



Human Welfare and Community Action Commission

AGENDA

Wednesday, July 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 6/18/2025 regular meeting (Attachment A) – All
5. Review City of Berkeley funded agency program and financial reports (Attachment B) — Staff
 - a. J-Sei program and financial reports

Other Discussion Items

6. Discussion and possible action on draft letter to City Council regarding homeless sweeps (Attachment C) – All
7. Discussion and possible action to address potential funding gaps for services aimed at low-income residents – All
8. Discussion and possible action to create a plan to collaborate with other City of Berkeley commissions on homelessness – All
9. Discussion and possible action on commission recruitment and outreach efforts – All
10. Review latest City Council meeting agenda
11. Announcements
12. Future Agenda Items

Adjournment

Attachments

- A. Draft minutes of the 6/18/2025 regular meeting
- B. Program and financial reports from J-Sei
- C. 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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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, June 18, 2025

6:30 PM

2180 Milvia Street
Berkeley, CA 94704

Preliminary Matters

1. Roll Call
Present: Bohn, Huchting, Lippman, Marisol, Sol.
Absent: Lara Cruz (excused)
Quorum: 3 (Attended: 5).
Staff Present: Emily Rose.
Public Present: 2.
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 5/21/2025 regular meeting (Attachment A) – All
Action: M/S/C (Lippman/Marisol) to approve the minutes from the 5/21/25 regular meeting.
Vote: Ayes – Bohn, Huchting, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – Lara Cruz (excused).
5. Approve minutes from the 6/4/2025 special meeting (Attachment B) – All
Action: M/S/C (Lippman/Sol) to approve the minutes from the 6/4/25 special meeting with the following corrections:
 - a. Add acronyms in parentheses at the beginning of the minutes to clarify terms
 - b. On page 7 of 21 make the following changes to Commissioner Lippman's statement:
"Commissioner Lippman: I appreciate all of the public speakers. I attended the homeless encampment sweep in the morning and this is a problem. There was at least one arrest after trying to retrieve possessions. Next up is going to be at Ohlone Park. We need to insert the HWCAC into how homelessness is handled within the city and work with other commissions. Change needs to happen at the top of City leadership. LifeLong Medical Care (LLMC) is critical work. This document [Community Action Plan (CAP) and Community Needs Assessment (CNA)] has a specific purpose to meet the federal requirements and it is constrained to that scope and leaves larger questions particularly on the community needs assessment. Key ~~parts~~ issues highlighted in the CNA include health inequities in Berkeley: poverty rate, income rate, disparities. We need

solutions that go beyond on CSBG funding and LLMC. How can the community needs that are also highlighted in the CNA be addressed and what role can the HWCAC play?”

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

6. Review City of Berkeley funded agency program and financial reports (Attachment C) Staff
 - a. LifeLong Medical Care program and financial reports
No action taken.

Other Discussion Items

7. Discussion and possible action to address potential funding gaps for services aimed at low-income residents – All
Public Comment: 1
No action taken.
8. Discussion and possible action to create a plan to collaborate with other City of Berkeley commissions on homelessness – All
No action taken.
9. Discussion and possible action on communicating with the council on homeless encampment sweeps – All
Public Comment: 1
Action: M/S/C (Lippman/Bohn) to insert the ideas generated during this meeting into the letter to be drafted by Chair Jose Lara Cruz and sent to City Council on behalf of the HWCAC.
Vote: Ayes – Bohn, Huchting, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – Lara Cruz (excused).
10. Discussion and possible action on commission recruitment and outreach efforts – All
No action taken.
11. Review latest City Council meeting agenda
No action taken.
12. Announcements
No action taken.
13. Future Agenda Items
 - a. Invite LLMC acupuncturist to future meeting to talk about her service to the community
 - b. Review documentation of encampment sweeps
 - c. Return to agenda item #7, Discussion and possible action to address potential funding gaps for services aimed at low-income residents
 - d. Start working on a campaign to gather awareness and support – “Tin Cup Campaign”

Adjournment

Action: M/S/C (Lippman/Marisol) to adjourn at 8:40 PM.

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

Attachments

- A. Draft minutes of the 5/21/2025 regular meeting
- B. Draft minutes of the 6/4/2025 special meeting
- C. Program and financial reports from TTLG

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

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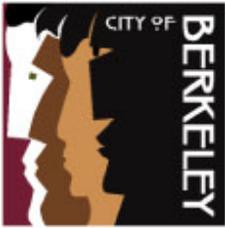
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Secretary (substitute):

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 Mary-Claire Katz, Secretary
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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 requires a Budget Modification Form.

[Click Here](#) to create a Budget Modification Column.

Agency Name: J-Sei Contract #: 32500045
 Program Name: Senior Services PO #: 22000514
 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
Case Manager Bilingual	Miyuki Iwata	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$15,000.00	\$0.00
Senior Nutrition Manager	Kathleen Wong	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$15,000.00	\$0.00
TOTAL		\$30,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$30,000.00	\$0.00

Advances Received	\$30,000.00
Underspent/(Overspent)	\$0.00

Total Current Year (FY 2025) Allocation

Expenditure Category	Staff Name	Approved Budget	Jul-Sep 2024	Oct-Dec 2024	Jan-Mar 2025	Apr-Jun 2025	Total Expenditure	Budget Balance
Case Manager Bilingual	Miyuki Iwata	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$15,000.00	\$0.00
Senior Nutrition Manager	Kathleen Wong	\$15,000.00	\$3,750.00	\$3,750.00	\$3,750.00	\$3,750.00	\$15,000.00	\$0.00
TOTAL		\$30,000.00	\$7,500.00	\$7,500.00	\$7,500.00	\$7,500.00	\$30,000.00	\$0.00

Total Carryover (FY 2024) 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

TOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
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Explain any staffing changes and/or spending anomalies that do not require a budget modification at this time:

Senior Nutrition Manager, Kathleen Wong, left her position in May 2025. However we did have expenses in April and early May to utilize grant funds for her and her position. Her replacement has been selected and begins in June.

Does your agency expend \$750,000 or more in federal funds? Yes No

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

[Go to Document Upload page](#) (Your report will be saved)

General Ledger: [J-Sei Inc. General Ledger FY24-25.pdf](#)

Summary Income/Expenditure Statement ([download sample format here](#)): [J-Sei Inc Annual Financial Statement FY24-25.pdf](#)

Annual Financial Statement:

Annual Single Audit: [J-Sei Inc. and Subsidiary - 2024 Audited Financial Statements.pdf](#)

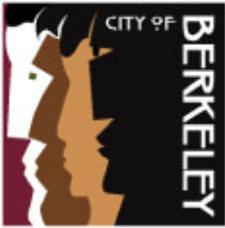
- Reviewed Single Audit report with no concerns
- Reviewed Single Audit report with questions, check program file

- 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.
- Personnel Expenditures reported in this statement are for staff identified in the executed contract budget and whose resume is on file with the City of Berkeley. If you are requesting funding for new staff that do not have a resume on file, please attach resume to this report.

Download a Spreadsheet of this Statement of Expense: [SOEss-35.xls](#)

Prepared By: Email: Date: 07/10/2025
 Authorized By: Diane Wong Email: diane@j-sei.org
 Name of Authorized Signatory with Signature on File

Approved By:	Examined By:	Approved By:
Mary-Claire Katz 07/10/2025	_____	_____
Project Manager Date	CSA Fiscal Unit Date	CSA Fiscal Unit Date



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 2180 Milvia Street
 Berkeley, CA 94704
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Program: Senior Services
 Agency: J-Sei

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

Contract No:

This Report Due: **February 28, 2025**

Agency: Period of:
 Program: Prepared By:
 Phone: E-mail:

1. CLIENT SUMMARY - 1st Half

	1st Half	FY 2025 (July 1, 2024 - Jan 30, 2025)
A. Total Clients Served by the Program (Berkeley and Non-Berkeley)	723	723
B. Total Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income:	127	127
C. Total Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income:	100	100
D. Total Berkeley Clients Served:	227	227

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	74		74	0
Black/African American	0	0	4		4	0
Native Hawaiian/Pacific Islander	0	0			0	0
White	0	0	32		32	0
Combined Race Categories						
American Indian/Alaskan Native & White	0	0			0	0

Asian & White	0	0			ATTACHMENT B	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	17	2		17	2
TOTALS	0	0	127	2		127	2
TOTAL SERVED	0		129		129		

3. INCOME LEVEL

Income Level - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - Jan 30, 2025)
Poverty	0	32	32
Poverty to 30% of AMI (Ex. Low)	0	32	32
31-50% of AMI (Low)	0	4	4
51-80% of AMI (Moderate)	0	59	59
Above 80% of AMI	0		0
TOTALS	0	127	127

[View AMI Table](#)

4. AGE

Age - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - Jan 30, 2025)
Under 5	0		0
5-12	0		0
13-17	0		0
18-24	0		0
25-34	0		0
35-44	0		0
45-54	0	2	2
55-64	0	6	6
65+	0	119	119
TOTALS	0	127	127

5. OTHER CHARACTERISTICS

Other Characteristics - Unduplicated Count	Previous Periods	This Period	FY 2025 (July 1, 2024 - Jan 30, 2025)
Female	0	95	95
Male	0	32	32
Other	0	0	0
Disabled	0	50	50

Homeless	0	0	0
Chronically Homeless	0	0	0
Female Head of Household	0	30	30

6. SERVICE MEASURES

		Annual Goal	1st Half	2nd Half	Served Year-to-Date FY 2025	Projected vs Actual				
Senior Services										
Service Measures	UOS:	Projected	UOS:	New	Continuing	New	UOS:	Total New	%	% New
	Projected	Participants	Participants	Participants	Participants	Participants	Total	Participants		Participants
1	Respite/Socialization Days	6,500	256	6,547	227		6,547	227	101%	89%

Service Measure Definitions:

Respite/Socialization Days	6500	256	Clients avoid institutionalization	256
Respite/Socialization Days			Clients participated in services related to client needs	256

Respite/Socialization Days	<p>Case Management - home visits, assessments, escort, resource gathering and phone support approximately one hour every other week one-to one for 30 clients in their homes.</p> <p>Home Delivered Meals - hot nutritious Japanese lunch provided daily, client assessment average 5 minutes per meal delivery to client's home. More in-depth assessments taking 30 minutes occur twice a year for each 85 client.</p> <p>Congregate Meals - hot nutritious Japanese lunch provided in J-Sei dining room on Thursdays. Socialization and meal 1 hour for 30 individuals.</p> <p>Food Pantry - free groceries with items chosen by the senior, provided at least twice a month for 20 clients.</p> <p>Education - health/wellness/socialization/adult learning. Classes can be weekly for a minimum of 60 minutes to more periodic. Average ratio one teacher to 8 students in J-Sei class room. 89 older adults served.</p> <p>Transportation - round trip rides from home to center and grocery shopping. Rides 1 to 4 times/week. Average time 1.5 hours.</p> <p>Friendly Visitor - home socialization with volunteer Friendly Visitor, outing one hour every week, one-to-one in the homes of 7 individual clients.</p> <p>Caregiver Registry - assessment and match senior to needed in-home care worker. 6 hours per match as needed, one-on-one in client's home and over phone. 47 families served.</p>
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1st Half Narrative

There have been no major changes in J-Sei operations or service delivery. A new program coordinator has been hired but services haven't been negatively impacted by this change. The agency completed a five-year strategic plan which is in process of implementation. Goals that will be achieved this year is the implementation of a new family caregiver navigator position. This half-time professional will provide one-on-one assistance to caregivers with sensitive, personal and challenging questions related to caregiving duties, communication and problem solving. We have also hired our first outreach/social media staff person to help inform the public about our services and to engage more community members.

You have 286 characters left.

7. OUTCOMES

Outcomes	Annual Goal	1st Half Achieved Outcome	2nd Half Achieved Outcome	Achieved Outcome FY 2025 (July 1, 2024 - Jan 30, 2025)	% Achieved Outcome of Annual Goal	% Achieved Outcome of Total Served
1 Clients avoid institutionalization	256	227		227	89%	100%
1 Clients participated in services related to client needs	256	227		227	89%	100%

1st Half Narrative

J-Sei has exceeded projected targeted service delivery to Berkeley residents. This increased service level will likely continue for the remainder of the fiscal year.

You have 828 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	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	0
	% of Total									
4. This program met my needs.	This Period									0
	Prior Periods									0
	Total	0	0	0	0	0	0	0	0	0
	% of Total									
Additional Questions:										
5. Additional comments from consumers completing the survey										

Select any additional questions (10 Max)

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

DRAFT

July 16, 2025

To: Honorable Berkeley Mayor Ishii and Members of the City Council

From: Human Welfare Community Action Commission (HWCAC)

Submitted by: Jose Lara Cruz, Chair, HWCAC

Subject: Homeless Sweeps

Hon. Mayor Ishii, Berkeley City Council members:

The Human Welfare and Community Action Commission (HWCAC) writes to express our vehement opposition to the way that the homeless sweeps have been conducted throughout Berkeley..

As a Commission mandated to advise the council on all matters affecting the social welfare of the community, we wish to voice our dissatisfaction with the current spate of homeless sweeps across the City. In particular, we are outraged by the handling of the dispersal of the encampment at 8th and Harrison Streets on June 4. The sweeps are causing physical, medical, and psychological harm among the community and are ill advised. Alternate options should be explored.

We take seriously the need for safety and security throughout our communities. In order to fulfill this mandate of the City the necessary steps need to be taken to account for the health and safety of the members of the community living on the streets. There is a need for increased transparency on how and even why these sweeps are being conducted.

As U.S. District Court Judge Chen ruled, the City created “a serious due process problem” by giving only 20 minutes notice before the sweep at 8th and Harrison. There needs to be sufficient notice to the community on when these sweeps are going to happen. This very short notice is grossly insufficient for safe compliance.

The Commission wishes to take this opportunity to express our appreciation for Council's referral of the Alternative Housing Sites review to the City Manager. This positive step is long overdue. We expect this study can put Berkeley on the path to solutions that will meet the needs of not only the unhoused, but of all stakeholders including neighbors, businesses, park users, and others.

There is, however, a dissonance with repeatedly evicting unhoused community members, while at the same time initiating a humane and smart approach to shelter and housing for the unhoused. It is hard to understand the guiding moral or policy principle at work. These divergent approaches give the impression of a municipal government working at cross purposes.

This year, in short order, unhoused people were driven out of 2nd Street, moving to Old City Hall; when that was closed, to Civic Center Park; when that was fenced off, to Ohlone Park, which was now also closed. This process, called by some the “Poor Tour,” is satisfying to no one. It is extremely difficult for those on the street with multiple disabilities, with few resources, at threat of losing their identification, medications, phones, and a bit of community. It also does not address the quality of life issues of unhoused residents.

The City must take the appropriate steps to ensure the social welfare of all its residents, including those in the unhoused community. The Commission believes several steps need to be taken in order to find a humane solution to the current situation. This can start with the decriminalization of homelessness, specifically with the elimination of the “3x3 sidewalk” ordinance and the public nuisance clause. Additionally, we find it imperative that all sweeps are temporarily stopped until alternative safe sites are identified and made available. There needs to be an expedited transparent process for identifying safe sites throughout Berkeley. In the meantime, unhoused individuals should be provided access to necessary hygienic services, such as porta potties, clean water, and trash receptacles.

We recommend that Council, or the mayor, create a consultative council of community organizations, staff and council members, and commissions to oversee and advise on homelessness, encampments, and other issues of the humane treatment of the unhoused.