



# Human Welfare and Community Action Commission

## AGENDA

Wednesday, August 31, 2022

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>**

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#### **Preliminary Matters**

1. Roll Call
2. Agenda Approval
3. Public Comment

#### **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 6/15/2022 Regular Meeting (Attachment A) – All
5. Discussion of Recommendation to Extend Community Agency Contracts for One Year at Existing Levels and Postpone the Community Agency Request for Proposal (RFP) Until FY 2024 (Attachment B)– Staff
6. Review City of Berkeley funded agency Program and Financial reports (Attachment C) — Staff
  - a. Multicultural Institute Lifeskills program and financial reports

#### **Other Discussion Items**

7. Discussion and possible action regarding a mechanism for City employees and service providers to communicate (Attachment D)– Commissioner Behm-Steinberg
8. Subcommittee for prevention and ending of homelessness in Berkeley update and possible action on communication to Council – Commissioners Bookstein, Lippman, Omodele
9. Subcommittee on Alta Bates update – Commissioners Bookstein, Omodele
10. Discussion and possible action regarding senior housing and programs – Commissioner Bookstein
11. Discussion and possible action regarding a site visit to the Pathways facility – Commissioner Behm-Steinberg
12. Discussion and possible action regarding draft Council item “Requirements for Contracted Non-Profit Service Providers and Transparency of Grant Reports” – Commissioner Behm-Steinberg (Attachment E)
13. Discussion and possible action regarding draft Council item “Eligibility for Service as a Representative of the Poor” – Commissioner Behm-Steinberg (Attachment F)
14. Discussion and possible action regarding draft Council item “Accessibility and Availability of Materials on City Website” – Commissioner Behm-Steinberg (Attachment G)
15. Review latest City Council meeting agenda
16. Announcements
17. Future Agenda Items

## **Adjournment**

### **Attachments**

- A. Draft Minutes of the 6/15/2022 Meeting
- B. Recommendation to Extend Community Agency Contracts for One Year at Existing Levels and Postpone the Community Agency Request for Proposal (RFP) Until FY 2024
- C. Program and financial reports from Multicultural Institute
- D. Draft Council item “Project Wiki for City Staff and contracted agencies to share information”

- E. Draft Council item “Requirements for Contracted Non-Profit Service Providers and Transparency of Grant Reports”
- F. Draft Council item “Eligibility for Service as a Representative of the Poor”
- G. Draft Council item “Accessibility and Availability of Materials on City Website”

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

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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](mailto:mkatz@CityofBerkeley.info)

**Mailing Address:**

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

Internal



## Human Welfare and Community Action Commission

### DRAFT MINUTES

Wednesday, June 15, 2022

6:30 PM

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

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#### **Preliminary Matters**

1. Roll Call
  - Present: Behm-Steinberg, Bookstein, Omodele, Sim, Sood, Lippman.
  - Absent: None.
  - Quorum: 4 (Attended: 6)
  - Staff Present: Mary-Claire Katz.
  - Public Present: None.
2. Agenda Approval
  - a. Agenda item 11 removed.
3. Public Comment
  - a. 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 5/18/2022 Regular Meeting (Attachment A) – All  
**Action:** M/S/C (Sood/Omodele) to approve the minutes with edits.

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

5. Review City of Berkeley Single Audit (Attachment B) – All  
No action taken.
6. Review City of Berkeley funded agency Program and Financial reports (Attachment C) – Staff
  - a. East Bay Community Law Center program and financial reports  
No action taken.

### Other Discussion Items

7. Discussion and possible action regarding ways in which the HWCAC can support City staff in ensuring that agencies are performing the services they are contracted for and that there is a clear process for complaints or concerns from clients – Commissioner Sood  
No action taken.
8. Discussion and possible action regarding a mechanism for City employees and service providers to communicate – Commissioner Behm-Steinberg  
No action taken.
9. Subcommittee for prevention and ending of homelessness in Berkeley update and possible action on communication to Council – Commissioners Bookstein, Lippman, Omodele  
No action taken.
10. Subcommittee on Alta Bates update – Commissioners Bookstein, Omodele  
No action taken.
11. Discussion and possible action on communication to Council regarding Easy Does It lapse in services – Commissioner Behm-Steinberg  
Agenda item removed.
12. Discussion and possible action regarding senior housing and programs – Commissioner Bookstein  
No action taken.
13. Discuss potential infrastructure and affordable housing bonds/taxes discussed by Council (Attachment D)  
No action taken.
14. Discussion and possible action regarding a site visit to the Pathways facility – Commissioner Behm-Steinberg

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No action taken.

15. Review latest City Council meeting agenda

No action taken.

16. Announcements

No action taken.

17. Future Agenda Items

Representatives of the Poor election discussion.

Require community agencies to fully fill out their program reports and add more narrative.

Require the City to have all community agency program and financial reports searchable and available on the City's website.

Require the City to have all City materials ADA accessible.

**Adjournment**

**Action:** M/S/C (Sood/Lippman) to adjourn at 8:15PM.

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

**Attachments**

- A. Draft Minutes of the 5/18/2022 Meeting
- B. City of Berkeley Single Audit
- C. Program and financial reports from East Bay Community Law Center program and financial reports
- D. "Berkeley eyeing a big ballot measure in 2022 for streets, affordable housing", Berkeleyside

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Berkeley, CA 94704



Health Housing and  
Community Services Department  
**Office of the Director**

## MEMORANDUM

**To:** Housing Advisory Commission (HAC)  
Human Welfare and Community Action Commission (HWCAC)  
Homeless Services Panel of Experts (HSPE)

**From:** Lisa Warhuus, Director, Health, Housing and Community Services

**Date:** June 29, 2022

**Subject:** **Recommendation to Extend Community Agency Contracts for One Year at Existing Levels and Postpone the Community Agency Request for Proposal (RFP) Until FY 2024.**

The purpose of this memo is to notify the commissions involved in the City of Berkeley's Community Agency Request for Proposal (RFP) process about staff's likely recommendation to City Council in September 2022 to extend current contracts for one year and postpone the next RFP cycle until FY 2024. Commissioners are invited to provide feedback on this recommendation at upcoming meetings (see schedule below) and to capture commission input in the meeting minutes. The City also provided this memo to community agencies funded through this process to inform them of staff's likely recommendation and the upcoming public meetings. The community agencies will also be invited to give feedback on this recommendation through a brief online survey.

### RECOMMENDATION

The Health, Housing and Community Services department (HHCS) recommends that all existing community agency contracts under the community agency RFP process be extended for one year at the current baseline one-year funding amount, and that the four-year Community Agency RFP process be postponed for one fiscal year. This extension would apply to all contracts awarded under the FY 2020-2023 RFP. It would not include special funds awarded outside of the RFP process. The administration of the Community Agency RFP process would be rescheduled to occur in FY 2024, for a contract cycle beginning in FY 2025.

### KEY CONSIDERATIONS

There are four main factors prompting this proposal and one significant tradeoff to consider.

*A Vibrant and Healthy Berkeley for All*



**Recommendation to Extend Community Agency Contracts for One Year**

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- 1. Community agencies are recalibrating and stabilizing their operations following pandemic disruptions.** During COVID-19, many of the City's non-profit partners have had to re-configure their service models, while facing critical staff and supply shortages. Extending the funding will provide additional time to help funded agencies steady and rebuild their operations moving forward.
- 2. Current performance data is insufficient for guiding future funding decisions.** Most available agency service and outcome data during COVID-19 are outside of historical "normal" ranges. This atypical information is of limited use for evaluation purposes. By postponing the RFP, City staff and commissions would have the benefit of at least a year of relatively standard performance data, allowing for better analysis and stronger funding recommendations.
- 3. HHCS currently lacks the staff capacity to oversee and administer the RFP process.** Among the department's many vacancies are two full-time positions that are critical to the success of the RFP process. The City's role in launching the RFP process needs to begin no later than September 2022. Due in part to the severity of its own staffing shortage, Human Resources is unable to support the filling of these positions in time to meet the RFP timelines for fall FY 2022.
- 4. Postponing the RFP will align the community agency funding with the City's budget process.** After adopting a one-year budget in FY 2022, the City has gone back to a two-year budget cycle for FY 2023/2024. Aligning the start of the new community agency RFP funding cycle with the first year of the FY2025/2026 City budget cycle will aid in seamless budget development and projections.

There are also potential tradeoffs associated with the postponement, including the inability for agencies to request higher funding amounts in response to rising operating costs or program expansion. Additionally, agencies that currently do not receive funding through this RFP process will have to wait an additional year to apply. Should City Council approve this recommendation, it may want to consider one-year funding opportunities for some unfunded agencies.

**NEXT STEPS**

HHCS welcomes feedback from the commissions involved in the RFP for incorporating into the recommendation. Feedback will be collected by an HHCS representative at the commission meetings listed below. HHCS's recommendation will be considered by City Council in September 2022.

<b>Commission</b>	<b>Meeting Date, Time and Link</b>
Homeless Services Panel of Experts (HSPE)	7/6/22 at 7 p.m. <a href="https://berkeleyca.gov/your-government/boards-commissions/homeless-services-panel-experts">https://berkeleyca.gov/your-government/boards-commissions/homeless-services-panel-experts</a>
Housing Advisory Commission (HAC)	7/7/22 at 7 p.m.

Public

**Recommendation to Extend Community Agency Contracts for One Year**

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	<a href="https://berkeleyca.gov/your-government/boards-commissions/housing-advisory-commission">https://berkeleyca.gov/your-government/boards-commissions/housing-advisory-commission</a>
2020 Vision Commission TBD	TBD
Human Welfare and Community Action Commission (HWCAC)	Date and Time TBD <a href="https://berkeleyca.gov/your-government/boards-commissions/human-welfare-and-community-action-commission">https://berkeleyca.gov/your-government/boards-commissions/human-welfare-and-community-action-commission</a>

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City of Berkeley Housing & Community Services Department  
 2180 Milvia Street  
 Berkeley, CA 94704  
 Contact: Joshua Oehler, [joehler@cityofberkeley.info](mailto:joehler@cityofberkeley.info) 510.981.5408

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**Program: Lifeskills Program**  
 Agency: Multicultural Institute (MI)

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

Contract No:

This Report Due: **Jul 31, 2022**

Agency: Multicultural Institute (MI)      Period of: **2nd Half 2022**  
 Program: Lifeskills Program      Prepared By:   
 Phone: 849-7580      E-mail:

**1. CLIENT SUMMARY - 2nd Half**

	2nd Half	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	301	847
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	224	502
C. Total New Berkeley Clients Served for Whom You Were <b>NOT</b> Able to Gather Statistics on Age, Race/Ethnicity, and Income:	0	268
D. Total New Berkeley Clients Served:	224	770

**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	202		184	0	386
Asian ?	0	0	14		14	0
Black/African American ?	0	0	18		18	0
Native Hawaiian/Pacific Islander ?	0	0			0	0
White ?	0	75	7		7	75
Combined Race Categories						
American Indian/Alaskan Native & White	0	0			0	0
Asian & White	0	0	1		1	0
Black/African American & White	0	0			0	0
American Indian/Alaskan Native & Black/African American	0	0			0	0
Other Combined Race Categories	0	1			0	1
<b>TOTALS</b>	0	278	40	184	40	462
<b>TOTAL SERVED</b>	278		224		502	

**3. INCOME LEVEL**

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	250	82	332
Poverty to 30% of AMI (Ex. Low)	27	142	169
31-50% of AMI (Low)	1		1
51-80% of AMI (Moderate)	0		0
Above 80% of AMI	0		0
<b>TOTALS</b>	278	224	502

[View AMI Table](#)

**4. AGE**

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0	3	3
6-11	0	2	2
12-17	0	10	10
18-24	18	24	42
25-44	121	78	199
45-54	90	50	140
55-61	39	24	63
62 and Over	10	23	33
Unknown	0	10	10
<b>TOTALS</b>	278	224	502

**5. OTHER CHARACTERISTICS**

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD

Female	24	97	121
Male	254	127	381
Other	0		0
Disabled	0		0
Homeless	4		4
Chronically Homeless	0		0
Female Head of Household	0		0

**6. SERVICE MEASURES**

Service Measures	Annual Goal		1st Half		2nd Half			Served YTD		% Served	
	UOS	New Clients	UOS	New Clients	UOS	# of Existing Clients	New Clients	Total UOS ?	Total New Clients ?	UOS ?	Total Clients ?
**** Other Services ****											
1 Educational/Training Workshops	10	250	22	544	37	544	597	59	1,141	590%	456%
2 Days of Work	300	250	143	83	107	83	107	250	190	83%	76%
3 Community Service Days	12	120	2	173	0	0	0	2	173	17%	144%
4 Newsletter	4	600			5	0	662	5	662	125%	110%

**Service Measure Definitions:** [Hide](#)

Community Service Days	Every month staff and day laborers organize a street clean up and sweep and pick up debris on Hearst Avenue corridor near the MI office. An average of 10 to 15 day laborers take part in these community service events allowing them to work together. Staff also holds different events during the holiday season creating a sense of unity and community.
Days of Work	While conducting street outreach, staff connects day laborers to jobs at a minimum rate of \$20 per hour and a minimum of 3 hours. Employers can hire day laborers registered in this program by calling the office, texting/emailing program directors, or electronically through the MI website. MI staff is proactive in finding jobs for day laborers. A minimum of 300 job placements/matches will be made to a minimum of 250 unduplicated day laborers throughout the year.
Educational/Training Workshops	Staff hosts "Life Skills" workshops/trainings that provide direct and indirect paths to being a more prepared worker. These workshops occur in small group sessions on different street corners once a month. Some of the topics include: (1) How to budget and provide estimates for contracted jobs (including pricing one's labor), (2) Wage theft prevention, (3) Financial management and banking choices, (4) Tracking business expenses and income for tax purposes, (5) Soliciting TIN and filing taxes; (6) Preparation for obtaining driver's licenses (7) Adapting mobile phone technology for conducting business as self-employed workers.
Newsletter	To help increase knowledge and awareness about MI's services, MI distributes a newsletter called MI Links which is distributed quarterly to homes and businesses around the Heart Avenue corridor. These newsletters also provide information about the day laborer population and offer ways for community members to volunteer with MI.

[1st Half Narrative \(click to view\)](#)

[2nd Half Narrative](#)

MI staff continued its hybrid outreach to day laborers, domestic workers, and other low-income individuals. There was an average of 18 day laborers congregating on the street this second half with 100% contacted by the MI team. Staff hosted 37 workshops to a total of 1,141 participants. These workshops were conducted on the street with day laborers and during in person events such as MI's weekly food distribution and monthly COVID testing days. This second half, workshop topics included worker rights, wage theft prevention, Know Your Rights, immigration policy updates, and COVID-19. 39 employers were registered helping MI link workers to 107 job placements at a minimum rate of \$20/hour and a 3-hour minimum.

You have 283 characters left.

**7. OUTCOMES**

Outcomes	Annual Goal	1st Half Achieved Outcome	2nd Half Achieved Outcome	Achieved Outcome YTD	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served
1 Participants achieved enhanced skills or knowledge	250	544	597	1,141	456%	148%
2 Number of clients placed in jobs	250	83	107	190	76%	25%
3 Reduction in number of neighbor complaints	0	0	0	0		0%
4 Participants and neighbors increased knowledge of agency services	600		662	662	110%	86%

[1st Half Narrative \(click to view\)](#)

MI hosted two community events during this first half. MI held a Thanksgiving food distribution where staff distributed healthy food, fresh produce, and a turkey to 101 day laborers and low-income families. Additionally, MI held its annual 'Navidad Jornalera' (Day Laborer Christmas event) with 72 day laborers, domestic workers, and their children attending. Everyone that attended received a hot meal made by domestic workers and an individual holiday gift. These community events are special to the community MI serves because holidays are usually difficult for participants who are away from their families and away from their home country. Testimonial: A 69 year old Guatemalan day laborer had his family in Guatemala infected with COVID-19. He eventually lost his mother.

sister, and nephew due to COVID complications. MI offered him emotional support, he was sent on 2 jobs so that he could send money to help support his family, and an MI employer, he worked for, also offered him financial help.

**2nd Half Narrative**

Unfortunately, no community events were held this second half due to COVID limitations. However, COVID testing, vaccination, and food distribution community events were hosted regularly offering community building opportunities. Additionally, MI staff re-established communication with its community partner, Good Shepherd Church located on Hearst Avenue and 9th Street. Staff met with the Good Shepherd Bishop Committee to discuss West Berkeley neighborhood concerns. Certain homeless Latino men, presumed to be day laborers, had been sleeping on the Good Shepherd Church stairs, playing loud music, and drinking alcohol after hours. Although these men are not day laborers, MI staff has been meeting with Good Shepherd and this group of men to discuss neighbor concerns and has offered workshops and resources in Spanish.

You have 176 characters left.

**Upload Attachments: (Up to 10 documents can be attached)**

[Click here to go to the Upload Documents page](#) (Your report will be saved)

**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		4		210				214
	Prior Periods	0	2	0	141	0	0	0	143
	Total	0	6	0	351	0	0	0	357
	% of Total	0%	2%	0%	98%	0%	0%	0%	100%
2. This program's staff treated me with respect.	This Period				214				214
	Prior Periods	0	1	0	142	0	0	0	143
	Total	0	1	0	356	0	0	0	357
	% of Total	0%	0%	0%	100%	0%	0%	0%	100%
3. This program helped me make progress towards my goals.	This Period				214				214
	Prior Periods	0	0	0	143	0	0	0	143
	Total	0	0	0	357	0	0	0	357
	% of Total	0%	0%	0%	100%	0%	0%	0%	100%
4. This program met my needs.	This Period				214				214
	Prior Periods	0	3	0	140	0	0	0	143
	Total	0	3	0	354	0	0	0	357
	% of Total	0%	1%	0%	99%	0%	0%	0%	100%
Additional Questions:									
5. Additional comments from consumers completing the survey									

**Select any additional questions (10 Max)**

- As a direct result of participating in the program I have what I need to maintain my independence.
- As a direct result of participating in the program my overall health and wellness has improved.
- As a direct result of participating in the program I have what I need to remain housed.
- As a direct result of participating in this program my housing situation has improved.
- As a direct result of participating in the program I have an increased understanding of community resources and supports.
- As a direct result of participating in the program I have enhanced skills and/or knowledge.
- As a direct result of participating in the program I have what I need to achieve my educational goals.
- As a direct result of participating in the program I have what I need to reach my employment goals.
- As a direct result of participating in the program I feel more connected to my community.
- As a direct result of participating in the program I feel less isolated.
- As a direct result of participating in the program my legal rights have been protected.
- As a direct result of participating in the program I am better able to take care of my own needs.
- As a direct result of participating in this program I feel more financially secure.
- As a direct result of participating in the program,
- I certify that the City of Berkeley has approved this question as written**

[Update Questions](#)

Report Submitted by: Mirna Cervantes

Date: 07/30/2022

Accepted by: Mary-Claire Katz

Date: 08/03/2022

Report modified by:

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**CITY OF BERKELEY  
COMMUNITY AGENCY STATEMENT OF EXPENSE  
01/01/2022 TO 03/31/2022**

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

Agency Name: **Multicultural Institute (MI)**

Contract #:

Program Name: **Lifeskills Program**

PO #:

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
Program Director	Daniela Gonzalez-Perez	\$12,400.00	\$3,299.94	\$3,263.89	\$5,440.52		\$12,004.35	\$395.65
Health Education/Community Support Coordinator-1	Erick Dominguez	\$39,100.00	\$9,795.14	\$8,889.75	\$7,674.43		\$26,359.32	\$12,740.68
Accountant	Phurbu Tsewang	\$5,000.00	\$1,134.47	\$1,008.35	\$1,311.23		\$3,454.05	\$1,545.95
Taxes/Benefits		\$5,236.00	\$1,472.60	\$1,246.89	\$1,293.60		\$4,013.09	\$1,222.91
Program Expense		\$400.00		\$189.39	\$25.90		\$215.29	\$184.71
Occupancy		\$1,500.00	\$270.00	\$260.00	\$685.00		\$1,215.00	\$285.00
Telephone		\$1,800.00	\$800.00	\$594.00	\$317.00		\$1,711.00	\$89.00
Liability Insurance		\$1,600.00	\$332.00	\$362.00	\$232.54		\$926.54	\$673.46
Printing & Copying		\$500.00	\$200.00	\$120.00	\$110.00		\$430.00	\$70.00
Audit Fees		\$600.00					\$0.00	\$600.00
<b>TOTAL</b>		<b>\$68,136.00</b>	<b>\$17,304.15</b>	<b>\$15,934.27</b>	<b>\$17,090.22</b>		<b>\$50,328.64</b>	<b>\$17,807.36</b>

Advances Received \$51,102.00  
Underspent/(Overspent) \$773.36

Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:  
Community Support Coordinator Erick resigned effective April 15,2022. Eduardo Rosas will be replacing his role and you will the change in the upcoming statement of expense. His resume is attached herewith.

Upload of Resumes for New Staff (required):

: [Eduardo Rosas Resume\\_041522.pdf](#)

- 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: **Phurbu Tsewang**

Email: [phurbu@mionline.org](mailto:phurbu@mionline.org)

Date: **04/19/2022**

Authorized By: **Mirna Cervantes**

Email: [mirna@mionline.org](mailto:mirna@mionline.org)

Name of Authorized Signatory with Signature on File

<b>Approved By:</b> <b>Mary-Claire Katz</b> <b>05/25/2022</b> Project Manager                      Date	<b>Examined By:</b> _____ CSA Fiscal Unit                      Date	<b>Approved By:</b> _____ CSA Fiscal Unit                      Date
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Initially submitted: Apr 19, 2022 - 09:11:53





Human Welfare and Community Action Commission (HWCAC)

## ACTION CALENDAR

August 10, 2022

To: Honorable Mayor and Members of the City Council

From: Human Welfare and Community Action Commission (HWCAC)

Submitted by: Praveen Sood, Chair, HWCAC

Subject: Project Wiki for City Staff and contracted agencies to share information.

### RECOMMENDATION

Establish a wiki that allows for nimble information sharing and troubleshooting on major projects.

### CURRENT SITUATION AND ITS EFFECTS

Recent and continuing experience with the Pathways facility have underscored major problems that keep arising in the City regarding one department or agency being unaware of what another department or agency is doing on a given project. This results in a lack of clarity and transparency, as well as accountability when things go wrong, and make the fact that often there is a lack of awareness on the part of the major players for who is responsible for what, makes finding the simplest, most cost-effective solutions impossible.

We are recommending that the City implement a Wiki system on major projects which outlines not only which employee names and contact information for a given project, but is updated and sent to interested parties whenever there is a change in plan or methodology that could affect the project as a whole. The wiki should be updated as situations arise, as well as provide a template for future broader future applications (such as an overhaul of the coordinated entry system (CES)), which currently has all the problems listed by the Chronicle in San Francisco's CES. We believe that this will streamline the process for clients and employees alike, avoid duplication of efforts, and expose any gaps in service.

August 10, 2022

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

None

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

None

RATIONALE FOR RECOMMENDATION

The City is already struggling to provide basic services for which it is requesting further bonds. Having to do the same job multiple times at a greatly increased cost fails clients and taxpayers alike, and is another unnecessary source of frustration for already overtaxed employees. Better coordination should help alleviate some of these issues.

CITY MANAGER

The City Manager has not taken a position on this item

CONTACT PERSON

**Mary-Claire Katz**

City of Berkeley

Housing and Community Services

(510) 981-5414 (tel)

[mkatz@ci.berkeley.ca.us](mailto:mkatz@ci.berkeley.ca.us)

COORDINATION BETWEEN INTERNAL DEPARTMENTS AND EXTERNAL CONTRACTORS

BE IT ORDAINED by the Council of the City of Berkeley as follows:

1. The City of Berkeley shall create a wiki system to ensure that city employees and contractors on specific projects have a reliable, accurate means of coordinating efforts.
2. Said wiki shall be available to public via the City's website on demand, without a public information request.

Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.



Human Welfare and Community Action Commission (HWCAC)

## ACTION CALENDAR

August 10, 2022

To: Honorable Mayor and Members of the City Council

From: Human Welfare and Community Action Commission (HWCAC)

Submitted by: Praveen Sood, Chair, HWCAC

Subject: Requirements for Contracted Non-Profit Service Providers and Transparency of Grant Reports

### RECOMMENDATION

Adopt first reading of an Ordinance to require improved documentation of clients who are served and turned down as part of their grant reporting narrative with results posted on the City's website.

### CURRENT SITUATION AND ITS EFFECTS

When it comes to agencies serving individual clients, Commissioners in several City commissions have received numerous complaints about non-profit service providers not providing services which the City has contracted for to eligible clients, and the City currently has no mechanism for ensuring that the needs of clients are met. While the HWCAC is tasked with reviewing grants, we often have insufficient information to assess the relative success or failure of individual programs.

Individual clients often claim that they feel safe reporting problems to commissioners, but that they fear reprisals or losing what little services they get if they allow us to use their names and dates of alleged incidents, which precludes both us and any agency in question from addressing the problem in a constructive way.

As such, we recommend that Council require service providers to expand intake records to include a section detailing requested services, as well as reasons for rejection, if applicants did not receive requested services. Section should also include commentary on actions taken by the agency in either case (services provided or referrals given where applicants are rejected).

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These reports would then be summarized on the grant report with minimum effort, and duplicate services between agencies, as well as holes in services, could be easily assessed and addressed.

Moreover, in the event that there any unmet needs were because of inadequate funding and/or staffing, the new records will provide detailed, documentary, data-driven evidence that will inform the next funding period, as well as allow agencies to address core program procedures in a more nuanced, effective way. It will also allow for better oversight of programs that are not currently fully meeting their mandates, and make a detailed grant narrative much simpler and less time-consuming to produce.

All agencies contracted by the City of Berkeley shall also post eligibility requirements under the 2008 ADAA, so that both employees and clients remain aware of expanded eligibility for inclusion in programs.

For providers in the non-profit housing sector, grant reports should not only include salary information for executives making above the City median income, but also the number of units that were either sold at market rate or rented at market rate to cover agency overhead. This will allow the City to see net gains and losses in a given grant period of the number of low-income and below units.

This information should be freely available to the public on the City's website to ensure maximum transparency.

#### ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

None

#### CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

None

#### RATIONALE FOR RECOMMENDATION

The City is currently paying for services that are not being rendered to all eligible applicants.

#### ALTERNATIVE ACTIONS CONSIDERED

Several commissioners in a variety of different commissions have already tried speaking with non-profit service providers about these issues, without a high degree of success. Information regarding these grants, which currently are not overseen in terms of actual services rendered, are difficult or impossible to find.

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CITY MANAGER

The City Manager has not taken a position on this item

CONTACT PERSON

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## ORDINANCE NO. 3.78.010

REQUIREMENTS FOR CITY NON-PROFIT SERVICE PROVIDERS AND  
TRANSPARENCY OF SERVICES PROVIDED

BE IT ORDAINED by the Council of the City of Berkeley as follows:

1. The City of Berkeley's ATTACHMENT B: REQUIRED CITY OF BERKELEY INTAKE ELEMENTS ([https://berkeleyca.gov/sites/default/files/2022-02/AttachmentB\\_RequiredIntakeElementsFY2022.pdf](https://berkeleyca.gov/sites/default/files/2022-02/AttachmentB_RequiredIntakeElementsFY2022.pdf)) be updated to include a section detailing requested services, as well as reasons for rejection, if applicants did not receive requested services. Section should also include commentary on actions taken by the agency in either case (services provided or referrals given where applicants are rejected). A summary of those results is required as part of the grant reporting narrative and may affect eligibility for future City contracts.
2. Failure to serve eligible applicants will be met with a warning, which, if unremedied, may result in ineligibility for future City contracts.
3. Grant reporting for any non-profit or for-profit service provider engaged in providing affordable housing must provide full accounting of any affordable unit sold or rented at market rate to cover overhead costs.
4. Grant reports will be uploaded to the City's website to ensure maximum transparency.

Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.



Human Welfare and Community Action Commission (HWCAC)

## ACTION CALENDAR

August 10, 2022

To: Honorable Mayor and Members of the City Council

From: Human Welfare and Community Action Commission (HWCAC)

Submitted by: Praveen Sood, Chair, HWCAC

Subject: Eligibility for Service as a Representative of the Poor

### RECOMMENDATION

Adopt first reading of an Ordinance to allow Representatives of the Poor to come from any location in Berkeley, and requiring them to be in a low-income category.

### CURRENT SITUATION AND ITS EFFECTS

City code currently mandates that six representatives of the poor be included on the commission, as follows:

“B. Six of the members shall be representatives of the poor, to be elected two from each of three districts as established by the City Council and shown on the map attached hereto, made a part hereof and marked "Exhibit A" (see Ch. [3.999](#)).

C. The community service block grant (CSBG) target area shall comprise the total area from which three election districts are drawn. Each district will have approximately equal numbers of poverty families utilizing data from the 1980 Census.”

The Commission is responsible for review of CSBG grants, and one of the terms of that review is participation of the aforementioned representatives of the poor.

In spite of the best efforts of commission members, the commission is down to a single representative of the poor. Moreover, while CSBG grant target areas have traditionally been in the current poverty districts, projects such as Project Homekey have shifted potential projects to other areas of the City.



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Whereas participation of representatives of the poor is essential for compliance with the terms of grants that the City depends on; and

Whereas homeless and low-income individuals are now being placed in areas outside of the traditional poverty districts; and

Whereas representatives of the poor have been significantly underrepresented on the commission, potentially putting City funding at risk; and

Whereas there are low-income community members residing outside of the poverty districts who have an interest in serving in these positions

We recommend that membership as a representative of the poor be opened up to community members from anywhere in Berkeley who also qualify as low-income or below.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

None

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

None

RATIONALE FOR RECOMMENDATION

The Commission needs a larger pool of potential candidates in order to fill the seats as legally mandated.

ALTERNATIVE ACTIONS CONSIDERED

We have already recruited under the current guidelines, without success. There are willing low-income participants outside the poverty districts, so this appears to be the most logical course of action to ensure that the needs of the poor are represented and the City is in compliance with the law.

CITY MANAGER

The City Manager has not taken a position on this item

CONTACT PERSON

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August 10, 2022

## ORDINANCE NO. 3.78.010

ELIGIBILITY FOR SERVICE AS A REPRESENTATIVE OF THE POOR IN THE  
HUMAN WELFARE AND COMMUNITY ACTION COMMISSION

BE IT ORDAINED by the Council of the City of Berkeley as follows:

Section 1. That Berkeley Municipal Code Section **3.78.010 sections B and C** are amended to read as follows:

**B.** Six of the members shall be representatives of the poor, to be elected ~~two from each of three districts as established by the City Council and shown on the map attached hereto, made a part hereof and marked "Exhibit A"~~ from below Berkeley median income individual residing anywhere within City limits.

~~C. The community service block grant (CSBG) target area shall comprise the total area from which three election districts are drawn. Each district will have approximately equal numbers of poverty families utilizing data from the 1980 Census. The CSBG target area is no longer limited to the former poverty districts drawn according to the 1980 census because the community of individuals in poverty are now spread into a wider area of the community as a result of placement of homeless individuals into residence hotels and RV parking, along with other programs, into other geographical areas.~~

Section [Number. Single-click and type]. Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.



Human Welfare and Community Action Commission (HWCAC)

## ACTION CALENDAR

August 10, 2022

To: Honorable Mayor and Members of the City Council

From: Human Welfare and Community Action Commission (HWCAC)

Submitted by: Praveen Sood, Chair, HWCAC

Subject: Accessibility and Availability of Materials on City Website

### RECOMMENDATION

Adopt first reading of an Ordinance to that materials on the City's website be ADA accessible.

### CURRENT SITUATION AND ITS EFFECTS

Currently, many disabled people are unable to fully exercise their rights in the City because many of the documents on the City's website are inaccessible, including blurry photocopies which are not readable by screen readers. This is especially difficult for people trying to make a positive contribution to the City, including employees who may not be able to be fully informed about longstanding issues, as well as Commissioners and activists. Requests for accommodation to the appropriate sources have not been met on numerous occasions, and it would both save staff a lot of work to fulfill that legal requirement and allow private citizens to do necessary research at will.

It also becomes difficult for commissioners to coordinate efforts and collaborate with the wider community and with Council when they are unable to attend meetings if said meetings are not available to review online. Recorded meetings with a note indicating when in the recording a given agenda item comes up, would allow for more fact-based, decision-making, as well as giving a broader understanding of the wide variety of needs and perspectives that need to be addressed. The automatically captioned transcripts offered from the Disabilities Commission do not readily recognize speech impediments or accents that aren't "standard US broadcast English," rendering them useless.

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ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

None

CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

None

RATIONALE FOR RECOMMENDATION

Full participation in the City's decision-making processes and advocacy for oneself and one's community are fundamental rights of every citizen. Without access to the same factual information available to every other citizen, advocacy for all disabled people, buy all disabled people becomes impossible.

ALTERNATIVE ACTIONS CONSIDERED

We see no alternative to ensuring that every citizen has access to documents and the processes by which decisions which directly effect the ability of citizens to live their best lives here is available to all.

CITY MANAGER

The City Manager has not taken a position on this item

CONTACT PERSON

**Mary-Claire Katz**

City of Berkeley

Housing and Community Services

(510) 981-5414 (tel)

[mkatz@ci.berkeley.ca.us](mailto:mkatz@ci.berkeley.ca.us)

## ACCESSIBILITY AND AVAILABILITY OF MATERIALS ON CITY WEBSITE

BE IT ORDAINED by the Council of the City of Berkeley as follows:

1. The City of Berkeley shall make all materials on it's website ADA compliant.
2. All Commission and Committee meetings shall be uploaded to the City's website, with a note indicating where on the recording each agenda item begins.
3. All City contracts, grant reporting, inspection reports, and other business of interest to the general public shall be available online to the public without a public information request.

Copies of this Ordinance shall be posted for two days prior to adoption in the display case located near the walkway in front of the Maudelle Shirek Building, 2134 Martin Luther King Jr. Way. Within 15 days of adoption, copies of this Ordinance shall be filed at each branch of the Berkeley Public Library and the title shall be published in a newspaper of general circulation.