



Human Welfare and Community Action Commission

AGENDA

Wednesday, January 21, 2026

6:30 PM

2180 Milvia Street

Berkeley, CA 94704

Preliminary Matters

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

Update/Action Items

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

Berkeley Community Action Agency Board Business

4. Approve minutes from the 10/15/2025 regular meeting (Attachment A) – All
5. Election of low-income representatives – All
6. Review and possible action of 2025 CSBG Onsite Monitoring Report from Department of Community Services & Development (CSD)
7. Review City of Berkeley funded agency program and financial reports (Attachment C) – Staff
 - a. LifeLong Medical Care FY25 – Q4 program and financial reports

Other Discussion Items

8. Sustainable Creative Cooperative Housing and Living Presentation from Jonathan YOUTT, PLACE for Sustainable Living and Sally HINDMAN from Tiny Village Spirit
9. Discussion and possible action of policy proposals to City Council regarding homelessness – All
10. Discussion and possible action to address potential funding gaps for services aimed at low-income residents – All
11. Discussion and possible action to create a plan to collaborate with other City of Berkeley commissions on homelessness – All
12. Discussion and possible action on commission recruitment and outreach efforts – All
13. Review latest City Council meeting agenda
14. Announcements
15. Future Agenda Items

Adjournment

Attachments

- A. Draft minutes of the 10/15/2025 regular meeting
- B. 2025 CSD Monitoring Report
- C. Program and financial reports from LLMC

Communications

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

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

Secretary:

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

Mailing Address:

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



Human Welfare and Community Action Commission

DRAFT MINUTES

Wednesday, October 15, 2025

6:30 PM

2180 Milvia Street
Berkeley, CA 94704

Preliminary Matters

1. Roll Call
Present: Bohn, Huchting, Lippman, Sol.
Absent: None.
Quorum: 3 (Attended: 4).
Staff Present: Mary-Claire Katz.
Public Present: 3.
2. Agenda Approval
Move agenda item 9 before item 4.
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. Election of commission chair and vice chair – All
Action: M/S/C (Lippman/Bohn) to nominate Catherine Huchting as chair.
Vote: Ayes – Bohn, Huchting, Lippman, Sol. Noes –None; Abstain – None; Absent – None.

Action: M/S/C (Huchting/Bohn) to nominate George Lippman as vice chair.
Vote: Ayes – Bohn, Huchting, Lippman, Sol. Noes –None; Abstain – None; Absent – None.
5. Approve minutes from the 9/24/2025 regular meeting (Attachment A) – All
Action: M/S/C (Lippman/Bohn) to approve the minutes from the 9/24/25 regular meeting.
Vote: Ayes – Bohn, Huchting, Lippman, Sol. Noes –None; Abstain – None; Absent – None.
6. Adopt 2026 Commission Meeting Dates (Attachment B) – All
Action: M/S/C (Bohn/Lippman) to adopt the 2026 commission meeting dates.
Vote: Ayes – Bohn, Huchting, Lippman. Noes –None; Abstain – None; Absent – Sol.
7. Election of low-income representatives – All
No action taken.
8. Review City of Berkeley funded agency program and financial reports (Attachment C) — Staff

- a. Family Violence Law Center program and financial reports
No action taken.

Other Discussion Items

9. Presentation from Leslie Berkler, Executive Director of the Women’s Daytime Drop-In Center
No action taken.
10. Discussion and possible action in response to the City Managers Alternative Housing Referral from the 10-14-25 Council meeting (Attachment D) – Huchting
Action: M/S/C (Huchting/Sol) to authorize Commissioner Huchting to send a letter to Council regarding agenda item #10.
Vote: Ayes – Bohn, Huchting, Lippman. Noes –None; Abstain – None; Absent – Sol.
11. Discussion and possible action on draft letter to City Council regarding homeless sweeps (Attachment E) – All
No action taken.
12. Discussion and possible action to address potential funding gaps for services aimed at low-income residents – All
No action taken.
13. Discussion and possible action to create a plan to collaborate with other City of Berkeley commissions on homelessness – All
No action taken.
14. Discussion and possible action on commission recruitment and outreach efforts – All
No action taken.
15. Review latest City Council meeting agenda
No action taken.
16. Announcements
No action taken.
17. Future Agenda Items
No action taken.

Adjournment

Action: M/S/C (Huchting/Lippman to adjourn at 8:30 PM.

Vote: Ayes – Bohn, Huchting, Lippman. Noes –None; Abstain – None; Absent – Sol.

Attachments

- A. Draft minutes of the 9/24/2025 regular meeting
- B. 2026 commission ceeting calendar
- C. Program and financial reports from FVLC
- D. City Managers Alternative Housing Referral,10-14-25 Council meeting
- E. Draft letter to City Council regarding homeless sweeps

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

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Agency Information

Agency Names Berkeley Community Action Agency
 Agency Abbreviation BCAA
 Agency Type Public
 Report # C-25-002
 CSD/Field Representative Jennifer Milovina
 Date Report Completed November 5, 2025

Contracts Reviewed

Contract #	Contract Term	Amount	Contract Type
24F-3001	1/1/24- 4/30/25	\$301,299	Annual CSBG
24F-3001	6/15/24- 4/30/25	\$26,000	CSBG Discretionary
25F-6001	1/1/25- 4/30/26	\$299,495	Annual CSBG
25F-6001	6/1/25- 4/30/26	\$26,000	CSBG Discretionary

Entrance Conference

Purpose of Visit

The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

Date of Entrance Conference

October 22, 2025

The following persons were present during the Entrance Conference:

Entity	Position	Name
BCAA	Division Manager	Margot Ernst
BCAA	Community Services Specialist III	Kathryn Larrowe
BCAA	Associate Management Analyst	Mary-Claire Katz
BCAA	Senior Management Analyst	Adam Ezell
CSD	CSBG Field Representative	Jennifer Milovina
CSD	CSBG Field Operations Mgr.	Stephanie Williams

The following items were discussed:

- Monitoring Overview
- FMM Updates
- Internal Security Controls

- CSD Updates
- Tripartite Board Meeting Minutes
- Contract Execution
- CSBG Expenditures and Trend Chart
- 2024 CSBG Annual Report
- 2026-2027 CAP CNA
- Organizational Standards
- 2024 Desk Review and Status Updates

Administrative Review

Board Composition

According to the Agency’s bylaws dated March 11, 2025, the Tripartite Board must be composed of nine (9) Members. Per Agency’s bylaws the Board membership shall be composed of: three (3) public sector members, three (3) low-income members, and three (3) private sector members. Bylaws do specify a target timeframe for filling board vacancies.

Regarding the establishment of a quorum the bylaws state, “A majority of the members appointed or elected to the commission shall constitute a quorum.”

A review of the Agency’s bylaws and/or democratic selection policy does confirm the Agency has an acceptable, enumerated policy for the democratic selection of low-income board members.

- Berkeley Community Action Agency’s policy is acceptable, however, filling vacant seats remains challenging. At this time, BCAA’s board is not compliant with the tripartite structure required by the CSBG Act, (SEC. 676B. TRIPARTITE BOARDS). Currently, Berkeley’s board lacks adequate representation from the public and low-income sectors. While on-site, the Field Representative discussed different methods which could be utilized to more effectively fill those vacant low-income and public seats. It is imperative to have representation from each sector to ensure active participation in the development, planning, implementation, and evaluation of programs funded through CSBG.
- Sections 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that "fully participate in the development, planning, implementation,

and evaluation of the program to serve low-income communities."

The CSD 188 board roster dated November 5, 2025, indicates the Board is currently composed of 4 members: One (1) public sector member, one (1) low-income sector member, and two (2) private sector members with the following board vacancies:

Date of Vacancy	Sector	Length of Vacancy
February 2025	Private	9 months
February 2025	Public	9 months
October 2025	Public	1 month
July 2025	Low-income	1yr 5 months
August 2024	Low-income	1yr 3 months

- *On March 18, 2024, The City of Berkeley declared their intent to reduce their commission size from 15 (fifteen) to 9 (nine) seats.*

Board Meeting Minutes

Submission of Board Meeting Minutes

Agency did submit approved minutes for its board meetings to CSD within thirty days of approval as required in the annual contract agreement (2025 CSBG Contract Agreement Section 4.1.5).

Board Involvement

A review of the board minutes from May 21, 2025, June 18, 2025, and July 16, 2025 indicates a quorum was met for each meeting. The information contained within the board minutes did provide the Field Representative with sufficient information to confirm the board’s involvement in the development, planning, implementation, and evaluation of the program.

Date of Board Meeting	Date Minutes Approved by the Board	Date Minutes Submitted to CSD	Minutes submitted within 30-day requirement (Y/N)	Minutes reflect Board Involvement (Y/N)	Quorum? (Y/N)
5/21/25	6/18/25	6/30/25	Y	Y	Y
6/18/25	7/16/25	7/24/25	Y	Y	Y
7/16/25	9/17/25	10/9/25	Y	Y	Y

Fiscal Review

Working Capital Advance

The Field Representative was presented documentation which demonstrates the Agency does retain the advance payment in an interest-bearing account or submitted an appropriate waiver (45 CFR § 75.305(b)(8)).

Expenditure Progress

During the entrance conference the Field Representative met with the Finance Manager and Program Manager to discuss the status of all open contracts.

CSBG Contract 24F-3001

This contract allocation was fully spent within the period of performance and was closed by the Field Representative via letter on June 12, 2025.

CSBG Disc Contract 24F-3001

This contract allocation was fully spent within the period of performance and was closed by the Field Representative via letter on June 12, 2025.

CSBG Contract 25F-6001

A review of EARS reports from January 2025 through October 2025 indicates 61.16% or \$ 183169.93 of \$ 299495.00 has been expended. The Agency is within 15% of its historic 3-year spending trend.

CSBG Disc. Contract 25F-6001

CSD released discretionary amendment to contract 25F-6001 to Agency on August 25, 2025.

Expenditure Reporting

A review of Agency’s monthly Expenditure Activity Reporting System (EARS) reports from March 2025 through October 2025 indicates Agency has not submitted monthly expenditures for open contracts on or before the 25th calendar day following the report period in accordance with current reporting requirements. (CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting - EARS Invoice Due Date).

Expenditure activity reports were submitted after the due date and end of the month grace period for the following contract reporting periods:

Contract #	Expenditure Reporting Period	Due Date	Certification Date	No. of Days Overdue
25F-6001	2/1/25-2/28/25	3/25/25	5/27/25	63
25F-6001	3/1/25-3/31/25	4/25/25	5/23/25	28
25F-6001	4/1/25-4/30/25	5/25/24	7/3/25	39
25F-6001	7/1/25-7/31/25	8/25/25	9/30/25	36

Contract Execution and Deliverables Submission

As a Public Agency, Berkeley Community Action Agency is required to complete contract execution and deliverable submission within 45 days of receipt (2025 CSBG Contract Agreement Section 2.1.1).

Agency 2025 CSBG Contract Agreement 25F-6001 and associated programmatic deliverables were due to CSD on or before February 3, 2025.

A review of the contract and deliverable submission tracking for this contract indicated the contract and programmatic deliverables were not submitted in a timely manner.

Amendment 1 to Agency 2025 CSBG contract 25F-6001 and associated programmatic deliverables were due to CSD on or before October 10, 2025.

A review of the contract and deliverable submission tracking for this amendment indicated the contract and programmatic deliverables were not submitted in a timely manner.

The contract(s), amendment(s), and/or programmatic deliverables listed below were submitted after the contractually prescribed due date(s):

Contract #	Work Product	Due Date	Submission Date
25F-6001	Program Deliverables	2/3/25	3/11/25
25F-6001	Budget Deliverables	2/3/25	3/26/25
25F-6001 DISC	Contract	10/10/25	TBD
25F-6001 DISC	Budget	10/10/25	TBD

Contract Close-out Submission

A review of Agency’s 2024 contract close-out report submission(s) indicates Agency did submit the applicable Close-Out Checklist and Certification of Documents Transmitted (CSD 715), Close-Out Program Income/Interest Earned Expenditure Report (CSD 715C), Close-Out Equipment Inventory Schedule (CSD 715D), on or before the contractually prescribed due date. (2024 CSBG Contract Agreement Section 6.2).

Line-Item Expenditure Review

Based upon Agency’s CSBG allocation, Field Representative sampled the following six transactions from costs reported across two line-items in EARS:

Contract #	Report Period	Section (Program/ Admin)	Line Item	Amount
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24F-3001 DISC	1/1/25- 1/31/25	Program	Subcontractor/Cons ultant Services	\$1170.40
24F-3001 DISC	1/1/25- 1/31/25	Program	Subcontractor/Cons ultant Services	\$2553.60
24F-3001 DISC	1/1/25- 1/31/25	Program	Subcontractor/Cons ultant Services	\$144.80
25F-6001	2/1/25 - 2/28/25	Program	Subcontractor/Cons ultant Services	\$540.21
25F-6001	2/1/25 - 2/28/25	Program	Subcontractor/Cons ultant Services	\$111.83
25F-6001	2/1/25 - 2/28/25	Program	Subcontractor/Cons ultant Services	\$481.02

The Field Representative reviewed the general ledger, subledger detail, vendor invoices, Agency invoices, bank statements, purchase authorizations and cancelled checks which verified the documentation supported the transactions sampled from expenditures reported in EARS.

Equipment Validation Review

Not Applicable

Programmatic Review

Program Reports

A review of the 2024 CSBG Annual Report Modules 2 – 4 indicates the report was submitted timely by the Agency in accordance with the annual CSBG Contract Agreement Section 7.4.4.

Program Performance

A review of the Agency’s 2024 CSBG Annual Report Modules 3 – 4 shows the Agency achieved the following results:

Family Domains (Module 4)	Indicator	Target	Actual
FNPI 5. Health and Social/Behavioral Development	FNPI 5c. The number of individuals who demonstrated improved mental and behavioral health and well-being.	1200	1337
FNPI 5. Health and Social/Behavioral Development	FNPI 5g. The number of individuals with disabilities who maintained an independent living situation.	50	77

SRV 5. Health and Social/Behavioral Development	SRV 5b. Physicals	N/A	8211
Agency Explanation			
Agency achieved greater than 120% of its projected targets for FNPI 5g. and provided the following response: “This data is from Easy Does It. Their report is on a fiscal year basis and their targets are determined by outcomes from previous years. More outcomes were recorded than were expected, hence the performance target accuracy being 154%.			

Client File Review

The Field Representative reviewed nine participant files for program outcomes reported in Section A of Module 4 of the 2025 CSBG Annual Report. The review was a sampling of the clients served for the indicators referenced in the Program Performance section above. The documentation provided for these outcome indicators did contain the necessary documentation to demonstrate the clients met income eligibility for services and achieved the stated outcome.

Organizational Standard Review

Agency did submit the 2025 Organizational Standards assessment by the September 2, 2025, due date. (CSBG Contract Agreement Section 7.3).

The Agency’s preliminary 2025 Organizational Standards score is 80%

Agency has unmet standards in the following categories: board governance, human resource management, and financial operations and oversight

Subcontractor Review

The Field Representative, in accordance with the 2024 CSBG, and 2025 CSBG Agreement Section 4.21.2 assessed the contractor requirements, which included verification of submission of the CSD 163 Subcontractor List form which included the completion of an Excluded Parties List System (“EPLS”) search for each subcontractor and adherence to Agency monitoring and procurement policies and procedures. The assessment determined that the Agency is in compliance.

Child Support Referral Policy

The Field Representative determined the Agency has a written referral policy in place to the state or local Department of Child Support Services (42 U.C.S. § 9919(b)).

Safeguard of Client Files

The Field Representative reviewed Agency records retention and destruction policy and verified the Agency has safeguards in place to protect client information including physical security measures, administrative controls, and technical controls (45 CFR §§ 75.361 - 75.370).

Site Visits

Program Visit

The Field Representative conducted a site visit during Agency on-site monitoring. The program visited was:

Program Name:	LifeLong Medical Care
Address:	837 Addison Street Berkeley CA 94710
Phone Number:	(510) 981-4100
Contact Name:	Vanessa Mayen

LifeLong Medical Care provides high-quality health, dental, and social services to underserved people of all ages, creates models of care for the elderly, people with disabilities and families and advocates for continuous improvements in the health of our communities. LifeLong provides medical, dental, behavioral health and social services in Alameda and Contra Costa Counties. Each year, they deliver quality health and wellness services to 50,000+ patients each year, many with complex health conditions. LifeLong serve all, regardless of ability to pay or housing situation. This is done through many primary health centers, several of which also offer urgent and dental care. They're out in the community with two mobile dental centers and five street medicine vans. LifeLong also provides supportive housing, medical respite, and school-based health services.

Exit Conference

Date of Exit Conference

Thursday, October 23, 2025.

The following persons were present during the Entrance Conference:

Entity	Position	Name
BCAA	Division Manager	Margot Ernst
BCAA	Community Services Specialist III	Kathryn Larrowe
BCAA	Associate Management Analyst	Mary-Claire Katz
CSD	CSBG Field Representative	Jennifer Milovina
CSD	CSBG Field Operations Mgr.	Stephanie Williams

The following items were discussed:

- Highlights of Review
- Tripartite Board Composition
- Democratic Selection Process

- Monitoring Timeline/Expectations
- Fiscal and Programmatic Reporting
- EARS Report Submissions
- Contract Timelines/due dates

Corrective Action(s)

Finding(s)

Finding (1): Tripartite Board Composition

Sections 676B of the Community Services Block Grant Reauthorization Act of 1998 requires that, as a condition of designation, private nonprofit entities and public organizations administer their CSBG program through tripartite boards that "fully participate in the development, planning, implementation, and evaluation of the program to serve low-income communities." BCAA's board is not compliant with the tripartite structure required by the CSBG Act, (SEC. 676B. TRIPARTITE BOARDS). Currently, Berkeley's board lacks adequate representation from the public and low-income sectors. This is especially concerning, given Berkeley's previous issues with board composition which placed them on an "anticipated High-Risk Designation" based on The City of Berkeley's inability to maintain required CSBG Tripartite Board Structure.

Corrective Action:

To ensure the board composition aligns with agency by-laws and state regulations, Berkeley must provide a report to CSD detailing their efforts to find representation in the low-income and public sectors of their tripartite board. If any changes are made, this report must include an updated CSD 188 board roster.

Response/Resolution Due Date:

Berkeley must submit this report on a monthly basis, with the first submission due by December 31, 2025. These reports must continue to be submitted to CSD until adequate representation for all three tripartite sectors is exhibited.

Finding (2): Long Term Vacancy

The board roster dated November 5, 2025, indicates the City of Berkeley has had one long-term board vacancy in the Low-Income Sector since August 2024.

Corrective Action:

Berkeley must continue to submit updates to CSD on efforts to fill all board vacancies until all vacant seats are filled.

Response/Resolution Due Date:

Berkeley must submit updates according to the schedule below:

- December 31, 2025- 1st update
- March 31, 2026- 2nd update
- June 30, 2026- 3rd update
- September 30, 2026- Vacancy(ies) should be resolved.

Observation(s)

No Observations were discovered during this review

Please note:

CSD may request additional information related to meeting/resolving Findings addressed in this report. Unresolved Findings may result in additional monitoring or a High-Risk designation.

Recommendations

Recommendation(s)

Recommendation:

CSD recommends that BCAA perform an evaluation of its internal practices to determine the cause for untimely submissions of CSBG contracts and identify efficiencies that may allow for more timely submissions of future deliverables and contract packets.

Technical Training Assistance(s)

Recommendation(s):

N/A

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

Contract No:

Agency: Lifelong Medical Care Period of: 4th Qtr 2025
 Program: Access to Primary Care/Acupuncture for the Low-Income/Uninsured Prepared By: Nicole Nappi
 Phone: 510-871-1062 E-mail: nnappi@lifelongmedical.org

1. CLIENT SUMMARY -

	Previous Periods	Report Period	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	22,532	8,017	30,549
B. Total unduplicated number of NEW INDIVIDUALS about whom one or more characteristics were obtained:	0	0	0
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:	7,225	2,566	9,791
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:	7,225	2,566	9,791

INDIVIDUAL LEVEL CHARACTERISTICS

1. Sex

Sex Unduplicated Count	Previous Periods	This Period	YTD
Male	2,865	1,037	3,902
Female	4,360	1,529	5,889
TOTALS	0	0	0

2. Age

Age Unduplicated Count	Previous Periods	This Period	YTD
0-5	172	56	228
6-13	164	58	222
14-17	93	29	122
18-24	373	142	515
25-44	1,655	619	2,274
45-54	1,017	337	1,354
55-59	568	202	770
60-64	769	248	1,017
65-74	1,280	474	1,754
75+	1,096	387	1,483
Unknown/not reported	38	14	52
TOTALS	7,225	2,566	9,791

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	299	2,267	299	2,267
Unknown/not reported	466	6,521	171	2,267	637	8,788
TOTALS	466	6,521	470	4,534	936	11,055

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	4,511	354	6,817	26	125	2,415	80	479	9,232
Health Insurance	6,210	0	1,015	2,240	0	326	8,450	0	1,341

Health Insurance Sources

Insurance Sources Unduplicated Count	Previous Periods	This Period	YTD
Medicaid	5,441	1,944	7,385
Medicare	769	296	1,065
State Children's Health Insurance Program	0		0
State Health Insurance for Adults	0		0
Military Health Care	0		0
Direct-Purchase	0		0
Employment Based	0		0
Unknown/not reported	1,015	326	1,341
TOTALS	7,225	2,566	9,791

6. Ethnicity

Ethnicity Unduplicated Count	Previous Periods	This Period	YTD
Hispanic, Latino or Spanish Origins	836	309	1,145
Not Hispanic, Latino or Spanish Origins	4,870	1,756	6,626
Unknown/not reported	1,519	501	2,020
TOTALS	7,225	2,566	9,791

Race

Race Unduplicated Count	Previous Periods	This Period	YTD
American Indian or Alaska Native	45	15	60
Asian	397	176	573
Black or African American	1,738	650	2,388
Native Hawaiian and Other Pacific Islander	23	7	30
White	2,244	763	3,007
Other	0	0	0
Multi-race (two or more of the above)	289	100	389
Unknown/not reported	2,489	855	3,344
TOTALS	7,225	2,566	9,791

7. Military Status

Military Status Unduplicated Count	Previous Periods	This Period	YTD
Veteran	71	22	93
Active Military	0		0
Unknown/not reported	7,154	2,544	9,698
TOTALS	7,225	2,566	9,791

8. Work Status (Individuals 18+)

Work Status (Individuals 18+) Unduplicated Count	Previous Periods	This Period	YTD
Employed Full-Time	0		0
Employed Part-Time	0		0
Migrant Seasonal Farm Worker	5	4	9
Unemployed (Short-Term, 6 months or less)	0		0
Unemployed (Long-Term, more than 6 months)	0		0
Unemployed (Not in Labor Force)	0		0
Retired	0		0
Unknown/not reported	7,220	2,562	9,782
TOTALS	7,225	2,566	9,791

HOUSEHOLD LEVEL CHARACTERISTICS

9. Household Type

Household Type Unduplicated Count	Previous Periods	This Period	YTD
Single Person	0		0
Two Adults NO Children	0		0
Single Parent Female	0		0
Single Parent Male	0		0
Two Parent Household	0		0

Non-related Adults with Children	0		0
Multigenerational Household	0		0
Other	0		0
Unknown/not reported	7,225	2,566	9,791
TOTALS	7,225	2,566	9,791

10. Household Size

Household Size Unduplicated Count	Previous Periods	This Period	YTD
Single Person	5,481	1,922	7,403
Two	768	275	1,043
Three	320	124	444
Four	301	122	423
Five	158	57	215
Six or more	25	9	34
Unknown/not reported	172	57	229
TOTALS	7,225	2,566	9,791

11. Housing

Housing Unduplicated Count	Previous Periods	This Period	YTD
Own	0		0
Rent	0		0
Other permanent housing	39	14	53
Homeless	179	77	256
Other	86	24	110
Unknown/not reported	6,921	2,451	9,372
TOTALS	7,225	2,566	9,791

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%	345	126	471
51% to 75%	459	162	621
76% to 100%	648	227	875
101% to 125%	168	65	233
126% to 150%	96	31	127
151% to 175%	204	90	294
176% to 200%	39	8	47
201% to 250%	47	9	56
250% and over	196	65	261
Unknown/not reported	5,023	1,783	6,806
TOTALS	7,225	2,566	9,791

13. Sources of Household Income

**Sources of Household Income Unduplicated Count	Previous Periods	This Period	YTD
Income from Employment Only	0		0
Income from Employment and Other Income Source	0		0
Income from Employment, Other Income Source, and Non-Cash Benefits	0		0
Income from Employment and Non-Cash Benefits	0		0
Other Income Source Only	0		0
Other Income Source and Non-Cash Benefits	0		0
No Income	0		0
Non-Cash Benefits Only	0		0
Unknown/not reported	7,225	2,566	9,791
TOTALS	7,225	2,566	9,791

14. Other Income Source

Other Income Source Unduplicated Count	Previous Periods	This Period	YTD
TANF	0		0
Supplemental Security Income (SSI)	0		0
Social Security Disability Income (SSDI)	0		0
VA Service-Connected Disability Compensation	0		0

VA Non-Service Connected Disability Pension	0		0
Private Disability Insurance	0		0
Worker's Compensation	0		0
Retirement Income from Social Security	0		0
Pension	0		0
Child Support	0		0
Alimony or other Spousal Support	0		0
Unemployment Insurance	0		0
EITC	0		0
Other	0		0
Unknown/not reported	7,225	2,566	9,791

15. Non-Cash Benefits

Non-Cash Benefits Unduplicated Count	Previous Periods	This Period	YTD
SNAP	0		0
WIC	0		0
LIHEAP	0		0
Housing Choice Voucher	0		0
Public Housing	0		0
Permanent Supportive Housing	0		0
HUD-VASH	0		0
Childcare Voucher	0		0
Affordable Care Act Subsidy	0		0
Other	0		0
Unknown/not reported	7,225	2,566	9,791

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

Program Name	# of Individuals
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17. Estimated total number of Households not included in the Totals above

Program Name	# of Households
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18. SERVICE MEASURES

Service Measures	Annual Goal		Q1		Q2		Q3		Q4		Served YTD		% Served		
	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	UOS	New Clients	

1	AOD Sessions	521	120	415	38	355	8	521	17	390	21	1,681	84	323%	70%
***** Health Care Services *****															
2	Healthcare Detection/Screening Services	21,150	9,000	6,560	2,415	6,266	2,358	6,963	2,452	7,276	2,566	27,065	9,791	128%	109%

[Quarter 1 Narrative \(click to view\)](#)

[Quarter 2 Narrative \(click to view\)](#)

[Quarter 3 Narrative \(click to view\)](#)

Quarter 4 Narrative

In Q4 of FY2025, a total of 8,017 clients were served, including 2,566 (32%) new Berkeley clients from whom LifeLong collected statistical data. A total of 7,276 units of service (UOS) were delivered. The LifeLong Acupuncture Program provided 390 UOS and served 21 new Berkeley clients.

7. OUTCOMES

Outcomes	Annual Goal	Q1 Achieved Outcome	Q2 Achieved Outcome	Q3 Achieved Outcome	Q4 Achieved Outcome	Achieved Outcome YTD	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served	
1	Clients completed AOD program	120	15	5	13	9	42	35%	276%
1	Clients reduced/eliminated use of AOD substances	112	34	29	39	26	128	114%	276%
2	Participants enrolled in necessary treatment	9,000	779	819	800		2,398	27%	276%

2	Participants exhibited improved health	1,313	372	432	404		1,208	92%	276%
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Quarter 1 Narrative (click to view)

In Q1 FY 2025, LifeLong worked with the Data Analytics Department to refine our processes for capturing outcome data. For hypertension, 779 Berkeley residents were enrolled in necessary treatment and 372 (approximately 48%) of those folks exhibited improved health. For LifeLong Acupuncture program 15 of the 38 (or 39%) clients enrolled completed the AOD program and 34 of the 38 participants exhibited reduced cravings.

Quarter 2 Narrative (click to view)

LifeLong Medical Care's Auricular Acupuncture Program offers a trauma-informed, holistic approach to supporting individuals in their recovery from alcohol and other drug (AOD) use. A completed program is defined as 15 visits per client per year. However, many clients continue to return beyond those 15 visits to manage symptoms and maintain their progress. This reflects the dynamic and ongoing nature of recovery. In this quarter, the program welcomed 8 new clients and provided continued care to 21 recurring clients.

Quarter 3 Narrative (click to view)

Outcome Narrative: In Q3 LifeLong's acupuncture program provided 521 UOS, served total of 45 clients with 40 (89%) of those being Berkeley residents and 17 (42%) of those being new clients. Additionally, 13 clients completed the program this quarter and 39 Berkeley Residents reported they experienced reduced and/or eliminated AOD cravings.

Quarter 4 Narrative

In Q4, LifeLong's Acupuncture Program delivered 390 units of service (UOS), serving a total of 46 Berkeley clients, 21 of whom were new to the program. 9 clients successfully completed the program. Additionally, 26 participants reported experiencing reduced and/or eliminated alcohol and other drug (AOD) cravings.

A key challenge throughout the program year has been the disruption of services caused by the closure of the Ashby site. Some individuals reported difficulties with transportation and expressed discomfort accessing services at alternate locations.

8. PROGRAM SATISFACTION SURVEY

Question		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Does Not Apply	I Do Not Understand This Question	Total Number of responses
1. I am satisfied with the services I have received from this program.	This Period								0
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
2. This program's staff treated me with respect.	This Period								0
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
3. This program helped me make progress towards my goals.	This Period								0
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
4. This program met my needs.	This Period								0
	Prior Periods								0
	Total	0	0	0	0	0	0	0	0
	% of Total								
Additional Questions:									
5. Additional comments from consumers completing the survey									

Date Signed 07/15/2025

Approved By Mary-Claire Katz

Date Signed 08/06/2025

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
04/01/2025 TO 06/30/2025**

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

Agency Name: Lifelong Medical Care Contract #: 32300181

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

Funding Source : General Fund

Expenditure Category	Approved Budget	Budget Mod Q4	Revised Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
Professional Services - Acupuncture	\$29,855.00		\$29,855.00	\$7,463.75	\$7,463.75	\$7,463.75	\$7,463.75	\$29,855.00	-\$29,855.00
TOTAL	\$29,855.00	\$0.00	\$29,855.00	\$7,463.75	\$7,463.75	\$7,463.75	\$7,463.75	\$29,855.00	\$0.00

Advances Received \$29,855.00
Underspent/(Overspent) \$0.00

Funding Source : CSBG

Expenditure Category	Staff Name	Approved Budget	Budget Mod Q4	Revised Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
REGISTERED NURSE	HUR, YEUN YOUNG	\$9,769.32	\$0.00	\$9,769.32	\$2,442.33	\$2,442.33	\$2,442.33	\$2,442.33	\$9,769.32	-\$9,769.32
Registered Nurse	MILLENBAUGH, ALYSON	\$8,055.44	\$809.24	\$8,864.68	\$2,036.56	\$2,036.56	\$2,036.56	\$2,755.00	\$8,864.68	-\$8,055.44
MED RECEPTIONIST	WALKER, CHARLOTTE	\$3,746.64	\$1,371.00	\$5,117.64	\$936.66	\$936.66	\$936.66	\$2,307.66	\$5,117.64	-\$3,746.64
PHYSICIAN - Primary Care	WOOLF, SARAH	\$28,847.00	\$700.00	\$29,547.00	\$7,211.75	\$7,211.75	\$7,211.75	\$7,911.75	\$29,547.00	-\$28,847.00
CENTER MANAGER - W. Berkeley	Sequeira, Vinitha	\$12,424.49	\$1,499.97	\$13,924.46	\$3,106.12	\$3,106.12	\$3,106.12	\$4,606.10	\$13,924.46	-\$12,424.49
REGISTERED NURSE	TAFARI, MICHELLE	\$7,894.32	\$986.79	\$8,881.11	\$1,973.58	\$1,973.58	\$1,973.58	\$2,960.37	\$8,881.11	-\$7,894.32
PHYSICIAN	MARINO, JULIA	\$8,295.36	\$999.98	\$9,295.34	\$2,073.84	\$2,073.84	\$2,073.84	\$3,073.82	\$9,295.34	-\$8,295.36
MED ASSISTANT - Primary Care 2	Carvajal, Jessica	\$6,362.95	\$294.47	\$6,657.42	\$1,590.74	\$1,590.74	\$1,590.74	\$1,885.20	\$6,657.42	-\$6,362.95
MED ASSISTANT - Primary Care	GONZALEZ, LORENA	\$6,291.62	\$909.22	\$7,200.84	\$1,550.21	\$1,550.21	\$1,550.21	\$2,550.21	\$7,200.84	-\$6,291.62
Taxes/Benefits		\$25,672.40	\$2,119.83	\$27,792.23	\$6,418.10	\$6,418.10	\$6,418.10	\$8,537.93	\$27,792.23	-\$25,672.40
Supplies		\$6,000.00	\$-500.00	\$5,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$5,500.00	-\$6,000.00
Professional Services - Acupuncture		\$22,095.00	\$-9,190.50	\$12,904.50	\$5,523.75	\$5,523.75	\$5,523.75	\$-3,666.75	\$12,904.50	-\$22,095.00
Indirect Costs		\$14,545.46	\$0.00	\$14,545.46	\$3,636.36	\$3,636.36	\$3,636.36	\$3,636.38	\$14,545.46	-\$14,545.46
TOTAL		\$160,000.00	\$0.00	\$160,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$160,000.00	\$-0.00

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

Total Current Year (FY 2025) Allocation

Expenditure Category	Staff Name	Approved Budget	Budget Mod Q4	Revised Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
CENTER MANAGER - W. Berkeley	Sequeira, Vinitha	\$12,424.49	\$1,499.97	\$13,924.46	\$3,106.12	\$3,106.12	\$3,106.12	\$4,606.10	\$13,924.46	\$0.00
Indirect Costs		\$14,545.46	\$0.00	\$14,545.46	\$3,636.36	\$3,636.36	\$3,636.36	\$3,636.38	\$14,545.46	\$0.00
MED ASSISTANT - Primary Care 2	Carvajal, Jessica	\$6,362.95	\$294.47	\$6,657.42	\$1,590.74	\$1,590.74	\$1,590.74	\$1,885.20	\$6,657.42	\$0.00
MED ASSISTANT - Primary Care	GONZALEZ, LORENA	\$6,291.62	\$909.22	\$7,200.84	\$1,550.21	\$1,550.21	\$1,550.21	\$2,550.21	\$7,200.84	\$0.00

MED RECEPTIONIST	WALKER, CHARLOTTE	\$3,746.64	\$1,371.00	\$5,117.64	\$936.66	\$936.66	\$936.66	\$2,307.66	\$5,117.64	-\$0.00
PHYSICIAN - Primary Care	WOOLF, SARAH	\$28,847.00	\$700.00	\$29,547.00	\$7,211.75	\$7,211.75	\$7,211.75	\$7,911.75	\$29,547.00	\$0.00
PHYSICIAN	MARINO, JULIA	\$8,295.36	\$999.98	\$9,295.34	\$2,073.84	\$2,073.84	\$2,073.84	\$3,073.82	\$9,295.34	\$0.00
Professional Services - Acupuncture		\$22,095.00	-\$9,190.50	\$12,904.50	\$5,523.75	\$5,523.75	\$5,523.75	-\$3,666.75	\$12,904.50	\$0.00
Professional Services - Acupuncture		\$29,855.00		\$29,855.00	\$7,463.75	\$7,463.75	\$7,463.75	\$7,463.75	\$29,855.00	\$0.00
REGISTERED NURSE	TAFARI, MICHELLE	\$7,894.32	\$986.79	\$8,881.11	\$1,973.58	\$1,973.58	\$1,973.58	\$2,960.37	\$8,881.11	\$0.00
REGISTERED NURSE	HUR, YEUN YOUNG	\$9,769.32	\$0.00	\$9,769.32	\$2,442.33	\$2,442.33	\$2,442.33	\$2,442.33	\$9,769.32	\$0.00
Registered Nurse	MILLENBAUGH, ALYSON	\$8,055.44	\$809.24	\$8,864.68	\$2,036.56	\$2,036.56	\$2,036.56	\$2,755.00	\$8,864.68	\$0.00
Supplies		\$6,000.00	-\$500.00	\$5,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,000.00	\$5,500.00	\$0.00
Taxes/Benefits		\$25,672.40	\$2,119.83	\$27,792.23	\$6,418.10	\$6,418.10	\$6,418.10	\$8,537.93	\$27,792.23	\$0.00
TOTAL		\$189,855.00	-\$0.00	\$189,855.00	\$47,463.75	\$47,463.75	\$47,463.75	\$47,463.75	\$189,855.00	\$0.00

Total Carryover (FY 2024) Allocation

Expenditure Category	Staff Name	Approved Budget	Budget Mod Q4	Revised Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
				\$0.00					\$0.00	\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Reason For Current Budget Modification:

1. Sequeira, Vinitha replaces Gillespie, Judy as Center Manager
2. Guerrero Carvajal, Jessica replaces Reyes, Mariela as Med Assistant.
3. Acupuncture supplies and services expenditures were less than budgeted, as a result, we have adjusted salary expense and fringe benefits for staff.

Upload of Resumes for New Staff (required):

- 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: [Xuan Phan](#)
 Authorized By: [Cecilia Aviles](#)
 Name of Authorized Signatory with Signature on File

Email: xphan@lifelongmedical.org
 Email: caviles@lifelongmedical.org

Date: 08/31/2025

Approved By: Mary-Claire Katz 09/03/2025 Project Manager Date	Examined By: _____ CSA Fiscal Unit Date	Approved By: _____ CSA Fiscal Unit Date
Budget Modification Approved By: Kat Larrow 10/28/2025		

Initially submitted: Aug 31, 2025 - 13:35:54