



Internal

Human Welfare and Community Action Commission

MINUTES

Wednesday, January 18, 2023

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, Sood, Lippman, Zou.
Absent: Sim.
Quorum: 4 (Attended: 5).
Staff Present: Mary-Claire Katz.
Public Present: None.
2. Agenda Approval
No agenda changes were made.
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 10/19/2022 Regular Meeting (Attachment A) – All
Action: M/S/C (Lippman/Bookstein) to approve the minutes with edits.

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

6. Approve 2023 Community Services Block Grant (CSBG) Funding Contract (Attachment B)
Action: M/S/C (Sood/Bookstein) to approve the 2023 Community Services Block Grant (CSBG) Funding Contract.
Vote: Ayes –Bookstein, Lippman, Sood, Zou; Noes – None; Abstain – Behm-Steinberg; Absent – Sim.

7. Update on the HWCAC low-income representative election process– Staff
No action taken.

8. Election of Chair and Vice Chair – All
Action: M/S/C (Behm-Steinberg/Lippman) to elect Behm-Steinberg as chair.
Roll Call Vote: Ayes – Behm-Steinberg, Bookstein, Lippman, Sood, Zou; Noes – None; Abstain – None; Absent – Sim.

Action: M/S (Sood/Lippman) to nominate Bookstein as vice chair.
Roll Call Vote: Ayes – Behm-Steinberg, Bookstein, Lippman, Sood, Zou; Noes – None; Abstain – None; Absent – Sim.

9. Adopt 2023 Meeting Schedule (Attachment C) – Staff
Action: M/S/C (Sood/Zou) to approve the 2023 Community Services Block Grant (CSBG) Funding Contract.
Vote: Ayes – Behm-Steinberg, Bookstein, Sood, Zou; Noes – None; Abstain – Lippman; Absent – Sim.

10. Review City of Berkeley funded agency Program and Financial reports (Attachment D) — Staff
 - a. Berkeley Free Clinic program and financial reports
No action taken.

Other Discussion Items

11. Update and possible action regarding a mechanism for City employees and service providers to communicate (Attachment E)– Commissioner Behm-Steinberg
No action taken.

12. Discussion and possible action regarding senior housing and programs – Commissioner Bookstein
No action taken.

13. Discussion and possible action regarding draft Council item “Requirements for Contracted Non-Profit Service Providers and Transparency of Grant Reports” – Commissioner Behm-Steinberg (Attachment F)
No action taken.
14. Discussion and possible action regarding draft Council item “Eligibility for Service as a Representative of the Poor” – Commissioner Behm-Steinberg (Attachment G)
No action taken.
15. Discussion and possible action regarding draft Council item “Accessibility and Availability of Materials on City Website” – Commissioner Behm-Steinberg (Attachment H)
No action taken.

Action: M/S/C (Sood/Lippman) to extend the meeting to 8:40PM.
Vote: Ayes – Behm-Steinberg, Bookstein, Lippman, Sood, Zou; Noes – None; Abstain –None; Absent – Sim.
16. Discussion and possible action regarding draft Council item “Accessibility Quality Assessment program to handle non-conforming public facilities and complaints from seniors and disabled people over substandard services or services not provided” (Attachment I)
No action taken.
17. Review latest City Council meeting agenda
No action taken.
18. Announcements
No action taken.
19. Future Agenda Items
No action taken.

Adjournment

Action: M/S/C (Sood/Lippman) to adjourn at 8:40PM.

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

Attachments

- A. Draft Minutes of the 10/19/2022 Meeting
- B. 2023 CSBG Contract
- C. 2023 Meeting Schedule
- D. Program and financial reports from Berkeley Free Clinic

- E. Draft Council item “Project Wiki for City Staff and contracted agencies to share information”
- F. Draft Council item “Requirements for Contracted Non-Profit Service Providers and Transparency of Grant Reports”
- G. Draft Council item “Eligibility for Service as a Representative of the Poor”
- H. Draft Council item “Accessibility and Availability of Materials on City Website”
- I. Draft Council item “Accessibility Quality Assessment program to handle non-conforming public facilities and complaints from seniors and disabled people over substandard services or services not provided”

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:

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Minutes approved on: 1/18/2023

Commission Secretary: Mary-Claire Katz

