



Human Welfare and Community Action Commission

AGENDA

Wednesday, September 18, 2019

7:00 PM

South Berkeley Senior Center, 2939 Ellis St.

Berkeley, CA 94703

Preliminary Matters

1. Roll Call
2. 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

1. Approve Minutes from the 7/17/2019 Regular Meeting (Attachment A)
2. Discuss 2019 HWCAC commissioner training – Staff
3. Discuss Updates to Easy Does It Audit – Staff (Attachment B)
4. Discuss By-Laws Subcommittee – Staff
5. Review City Of Berkeley Funded Agency Program And Financial Reports — Staff (Attachment C)
 - a. LifeLong Medical Care – Primary Care/Acupuncture

Other Discussion Items

6. Discuss Budget Review Subcommittee – Commissioner Sood
7. Review of Homeless Commission and Commission on Disability minutes – Commissioner Kohn (Attachment D)
8. Discuss possible improvements to the HWCAC request for proposal review process – Commissioner Kohn
9. Discuss disabled accessibility in high-density corridors – Commissioner Behm-Steinberg
10. Discuss Tax Bill Transparency – Commissioner Sood
11. Discuss Coach and Teacher Disclosures – Commissioner Sood
12. Discuss student feedback systems – Commissioner Sood
13. Update on West Berkeley Air Quality – Commissioner Bookstein

14. Update on the Closure of Alta Bates Hospital – Commissioner Omodele
15. Review Latest City Council Meeting Agenda
16. Announcements
17. Future Agenda Items

Adjournment

Attachments

- A. Draft Minutes of the 7/17/2019 Meeting
- B. Recommendations Status: Easy Does It City Grant Funding Audit
https://www.cityofberkeley.info/Clerk/City_Council/2019/09_Sep/Documents/2019-09-10_Item_68_Recommendations_Status_Easy_Does_It.aspx
- C. LifeLong Medical Care – Primary Care/Acupuncture Statement of Expense and Program Report
- D. Homeless Commission and Commission on Disability minutes

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

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Berkeley, CA 94704



Human Welfare and Community Action Commission

DRAFT MINUTES

Wednesday, July 17, 2019

7:00 PM

South Berkeley Senior Center, 2939 Ellis St.

Berkeley, CA 94703

Preliminary Matters

1. Roll Call
 Present: Dunner, Smith, Sood, Kohn, Omodele, Behm-Steinberg, Bookstein, Romo
 Absent: Holman, Deyhim
 Quorum: 6 (Attended: 8)
 Staff Present: Mary-Claire Katz, Rhianna Babka
 Public Present: Helen Walsh

2. Public Comment
 One 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

1. Approve Minutes from the 6/19/2019 Regular Meeting (Attachment A)
Action: M/S/C (Dunner/Kohn) to approve the 6/19/2019 minutes.
Vote: Ayes – Dunner, Smith, Kohn, Omodele, Behm-Steinberg, Bookstein, Romo; Noes – None; Abstain – Sood; Absent – Holman, Deyhim.

2. Review City Of Berkeley Funded Agency Program And Financial Reports — Staff (Attachment B)
 - a. Easy Does It – Disability Services
 Commissioners reviewed and discussed the program and financial reports for Easy Does It's Disability Services program.

Public Comment: Helen Walsh comments on needs within the disabled community and how Easy Does It may improve its processes.

Other Discussion Items

3. Discuss Budget Review Subcommittee – Commissioner Sood
 Commissioners will schedule subcommittee meeting in the future. Clarification of subcommittee members included: Deyhim, Smith, Sood, Romo.

4. Discuss possible recommendations to City Council related to the City of Berkeley 1000 Person Plan to Address Homelessness (Attachment C) – Commissioner Sood
 Commissioners discuss the City of Berkeley 1000 Person Plan to Address Homelessness as it relates to the HWCAC report to Council titled "Path to End Homelessness".

Public Comment: Helen Walsh asks commissioners if they have communicated on this topic with other commissions that may overlap with this subject matter.

5. Update regarding the HWCAC Council Report “Path to End Homelessness” (Attachment D) – Commissioner Omodele

Commissioners discuss the HWCAC report to Council titled “Path to End Homelessness” as it relates to the City of Berkeley 1000 Person Plan to Address Homelessness. Commissioners discuss whether the HWCAC should request that Council add elements from the Path to End Homelessness report to the 1000 Person Plan to Address Homelessness.

6. Discuss a City of Berkeley “Baby Bond” – Commissioner Sood
Continued to 9/18/19 meeting.

7. Review of Homeless Commission and Commission on Disability minutes – Commissioner Kohn (Attachment E)
Continued to 9/18/19 meeting.

Action: M/S/C (Sood/Behm-Steinberg) to extend the meeting to 9:10PM.

Vote: Vote: Ayes – Dunner, Smith, Sood, Kohn, Omodele, Behm-Steinberg, Romo; Noes – None; Abstain – Bookstein; Absent – Holman, Deyhim.

8. Discussion and possible communication to City Council of the proposed framework for affordable housing – Commissioner Kohn (Attachment F)

Action: M/S/C (Bookstein/Kohn) to send a letter to City Council from the HWCAC that supports both the 1000 Person Plan to End Homelessness and the report to City Council at the 7/9/19 meeting titled “Housing for a Diverse, Equitable and Creative Berkeley: A Framework for Affordable Housing”, and to request that Council also consider the following elements to accompany these reports:

- Address the need for City grant writers to support new and/or expanded programs;
- Employ a nuanced opposition to the Ellis Act that will take into account senior and low-income homeowners and landlords; and
- Involve all City of Berkeley Departments, neighboring cities, and the County in any action taken in order to reduce redundancy and silos.

Vote: Ayes – Dunner, Smith, Sood, Kohn, Omodele, Behm-Steinberg, Bookstein, Romo; Noes – None; Abstain – None; Absent – Holman, Deyhim.

Action: M/S/C (Romo/Bookstein) to extend the meeting to 9:20PM.

Vote: Vote: Ayes – Dunner, Smith, Sood, Kohn, Omodele, Behm-Steinberg, Bookstein, Romo; Noes – None; Abstain – None; Absent – Holman, Deyhim.

Action: M/S/C (Kohn/Sood) to move remaining agenda items to the 9/18/19 meeting.

Vote: Vote: Ayes – Dunner, Smith, Sood, Kohn, Omodele, Behm-Steinberg, Bookstein, Romo; Noes – None; Abstain – None; Absent – Holman, Deyhim.

Action: M/S/C (Kohn/Dunner) to adjourn at 9:25PM.

Vote: Vote: Ayes – Dunner, Smith, Sood, Kohn, Omodele, Behm-Steinberg, Bookstein, Romo; Noes – None; Abstain – None; Absent – Holman, Deyhim.

9. Discuss possible improvements to the HWCAC request for proposal review process – Commissioner Kohn
Continued to 9/18/19 meeting.
10. Discuss disabled accessibility in high-density corridors – Commissioner Behm-Steinberg
Continued to 9/18/19 meeting.
11. Update on West Berkeley Air Quality – Commissioner Bookstein
Continued to 9/18/19 meeting.
12. Update on the Closure of Alta Bates Hospital – Commissioner Omodele
Continued to 9/18/19 meeting.
13. Review Latest City Council Meeting Agenda
Continued to 9/18/19 meeting.
14. Announcements
None.
15. Future Agenda Items
Discuss audit of Easy Does It.

Adjournment

Adjourned at 9:25PM

Attachments

- A. Draft Minutes of the 6/19/2019 Meeting
- B. Easy Does It – Disability Services Program Report and Statement of Expense
- C. City of Berkeley 1000 Person Plan to Address Homelessness Council Report
- D. HWCAC “Path to End Homelessness” Report
- E. Homeless Commission and Commission on Disability Minutes
- F. Housing for a Diverse, Equitable and Creative Berkeley: Proposing a Framework for Berkeley’s Affordable Housing

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SUPPLEMENTAL AGENDA MATERIAL for Supplemental Packet 2

Meeting Date: September 10, 2019

Item Number: 68

Item Description: Recommendations Status: Easy Does It City Grant Funding Audit

Submitted by: Jenny Wong, City Auditor

Since the publication of the September 10, 2019 Council Agenda, HHCS has worked with Easy Does It to prepare updated contract language based on the audit recommendations. The City Auditor's Office has determined that items 1.18 and 1.19 of the *Audit Findings and Recommendations Response Form* have been fully implemented. Therefore, changes have been made to Agenda Item Number 68, "Recommendations Status: Easy Does It City Grant Funding Audit" in Attachment 1: Easy Does It Audit Recommendation Response Form.

Recommendations 1.18 and 1.19 have been changed as follows:

	Original Auditor Response, May 2019	Revised Auditor Response, September 2019
1.18	Auditor Response: We consider this recommendation partially implemented. We verified that HHCS informed EDI of the City Attorney's guidance but are waiting for the contract renewal to confirm this information was incorporated into the city contract.	Auditor Response: We consider this recommendation implemented. We verified that HHCS informed EDI of the City Attorney's guidance and that this information is incorporated into the contract.
1.19	Auditor Response: We consider this recommendation partially implemented. EDI slightly modified their thresholds. However, we are waiting for the contract renewal to confirm this information was incorporated into the city contract.	Auditor Response: We consider this recommendation implemented. EDI slightly modified their thresholds and the contract includes those threshold requirements.

Attachment:

1. Revised Audit Findings and Recommendations Response Form

**City of Berkeley City Auditor’s Office
Audit Findings and Recommendations Response Form**

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons		
Finding 1: Easy Does It unable to substantiate compliance with funding requirements		
Recommendations	EDI Response	Auditor Response May 2019
<p>1.1 Recruit and cultivate qualified people with the business and financial expertise necessary to serve as active Easy Does It board members. Include a process for vetting and voting on nominees to ensure members have the required skills and time to commit to the development and support of Easy Does It.</p>	<p>Expected: TBD</p> <p>Ongoing; first steps taken immediately</p> <p>Initial Status 5.1.18: Partially implemented. Easy Does It is actively recruiting qualified board members with business and financial expertise. All candidates will be required to submit resume, references and be interviewed by board. The board will vote on candidate and candidate will be accepted with a majority vote.</p> <p>Updated 3.4.19: Implemented. Easy Does It has a new treasurer with financial experience and continues to recruit qualified people.</p>	<p>Auditor Response: We considered this recommendation closed. The addition of a new treasurer is a good first step of an ongoing process to have a board that consists of qualified people who are to be involved with strategic and financial planning, oversight, etc. The long-term solvency of the organization is dependent on EDI continuing to cultivate new board members who are able to help with strategic planning, risk management, and fundraising.</p>
<p>1.2 Have staff and board members jointly perform a risk assessment of all major processes to identify the operational weaknesses that leave Easy Does It vulnerable to fraud, misuse, and abuse, and result in noncompliance with funding</p>	<p>Expected: July 1, 2018</p> <p>Process started March 1, 2018</p> <p>Updated July 1, 2018</p> <p>Initial Status 5.1.18: Not implemented. We are</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for addressing the risks of fraud,</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons		
Finding 1: Easy Does It unable to substantiate compliance with funding requirements		
Recommendations	EDI Response	Auditor Response May 2019
	<p>requirements. Rate the risks to identify those most significant to preventing Easy Does It from achieving its mission and becoming fiscally stable.</p> <p>currently reviewing all of our major processes to identify operational weaknesses and making changes to prevent fraud misuse and abuse in noncompliance with funding requirements.</p> <p>Updated 3.4.19: Implemented. Easy Does It reviewed and did a risk assessment all major processes. They updated their payroll procedures, client intake form and dispatch triage service call eligibility procedures to ensure compliance with funding requirements.</p>	waste, and misuse (noncompliance).
1.3	<p>Have management and board members jointly establish a written strategic plan that includes short- and long-term goals using the recommendations from this audit and the risk assessment performed in response to recommendation 1.2. Include target implementation dates in the strategic plan. Prioritize implementation of goals identified as presenting the highest risk. Use the plan to guide the changes needed for an adequate system of internal controls,</p> <p>Expected: October 2018 Initial Phase Completion Expected: May 10, 2018 Updated November 2018</p> <p>Initial Status 5.1.18: Not implemented. The board and management will be having a board retreat in May to discuss development, implementation, and timeline to complete strategic plan.</p> <p>Updated 3.4.19: Implemented. Easy Does It developed a new strategic plan in November 2018 and are in the process of refining goals and target implementation dates.</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for addressing the risks of fraud, waste, and misuse (noncompliance); and laying out plan for long-term fiscal health and financial accountability.</p>

Audit Findings and Recommendations Response Form

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Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
	including the recommendations in this report.		
1.4	<p>Create and enforce written payroll processing and monitoring procedures that include practices for detecting and deterring fraud, waste, and abuse; and that ensure payroll accuracy. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Ensuring that no single person performs all the tasks related to a single transaction cycle. • Designating a second person to review and sign off on approved timesheets, changes to payroll data, time entry, and payroll pre-process registers. 	<p>Expected: May 31, 2018 [Revised employee handbook with updated policies and procedures]</p> <p>Initial Phase Completion Expected: April 30 2018 [Change in procedures]</p> <p>Updated May 2018</p> <p>Initial Status 5.1.18: Not implemented. We are writing up new payroll processing and monitoring procedures. We are dividing payroll tasks between office manager, program manager and bookkeeper so no single person performs all tasks. This segregation of duties will detect and deter fraud. We are also consulting our payroll company to aid in the development of these procedures. These procedures will then be reviewed by the executive director and approved by board to eliminate risk of fraud.</p> <p>Updated 3.4.19: Implemented. Employee handbook has been updated. All staff have been trained on overtime policy.</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for using payroll processing procedures designed to detect and deter fraud, waste, and misuse (noncompliance); and ensure payroll accuracy.</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
1.5	Perform a staff scheduling and service needs analysis to establish optimal staffing schedules. Perform the analysis on a recurring basis, e.g., quarterly, to identify needed changes.	<p>Expected: June 1, 2018</p> <p>Implemented June 1, 2018</p> <p>Initial Status 5.1.18: Not implemented. Running an emergency service organization is uniquely challenging in that emergencies do not follow schedules so there may not be a consistent time when emergencies arise. However we will do a review and an analysis to determine staffing schedules quarterly to determine optimal staffing levels.</p> <p>Updated 3.4.19: Implemented. Easy Does It did review all staff schedules and service needs and continues to do this on an ongoing basis. They have reduced some staffing during some shifts. However, due to the unpredictable nature of emergencies, they do not feel they can reduce staffing on every shift.</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for using a staffing analysis to schedule attendants consistent with what is supported by Measure E as clarified by the City Attorney (see Rec. # 1.17).</p>
1.6	Create and enforce written procedures for analyzing and managing staff schedules. Include the requirement for conducting the analysis on a recurring basis to keep up with scheduling change needs.	<p>Expected: June 1, 2018</p> <p>Completed June 1, 2018</p> <p>Initial Status 5.1.18: Not implemented. A written procedure will be developed to do review quarterly.</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for using a staffing analysis to</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
		Updated 3.4.19: Implemented. A written procedure was developed and is reviewed quarterly.	schedule attendants consistent with what is supported by Measure E as clarified by the City Attorney (see Rec. # 1.17).
1.7	<p>Establish and enforce clear written procedures for evaluating individual eligibility for Measure E services during client intake and service delivery. Use the City contract as a guide in creating the procedures and include:</p> <ul style="list-style-type: none"> • Definitions for severe physical disability and emergency that are in alignment with Measure E requirements. • Requirement to complete intake and evaluation forms, and to thoroughly document and data enter Measure E eligibility criteria: residency, severity and type of disability, and reason the client situation is an emergency. 	<p>Expected: April 6, 2018</p> <p>Intake form changed: March 31, 2018</p> <p>Dispatcher initial training: February 27, 2018</p> <p>Effective immediately: Data from intake and service sheets are entered in Salesforce database</p> <p>Completed April 2018</p> <p>Initial Status 5.1.18: Not implemented. We will be redesigning new client intake form to include more detailed disability information to ensure alignment with Measure E definition of severe physical disability and to collect new data to coincide with new City Data Services information requirements. We usually ask clients to update their information yearly generally in the month of July. We are going to start updating client information as soon as new intake is complete. We will include questions:</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for using procedures to track and record services so that they can demonstrate that those services were eligible for Measure E funding.</p>

Audit Findings and Recommendations Response Form

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Finding 1: Easy Does It unable to substantiate compliance with funding requirements		
Recommendations	EDI Response	Auditor Response May 2019
		<ul style="list-style-type: none"> - Because of your disability do you experience substantial limitations and need personal assistance with activities of daily living such as dressing, meal prep, bathing, transferring, toileting, housekeeping, taking medication, mobility assistance? - Are you an IHSS recipient? - Are you a Regional Center client? - Do you use East Bay Paratransit? - Are you signed up with Berkeley Paratransit? - Do you know about the Berkeley Paratransit Voucher program? <p>These changes to client intake will clearly show client has a severe physical disability even if they do not have an identified diagnosis.</p> <p>Some of our clients have cognitive and or intellectual disabilities and may not self-identify as having a severe physical disability but our highly experienced staff can clearly make that determination onsite. We will review with staff in an upcoming staff meeting what is</p>

Audit Findings and Recommendations Response Form

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Finding 1: Easy Does It unable to substantiate compliance with funding requirements		
Recommendations	EDI Response	Auditor Response May 2019
		<p>considered a severe physical disability and will train new staff on making that determination.</p> <p>It is also difficult to complete an intake with our homeless clients. They are often very suspicious and reluctant to answer intake questions and quickly become agitated if they feel we are prying too much. We have created a streamlined version of intake for our homeless clients in order to get basic information. We always attempt to get the information but if a client is highly agitated we will not do a complete intake for the safety of our staff.</p> <p>We will develop a written procedure for this process.</p> <p>During the dispatch process we are asking more questions to screen and triage emergency calls. We have updating our service sheets to include questions that will further determine if service call is an emergency. The following questions have been added:</p> <ul style="list-style-type: none"> - I was unable to find assistance from other sources prompting my call to Easy Does It

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons		
Finding 1: Easy Does It unable to substantiate compliance with funding requirements		
Recommendations	EDI Response	Auditor Response May 2019
	<ul style="list-style-type: none"> - Without this call I would have to call 911 for assistance. - I was unable to get assistance from other wheelchair repair shops within 24 hours - There was no other accessible transportation available to fill this urgent need - This is an urgent call because <p>The changes to service sheet clearly identify this service request as an emergency need. Dispatchers have been trained on the new procedures.</p> <p>Updated 3.4.19: Implemented. Easy Does It has been using new intake forms, service sheets, and dispatch procedures since April 2018.</p>	

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
1.8	Update all forms used for client intake and eligibility evaluation with guidance for identifying the severe physical disability and emergency that are in alignment with Measure E requirements. Include on the intake form an area for staff to conclude as to whether the services provided are considered Measure E eligible. Use the City contract as a guide in creating the forms.	<p>Expected: April 6, 2018</p> <p>Completed April 2018</p> <p>Initial Status 5.1.18: Not implemented. We will be redesigning new client intake form to include more detailed disability information to ensure alignment with Measure E definition of severe physical disability and to collect new data to coincide with new City Data Services information requirements.</p> <p>Updated 3.4.19: Implemented. Easy Does It has been using new intake forms since April 2018.</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for demonstrating that those services paid for with Measure E money were eligible for that funding source.</p>
1.9	Record services to the financial system to clearly account for expenditures that are funded by Measure E and those that are not. Use the information collected during the improved screening, intake, and eligibility evaluation processes to identify the appropriate funding source.	<p>Actual: March 15, 2018; prior to audit issue</p> <p>Initial Status 5.1.18: Implemented. The bookkeeper has implemented cost centers into accounting system to delineate services to appropriate funding stream. New dispatch procedure and service sheets determine eligibility for Measure E and B funds.</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for properly recording expenditures to its financial system to track services funded by Measure E versus those that are not.</p>
1.10	Create written case management procedures and enforce the	Expected: May 1, 2018	<p>Auditor Response: We consider this recommendation closed and implemented via</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons		
Finding 1: Easy Does It unable to substantiate compliance with funding requirements		
Recommendations	EDI Response	Auditor Response May 2019
<p>requirements for Measure E clients when usage exceeds the threshold. Ensure the procedures and any related forms are consistent with Measure E contract requirements for basic case management. Use the City contract as a guide in creating the procedures and include written processes for:</p> <ul style="list-style-type: none"> • Identifying and documenting client overuse • Creating case management files • Assessing client needs • Developing a plan with the client • Identifying and documenting clients who refuse assistance • Documenting all support and intervention, including progress made in, or obstacles 	<p>Implemented May 1, 2018</p> <p>Initial Status 5.1.18: Not Implemented. We have established written case management procedures. We will review these procedures and make changes as necessary to comply with city contract. We have established a new Salesforce database that will make it easier for case manager to track usage of service and identify high-users more quickly.</p> <p>An immediate change now requires case manager to include a case note when a file is closed documenting the outcome of case, referrals given if any and any follow up she intends to do.</p> <p>Updated 3.4.19: Implemented. Updated written case management procedures to include closing case file that document outcomes and referrals given. Case manager now uses Salesforce to track client usage of service and identify high users.</p>	<p>the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI for using its stated thresholds and providing case management to those who exceed those thresholds.</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
	to, obtaining reliable attendant care		
1.11	Enforce the use of the written Measure B voucher processing procedures developed by HHCS personnel to capture information necessary to obtain reimbursement from the City of Berkeley.	<p>Actual: March 1, 2018</p> <p>Initial Status 5.1.18: Implemented. We just received written Measure B voucher processing procedures from HHCS after this audit was performed. We will follow these procedures. HHCS has changed the vouchers multiple times in the last year and has not given us directions on new processing procedures despite our request they do so. HHCS has never notified us when a voucher was completed incorrectly.</p>	<p>Auditor Response: We consider this recommendation closed and implemented. During our audit, we found this area to be low risk as EDI was generally in compliance with Measure B requirements. Therefore, we accept EDI's response.</p>
1.12	Create written and improved gas card and van use monitoring procedures that will allow management to detect fraud and misuse, and that require reconciliation of gas and van use to service data.	<p>Actual: March 31, 2018</p> <p>Initial Status 5.1.18: Implemented. We have reviewed our gas card procedures. We have revised our log sheet to include mileage so it will be easier to detect fraud. We are also designating a specific card for each vehicle. We will update our written procedures to reflect these changes. We will train staff on procedure changes. Logs will be reconciled by transportation manager monthly, and office manager will do a reconciliation to detect fraud and misuse.</p>	<p>Auditor Response: We consider this recommendation closed and implemented. EDI created procedures that allow the agency to detect fraud and misuse as it relates to the use of a gas card.</p>

Audit Findings and Recommendations Response Form

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Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
1.13	Train staff on all procedures including those created in response the recommendations in this audit and any developed as a result of the risk assessment performed in response to recommendation 1.2. Monitor staff's work and provide additional training as may be warranted to ensure staff follow procedures.	<p>Expected: TBD</p> <p>Initial: March 1, 2018</p> <p>Implemented March 1, 2018</p> <p>Initial Status 5.1.18: Partially implemented. We have monthly all staff meetings. As part of monthly staff meetings we do and will continue to review Easy Does It personnel policies and will train staff of procedure changes as they are made. We also hold bimonthly office team meetings and we will train on procedure changes as they are made.</p> <p>The executive director and program manager have an informal open door policy in which we welcome staff to discuss individual concerns about any Easy Does It policy or procedure.</p> <p>Updated 3.4.19: Implemented. Easy Does It does ongoing monthly meetings with staff and train on new policies and procedures as needed.</p>	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for ensuring its staff receive training and, most specifically, understanding how Measure E money is to be used and identifying when services qualify that funding stream.</p>
1.14	Create informational literature that helps educate the public on why Easy Does It service is almost entirely limited to	Expected: June 1, 2018	<p>Auditor Response: We consider this recommendation closed and implemented via the incorporation of our audit recommendations</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
	Measure E eligible services. Provide this literature to new clients and their families, as well as staff, to help clarify any misconceptions about Easy Does It's service delivery restrictions and capabilities.	<p>Immediate: Sending information on limits of Measure E to clients that over use service.</p> <p>Completed June 1, 2018</p> <p>Initial Status 5.1.18: Not implemented. We will be sending out information packets to all clients when we update our client intake forms. Packet information will outline our services and the limitations Measure E places on Easy Does It as an emergency service. We have already begun sending information on the limits of Measure E to clients that overuse service.</p> <p>Initial Status 3.4.19: Implemented. Easy Does It sent out information to all clients about limits of Measure E program.</p>	into the contract granting EDI city funding. Doing so provides a mechanism by which to hold EDI accountable for educating its clients that EDI limits its own service delivery capabilities by significantly relying on Measure E funding meant for emergency response needs.
1.15	If funding allows, implement a mobile, electronic data collection system that allows Easy Does It staff to capture and record client intake, service, and billing data to the central database. Train staff on the use of the system and enforce its requirements. Update procedures as may	<p>Expected: TBD</p> <p>Initial: March 2, 2018</p> <p>Initial Status 5.1.18: Partially Implemented. We now have a new Salesforce database that is much more user friendly and easier to do data entry in than our previous Filemaker database. It is also easier to run reports and to determine if there is missing data. It</p>	Auditor Response: We consider this recommendation closed and implemented. EDI is using Salesforce and will be required via its city contract to demonstrate it is properly tracking client information.

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations	EDI Response	Auditor Response May 2019	
	<p>be necessary to reflect the use of the system.</p>	<p>allows us to enter service information when calls come into our dispatch program. We will continue to refine data capture as the database is fully implemented.</p> <p>We have made some personnel changes and data is now being inputted in a more timely manner. Our dispatchers are also now able to input a call directly into the database making it easier to track calls. Each call is assigned a case number and the case number will now be put on the service sheet so we can track a service throughout the service process. We will be writing up a procedure for how this process will work and outlining staff responsibilities and duties.</p> <p>We are also testing Verizon Field Force phone app to do data collection at the time of service.</p> <p>Updated 3.4.19: Implemented. Easy Does It field tested Verizon Field Force phone app but determined it was not cost effective and did not fit the needs of staff. They are using the Salesforce database more efficiently and staff find it is capturing data sufficiently.</p>	
1.16	<p>If funding allows, integrate an electronic scheduling and timekeeping software</p>	<p>Expected: TBD</p>	<p>Auditor Response: We consider this recommendation closed and implemented. EDI</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
	<p>application with the current payroll system that will allow for a more efficient analysis of staffing trends as aligned with service delivery needs. Train staff on the use of the system and enforce its requirements. Update procedures as may be necessary to reflect the use of the application.</p>	<p>Not implementing due to lack of appropriateness for our agency.</p> <p>Initial Status 5.1.18: Not implemented. We will discuss with our Salesforce consultant if it is capable to do electronic scheduling and timekeeping and determine if it is appropriate for our agency. Funding permitting we will consider purchasing a system if Salesforce does not allow us to do this function.</p> <p>Updated 3.4.19: Not Implemented. Easy Does It looked into different software options but determined it was not useful or cost effective for our specific needs.</p>	<p>determined that funding did not allow for the purchase.</p>
1.17	<p>Request an opinion from the City Attorney on whether the use of Measure E, per the governing legislation, is intended for:</p> <ul style="list-style-type: none"> • Persons who work or go to school, but do not reside, in the City of Berkeley. 	n/a	<p>Auditor Response: We consider this recommendation closed and implemented. We verified that the City Attorney provided HHCS guidance.</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
	<ul style="list-style-type: none"> Ensuring one male and one female attendant are on staff or on call at all times. Ensuring optional staff availability to work with clients who are known to be abusive or who refuse to work with specific attendants. 24-hour service availability. Other items HHCS believe require clarification. Maintain documented opinion to allow for transparency and reference. 		
1.18	<p>Use the City Attorney opinion to:</p> <ul style="list-style-type: none"> Inform Easy Does It on whether or not Measure E money may be used for: non-Berkeley residents who work and/or go to school in 	n/a	<p>Auditor Response: We consider this recommendation implemented. We verified that HHCS informed EDI of the City Attorney’s guidance and that this information is incorporated into the contract.</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
	<p>Berkeley; staffing both a male and female attendant at all times; and providing 24-hour services.</p> <ul style="list-style-type: none"> Clarify in the scope of services of new City contracts using Measure E funding whether or not Measure E money may be used for: non-Berkeley residents who work and/or go to school in Berkeley; staffing both a male and female attendant at all times; and providing 24-hour services. 		
1.19	<p>Work with EDI to lower the thresholds for high-use clients. For example, identify high-use clients as those with 10 or more calls a month, and require clients obtain case management services once they reach 20 calls in one month. Incorporate those thresholds into new City contracts for Measure E funding.</p>	n/a	<p>Auditor Response: We consider this recommendation implemented. EDI slightly modified their thresholds and the contract includes those threshold requirements.</p>

Audit Findings and Recommendations Response Form

Audit Title: Stronger Oversight Necessary to Ensure Continued Assistance for Severely Physically Disabled Persons			
Finding 1: Easy Does It unable to substantiate compliance with funding requirements			
Recommendations		EDI Response	Auditor Response May 2019
1.20	Communicate with Easy Does it when there are changes to Measure B requirements and provide EDI with updated Measure B procedures discussing those changes.		Auditor Response: We consider this recommendation closed and implemented. HHCS has improved its communication with EDI regarding Measure B requirements.

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
04/01/2019 TO 06/30/2019**

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

Agency Name: [Lifelong Medical Care](#) Contract #: 010586

Program Name: [Access to Primary Care/Acupuncture for the Low-Income/Uninsured](#) PO #: 115084

Funding Source : General Fund

Expenditure Category	Approved Budget	Jul-Sep 2018	Oct-Dec 2018	Jan-Mar 2019	Apr-Jun 2019	Total Expenditure	Budget Balance
Professional Svcs	\$24,325.00	\$1,715.00	\$10,018.50	\$6,081.25	\$6,510.25	\$24,325.00	\$0.00
TOTAL	\$24,325.00	\$1,715.00	\$10,018.50	\$6,081.25	\$6,510.25	\$24,325.00	\$0.00

Advances Received \$24,325.00
 Underspent/(Overspent) \$0.00

Funding Source : CSBG

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2018	Oct-Dec 2018	Jan-Mar 2019	Apr-Jun 2019	Total Expenditure	Budget Balance
REGISTERED NURSE	RAJANAKHAN, HIMALINA	\$18,095.00	\$4,524.00	\$4,524.00	\$4,524.00	\$4,523.00	\$18,095.00	\$0.00
MED ASSISTANT 1	ASENCIO, SANDRA	\$8,141.00	\$2,035.00	\$2,035.00	\$2,035.00	\$2,036.00	\$8,141.00	\$0.00
MED RECEPTIONIST	WALKER, CHARLOTTE	\$3,558.50	\$890.00	\$890.00	\$890.00	\$888.50	\$3,558.50	\$0.00
PHYSICIAN	WOOLF, SARAH	\$30,545.50	\$7,636.00	\$7,636.00	\$7,636.00	\$7,637.50	\$30,545.50	\$0.00
CLINIC DIRECTOR 1	GILLESPIE, JUDY	\$7,228.00	\$1,807.00	\$1,807.00	\$1,807.00	\$1,807.00	\$7,228.00	\$0.00
REGISTERED NURSE 1	HARANK, MICHAEL	\$15,397.00	\$3,849.00	\$3,849.00	\$3,849.00	\$3,850.00	\$15,397.00	\$0.00
MED ASSISTANT 2	REYES, MARIELA	\$7,385.00	\$1,846.00	\$1,846.00	\$1,846.00	\$1,847.00	\$7,385.00	\$0.00
CLINIC DIRECTOR 2	ROHRER, RACHELLE	\$8,968.00	\$2,242.00	\$2,242.00	\$2,242.00	\$2,568.97	\$9,294.97	\$-326.97
Taxes/Benefits		\$26,817.00	\$6,704.00	\$6,704.00	\$6,704.00	\$6,793.28	\$26,905.28	\$-88.28
Equipment		\$11,356.00	\$1,986.25	\$3,881.25	\$2,984.16	\$3,023.09	\$11,874.75	\$-518.75
Professional Svcs		\$22,509.00	\$5,485.00	\$5,581.50	\$5,281.60	\$5,226.90	\$21,575.00	\$934.00
TOTAL		\$160,000.00	\$39,004.25	\$40,995.75	\$39,798.76	\$40,201.24	\$160,000.00	\$0.00

Advances Received \$160,000.00
 Underspent/(Overspent) \$0.00

Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:

Upload of General Ledger and Summary Income/Expenditure Statement (required):

General Ledger: [Lifelong Medical Care- Access to Primary Care for Uninsured GL Report FY18-19.pdf](#)

Summary Income/Expenditure Statement: [Lifelong Medical Care- Access to Primary Care for Uninsured Income Statement FY18-19.pdf](#)

Other:

Other:

- 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: [Lydia Contreras](#)

Email: lcontreras@lifelongmedical.org

Date: 08/30/2019

Authorized By: [Marty Lynch](#)

Email: mlynch@lifelongmedical.org

Name of Authorized Signatory with Signature on File

Approved By:		Examined By:		Approved By:	
Mary-Claire Katz	09/12/2019				
Project Manager	Date	CSA Fiscal Unit	Date	CSA Fiscal Unit	Date

Initially submitted: Aug 30, 2019 - 12:58:20



City of Berkeley Housing & Community Services Department
 2180 Milvia Street
 Berkeley, CA 94704
 Contact: Rhianna Babka, RBabka@cityofberkeley.info 510.981.5410

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Program: Access to Primary Care/Acupuncture for the Low-Income/Uninsured
 Agency: Lifelong Medical Care

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

Contract No:

Agency: Lifelong Medical Care Period of: **2nd Half 2019**
 Program: Access to Primary Care/Acupuncture for the Low-Inc Prepared By:
 Phone: E-mail:

1. CLIENT SUMMARY - 2nd Half

	Previous Periods	Report Period	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	10,344	10,909	21,253
B. Total unduplicated number of NEW INDIVIDUALS about whom one or more characteristics were obtained:	4,041	4,299	8,340
C. Total unduplicated number of NEW HOUSEHOLDS about whom one or more characteristics were obtained:	0	0	0
D. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	4,041	4,299	8,340
E. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:	0	0	0
F. Total New Berkeley Clients Served:	4,041	4,299	8,340

INDIVIDUAL LEVEL CHARACTERISTICS

1. Gender

Gender Unduplicated Count	Previous Periods	This Period	YTD
Male	1,632	1,740	3,372
Female	2,406	2,566	4,962
Other	2	2	4
Unknown/not reported	1	1	2
TOTALS	4,041	4,299	8,340

2. Age

Age Unduplicated Count	Previous Periods	This Period	YTD
0-5	206	213	419
6-13	170	164	334
14-17	92	77	169
18-24	282	323	605
25-44	1,368	1,508	2,876
45-54	647	714	1,361
55-59	445	413	858
60-64	351	385	736
65-74	369	396	765
75+	111	106	217
Unknown/not reported	0	0	0
TOTALS	4,041	4,299	8,340

3. Education Levels

Education Levels Unduplicated Count	Previous Periods		This Period		YTD	
	Ages 14-24	Ages 25+	Ages 14-24	Ages 25+	Ages 14-24	Ages 25+
Grades 0-8	0	0			0	0
Grades 9-12/Non-Graduate	0	0			0	0
High School Graduate/ Equivalency Diploma	0	0			0	0
12 grade + Some Post-Secondary	0	0			0	0
2 or 4 years College Graduate	0	0			0	0
Graduate of other post-secondary school	0	0			0	0
Unknown/not reported	374	3,291	400	3,522	774	6,813
TOTALS	374	3,291	400	3,522	774	6,813

4. Disconnected Youth

4. Disconnected Youth Unduplicated Count	Previous Periods	This Period	YTD
Youth ages 14-24 who are neither working or in school	0	0	0

5. Health

Health Unduplicated Count	Previous Periods			This Period			YTD		
	Yes	No	Unknown	Yes	No	Unknown	Yes	No	Unknown
Disabling Condition	273	0	3,768	259	0	4,040	532	0	7,808
Health Insurance	3,319	722	0	3,651	648	0	6,970	1,370	0

Health Insurance Sources

Insurance Sources Unduplicated Count	Previous Periods	This Period	YTD
Medicaid	1,795	1,466	3,261
Medicare	535	566	1,101
State Children's Health Insurance Program	0	0	0
State Health Insurance for Adults	0	0	0
Military Health Care	0	0	0
Direct-Purchase	0	0	0
Employment Based	0	0	0
Unknown/not reported	1,711	2,267	3,978
TOTALS	4,041	4,299	8,340

6. Ethnicity

Ethnicity Unduplicated Count	Previous Periods	This Period	YTD
Hispanic, Latino or Spanish Origins	880	913	1,793
Not Hispanic, Latino or Spanish Origins	2,644	2,844	5,488
Unknown/not reported	517	542	1,059
TOTALS	4,041	4,299	8,340

Race

Race Unduplicated Count	Previous Periods	This Period	YTD
American Indian or Alaska Native	23	45	68
Asian	430	453	883
Black or African American	877	988	1,865
Native Hawaiian and Other Pacific Islander	19	18	37
White	955	1,066	2,021
Other	0	0	0
Multi-race (two or more of the above)	1,227	1,183	2,410
Unknown/not reported	510	546	1,056
TOTALS	4,041	4,299	8,340

7. Military Status

Military Status Unduplicated Count	Previous Periods	This Period	YTD
Veteran	25	23	48
Active Military	0	0	0
Unknown/not reported	4,016	4,276	8,292
TOTALS	4,041	4,299	8,340

8. Work Status (Individuals 18+)

Work Status (Individuals 18+) Unduplicated Count	Previous Periods	This Period	YTD
Employed Full-Time	0	0	0
Employed Part-Time	0	0	0
Migrant Seasonal Farm Worker	55	58	113
Unemployed (Short-Term, 6 months or less)	0	0	0
Unemployed (Long-Term, more than 6 months)	0	0	0
Unemployed (Not in Labor Force)	0	0	0
Retired	0	0	0
Unknown/not reported	3,986	4,241	8,227
TOTALS	4,041	4,299	8,340

HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type

Household Type Unduplicated Count	Previous Periods	This Period	YTD
Single Person	49	47	96
Two Adults NO Children	0	0	0
Single Parent Female	0	0	0
Single Parent Male	0	0	0
Two Parent Household	0	0	0
Non-related Adults with Children	0	0	0
Multigenerational Household	0	0	0
Other	234	229	463
Unknown/not reported	3,758	4,023	7,781
TOTALS	4,041	4,299	8,340

10. Household Size

Household Size Unduplicated Count	Previous Periods	This Period	YTD
Single Person	0	0	0
Two	0	0	0
Three	0	0	0
Four	0	0	0
Five	0	0	0
Six or more	0	0	0
Unknown/not reported	4,041	4,299	8,340
TOTALS	4,041	4,299	8,340

11. Housing

Housing Unduplicated Count	Previous Periods	This Period	YTD
Own	0	0	0
Rent	0	0	0
Other permanent housing	0	0	0
Homeless	191	197	388
Other	3,836	4,091	7,927
Unknown/not reported	14	11	25
TOTALS	4,041	4,299	8,340

12. Level of Household Income, % of HHS Guideline

[HHS Guideline](#)

Level of Household Income, % of HHS Guideline Unduplicated Count	Previous Periods	This Period	YTD
Up to 50%	0	0	0
51% to 75%	0	0	0
76% to 100%	0	0	0
101% to 125%	0	0	0
126% to 150%	0	0	0
151% to 175%	0	0	0
176% to 200%	0	0	0
201% to 250%	0	0	0
250% and over	0	0	0
Unknown/not reported	4,041	4,299	8,340
TOTALS	4,041	4,299	8,340

13. Sources of Household Income

Sources of Household Income Unduplicated Count	Previous Periods	This Period	YTD
Income from Employment Only	0	0	0
Income from Employment and Other Income Source	0	0	0
Income from Employment, Other Income Source, and Non-Cash Benefits	0	0	0
Income from Employment and Non-Cash Benefits	0	0	0
Other Income Source Only	0	0	0
Other Income Source and Non-Cash Benefits	0	0	0
No Income	0	0	0
Non-Cash Benefits Only	0	0	0
Unknown/not reported	4,041	4,299	8,340
TOTALS	4,041	4,299	8,340

14. Other Income Source

Other Income Source Unduplicated Count	Previous Periods	This Period	YTD
TANF	0	0	0
Supplemental Security Income (SSI)	0	0	0
Social Security Disability Income (SSDI)	0	0	0
VA Service-Connected Disability Compensation	0	0	0
VA Non-Service Connected Disability Pension	0	0	0
Private Disability Insurance	0	0	0
Worker's Compensation	0	0	0
Retirement Income from Social Security	0	0	0
Pension	0	0	0
Child Support	0	0	0
Alimony or other Spousal Support	0	0	0
Unemployment Insurance	0	0	0
EITC	0	0	0
Other	0	0	0
Unknown/not reported	4,041	4,299	8,340

15. Non-Cash Benefits

Non-Cash Benefits Unduplicated Count	Previous Periods	This Period	YTD

SNAP	0	0	0
WIC	0	0	0
LIHEAP	0	0	0
Housing Choice Voucher	0	0	0
Public Housing	0	0	0
Permanent Supportive Housing	0	0	0
HUD-VASH	0	0	0
Childcare Voucher	0	0	0
Affordable Care Act Subsidy	0	0	0
Other	0	0	0
Unknown/not reported	4,041	4,299	8,340

16. Estimated total number of Individuals not included in the Totals above

#of lines needed:

Program Name	# of Individuals
--------------	------------------

17. Estimated total number of Households not included in the Totals above

#of lines needed:

Program Name	# of Households
--------------	-----------------

18. SERVICE MEASURES

Service Measures	Annual Goal		1st Half		2nd Half		Served YTD		% Served	
	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients

1 Healthcare Detection/Screening Serv	14,341	4,698	14,341	4,041	16,704	4,299	31,045	8,340	216%	178%
2 AOD Sessions	6,224	162	3,891	137	3,220	81	7,111	218	114%	135%

Service Measure Definitions: [Hide](#)

AOD Sessions	AOD Sessions services are provided three mornings per week on a drop in basis. Assessments and acupuncture treatments are provided in a group setting, with patients undergoing treatment free to stay in the acupuncture room for as long as needed.
Healthcare Detection/Screening Services	Healthcare Detection/Screening Services will equate to one clinical visit which is defined as documented, face-to-face contacts between a patients and a licensed provider who exercises independent professional judgment in the provision of services to the patients. To be included as a visit, services rendered must be documented in a chart in the possession of the health center. Services will be delivered at both LifeLong Ashby Health Center and West Berkeley Health Center.

1st Half Narrative (click to view)

LifeLong Medical Care provided essential medical and behavioral health services to 4,041 low income Berkeley residents this reporting period. We also provided 137 Berkeley residents with acupuncture to reduce their substance use and depression.

We were unable to provide data on measures not collected from patients at intake or tracked in the electronic health record, such as household income or size.

2nd Half Narrative

LifeLong Medical Care provided essential medical and behavioral health services to 4,299 low income Berkeley residents this reporting period. We also provided 81 Berkeley residents with acupuncture to reduce their substance use and depression.

We were unable to provide data on measures not collected from patients at intake or tracked in the electronic health record, such as household income or size.

You have 586 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 enrolled in necessary treatment	4,698	4,041	4,299	8,340	178%	194%
1 Participants exhibited improved health	1,098	744	794	1,538	140%	36%
2 Average length of time in program	0	0	0	0		0%
2 Clients completed AOD program	162	137	81	218	135%	5%
2 Clients reduced/eliminated use of AOD substances	130	70	63	133	102%	3%

1st Half Narrative (click to view)

During the reporting period, 744 patients with hypertension exhibited improved health by having a blood pressure reading equal to or less than 140/90 (indicating normal blood pressure).

137 patients were provided acupuncture detox services, and 76 responded to surveys on their experience with the program. Of the 76 clients surveyed, 89% (70 patients) self-reported improvement in their mental health symptoms and a decrease in anxiety and depression. Cravings and withdrawal symptoms were reduced after a series of treatments.

2nd Half Narrative

During the reporting period, 744 Berkeley patients with hypertension exhibited improved health by having a blood pressure reading equal to or less than 140/90 (indicating normal blood pressure).

After two recent surveys, one conducted on 70 Berkeley patients accessing acupuncture detox services found that 87% (61) of patients reported an improvement in their mental health symptoms and a decrease of mental health issues (depression and anxiety) and a reduction of chemical usage. Cravings and withdrawal symptoms were reduced after a series of treatments. The other survey of 72 Berkeley patients accessing acupuncture found that 91% (65) of patients reported that their symptoms and usage had been reduced.

You have 282 characters left.

Attachments: (Optional, Up to 10 documents can be attached)

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

Report Submitted by: Smita Dey Date: 07/31/2019

Accepted by: Mary-Claire Katz Date: 09/12/2019

Report modified by:

Initially submitted: Jul 31, 2019 - 16:52:13

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Berkeley Homeless Commission

MEETING MINUTES

July 10, 2019

1. Roll Call: 7:00 PM

Present: Hill, Kealoha-Blake, Marasovic, Mulligan, Hill (7:07PM)

Absent: Behm-Steinberg

Staff: Wong

Public: None

2. Public Comment: None.

3. Approval of minutes from June 12, 2019

Action: M/S/C Hirpara/ Kealoha-Blake to approve the minutes of 6/12/19 with edits on item #7. Mulligan was present and voted on the second action of the item, but her name was added as absent.

Vote: Ayes: Mulligan, Marasovic, Hirpara, Kealoha-Blake.

Noes: None. *Abstain:* None. *Absent:* Hill, Behm-Steinberg.

Updates/Action Items:

4. Agenda Approval

Action: M/S/C Hirpara/ Marasovic to approve the agenda for the meeting of 7/10/19 as written.

Vote: Ayes: Mulligan, Marasovic, Hirpara, Kealoha-Blake.

Noes: None. *Abstain:* None. *Absent:* Hill, Behm-Steinberg.

5. Staff and Chair updates

Discussion; no action taken.

6. Updates from Commission Subcommittees, including possible action by the full Commission

Discussion; no action taken.

7. Adoption of the Homeless Commission's FY2020 Work Plan

Action: M/S/C Mulligan/ Hirpara to approve the FY 2020 Homeless Commission Work Plan as written.

Vote: Ayes: Hill, Mulligan, Marasovic, Hirpara, Kealoha-Blake.
Noes: None. *Abstain:* None. *Absent:* Behm-Steinberg.

8. Letter of support to Council for Council's Local Construction Workforce Development Policy and recommendation that persons who are homeless be incorporated into plan

Commissioners reviewed the letter and added "...to support the spirit of the Local Construction...."

Action: M/S/C Mulligan/ Kealoha-Blake to submit the letter as amended to the City Council.

Vote: Ayes: Hill, Mulligan, Marasovic, Hirpara, Kealoha-Blake.
Noes: None. *Abstain:* None. *Absent:* Behm-Steinberg.

9. Recommendation for nexus study to be conducted or alternatively, incentives to be implemented for extremely low-income persons to be included in private component of Adeline Corridor plan with set-asides for subsidies

Commissioners reviewed the report and changed a sentence on page one of the report. The sentence was changed to "...Private developers cannot submit alternative housing plans that provide other affordability."

Action: M/S/C Marasovic/ Kealoha-Blake to submit the report as amended to the City Council.

Vote: Ayes: Hill, Mulligan, Marasovic, Hirpara, Kealoha-Blake.
Noes: None. *Abstain:* None. *Absent:* Behm-Steinberg.

10. Recommendation to use substantial portion of cannabis tax to fund subsidies under 1000 Person Plan

Action: M/S/C Mulligan/ Hirpara to submit the report as written to the City Council.

Vote: Ayes: Hill, Mulligan, Marasovic, Hirpara, Kealoha-Blake.
Noes: None. *Abstain:* None. *Absent:* Behm-Steinberg.

11. Recommendation to support amnesty program for legalizing unpermitted dwelling units with incentives to be developed to house low-income, very low-income and extremely low-income persons, scaled higher by lowest income category

Action: M/S/C Marasovic/ Kealoha-Blake to submit the letter as written to the City Council.

Vote: Ayes: Hill, Mulligan, Marasovic, Hirpara, Kealoha-Blake.
Noes: None. *Abstain:* None. *Absent:* Behm-Steinberg.

12. Discussion, and steps forward towards, Council Report on Housing for a Diverse, Equitable and Creative Berkeley: Affordable Housing Report

Commissioners discussed the report and wrote a letter at the meeting.

Action: M/S/C Kealoha-Blake/Hirpara to authorize the chair to write the letter, the chair to submit the letter, and the chair to speak in front of the City Council according to the language and discussion at the 7/10/19 meeting regarding the affordable housing framework.

Vote: Ayes: Hill, Mulligan, Marasovic, Hirpara, Kealoha-Blake.
Noes: None. *Abstain:* None. *Absent:* Behm-Steinberg.

Action: M/S/C Marasovic/ Hill to extend the meeting to 9:15PM.

Vote: Ayes: Hill, Mulligan, Marasovic, Hirpara, Kealoha-Blake.
Noes: None. *Abstain:* None. *Absent:* Behm-Steinberg.

13. Discussion on employment strategies for homeless

Discussion; no action taken.

14. Discussion on transportation accommodation to shelters and resources

Discussion; no action taken.

15. Discussion on enforcement of sidewalk ordinance

Discussion; no action taken.

Meeting adjourned at 9:17PM

Minutes Approved on: _____

Wing Wong, Acting Commission Secretary: _____



Commission on Disability
FINAL MINUTES
Regular Meeting

Commission on Disability

Wednesday

City of Berkeley Corporation Yard

07/10/2019

1326 Allston Way

6:30 PM

Willow Room

Berkeley, CA 94702

A. PRELIMINARY BUSINESS

- 1) Call to Order by Chair Ghenis at 6:38 PM.
- 2) Roll Call by Secretary: Present: Ghenis, Singer, Walsh, Smith, Weiss LOA: Ramirez, Absent: Leeder
- 3) Public Comment on Items Not on the Agenda. (Up to 3 minutes per speaker)
None
- 4) Approval of Draft Action Minutes of May 1, 2019*
Motion to approve minutes. (Weiss/Smith, all ayes)
- 5) Staff Update
- 6) Approval and Order of Agenda
Motion to approve: (Weiss/Smith, all ayes)

B. DISCUSSION/ACTION ITEMS

The public may speak at the beginning of any item.
(Comments may be limited to 3 minutes per speaker)

Commission will take a 5 minute break around 8pm

1. Meeting logistics and related concerns.

Clarify that all concerns have been addressed; note if there are any ongoing barriers, and what barriers are; progress as needed. Discuss potential substitute meeting for cancelled June meeting. (5 minutes / Ghenis)

Discussion. Motion to hold special meeting on Wednesday, August 21. (Walsh/Weiss, all ayes)

2. San Pablo Avenue Plan.* Discussion and update. (5 minutes/COD) Discussion. Motion to prepare council items to request that accessibility be considered and that a advisory committee or panel of experts be formed for the San Pablo Corridor. (Weiss/Smith, all ayes)

3. Relocation of Commission Meetings. Discussion of alternative meeting locations (5 minutes/ Ghenis)

Discussion. Motion to move future meetings starting August 21 to Tupelo or Multipurpose Room at 1947 Center Street.

(Walsh/Smith, Ghenis, aye, Weiss, aye Singer: Abstain)

4. Town Hall. Disability Town Hall will occur in place of regularly-scheduled October meeting. Discussion and Update (5 minutes / Ghenis)

Discussion. Motion: Start Town Hall Meeting in October at 6pm instead of 6:30 PM. (Weiss/Walsh, all ayes)

5. Homeless Concerns - Access to electric charging facilities for wheelchairs.* Council item will explain problems, concerns, and outline options for next steps. Discuss informational and/or action item to be submitted to Council. (10 minutes / Ghenis)
Discussion. Motion to approve action item as amended. (Walsh/Weiss, all ayes)

6. Homeless Concerns - RV Parking.* Update and feedback from staff and commissioners. (10 minutes / Smith)
Discussion. No action taken.

7. Discussion on changes to PG&E Medical Baseline Program. Discussion and Update (5 minutes / Ghenis)
No update at this time.

8. New Construction and Renovations – Accessibility Guidelines and Regulations** (10 minutes/ Ghenis)
Develop comprehensive framework for accessibility in new construction and/or renovations. Discussion of Council item.
Postponed for future meeting.

9. Vision Zero. (Walsh/ 5 min) Discussion and update.
No update at this time.

10. Commission on Ageing and COD Representation. (Walsh/ 5 min) Discussion and update.

Discussion. No action taken.

11. Berkeley Photos for Commission work. Discuss photos to include in future materials by the Commission, e.g. of inaccessible entryways or sidewalk obstructions. Commissioners may agree to take certain photos or types of photos in future weeks. (5 min / Ghenis)

Discussion. No action taken.

12. Announcements:

ADA Anniversary this month. Various voting initiatives aimed at PWDs, Crip the Vote, ADA National Network (Walsh)

WID doing several disaster webinars on July 26 and August 1 (Ghenis)

C. INFORMATION ITEMS AND SUBCOMMITTEE

REPORTS

1. Peace and Justice Commission Subcommittee on the Convention on the Rights of Persons with Disabilities- Update on activity or projects of this subcommittee since last meeting. (5 minutes / Walsh & Weiss)

D. COMMUNICATIONS

1. FUTURE AGENDA ITEMS (from adopted work plan, referrals, etc.)

Navigable Cities Items

- **Construction issues**
- **Portable signs**
- **Photo survey**

Sidewalk discussion item

Events Calendar

Service Animals Welcome

Elevator ordinance

Access line item in Council templates

E. ADJOURNMENT: 9:30pm (Singer, Smith, all ayes)

Agenda Posted: TBD


- * Indicates written material included in packet.
- ** Indicates material to be delivered at meeting.
- *** Indicates material previously mailed.

A complete agenda packet is available for public review on the web at:

https://www.cityofberkeley.info/Clerk/Commissions/Commissions_Commission_on_Disability_Homepage.aspx

Available also at the main library, and Public Works, Engineering Division, 1947 Center Street, 4th Floor.

ADA Disclaimer

 *“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, or alternative formats, please contact the Disability Services specialist at 981-6400 (V) or 981-6347 (TDD) at least three business days before the meeting date. Please refrain from wearing scented products to this meeting.*

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Commission Secretary: Dominika Bednarska, Disability Services Specialist, 1947 Center St., 4th Floor, Berkeley,

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