



Community Health Commission
Andy Katz, Chair
Kassandra Bacon, Vice-Chair
Kellie Knox, Staff Secretary

Community Health Commission

Thursday, September 25, 2025, 6:30 – 9:00pm

Meeting Location:

Judge Henry Ramsey Jr. South Berkeley Senior Center
2939 Ellis Street, Berkeley, CA 94703
Phone: 510-981-5170

AGENDA

Preliminary Matters

1. Call to Order by Chair
2. Roll Call by Secretary
3. Land Acknowledgement – Attachment 6
4. Announcements & Introductions
5. Public Comment

The public may comment virtually about any item **not** on the agenda. Public comments are limited to two minutes per speaker.

Discussion and Action Items

Public comments regarding agenda items will be heard while the Commission is discussing the item. Public comments are limited to two minutes per speaker.

1. Approval of Draft Minutes from 07/24/2025 Regular Meeting - Attachment 1
2. October's Commission meeting – Cancel or change date.
3. Review of Work Plan – Attachment 2
4. Restaurant Inspection Audit Update to Council -Attachment 6

Future Agenda Items:

- Public Health division presentation and tour of WBFWC – winter 2025

Adjournment

Attachments

1. Draft minutes from 07/24/2025 CHC Regular meeting
2. CHC 2024-2025 Work Plan
3. CHC Meeting Calendar 2025
4. City Council and Community Health Commission Timeline 2025
5. Land Acknowledgement
6. Restaurant Inspections Audit Update on Recommendations

A Vibrant and Healthy Berkeley for All

The *next meeting* of the Community Health Commission is scheduled to be held on Thursday, October 16, 2025 with a *deadline of Tuesday, October 7, 2025 for the public's submission of agenda items and materials for the agenda packet.* **Dates are subject to change.** Please contact the Commission Secretary to confirm.

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 Health, Housing & Community Services Department located at 2180 Milvia Street, 2nd floor, Berkeley, CA 94704 during regular business hours. The Commission Agenda and Minutes may be viewed on the City of Berkeley website: [Boards & Commissions | City of Berkeley \(berkeleyca.gov\)](#) (SB 343)

CONFLICT OF INTEREST INFORMATION: City commissioners, pursuant to Government Code section 1090, are responsible for recusing themselves from all commission discussions and actions in which they may have a conflict of interest. If your affiliation, paid or unpaid, with other agencies has changed since the last meeting of this commission, your ability to participate in commission activities may have changed. Individual guidance is available from the City Attorney's Office (CAO). Commissioners are encouraged to consult with the CAO if they have questions, concerns, or would like clarification about matters related to potential conflicts of interest.

The CAO may be reached at:

Email: attorney@cityofberkeley.info
TEL: (510) 981-6950 TDD: (510) 981-6903, FAX: (510) 981-6960
2180 Milvia Street 4th Floor, Berkeley, CA 94704 - Office Hours: Mon-Fri, 8am-5pm

COMMUNITY ACCESS INFORMATION: 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.

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 commission secretary for further information.

Secretary:

Kellie Knox
Health, Housing & Community Services Department
2180 Milvia Street, 2nd Floor
Berkeley, CA 94704
(510) 981-5301
kknox@berkeleyca.gov



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Community Health Commission

DRAFT MINUTES

Regular Meeting, Thursday, July 24, 2025

The meeting convened at 6:40 p.m. with Commissioner Katz presiding.

ROLL CALL

Present: Commissioners Bacon, Spigner, Salve and Katz.

Absent: None.

Excused: None.

Staff present: Kellie Knox

Community Members: Jenna Kreedman, Mayor's Office; Karma Smart

COMMENTS FROM THE PUBLIC: None.

ACTION ITEM

1. M/S/C (Spigner/Salve): Motion to adopt minutes from the June 24, 2025 meeting.

Ayes: Commissioners Bacon, Spigner, Salve, Katz.

Noes: None.

Abstain: None.

Absent from vote: None.

Excused: None.

Motion Passed.

DISCUSSION ITEMS:

A Vibrant and Healthy Berkeley for All

2. Health Officer Introduction and Update – Dr Noemi Doohan was unable to make it to the meeting.
3. Review of Work Plan – Discussion
4. Environmental Health Audit Update to Council - Discussion

Future Agenda Items

Discussion of Work Plan

Health Officer Introduction and Report

Environmental Health Audit Update to Council

This meeting adjourned at 8:59 p.m.

Minutes will be reviewed for approval on Thursday, September 25, 2025.

Respectfully submitted,

Kellie Knox, Commission Secretary _____

Community Health Commission 2024-25 Work Plan

Guiding Philosophy: To look at health through an equity lens in order to address, ameliorate, and abolish health inequities in Berkeley while addressing and supporting public health efforts in collaboration with the City of Berkeley City Council, City of Berkeley Public Health staff, and community members.

1. Mission/Purpose:

1. Collaborate with the community, the City of Berkeley Health Officer Unit, Public Health Division, and Berkeley City Council to eliminate health inequity by:
 - a. Advocating to the City Council for policies that have the potential to improve the health of Berkeley residents and that can be implemented, monitored and evaluated.
 - b. Representing the diversity of the community through the diversity of this commission's membership.
 - c. Increasing public education to develop greater understanding and awareness of public health issues.
 - d. Advocating with the residents of Berkeley most affected by institutional, social, and organizational inequities and disparities.
 - e. Providing a public forum for all community members to share their public- health-related concerns and ideas
2. Achieve progress in attaining general good health for all Berkeley residents by being responsive to community needs and facilitating general health and safety.

Overall issues to be addressed through a health equity lens.

- Be responsive to recommendations that will help Berkeley residents, care providers, and clinics cope with spending cuts to local, state, and federal funding.
- Continue to be a community advocate to City Council to address structural, institutional, and health inequities impacting all underserved populations, taking into account the social determinants of health.
- Work to have community health data measures documented in a timely manner and to promptly evaluate and act on novel data such as the Health Status Report.
- Increase healthy food security
- Advocate for the expansion of affordable housing
- Address the planned closure of Alta Bates Hospital
 - Promote the findings of the Health Impact Assessment regarding the closure of Alta Bates Hospital and efforts to maintain acute care services for Berkeley residents.
- Work to support policies and initiatives that advance UHC such as Medicare for All.

- Advise the City Council as HHCS and Public Health Division develop their strategic plans, Community Health Assessment, and Community Health Improvement Plan.

2. General steps and actions needed to meet priorities:

1. Conduct outreach to encourage Berkeley community members to engage with the CHC.
2. Collaborate with other commissions to share resources and support recommendations.
3. Form focused/specialized ad-hoc subcommittees, as needed.

Basic Needs Security

Focus on healthy food security and affordable/accessible housing.

- Advocate for policies to mitigate unhealthy food consumption.
- Advocate for affordability and accessibility of healthy foods by supporting programs in Berkeley that address these issues.
- Advocate for affordable housing and rent protections for Berkeley residents.
- Connect with community-based organizations and appropriate City of Berkeley departments to acquire information about available resources for Berkeley residents.

Chronic Disease Prevention

Recommend interventions to address diabetes, obesity, heart diseases, and other chronic conditions highlighted by the Berkeley health status report

Health Equity

Review the Health Status Report and engage with Public Health staff and community members to advocate for the implementation of strategies that will reduce health inequities:

- Work on cultural competency for health care providers
- Continue to support the development of the African American Holistic Resource Center
- Investigate and implement efforts to improve immigrant access to health care.

Ombudsperson Program for Long Term Care Facilities

Continue to engage with and monitor city council actions related to the city council's referral on long-term care facilities.

2025 Commission Meeting Schedule

Please complete this form and email it to the commission@berkeleyca.gov by: **Wednesday, January 8, 2025**

Name of Commission: Community Health

Commission Secretary: Kellie Knox

Example

Month	Meeting Day	Meeting Date	Time
January 2025	Wednesday	2/10/2024	7:00 pm

Month	Meeting Day	Meeting Date	Time
January 2025	Thursday	1/23/2025	6:30 pm
February 2025	Thursday	2/27/2025	6:30 pm
March 2025	Thursday	3/27/2025	6:30 pm
April 2025	Thursday	4/24/2025	6:30 pm
May 2025	Thursday	5/22/2025	6:30 pm
June 2025	Thursday	6/26/2025	6:30 pm
July 2025	Thursday	7/24/2025	6:30 pm
August 2025	No Meeting		
September 2025	Thursday	9/25/2025	6:30 pm
October 2025	Thursday	10/16/2025	6:30 pm
November 2025	Thursday	11/20/2025	6:30 pm
December 2025	No Meeting		

2025			Thursday 12:00 PM	Thursday 12:00 PM	Monday 2:30 PM	Wednesday 11:00 AM	Thursday 5:00 PM
COUNCIL MEETING DATE	Commission needs to take action by	Reports Due to Director	Dept. Reports Due to Clerk Day 33	Agenda Committee Packet to Print Day 19	Agenda Committee Meeting Day 15	Final Agenda Meeting - (Print Agenda on wed.) Day 13	Council Agenda Delivery Day 12
Winter Recess [December 11, 2024 through January 20, 2025]							
Jan 21	11/28	12/5	12/19	1/2	1/6	1/8	1/9
Feb 11	12/19	12/26	1/9	1/23	1/27	1/29	1/30
Feb 25	1/2	1/9	1/23	2/6	2/10	2/12	2/13
Mar 11	1/16	1/23	2/6	2/20	2/24	2/26	2/27
Mar 18	1/23	1/30	2/13	2/27	3/3	3/5	3/6
Mar 25	1/30	2/6	2/20	3/6	3/10	3/12	3/13
Spring Recess [March 26 through April 14, 2025]							
Apr 15	2/20	2/27	3/13	3/27	4/1 (Tue)	4/2	4/3
Apr 29	3/6	3/13	3/27	4/10	4/14	4/16	4/17
May 6	3/13	3/20	4/3	4/17	4/21	4/23	4/24
May 20	3/27	4/3	4/17	5/1	5/5	5/7	5/8
Jun 3	4/10	4/17	5/1	5/15	5/20 (Tue)	5/21	5/22
Jun 17	4/24	5/1	5/15	5/29	6/2	6/4	6/5
Jun 24	5/1	5/8	5/22	6/5	6/9	6/11	6/12
Jul 8	5/15	5/22	6/5	6/19	6/23	6/25	6/26
Jul 22	5/29	6/5	6/19	7/3	7/7	7/9	7/10
Jul 29	6/5	6/12	6/26	7/10	7/14	7/16	7/17
Summer Recess [July 30 through September 8, 2025]							
Sep 9	7/17	7/24	8/7	8/21	8/25	8/27	8/28
Sep 16	7/24	7/31	8/14	8/28	9/2 (Tue)	9/3	9/4
Sep 30	8/7	8/14	8/28	9/11	9/15	9/17	9/18
Oct 14	8/21	8/28	9/11	9/25	9/29	10/1	10/2
Oct 28	9/4	9/11	9/25	10/9	10/14 (Tue)	10/15	10/16
Nov 4	9/11	9/18	10/2	10/16	10/21 (Tue)	10/22	10/23
Nov 18	9/25	10/2	10/16	10/30	11/3	11/5	11/6
Dec 2	10/9	10/16	10/30	11/13	11/17	11/19	11/20
Winter Recess [December 3, 2025 through January 26, 2026]							

VTO Affected Dates

Holiday Affected Dates

Religious Holiday Affected
Date

REVISED - 12/20/2024

Reports not submitted by the deadlines listed will not be included on the agenda.

Land Acknowledgement Statement

The City of Berkeley recognizes that the community we live in was built on the territory of xučyun (Huchiun (Hooch-yoon)), the ancestral and unceded land of the Chochenyo (Cho-chen-yo)-speaking Ohlone (Oh-low-nee) people, the ancestors and descendants of the sovereign Verona Band of Alameda County.

This land was and continues to be of great importance to all of the Ohlone Tribes and descendants of the Verona Band.

As we begin our meeting tonight, we acknowledge and honor the original inhabitants of Berkeley, the documented 5,000-year history of a vibrant community at the West Berkeley Shellmound, and the Ohlone people who continue to reside in the East Bay.

We recognize that Berkeley's residents have and continue to benefit from the use and occupation of this unceded stolen land since the City of Berkeley's incorporation in 1878.

As stewards of the laws regulating the City of Berkeley, it is not only vital that we recognize the history of this land, but also recognize that the Ohlone people are present members of Berkeley and other East Bay communities today.



Office of the City Manager

INFORMATION CALENDAR
July 22, 2025

To: Honorable Mayor and Members of the City Council
From: Paul Buddenhagen, City Manager
Submitted by: Scott Gilman, Director, Health, Housing, and Community Services
Subject: Restaurant Inspection Audit Status Report

INTRODUCTION

On July 10, 2024, the City Auditor submitted an audit report¹ on the status of Restaurant Inspections to the City Council, including recommendations to improve the overall delivery of services for the food safety inspection program. This is the second status report updating the City Council on the implementation of those recommendations.

CURRENT SITUATION AND ITS EFFECTS

The audit included nine recommendations. As of the writing of this report:

- One recommendation has been fully implemented.
- Six recommendations are partly implemented.
- One recommendation has not yet been started.
- One recommendation has been changed from started to not yet started based on the Auditor's assessment of the removal of the Open Data Portal.

Recommendations currently tracked as "partly implemented" require further development and implementation of revised policies and procedures, integration of new staff hires, and the implementation of technological solutions, such as the planned upgrade to the Accela database.

The Environmental Health Division (EHD) experienced significant backlogs in meeting inspection frequencies during the COVID-19 Pandemic. EHD has been working hard to fill vacancies and is now approaching pre-pandemic staffing levels, with four food inspectors and a supervisor who started in February 2025. This will enable EHD to perform required inspections in a timely manner.

¹ Berkeley Restaurant Inspections: Chronically Understaffed Program Did Not Meet Targets
https://berkeleyca.gov/sites/default/files/documents/Berkeley_Restaurant_Inspections_-_Chronically_Understaffed_Program_Did_Not_Meet_Targets.pdf

For a detailed table of audit report recommendations, corrective action plans, and implementation progress, please see Attachment 1. The next status report to Council is anticipated in Fall 2026.

BACKGROUND

Local Health Jurisdictions are responsible for determining the frequency of inspections based on the needs of the community and available resources. In 2015, EHD transitioned to a risk-based food inspection process, following the guidelines established by the Federal Food and Drug Administration's (FDA) Voluntary National Retail Food Regulatory Program Standards. This program categorizes permitted food facilities (restaurants, grocery markets, schools, bars, etc.) based on the complexity of food handling and populations served, assigning them to one of four "Risk Categories" (RC-1 to RC-4). Each RC designation dictates the minimum number of annual inspections a facility receives. During the early stages of the COVID-19 Pandemic EHD staff were reassigned to assist with the pandemic. In addition, EHD faced staffing shortages due to promotions to other departments, prolonged staff illnesses, and hiring freezes in FY2021 and FY2022. Once the hiring freeze was lifted, EHD experienced additional budgetary challenges and a limited pool of qualified applicants for vacant supervisor and inspector positions, a statewide issue for jurisdictions providing environmental health services. Unfortunately, during this time the City's food inspection policies were not adjusted resulting in audit findings of delinquent inspections.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

There are no identifiable environmental effects associated with the subject of this report.

POSSIBLE FUTURE ACTION

On September 24, 2024, the Council made a budget referral to the November 2024 budget process of \$100,000 for the City Manager to engage an independent consultant to conduct an analysis of the current structure of the Environmental Health Food Inspection Program and provide recommendations for alternative models, staffing levels, and increased use of technology to improve customer service. To date, this referral has not been included in final budget proposals.

In addition, EHD is currently undergoing a division-wide fee study, as fees have not been analyzed in over ten years. This study will also evaluate current staffing needs to determine adequacy for the food safety inspection program and other departmental responsibilities, including vector control, noise complaints, stormwater inspections, swimming pools and spas, retail tobacco, and body art. Fee recommendations will be brought to Council Fall 2025.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

HHCS is in the final stages of completing a comprehensive fee study for the Environmental Health Division. Once the study is complete, a recommendation will be brought to Council for consideration.

CONTACT PERSON

Scott Gilman, Director, Health, Housing, and Community Services (510) 981-5400

Attachments:

1: Audit Findings, Recommendations and Status Updates

Audit Title: Berkeley Restaurant Inspections: Chronically Understaffed Program Did Not Meet Targets

Issue Date: July 10, 2024

Finding	Recommendation	Department	Last period: status	Current status update
The Division was significantly behind on inspections in 2023, increasing health risk.	1.1 Develop a plan to improve coverage of routine inspections throughout the City, which may require the Division to prioritize health and safety duties over other responsibilities. As part of this process: (a) Evaluate inspection targets to determine if current inspection frequencies are achievable, or establish different temporary targets to adapt to periods of understaffing. (b) Establish a baseline of inspection coverage for all permitted food facilities in the City and prioritize inspection of facilities with high risk and very high risk designations that were not inspected in 2023.	HHCS	Started.	Implemented. The Division developed new policies that include revised inspection targets for periods of short staffing and a baseline of at least one inspection per year. According to the Division, all high and very high risk facilities that were not inspected in 2023 have now been inspected.
The Division was significantly behind on inspections in 2023, increasing health risk.	1.2 Develop a plan to ensure timely response to complaints involving alleged foodborne illness, which may require the Division to prioritize health and safety duties over other responsibilities.	HHCS	Started.	Partly implemented. The Division has updated its internal policies to include guidance for responding to complaints of alleged foodborne illness in districts assigned to vacant positions. To mark the recommendation implemented, we would like to see a more detailed plan that explains how the Division will ensure complaints are inspected in a timely fashion.
The Division did not track spending and left critical positions vacant.	2.1 Work with the Budget Office to track how the food inspection program revenues are used.	HHCS	Partly implemented.	Partly implemented. The Division set up revenue and expenditure codes for the food inspection program. They will begin to be in use on July 1, 2025. We will assess the implementation of this recommendation during the next follow up cycle, or when a report is available.
The Division did not track spending and left critical positions vacant.	2.2 Take the following steps to fill positions and assess program staffing: (a) Open recruitment for the supervisor position. (b) If the recruitments for the supervisor and food inspector positions do not yield qualified candidates, work with the Human Resources Department (HR) to develop targeted recruitments for the inspector and supervisor roles. This may include conducting an analysis of compensation or other factors that affect recruitment. (c) Develop a trainee program to build a pipeline into the Division's inspector positions. (d) Work with HR as needed to identify staffing resources needed to meet inspection targets.	HHCS	Partly implemented.	Partly implemented. The Division hired an inspector in October 2024 and a supervisor in February 2025. The Division plans to pursue a training program in the future once staffing levels are stable. To implement this recommendation, we would like an update on the staffing resources needed to meet inspection targets and plans to develop a training program.
The Division did not track spending and left critical positions vacant.	2.3 Make the following updates to the inspection data: (a) Add a risk designation to all food facilities in the Envision database. (b) Correct the date of last inspection in the Envision software that inspectors use during inspections, or develop a workaround to ensure inspectors have an accurate list of facilities prioritized by last inspection date. (c) Develop a process to regularly verify that the Envision database includes all food facilities that should be permitted and inspected.	HHCS	Partly implemented.	Partly implemented. The Division has added a risk designation for all food facilities in the Envision database. The Division issued an RFP for a third-party vendor to facilitate and manage the transition of data from the old database to a new database, which according to the Division will improve data accuracy. To implement this recommendation, we would like to see evidence that the new database can produce an accurate list of facilities prioritized by the last inspection date. We would also like to see a written procedure that details how the Division will ensure that the database is complete with all food facilities that should be permitted and inspected.
The Division did not track spending and left critical positions vacant.	2.4 Work with the Department of Information Technology (IT) to develop list of database functionalities and/or data points needed to help meet the Division's targets and produce reports. If the current database cannot provide this functionality, document the limitations of the current database and include these requirements in the future request for proposals for a new database.	HHCS	Started.	Partly implemented. The Division issued an RFP for a third-party vendor to facilitate and manage the transition of data from the old database to a new database. To implement this recommendation, we will assess whether the new database contains data points needed to help meet the Division's targets and produce reports.

The Division did not track spending and left critical positions vacant.	2.5 Identify performance metrics and report them to the public at least annually.	HHCS	Started.	Partly implemented. The Division is undergoing Results Based Accountability training and is in the process of developing and identifying performance metrics for the Food Safety and Inspection program. These performance metrics have not yet been finalized or reported publicly.
Public information about food safety was limited.	3.1 Work with Department of Information Technology (IT) to update the online system for sharing information on food inspections. As part of this process: (a) Develop internal guidance informed by state code that details what information the Division will share with the public online and defines responsibility for managing the data. (b) Make inspection history available online for all permitted food facilities in Berkeley. This could include sharing a copy of the most recent inspection report.	HHCS	Started.	Not started. The Division removed the information about food inspections that was previously provided on the City's Open Data Portal. The Division will be upgrading its database system and plans to incorporate online features for easy public access to food facility inspection results, including state requirements for voluntary online posting of inspection results.
Public information about food safety was limited.	3.2 Develop a plan to implement placarding in Berkeley once staffing levels are stable. As part of this process: (a) Assess resources needed to implement placarding. (b) Consider adding elements such as community engagement for designing and implementing evidence-based, equitable placarding.	HHCS	Not Started.	Not started.