escott@fvlc.org

1. CLIENT SUMMARY - QTR 1

	QTR 1	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	1,001	1,001
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	81	81
C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:	0	0
D. Total New Berkeley Clients Served:	81	81

2. DEMOGRAPHIC DATA

RACE - Unduplicated Count	Previous Periods		Report Period		Year-To-Date	
	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity
Single Race Categories						
American Indian/Alaskan Native	0	0	0	0	0	0
Asian	0	0	5	0	5	0
Black/African American	0	0	36	0	36	0
Native Hawaiian/Pacific Islander	0	0	0	0	0	0
White	0	0	25	13	25	13
Combined Race Categories						
American Indian/Alaskan Native & White	0	0	0	0	0	0
Asian & White	0	0	1	0	1	0
Black/African American & White	0	0	1	0	1	0
American Indian/Alaskan Native & Black/African American	0	0	0	0	0	0
Other Combined Race Categories	0	0	0	0	0	0
TOTALS	0	0	68	13	68	13
TOTAL SERVED	0		81		81	

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	0	31	31
Poverty to 30% of AMI (Ex. Low)	0	0	0
31-50% of AMI (Low)	0	50	50
51-80% of AMI (Moderate)	0	0	0
Above 80% of AMI	0	0	0
TOTALS	0	81	81

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0	0	0
6-11	0	0	0
12-17	0	1	1
18-24	0	17	17
25-44	0	37	37
45-54	0	10	10
55-61	0	7	7
62 and Over	0	9	9
Unknown	0	0	0
TOTALS	0	81	81

5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	0	72	72
Male	0	9	9
Other		0	
Disabled	0	14	14
Homeless	0	5	5
Chronically Homeless	0	0	0

6. SERVICE MEASURES

Service Measures	Annual Goal		Q1		Q2		Q3		Q4		Served YTD		% Served				
	UOS	New Clients	UOS	New Clients	UOS	# of Existing Clients	New Clients	UOS	# of Existing Clients	New Clients	UOS	# of Existing Clients	New Clients	Total UOS	Total New Clients	UOS	Total Clients
***** Legal/Advocacy/Mediation Services *****																	
1 Legal/Mediation Sessions	50	20	197	30										197	30	394%	150%
2 Education / Training Sessions	350	125	125	74										125	74	36%	59%

Quarter 1 Narrative

Amy has been in a violent relationship for years, experiencing severe physical, verbal and emotional abuse from her husband. She comes from a different cultural background than her husband, which caused a rift with her family when she began dating him. Her family completely cut off communications with her and refused to allow her back unless she ended the relationship and gave her baby. She wants her marriage to work and wants her child to grow up in a home with both parents. She wants her home to feel safe and does not want to be the first in her family to get divorced. These factors have kept her in her marriage and prevented her from leaving her situation. After several conversations with her about her options, crisis counseling, case management and safety planning, she decided to put her safety first after an incident of DV and called the police. We have begun to work on prioritizing her health, her daughter and her goals first and trying to complete her education.

7. OUTCOMES

Outcomes	Annual Goal	Q1 Achieved Outcome	Q2 Achieved Outcome	Q3 Achieved Outcome	Q4 Achieved Outcome	Achieved Outcome YTD	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served
1 Clients disputes or legal problems resolved	10	21				21	210%	26%
1 Clients remained stably housed	10	26				26	260%	32%
1 Clients rights protected, restored or acquired	10	27				27	270%	33%
2 Participants achieved enhanced skills or knowledge	65	81				81	125%	100%

Quarter 1 Narrative

In this quarter, FVLC served clients like Laura, who contacted us seeking protection from her adult son, Jason, who had been arrested after attacking and threatening to kill her, the culmination of at least a year of escalating abuse. A Crisis Intervention Specialist helped safety plan with Laura, evaluated Laura's housing and legal needs, and completed a legal intake. An FVLC attorney met with Laura over zoom and helped her prepare the forms to request a restraining order; FVLC also filed the paperwork so Laura would not have to. The attorney accomplished personal service of the Temporary Restraining Order at Santa Rita Jail through the Sheriff's Department and facilitated Jason's virtual appearance in court from Santa Rita Jail. The attorney also represented Laura in court, obtaining a 5 year Restraining Order After Hearing. Laura was tearful but grateful for FVLC's help in navigating this difficult situation.

8. PROGRAM SATISFACTION SURVEY

Question		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Does Not Apply	I Do Not Understand This Question	Total Number of responses
1. I am satisfied with the services I have received from this program.	This Period	0	1	3	0	9	1	0	14
	Prior Periods								0
	Total	0	1	3	0	9	1	0	14

	% of Total	0%	7%	21%	0%	64%	7%	ATTACHMENT B	100%
2. This program's staff treated me with respect.	This Period	0	0	0	0	14	0	0	14
	Prior Periods								0
	Total	0	0	0	0	14	0	0	14
	% of Total	0%	0%	0%	0%	100%	0%	0%	100%
3. This program helped me make progress towards my goals.	This Period	0	0	1	2	10	1	0	14
	Prior Periods								0
	Total	0	0	1	2	10	1	0	14
	% of Total	0%	0%	7%	14%	71%	7%	0%	100%
4. This program met my needs.	This Period	0	0	2	1	8	3	0	14
	Prior Periods								0
	Total	0	0	2	1	8	3	0	14
	% of Total	0%	0%	14%	7%	57%	21%	0%	100%
Additional Questions:									
5. As a direct result of participating in the program my legal rights have been protected.	This Period	0	0	1	0	11	2	0	14
	Prior Periods								0
	Total	0	0	1	0	11	2	0	14
	% of Total	0%	0%	7%	0%	79%	14%	0%	100%
6. As a direct result of participating in the program, I feel like I am safer than I was before <input type="checkbox"/> I certify that the City of Berkeley has approved this question as written	This Period	0	0	2	0	8	4	0	14
	Prior Periods								0
	Total	0	0	2	0	8	4	0	14
	% of Total	0%	0%	14%	0%	57%	29%	0%	100%
7. Additional comments from consumers completing the survey	Some clients responded 'Does not apply' because our services to them were not yet complete when we conducted the survey with them. One client also said that she would have rated our services more highly if they had been available in person.								

Date Signed 10/28/2021

Approved By Mary-Claire Katz
Date Signed 11/01/2021

Initially submitted: Oct 28, 2021 - 13:59:11

[Return to Reports Page](#)

**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
07/01/2021 TO 09/30/2021**

Note: Any variation from the Approved Budget exceeding ten percent (10%) requires a Budget Modification Form.

Agency Name: [Family Violence Law Center](#) Contract #: [31900241](#)

Program Name: [Domestic Violence & Homeless Prevention \(DVHP\)](#) PO #: [22001091](#)

Funding Source : General Fund

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2021	Oct-Dec 2021	Jan-Mar 2022	Apr-Jun 2022	Total Expenditure	Budget Balance
Executive Director	Erin Scott	\$3,065.00	\$1,836.63				\$1,836.63	\$1,228.37
Crisis Intervention Specialist	Tenisha Keys	\$41,760.00	\$11,472.91				\$11,472.91	\$30,287.09
Finance Director	Juliet Crosby	\$2,459.00	\$775.57				\$775.57	\$1,683.43
Taxes/Benefits		\$9,305.00	\$4,047.20				\$4,047.20	\$5,257.80
Books, Subscriptions and Reference		\$722.00	\$361.00				\$361.00	\$361.00
Indirect Costs		\$4,531.00	\$1,852.33				\$1,852.33	\$2,678.67
TOTAL		\$61,842.00	\$20,345.64				\$20,345.64	\$41,496.36

Advances Received \$15,461.00
Underspent/(Overspent) (-\$4,884.64)

Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:
[The first quarter the benefits numbers are always skewed because the insurance companies bill a month in advance so at the end of September we already had four months of the fiscal year's insurance billing in the system. Additionally since our health insurance is age-rated, the impact of the cost is higher when an employee takes a step up to a new category.](#)

Upload of Resumes for New Staff (required): [Go to Document Upload page](#)

- Expenditures reported in this statement are in accordance with our contract agreement and are taken from our books of account which are supported by source documentation.
- All federal and state taxes withheld from employees for this reporting period were remitted to the appropriate government agencies. Furthermore, the employer's share or contributions for Social Security, Medicare, Unemployment and State Disability insurance, and any related government contribution required were remitted as well.

Prepared By: [Juliet Crosby](#)

Email: jcrosby@fvlc.org

Date: [10/13/2021](#)

Authorized By: [Erin Scott](#)

Email: escott@fvlc.org

Name of Authorized Signatory with Signature on File

Approved By: Mary-Claire Katz 11/01/2021 Project Manager Date	Examined By: _____ CSA Fiscal Unit Date	Approved By: _____ CSA Fiscal Unit Date
--	--	--

Pathways Report Update

According to a Feb 2020 report by compiled by Disability Access Consultants (attached) more than \$300,000 in remedial work and code concerns including building infrastructure, storage, and access issues was recommended for the Pathways Stair Center. Understandably, several groups have expressed interest in seeing what progress had been made in meeting these recommendations.

Unfortunately, requests from one of the members of the HWCAC for information on the status of the recommendations did not receive a complete response. We would like to suggest that a copy of the report (attached) with any written updates on the recommendation be made available to city residents and commissions. This would go a long way in helping people understand the current situation and provide full disclosure to all interested parties.

We appreciate your consideration of this request.

The Human welfare Community action Commission