



Human Welfare and Community Action Commission

AGENDA

Thursday, June 27, 2024

5:00 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

1. Approve minutes from the 4/24/2024 Regular Meeting (Attachment A) – All
2. Adoption of 2024 HWCAC regular meeting calendar (Attachment B) – All
3. Discussion and possible action to identify possible private sector commissioners to City Council for appointment to the HWCAC (Attachment C) – All
4. 2024 HWCAC Strategic Plan Discussion (Attachment D) – All
5. Review City of Berkeley funded agency Program and Financial reports (Attachment E) – Staff
 - a. Bay Area Outreach and Recreation Program program and financial reports

Other Discussion Items

6. Review latest City Council meeting agenda
7. Announcements
8. Future Agenda Items

Adjournment

Attachments

- A. Draft Minutes of the 5/15/2024 Meeting
- B. Draft HWCAC 2024 meeting calendar
- C. Letter to Council regarding HWCAC commissioner appointments
- D. HWCAC Strategic Plan
- E. Program and financial reports from Bay Area Outreach and Recreation Program

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

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, May 15, 2024

6:30 PM

2180 Milvia Street

Berkeley, CA 94704

Preliminary Matters

1. Roll Call
Present: Bohn, Lara Cruz, Lippman
Absent: Behm-Steinberg
Quorum: 3 (Attended: 3)
Staff Present: Mary-Claire Katz, Kat Larrowe
Public Present: None.
2. Agenda Approval
Combine for discussion agenda items two and six.
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

1. Approve minutes from the 4/24/2024 Regular Meeting (Attachment A) – All
Action: M/S/C (Lara Cruz/Lippman) to approve the minutes from the 4/24/2024 regular meeting.
Vote: Ayes –Bohn, Lara Cruz, Lippman. Noes –None; Abstain – None; Absent – Behm-Steinberg.
2. Discussion and possible action on a draft letter to Council regarding recommendations on appointments to the HWCAC (Attachment B) – Lippman
Action: M/S/C (Bohn/Lara Cruz) to send the letter to Council.
Vote: Ayes –Bohn, Lara Cruz, Lippman. Noes –None; Abstain – None; Absent – Behm-Steinberg.
3. 2024 HWCAC Strategic Plan Discussion (Attachment C) – All
No action taken.
4. Review City of Berkeley funded agency Program and Financial reports (Attachment D) – Staff
 - a. LifeLong Medical Care program and financial reports
No action taken.
5. Swear-in eligible low-income representative commissioners – Staff
Low-income representatives sworn in by commission secretary.

6. Discussion and possible action on HWCAC private sector representatives – All
 See action taken in agenda item no. two.

Other Discussion Items

7. Discussion and possible action on City ADA violations– Behm-Steinberg
No action taken.
8. Discussion and possible action on San Pablo Ave. plan and Ohlone bike path in light of the Community Risk Assessment - Behm-Steinberg
No action taken.
9. Discussion and possible action on holding hybrid Commission meetings (Attachment E) – Behm-Steinberg
No action taken.
10. Review latest City Council meeting agenda
No action taken.
11. Announcements
 None.
12. Future Agenda Items
 None.

Adjournment

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

Vote: Ayes –Bohn, Lara Cruz, Lippman. Noes –None; Abstain – None; Absent – Behm-Steinberg.

Attachments

- A. Draft Minutes of the 4/24/2024 Meeting
- B. HWCAC Reform Draft Letter
- C. HWCAC Strategic Plan
- D. Program and financial reports from J-Sei
- E. Draft Council items regarding the reestablishment of hybrid commission meetings

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

Attachments

- F. Draft Minutes of the 3/6/2024 Meeting
- G. HWCAC Reform Ordinance
- H. HWCAC Strategic Plan
- I. CA State Letter to BCAA

Draft Minutes – HWCAC
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- J. Program and financial reports from Multicultural Institute
- K. City of Berkeley Fire Marshal's Report, FY 2024
- L. Reverse Mortgage Presentation
- M. Draft Council items regarding the reestablishment of hybrid commission meetings

Review City Council Meeting Agenda at City Clerk Dept. or
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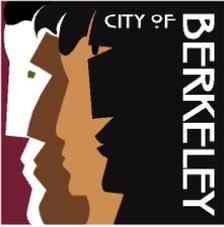
2024 Commission Meeting Dates

Name of Commission: Human Welfare & Community Action

Commission Secretary: Mary-Claire Katz

Meeting Location: 2180 Milvia Street, 1st Floor, Cypress Room

Month	Meeting Day and Date	Time
July 2024	Wednesday July 17	5:00pm
August 2024	No Meeting	
September 2024	Wednesday September 18	5:00pm
October 2024	Wednesday October 16	5:00pm
November 2024	Wednesday November 20	5:00pm
December 2024	No meeting	



Human Welfare and Community
Action Commission

Communication
May 24, 2024

To: Honorable Mayor and Members of the City Council

From: Human Welfare Community Action Commission (HWCAC)

Submitted by: Mary Behm-Steinberg, Chair, HWCAC

Subject: Recommendations on Appointments to HWCAC

Hon. Mayor Arreguin, City Council members:

The Human Welfare and Community Action Commission writes to express our appreciation for your recent action to preserve the commission's independent existence and its inclusion of elected low-income representatives, and the change from geographical representation to representation of actually low-income people.

The actions you have taken, along with the diligent work of staff and commissioners alike, have brought the commission back into the good graces of the state regulators and are a first step toward sustainability.

The next step is to establish the membership of the commission as outlined under the new ordinance. We understand that Council as a whole is responsible for appointing three commissioners. Three of the members shall be low-income representatives, and three more shall be members or officials of business, industry, labor, religious, welfare, education, or major groups and interests in the community, nominated by the commission and confirmed by the Council.

Our primary interest at this moment is to achieve the transition to the new membership with the least possible disruption, so that the crucial work of overseeing services for low-income people in Berkeley continues without interruption. We understand that the new ordinance will come into effect thirty days after its adoption, meaning June 10, 2024. Since our meeting tonight, May 15, may be the last under the old ordinance, we wish to offer you our recommendations for your appointment, and urge that you act on them prior to our next scheduled meeting on June 19.

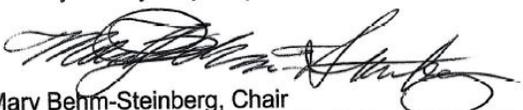
For the group of three Council-appointed commissioners, we recommend you select Diana Bohn, Jose Lara Cruz, and Mary Behm-Steinberg. These are three experienced and dedicated commissioners who will provide strong continuity.

For the group of low-income representatives, we don't know whether sitting representatives need to be re-confirmed with the advent of the new ordinance. If so, we ask that you confirm Cheryl Atkinson, Mina Lewinstein, and Richard Gaona. (Mr. Gaona is new to the commission, and his name may not yet have come to you for confirmation.)

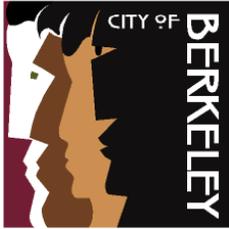
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For the final group of community representatives, we nominate George Lippman, Maria Sol, and Catherine Huchting. Each of these three have long-term records in community and civic service in Berkeley, strong ties to business and welfare interests and to community advocacy organizations.

Please contact the commission with any questions via the Secretary.



Mary Behm-Steinberg, Chair
Human Welfare and Community Action Commission



Human Welfare and
Community Action Commission

2018-2023 STRATEGIC PLAN

Vision

Eradicate persistent poverty in the city of Berkeley by offering residents the services they require for a decent life while offering a path to economic stability.

Mission

Provide city council with recommendations to support a fully integrated system of community services and policies that provide low income residents of Berkeley, with the following: (A) Responsive, caring, and effective community services that provide basic human needs, including, but not limited to, the core services; (B) Opportunities for employment that provide a living wage and offer future growth; (C) Opportunities to continuously build an asset and skills base that can lead to greater economic stability.

Core Services to be provided by City and/or Agencies

1. Access to nutritious food/Food Security
2. Housing/Housing stability
3. Healthcare (Including Mental health services)
4. Childcare
5. Transportation
6. Services for the Disabled
7. Computer and Internet Access
8. Legal Services
9. Skills Training
10. Job/Opportunity Development
11. Banking Services
12. Money Management

Target Populations

1. General Funds: Low income(Defined as 20 to 60% of AMI.) households that own or rent within the City of Berkeley.

2. CSBG Funds: Households that own or rent within the City of Berkeley whose household income is 125% or less of the poverty level.

Objectives

1. Increase engagement with community to understand needs
2. Increase the number of low income commissioners serving on the HWCAC.
3. Show an improvement in living conditions of target population through the following:
 - a. Increase in people with access to regular meals
 - b. Increase in people with access to healthcare
 - c. Increase in people with stable housing
 - d. Increase in median household income
 - e. Increase In long term employment rates
 - f. Increase in median savings or net worth
 - g. Increase in education levels attained
4. Reduce number of households in target populations from Y1 baseline within 5 years
5. Create partnerships with other commissions and city agencies to find ways to increase services and leverage resources
6. Maintain a high approval rate on all agency and city services

Strategies

1. Establish baseline metrics and mechanisms for gathering those metrics on a regular basis
2. Use feedback and data to determine Core Service priorities before each funding cycle
3. Collaborate with other commissions on policy and recommendations
4. Monitor all council activities that may affect target populations and determine a response
5. Develop agency events or other programs that enhance collaboration and knowledge sharing
6. Keep up strategic plan up to date

Action Plan

1. Develop feedback mechanisms from community, agencies, and city staff on services currently provided and needed
 - a. Develop a questionnaire aimed at gathering information on services needed and provided

- b. Carry out “listening booth” meetings at locations that can yield good information and/or carry out a semiannual community meeting to discuss needs
 - c. Bring in community experts to discuss and educate commissioners on agenda topics as required
 - d. Carry out regular meetings with agencies and city teams providing services regarding quality services
 - e. Work with staff to implement a survey form for agency clients to complete and submit
2. Commissioner Engagement
- a. Find ways to recruit more low income members of the community into the commission
 - b. Strive to keep agenda focused and relevant
 - c. Keep all commissioners engaged and participating by encouraging them to take on tasks and to bring forward recommendations
 - d. Establish call-in meeting procedures
3. Metrics
- a. Determine number of households that currently are in the target populations
 - b. Develop a map to determine where these households are located
 - c. locate sources for additional metrics per objectives
4. Stay informed on Council activities
- a. Appoint commissioners on a monthly rotating basis to examine council agenda and come back to group with relevant items
 - b. Add relevant items to meeting agenda to help ensure that they get discussed
 - c. Formally determine a no action/action (communication or recommendation) from commission on agenda items
5. Agency Reviews
- a. Look at implementing an annual meeting with agencies to discuss their programs and best practices
 - b. Review existing agency reports and provide staff with ideas on ways that could help provide additional information
 - c. Review all agency reports annually and work with city staff to carry out site visits at least once every funding cycle
 - d. Look for alternative sources of funding to help support agencies and staff

6. Carry out an annual planning meeting in October each year to discuss the following items
 - a. Review of accomplishments for current year
 - b. Discuss commission priorities for the coming year
 - c. Review community services to ensure that community needs are being met
 - d. Review any recommendations for changes to commission bylaws
 - e. Discuss any updates to work/strategic plan

7. Working with other commissions
 - a. Establish liaisons for other commissions
 - b. Find ways to bring other commissions into council recommendations
 - c. Share information with other commissions as needed

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
01/01/2024 TO 03/31/2024**

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

Agency Name: [Bay Area Outreach & Recreation Program \(BORP\)](#) Contract #: [31900227](#)
 Program Name: [Recreational Services for Disabled](#) PO #: [22000504](#)
 Funding Source : General Fund

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2023	Oct-Dec 2023	Jan-Mar 2024	Apr-Jun 2024	Total Expenditure	Budget Balance
Athletic Director - Adult & Youth Sports	Brandon Young	\$5,000.00	\$500.00	\$1,500.00	\$1,500.00		\$3,500.00	\$1,500.00
Program Manager - Adventures & Outings	Lori Gray	\$4,800.00	\$1,200.00	\$1,200.00	\$1,200.00		\$3,600.00	\$1,200.00
Program Manager - Adaptive Cycling	Terri Fredlund	\$9,600.00	\$2,400.00	\$2,400.00	\$2,500.00		\$7,300.00	\$2,300.00
Program Assistant 1 - Adaptive Cycling	Ward Hallock	\$4,600.00	\$1,188.00	\$1,188.00	\$1,584.00		\$3,960.00	\$640.00
Taxes/Benefits		\$6,480.00	\$1,454.97	\$1,711.58	\$1,767.56		\$4,934.11	\$1,545.89
Office Supplies		\$112.00	\$112.00	\$0.00	\$0.00		\$112.00	\$0.00
Program Expense		\$6,400.00	\$1,934.12	\$2,199.68	\$1,661.47		\$5,795.27	\$604.73
Rent		\$4,200.00	\$1,020.00	\$1,050.00	\$1,050.00		\$3,120.00	\$1,080.00
Communications		\$600.00	\$150.00	\$150.00	\$150.00		\$450.00	\$150.00
Insurance		\$1,800.00	\$1,218.28	\$311.47	\$270.25		\$1,800.00	\$0.00
TOTAL		\$43,592.00	\$11,177.37	\$11,710.73	\$11,683.28		\$34,571.38	\$9,020.62

Advances Received \$32,694.00
 Underspent/(Overspent) (-\$1,877.38)

Total Current Year (FY 23) Allocation

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2023	Oct-Dec 2023	Jan-Mar 2024	Apr-Jun 2024	Total Expenditure	Budget Balance
Athletic Director - Adult & Youth Sports	Brandon Young	\$5,000.00	\$500.00	\$1,500.00	\$1,500.00			\$5,000.00
Communications		\$600.00	\$150.00	\$150.00	\$150.00			\$600.00
Insurance		\$1,800.00	\$1,218.28	\$311.47	\$270.25			\$1,800.00
Office Supplies		\$112.00	\$112.00	\$0.00	\$0.00			\$112.00
Program Assistant 1 - Adaptive Cycling	Ward Hallock	\$4,600.00	\$1,188.00	\$1,188.00	\$1,584.00			\$4,600.00
Program Expense		\$6,400.00	\$1,934.12	\$2,199.68	\$1,661.47			\$6,400.00
Program Manager - Adaptive Cycling	Terri Fredlund	\$9,600.00	\$2,400.00	\$2,400.00	\$2,500.00			\$9,600.00
Program Manager - Adventures & Outings	Lori Gray	\$4,800.00	\$1,200.00	\$1,200.00	\$1,200.00			\$4,800.00
Rent		\$4,200.00	\$1,020.00	\$1,050.00	\$1,050.00			\$4,200.00
Taxes/Benefits		\$6,480.00	\$1,454.97	\$1,711.58	\$1,767.56			\$6,480.00
TOTAL		\$43,592.00	\$11,177.37	\$11,710.73	\$11,683.28	\$0.00	\$0.00	\$43,592.00

Total Carryover (FY 22) Allocation

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2023	Oct-Dec 2023	Jan-Mar 2024	Apr-Jun 2024	Total Expenditure	Budget Balance
								\$0.00
TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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

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: Julie Yates

Email: jay@borp.org

Date: 04/22/2024

Authorized By: Julie Yates

Email: jay@borp.org

Name of Authorized Signatory with Signature on File

Approved By:		Examined By:		Approved By:	
Mary-Claire Katz	05/01/2024				
Project Manager	Date	CSA Fiscal Unit	Date	CSA Fiscal Unit	Date

Initially submitted: Apr 22, 2024 - 12:02:30

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

Contract No: 31900227

Agency: [Bay Area Outreach & Recreation Program \(BORP\)](#) Period of: **1st Half 2024**
 Program: [Recreational Services for Disabled](#) Report Prepared By: [Julie Yates](#)
 Phone: [510-225-7031](#) E-mail: jay@borp.org, emily@borp.org

1. CLIENT SUMMARY - 1st Half

	1st Half	YTD
A. Total New Clients Served by the Program (Berkeley and Non-Berkeley)	89	89
B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	53	53
C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:	3	3
D. Total New Berkeley Clients Served:	56	56

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	0	0	0		0	0
Asian	0	0	8		8	0
Black/African American	0	0	2		2	0
Native Hawaiian/Pacific Islander	0	0		0	0	0
White	0	0	30	10	30	10
Combined Race Categories						
American Indian/Alaskan Native & White	0	0			0	0
Asian & White	0	0			0	0
Black/African American & White	0	0			0	0
American Indian/Alaskan Native & Black/African American	0	0			0	0
Other Combined Race Categories	0	0	3		3	0
TOTALS	0	0	43	10	43	10
TOTAL SERVED	0		53		53	

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	YTD
Poverty	0	7	7
Poverty to 30% of AMI (Ex. Low)	0	2	2
31-50% of AMI (Low)	0	32	32
51-80% of AMI (Moderate)	0	3	3
Above 80% of AMI	0	9	9
TOTALS	0	53	53

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	YTD
0-5	0	0	0
6-11	0	2	2
12-17	0	1	1
18-24	0	4	4
25-44	0	19	19
45-54	0	7	7
55-61	0	4	4
62 and Over	0	15	15
Unknown	0	1	1
TOTALS	0	53	53

5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	YTD
Female	0	27	27
Male	0	24	24
Other		2	
Disabled	0	53	53
Homeless	0		0
Chronically Homeless	0		0

6. SERVICE MEASURES

Service Measures	Annual Goal		1st Half		2nd Half		Served YTD		% Served		Total Clients
	UOS	New Clients	UOS	New Clients	UOS	# of Existing Clients	New Clients	Total UOS	Total New Clients	UOS	
**** Disability Services ****											
1 Client Sessions	1,200	100	488	42				488	42	41%	42%

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 Clients accessed previously inaccessible services	100			0	0%	0%
1 Clients demonstrate improved functioning	50			0	0%	0%
1 Participants achieved enhanced skills or knowledge	50			0	0%	0%

1st Half Narrative

We will be conducting our annual Berkeley program satisfaction survey in June and will report outcomes and survey results in the year-end report.

BORP's Adaptive Cycling Center was open three times a week to allow participants regular opportunities for exercise. We also hosted a number of group rides to various locations along the Bay trail; all originating in Aquatic Park. Our kayak program- launched last year served 102 participants at Aquatic Park and all sessions were fully booked with a waitlist and high demand for more opportunities. We launched a spinal cord injury support group that hosts monthly meetings at the Ed Roberts Campus; each session draws approximately 15-20 participants. In December we hosted a goalball tournament at James Kenney- the first since COVID. Teams traveled from throughout California for the successful event. We plan to host three more tournaments in Berkeley in the next six months.

Uploaded Attachments: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:		ATTACHMENT E
5. Additional comments from consumers completing the survey		

Date Signed 01/29/2024

Approved By Mary-Claire Katz
Date Signed 03/05/2024

Initially submitted: Jan 29, 2024 - 18:06:29