



## Human Welfare and Community Action Commission

### AGENDA

Wednesday, April 16, 2025  
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 3/19/2025 regular meeting (Attachment A) – All
5. Community Services Block Grant Community Action Plan and Community Needs Assessment memo (Attachment B) – Staff
6. Review City of Berkeley funded agency program and financial reports (Attachment C) — Staff
  - a. Family Violence Law Center program and financial reports

#### **Other Discussion Items**

7. Discussion and possible action to schedule a special meeting– All
8. Discussion and possible action on 2025 commission goal setting – Lara Cruz
9. Community agency site visit – Staff
10. Review latest City Council meeting agenda
11. Announcements
12. Future Agenda Items

#### **Adjournment**

#### **Attachments**

- A. Draft Minutes of the 3/19/2025 meeting
- B. CSBG CAP/CNA memo
- C. Program and financial reports from FVLC

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

### **Communications**

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

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

**Secretary:**

Mary-Claire Katz  
Health, Housing & Community Services Department  
510-981-5414  
[mkatz@berkeleyca.gov](mailto:mkatz@berkeleyca.gov)

**Mailing Address:**

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



## Human Welfare and Community Action Commission

### DRAFT MINUTES

Wednesday, March 19, 2025

6:30 PM

2180 Milvia Street  
Berkeley, CA 94704

#### Preliminary Matters

1. Roll Call  
Present: Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol.  
Absent: None.  
Quorum: 4 (Attended: 6)  
Staff Present: Kat Larrowe.  
Public Present: None.
2. Agenda Approval  
No changes.
3. Public Comment  
None.

#### Update/Action Items

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

#### **Berkeley Community Action Agency Board Business**

4. Approve minutes from the 2/19/2025 Regular Meeting (Attachment A) – All  
**Action:** M/S/C (Lippman/Lara Cruz) to approve the minutes from the 2/19/25 regular meeting with one edit.  
**Vote:** Ayes – Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – None.
5. Community Services Block Grant Community Action Plan and Community Needs Assessment update – Staff  
**No action taken.**
6. Commission seat vacancies update – Staff  
**No action taken.**
7. Commission agenda items update – All  
**No action taken.**
8. Review City of Berkeley funded agency Program and Financial reports (Attachment B) – Staff
  - a. Bay Area Outreach and Recreation Program (BORP) program and financial reports  
**No action taken.**

#### **Other Discussion Items**

9. Discussion and possible action on review of 2024 outcomes and goal setting for 2025 – Lara Cruz  
**No action taken.**
10. Discussion and possible action on a Council item regarding the City of Berkeley Single Audit for the year ended June 30, 2023 (Attachment C)– All  
**No action taken.**
11. Discussion and possible action on ADA audits of City programs – Behm-Steinberg  
**No action taken.**
12. Review latest City Council meeting agenda  
**No action taken.**
13. Announcements  
**No action taken.**
14. Future Agenda Items  
**No action taken.**

### **Adjournment**

**Action:** M/S/C (Lara Cruz/Huchting) to adjourn at 8:30 PM.

**Vote:** Ayes – Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – None.

### **Attachments**

- A. Draft Minutes of the 2/19/2025 Meeting
- B. Program and financial reports from BORP
- C. City of Berkeley 2023 Single Audit Draft Council items

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

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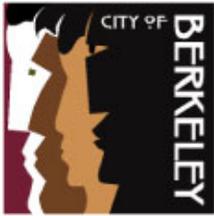
*Draft Minutes – HWCAC*  
*March 19, 2025*  
Page 3 of 3

**Secretary:**

Mary-Claire Katz  
Health, Housing & Community Services Department  
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Berkeley, CA 94704



City of Berkeley Housing & Community Services Department  
 2180 Milvia Street  
 Berkeley, CA 94704  
 Contact: Community Agency RFP, [CommunityAgencyRFP@berkeleyca.gov](mailto:CommunityAgencyRFP@berkeleyca.gov) 510.981.5408

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**Program: Domestic Violence & Homeless Prevention (DVHP)**  
 Agency: Family Violence Law Center

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

Contract No: 3250003€

This Report Due: **Jan 30, 2025**

Agency: Family Violence Law Center      Period of: **2nd Qtr 2025**  
 Program: Domestic Violence & Homeless Prevention (DVHP)      Prepared By:   
 Phone:       E-mail:

**1. CLIENT SUMMARY - QTR 2**

	QTR 2	FY 2025 (July 1, 2024 - June 30, 2025)
A. Total Clients Served by the Program (Berkeley and Non-Berkeley)	482	1,176
B. Total Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	51	109
C. Total Berkeley Clients Served for Whom You Were <b>NOT</b> Able to Gather Statistics on Age, Race/Ethnicity, and Income:	0	0
D. Total Berkeley Clients Served:	51	109

**2. DEMOGRAPHIC DATA**

RACE - Unduplicated Count	Previous Periods		Report Period		Year-To-Date	
	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity	Non-Hispanic	Hispanic Ethnicity
Single Race Categories						
American Indian/Alaskan Native	1	0	0	0	1	0
Asian	4	0	7	0	11	0
Black/African American	16	0	17	0	33	0
Native Hawaiian/Pacific Islander	3	0	0	0	3	0
White	16	7	14	12	30	19
Combined Race Categories						
American Indian/Alaskan Native & White	0	0	1	0	1	0
Asian & White	0	0	0	0	0	0
Black/African American & White	1	0	0	0	1	0

American Indian/Alaskan Native & Black/African American	0	0	0	0	0	ATTACHMENT 6
Other Combined Race Categories	10	0	0	0	10	0
<b>TOTALS</b>	<b>51</b>	<b>7</b>	<b>39</b>	<b>12</b>	<b>90</b>	<b>19</b>
<b>TOTAL SERVED</b>	58		51		109	

**3. INCOME LEVEL**

Income Level - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - June 30, 2025)
Poverty	48	49	97
Poverty to 30% of AMI (Ex. Low)	6	2	8
31-50% of AMI (Low)	2	0	2
51-80% of AMI (Moderate)	1	0	1
Above 80% of AMI	1	0	1
<b>TOTALS</b>	<b>58</b>	<b>51</b>	<b>109</b>

[View AMI Table](#)

**4. AGE**

Age - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - June 30, 2025)
Under 5	0	0	0
5-12	0	0	0
13-17	2	0	2
18-24	5	15	20
25-34	11	13	24
35-44	23	12	35
45-54	10	7	17
55-64	6	3	9
65+	1	1	2
<b>TOTALS</b>	<b>58</b>	<b>51</b>	<b>109</b>

**5. OTHER CHARACTERISTICS**

Other Characteristics - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - June 30, 2025)
Female	51	49	100
Male	7	2	9
Other	0	0	0
Disabled	13	5	18
Homeless	7	1	8
Chronically Homeless	2	0	2
Female Head of Household	19	9	28

**6. SERVICE MEASURES**

		Annual Goal	Q1	Q2	Q3	Q4	Served FY 2025 (July 1, 2024 - June 30, 2025)	% Served							
Legal/Advocacy/Mediation Services															
Service Measures	UOS: Projected	Projected New Participants	UOS: New Participants	UOS: Continuing Participants	UOS: New Participants	UOS: Total	# of Existing Clients	New Clients	UOS: Total	# of Existing Clients	New Clients	Total UOS	Total Clients	UOS	Total Clients
1	Legal/Mediation Sessions	0	0	146	26	143	8	23				289	49		
2	210	350	125	143	47	106	21	33				249	80	71%	64%
3	Pro Per Assistance	45	10	7	6	4	0	4				11	10	24%	100%

**Service Measure Definitions:**

Legal/Mediation Sessions	70	35	Clients rights protected, restored or acquired	10
Legal/Mediation Sessions			Clients remained stably housed	15
Legal/Mediation Sessions			Clients disputes or legal problems resolved	15
Pro Per Assistance	45	10	Participants achieved enhanced skills or knowledge	10
Legal/Mediation Sessions	Legal services are provided during business hours, Monday through Friday. FVLC holds clinics and also provides one-on-one meetings to clients who need legal assistance.			
Pro Per Assistance	FVLC's Staff Attorneys provide legal consultation, paperwork preparation, and representation for Berkeley residents.			

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

[Quarter 2 Narrative](#)

Yeni was pregnant and had just experienced a traumatic incident in which the father of her child strangled her. Concerned for her safety, she reached out seeking help submitting evidence to the District Attorney. FVLC's advocate stepped in to assist her with this process and discovered that all charges against her abuser had been dropped. To better understand, the advocate connected Yeni with a Victim Advocate from the D.A.'s office, who walked her through the legal complexities of the situation. FVLC also helped her file a temporary restraining order, provided ongoing support and connected her with resources for her child's needs. Yeni continues to reach out to FVLC for advice and resources because she trusts the agency to keep her safe and be there when she needs help or has questions.

You have 201 characters left.

## 7. OUTCOMES

Outcomes	Annual Goal	Q1 Achieved Outcome	Q2 Achieved Outcome	Q3 Achieved Outcome	Q4 Achieved Outcome	Achieved Outcome FY 2025 (July 1, 2024 - June 30, 2025)	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served
1 Clients disputes or legal problems resolved	15		17			39	260%	36%
1 Clients remained stably housed	15		21			41	273%	38%
1 Clients rights protected, restored or acquired	10		18			40	400%	37%
2 Participants achieved enhanced skills or knowledge	65		23			49	75%	45%
3 Participants achieved enhanced skills or knowledge	10		4			30	300%	28%

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

### Quarter 2 Narrative

FVLC served Ann, who called the crisis line seeking protection from her partner, John, the father of her children. John was physically abusive with Ann and the children, and a recent incident of domestic violence led to his arrest by BPD, who issued an Emergency Protective Order (EPO) for Ann and her kids. Because the EPO expired in 2 days, FVLC immediately reached out to Ann to offer paperwork preparation so a restraining order could be in place prior to the EPO's expiration. Within 24 hours, Ann had a legal appointment where she completed her restraining order request, including a kick-out order and child custody/visitation orders. At court, Ann was granted a restraining order for 3 years protecting her and the children, awarding Ann sole legal and physical custody, and maintaining the kick-out order to prevent John from returning to the family home. With FVLC's help, Ann had protective and custody orders in place less than 2 months after her initial call to our crisis line.

You have 7 characters left.

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

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

## 8. PROGRAM SATISFACTION SURVEY

Question		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	Does Not Apply	I Do Not Understand This Question	Total Number of responses
1. I am satisfied with the services I have received from this program.	This Period								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	FVLC did not administer Berkeley surveys during this quarter but we anticipate doing so before the end of the fiscal year.								

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

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

Update Questions

[Return to Reports Page](#)

**CITY OF BERKELEY  
COMMUNITY AGENCY STATEMENT OF EXPENSE  
10/01/2024 TO 12/31/2024**

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

Agency Name: [Family Violence Law Center](#) Contract #: [32500039](#)  
 Program Name: [Domestic Violence & Homeless Prevention \(DVHP\)](#) PO #: [22001091](#)  
 Funding Source : General Fund

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
<a href="#">Executive Director</a>	<a href="#">Erin Scott</a>	\$3,000.00	\$1,637.12	\$1,362.88			\$3,000.00	\$0.00
<a href="#">FVIU Manager</a>	<a href="#">Marissa Seko</a>	\$1,200.00	\$46.39				\$46.39	\$1,153.61
<a href="#">Staff Attorney</a>	<a href="#">Nicole Conrad</a>	\$2,875.00		\$531.50			\$531.50	\$2,343.50
<a href="#">Crisis Intervention Specialist</a>	<a href="#">Tenisha Keys</a>	\$48,731.00	\$7,574.76	\$9,161.51			\$16,736.27	\$31,994.73
<a href="#">Finance Director</a>	<a href="#">Juliet Crosby</a>	\$1,200.00	\$585.64	\$614.36			\$1,200.00	\$0.00
<a href="#">Grants &amp; Contracts Manager</a>	<a href="#">Stephanie Penrod</a>	\$1,200.00	\$397.81	\$548.81			\$946.62	\$253.38
<a href="#">Taxes/Benefits</a>		\$8,824.43	\$4,708.52	\$2,170.32			\$6,878.84	\$1,945.59
<a href="#">Transportation</a>		\$250.00					\$0.00	\$250.00
<a href="#">Subscriptions,Reference Materials</a>		\$900.00	\$609.28				\$609.28	\$290.72
<a href="#">Indirect Costs</a>		\$6,819.57	\$1,555.95	\$1,221.91			\$2,777.86	\$4,041.71
<b>TOTAL</b>		\$75,000.00	\$17,115.47	\$15,611.29			\$32,726.76	\$42,273.24

Advances Received [\\$37,500.00](#)  
 Underspent/(Overspent) [\\$4,773.24](#)

**Total Current Year (FY 23) Allocation**

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
<a href="#">Crisis Intervention Specialist</a>	<a href="#">Tenisha Keys</a>	\$48,731.00	\$7,574.76	\$9,161.51				\$48,731.00
<a href="#">Executive Director</a>	<a href="#">Erin Scott</a>	\$3,000.00	\$1,637.12	\$1,362.88				\$3,000.00
<a href="#">FVIU Manager</a>	<a href="#">Marissa Seko</a>	\$1,200.00	\$46.39					\$1,200.00
<a href="#">Finance Director</a>	<a href="#">Juliet Crosby</a>	\$1,200.00	\$585.64	\$614.36				\$1,200.00
<a href="#">Grants &amp; Contracts Manager</a>	<a href="#">Stephanie Penrod</a>	\$1,200.00	\$397.81	\$548.81				\$1,200.00
<a href="#">Indirect Costs</a>		\$6,819.57	\$1,555.95	\$1,221.91				\$6,819.57

Staff Attorney	Nicole Conrad	\$2,875.00		\$531.50				\$2,875.00
Subscriptions, Reference Materials		\$900.00	\$609.28					\$900.00
Taxes/Benefits		\$8,824.43	\$4,708.52	\$2,170.32				\$8,824.43
Transportation		\$250.00						\$250.00
<b>TOTAL</b>		<b>\$75,000.00</b>	<b>\$17,115.47</b>	<b>\$15,611.29</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$75,000.00</b>

**Total Carryover (FY 22) Allocation**

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
								\$0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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

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: [Juliet Crosby](#)

Email: [jcrosby@fvlc.org](mailto:jcrosby@fvlc.org)

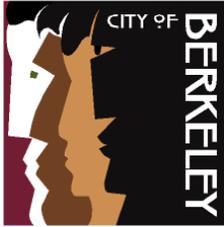
Date: 01/31/2025

Authorized By: [Erin Scott](#)

Email: [escott@fvlc.org](mailto:escott@fvlc.org)

Name of Authorized Signatory with Signature on File

<b>Approved By:</b> <a href="#">Mary-Claire Katz</a> 02/04/2025 Project Manager Date	<b>Examined By:</b> _____ CSA Fiscal Unit Date	<b>Approved By:</b> _____ CSA Fiscal Unit Date
--------------------------------------------------------------------------------------------	------------------------------------------------------	------------------------------------------------------



Health, Housing, and  
Community Services Department  
**Housing & Community Services Division**

## MEMORANDUM

**To:** Human Welfare and Community Action Commission

**From:** Mary-Claire Katz, Housing and Community Services, HHCS  
Kat Larrowe, Housing and Community Services, HHCS

**Date:** April 16, 2025

**Subject:** **Community Services Block Grant Community Action Plan and Needs Assessment**

The Department of Community Services and Development (CSD) has developed the 2026/2027 Community Needs Assessment (CNA) and Community Action Plan (CAP) template for the Community Services Block Grant (CSBG) funding recipients. CSD requests agencies submit a completed CAP, including a CNA, to CSD on or before June 30, 2025. The CAP, supported by the CNA, is a two-year plan that shows how agencies will deliver CSBG services. The CAP assesses poverty-related needs, available resources, feasible goals, and is used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.

The Berkeley Community Action Agency (BCAA), as a recipient of CSBG funding, will bring a draft of the CAP and CNA to a public hearing on May 21, 2025 at 6:30PM at the South Berkeley Senior Center, located at 2939 Ellis Street. A notice of the public hearing will be published at least 10 calendar days prior to the public hearing via the City of Berkeley (City) and Human Welfare and Community Action Commission (HWCAC) websites, the Berkeley Voice newspaper, the City Hall notice board, and the City's community agency contact list

The draft CAP will be made available for public review, on the City of Berkeley and HWCAC webpages, no later than April 21, 2025. The draft CAP will also be available in hardcopy for public review at 2180 Milvia Street, 2<sup>nd</sup> Floor. The HWCAC commissioners and members of the public will be able to submit public comment at the public hearing or in writing by the designated due date (will be provided in the public notice).

*A Vibrant and Healthy Berkeley for All*

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