



**Berkeley Homeless  
Services Panel of Experts**

## **MEETING AGENDA**

Martin Luther King, Jr. Civic Center  
2180 Milvia Street, 1<sup>st</sup> Floor  
*Commission Secretary: Peter Radu (981-5435)*

**August 14, 2019  
7:00 PM**

***All agenda items are for Discussion and Possible Action.***

1. Roll Call.
2. Public Comment on non-agenda items.
3. Approval of Minutes from July 3, 2019 [Attachment 1].

### **Updates/Action Items:**

4. Agenda Approval.
5. Election/Re-Election of Vice Chair.
6. Review and possibly take action on the recommendation from the Mission and Budget Subcommittee on the draft mission statement for the Panel [Attachment 2].
7. Hold discussion, and possibly take action, on budget recommendations [Attachment 3].
8. Discussion and possible action on appointing *ex officio* members to other Commissions.
9. Presentation from Berkeley Unified School District representatives regarding funding for youth and family programs.
10. Adjourn

### **Attachments:**

1. Minutes from regular meeting of July 3, 2019.
2. Draft Homeless Panel of Experts Mission/Purpose Statement.
3. Memo from Chair and accompanying tables on proposed use of Measure P funds.

### **Public Comment Policy:**

*Members of the public may speak on any items on the Agenda and items not on the Agenda during the initial Public Comment period. Members of the public may not speak more than once on any given item. The Chair may limit public comments to 3 minutes or less.*

*Any writings or documents provided to a majority of the Commission regarding any item on this agenda will be made available for public inspection at Health, Housing & Community Services Department located at 2180 Milvia Street, 2nd Floor.*

### **COMMUNITY ACCESS INFORMATION**

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[https://www.cityofberkeley.info/Clerk/Commissions/Commissions\\_Homeless\\_Services\\_Panel\\_of\\_Experts.aspx](https://www.cityofberkeley.info/Clerk/Commissions/Commissions_Homeless_Services_Panel_of_Experts.aspx)

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Services Panel of Experts

MEETING MINUTES

July 3, 2019

1. Roll Call: 7:00 PM

**Present:** Carrasco, Gale, Jordan (absent 7:00-7:04), Metz, Patil (absent 7:00-7:02),  
Prado, Trotz

**Absent:** cheema, Sutton (leave of absence).

**Staff:** Lee, Radu

**Council:** McCormick

**Public:** 13

2. Comments from the Public: Three.

Update/Action Items

3. Approval of Minutes from June 5, 2019.

**Action:** M/S/C Carrasco/Patil to approve the minutes of June 5, 2019 as written.

**Vote:** Ayes: Carrasco, Gale, Jordan, Metz, Patil, Prado, Trotz.

**Noes:** None. **Abstain:** None. **Absent:** cheema, Sutton.

4. Agenda Approval.

**Action:** M/S/C Prado/Jordan to approve the agenda as written.

**Vote:** Ayes: Carrasco, Gale, Jordan, Metz, Patil, Prado, Trotz.

**Noes:** None. **Abstain:** None. **Absent:** cheema, Sutton.

5. Discussion on the City's timeline and calendar for budgeting and submission of reports to Council.

Discussion; no action taken.

6. Discussion and possible action on drafting a Homeless Services Panel of Experts Statement of Purpose, including recommended processes for coordination among the Homeless Services Panel of Experts, the Measure O Bond Oversight Commission, and the Homeless Commission.

**Action:** M/S/C Jordan/Patil to schedule a special meeting during the month of August.

**Vote:** Ayes: Carrasco, Gale, Jordan, Metz, Patil, Prado, Trotz.

**Noes:** None. **Abstain:** None. **Absent:** cheema, Sutton.

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**Action:** M/S/C Jordan/Prado to extend the meeting to 9:10 PM.

**Vote:** Ayes: Carrasco, Gale, Jordan, Metz, Patil, Prado, Trotz.  
Noes: None. *Abstain:* None. *Absent:* cheema, Sutton.

**Action:** M/S/C Carrasco/Trotz to create a subcommittee consisting of Commissioners Carrasco, Gale, Patil, and Prado, to (i) draft a scope and mission statement for the Panel; and (ii) frame a discussion of budget priorities for the August special meeting.

**Vote:** Ayes: Carrasco, Gale, Jordan, Metz, Patil, Prado, Trotz.  
Noes: None. *Abstain:* None. *Absent:* cheema, Sutton.

**Action:** M/S/C Patil/Jordan to extend the meeting to 9:15 PM.

**Vote:** Ayes: Carrasco, Gale, Jordan, Metz, Patil, Prado, Trotz.  
Noes: None. *Abstain:* None. *Absent:* cheema, Sutton.

**Action:** M/S/C Prado/Jordan to extend the meeting to 9:20 PM.

**Vote:** Ayes: Carrasco, Gale, Jordan, Metz, Patil, Prado, Trotz.  
Noes: None. *Abstain:* None. *Absent:* cheema, Sutton.

7. Propose agenda items for the next meeting.

- Review recommendation of the subcommittee on the draft mission statement for the Panel.
- Review a recommendation on appointing *ex officio* members to other Commissions.
- Hold discussion, and possibly take action, on budget items.

Meeting adjourned at 9:20 PM.

Minutes Approved on: \_\_\_\_\_

Peter Radu, Commission Secretary: \_\_\_\_\_

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DRAFT MISSION/PURPOSE STATEMENT

The Voters of Berkeley passed Measure P to generate additional General Funds to use to address the crisis of homelessness. The Homeless Services Panel of Experts created by the Measure was established to “make recommendations on how and to what extent the City should establish and/or fund programs to end or prevent homelessness in Berkeley and provide humane services and support.”

We understand the current crisis of homelessness requires investments in prevention and in permanent housing which we know to be the solution to homelessness, as well as in shelters, supports and other temporary measures that get people immediately out of the elements. We will seek to strike a balance between these needs in our recommendations. We will consider currently unmet needs, gaps and opportunities, best practices and currently available data on outcomes, and recommend areas for increased local investment, including program types, target populations and geographic areas as appropriate. We will seek to consider the best use of these investments in the context of other available Federal, State and local funding. We will not make recommendations on the specific agencies to receive funding, nor run our own proposal process, recognizing this as a role for staff and the Council. We will request evaluation of and performance measurement for Measure P investments and use this information to inform future recommendations and provide oversight.

To ensure Measure P funding recommendations further efforts to create more housing for people experiencing homelessness in Berkeley, we will coordinate with the Measure O panel to ensure that very low cost housing is connected to services and operating support so that it can successfully targeted to people who are homeless.

We will meet as needed to fulfill this Mission.

August 7, 2019

To: Members of the Homeless Services Panel of Experts

From: Katharine Gale, Chair

Re: Purpose Statement, Allocation Plan Discussion and Spreadsheet Tool

The Mission and Budget Subcommittee met July 22 and discussed a draft purpose statement and an approach to making recommendations for the first round of Measure P funding.

Enclosed please find the draft purpose statement for your review. On August 14<sup>th</sup> we would like to adopt this statement. Please review and come prepared to endorse or offer changes if you feel they are needed. We need to try to get through this quickly so we can move on to the Allocation Plan.

For the allocation plan, the subcommittee discussed an approach that would allocate percentages to different key investment areas, based on the range of needs to address homelessness (immediate hygiene/safety needs, sheltering, permanent housing, etc.) We used the draft purpose statement to inform our thinking – attempting to balance current crisis needs with long term solutions, while recognizing that anything we commit now to things like permanent housing subsidies has to be a long-term commitment to be effective.

In your packet you will find a spreadsheet that shows the categories we came up with and an initial percentage recommendation that we want to discuss. You are also getting this electronically. The spreadsheet is set up with the initial recommendations we arrived at, but yellow cells are highlighted so that you can make changes to it and see what that translates to in terms of amounts. The subcommittee landed on percent recommendations in the larger categories but did not further allocate within each category to the subset things that fall under it. We can discuss doing this or perhaps prioritizing the order of funding within each category. Please also note that for some categories, such as subsidies, the subcommittee is recommending ensuring that the resources are allocated to subpopulations (families, youth, single adults, and seniors) to reflect their percentage in the homeless population of Berkeley. ***Please look at the table and experiment with it before the meeting. At the meeting you will be asked to express your recommendations in terms of percentages and the relative priorities from among these*** as well as anything we may have missed.

Finally, as a reference tool there is a table of everything we have received requests or referrals for so far. This can help to understand what Council, staff and others have referred to use, or asked for.

I look forward to seeing you next week.

	Activity	Percent	FY20	FY21
Estimated Amount			<b>\$5,500,000</b>	<b>\$5,500,000</b>
Already Committed				
	5150 Transport		\$1,200,000	\$2,400,000
	Staff		\$331,586	\$339,844
Potentially Remaining to Allocate		100.0%	\$3,968,414	\$2,760,156

	LONG-TERM	Activities	Percent	Amount FY20	Amount FY21	Population Considerations
	<b>Permanent Housing</b>		<b>25.0%</b>	\$992,104	\$1,041,709	
		Permanent housing subsidies				Make available to populations based on PIT Count 5 (ensure at least 10% to families and
		Remaining		\$2,976,311	\$1,718,447	
	<b>SHORT-TERM</b>		<b>75.0%</b>			
1	Immediate Street/Hygiene Responses		<b>10.0%</b>	\$396,841		
		Street & Encampment Cleaning				
		Toilets and Hygiene Stations				
		Lockers				
2	Shelter and Temporary Accommodations		<b>40.0%</b>	\$1,587,366		
		Pathways/Stair Center				
		Other shelters convert to Nav Centers				
		Dedicated RV Parking				
		Tiny Houses used for shelter/temporary				
3	Services		<b>2.5%</b>	\$99,210	??	
		Outreach/Street Health				
		Substance Abuse Treatment				

	Downtown Street Outreach				
4	Short/Medium Term Housing Supports	20.0%	\$793,683	??	
	Rapid Rehousing Subsidies				Make available to populations based on PIT Count 5 (ensure at least 10% to families and XX% to youth)
	Prevention supports				
INFRASTRUCTURE					
	Training	1.0%	\$39,684	??	
	Evaluation	1.5%	\$59,526	??	
		75.0%	\$3,968,414		
	Over/Under		\$0	\$2,760,156	



A. From Initial Staff Report to Council, January 2019 – includes Council Referrals and Staff Recommendations

#	Item	Program or Service Type	Referred by	Amount	Status
1	<p><b>Fund Pathways’ STAIR Center into year 3 and beyond</b> The STAIR Center will conclude one year of operations at the end of fiscal year 2019. Currently, the program has no City General Fund commitment beyond this first year of operations. Staff recommend funding Pathways for year 2 using funds from the California Homeless Emergency Aid Program (HEAP). However, HEAP is a onetime funding allocation with aggressive expenditure deadlines (see below), so this funding cannot be relied on to fund Pathways into a third year or more.</p>	Emergency Shelter and links to Long-term housing	Council referral – included in January Measure P Info Report	<p><i>Cost: \$2.3M, beginning Fiscal Year 2020.</i> This funding continues STAIR Center services at current levels.</p>	Funded through end of FY20 via HEAP and ESG. Staff recommends prioritizing the STAIR Center for Measure P funds at the start of fiscal year 2021.
2	<p><b>Transform Berkeley’s shelter system into a housing-focused Navigation System (staff recommended priority).</b> Berkeley’s traditional year-round shelters have an average annual budget of \$640,000. However, any shelter can be turned into an outcomes-driven navigation center with sufficient staffing and flexible funding. To help move Berkeley’s traditional shelter system from one that is focused on <i>respite</i> to one that also promotes <i>flow</i> from the streets into housing, we recommend bolstering one or more shelter budgets so they reflect the priorities of the STAIR Center. Staff estimate that doing this for all four of Berkeley’s traditional, year-round shelters would be \$4.8M per year, growing annually with inflation and costs of living.</p>	Emergency Shelter and links to Long-term housing	Staff Priority – from 1,000 Person Plan. included in January Measure P Info Report	<p>Staff recommend starting by piloting this approach using Measure P funding for roughly half of Berkeley’s shelter beds, at an annual cost of roughly \$2.1M.</p> <p>Later information indicates need \$2,766,501 to support 5 shelters for singles, families and youth</p>	No funding allocated to date

#	Item	Program or Service Type	Referred by	Amount	Status
3	<b>Reduce chronic homelessness by 50% by 2023 (staff recommended priority).</b> Berkeley has a robust federally funded Shelter Plus Care program with extensive expertise in the administration of permanent subsidies for chronically homeless individuals, and already funds a small number of permanent subsidies for chronically homeless people through the Square One program. By expanding Square One to 54 new vouchers in 2019 and 222 total vouchers by 2023, we calculate that Berkeley, on its own, can achieve the goal of reducing chronic homelessness by 50% by 2023.	Housing - Permanent Supportive Housing subsidies with services	Staff Priority – from 1,000 Person Plan. included in January Measure P Info Report	<i>Cost: \$1.1M in funding in year 1, growing to \$4.9M annually by 2023.</i> This funds: Staff costs to deliver the program total \$185k in year 1, and \$746k annually by 2023. Subsidy and associated supportive services costs total \$951k in year 1, and \$4.1M annually by 2023.	No funding allocated to date – based on old Fair Market Rent estimates – could change
4	<b>Homeless Full Service Partnership and/or Homeless Outreach and Treatment Team (HOTT) (Council referral).</b> Permanent housing remains the ultimate solution to homelessness, but many individuals with serious mental illness require mental health and substance use treatment and support in order to access and succeed in housing. To address this need, staff recommend expanding such services for people experiencing homelessness. Specifically, staff recommend funding the pilot Homeless Outreach and Treatment Team (HOTT) on a permanent basis by enhancing the program to offer robust, full service partnership (FSP)-level services (thus leveraging additional state funding).	Services - Mental health and substance use services	Council referral – included in January Measure P Info Report	<i>\$401,000 annually.</i> This leverages other funding to support: 7.25 FTE HOTT staff, including a registered nurse and a psychiatrist. Flexible funding and shelter/motel vouchers to temporarily assist people off the streets.	No funding allocated to date

#	Item	Program or Service Type	Referred by	Amount	Status
5	<p><b>Homeless Encampment Team (Council referral)</b> City of Berkeley Public Works Department and Parks, Recreation and Waterfront departments spend significant amounts of time and money on intermittent homeless debris removal throughout the City, with no regular funding dedicated to these activities. This effort displaces time and funding for maintenance of our existing infrastructure. Staff time for clean-up and storage, disposal costs and costs for protective equipment currently exceeds \$580,000.</p> <p>Covers: 1 FTE staff from Code Enforcement, 2 FTE staff from Public Works, and 1 FTE HHCS outreach staff to provide full-time, year-round encampment response; - regular trash and debris removal service at encampments, storage, safe disposal, and protective equipment; - contract(s) with outside agencies to assist with additional debris removal at encampments or encampment-impacted locations.</p>	Street - Encampment Clean up	Council referral – included in January Measure P Info Report	Report recommending \$1,000,000 per year, with \$370,000 of this coming from HEAP in FY 20 and 21, and the remaining portion from Measure P.	\$364,923 in HEAP funding awarded each year for two years
6	<b>Mental Health Emergency Transport</b>	Emergency Services	Council referral – included in January Measure P Info Report	\$1.2 million in FY20 and \$2.4 million in FY21	<b>Already funded with 6/25/19 Council budget adoption</b>
7	<p><b>Continue Funding for Dorothy Day House Expanded Shelter (Council referral)</b> Dorothy Day House has expanded the city's Berkeley emergency storm shelter (BESS), typically open up to 45 nights a year when inclement or very cold weather is forecast, by adding a nightly shelter for up to 52 individuals in the basement of the Veteran's building. Staff recommend leveraging California HEAP funds to offset the annual cost of this service for two years, then transitioning to sustaining it with funds from Measure P.</p>	Winter Shelter	Council referral – included in January Measure P Info Report	<i>Cost: \$490,000 annually beginning FY22 funds staffing costs at Dorothy Day House and operating costs at the shelter.</i>	Funded through FY 20 but gap in FY21 -- \$299,926

#	Item	Program or Service Type	Referred by	Amount	Status
8	<b>Expand Current Homeless Locker Program to One Additional Site and Continue Locker Services (Council referral)</b> In October of 2018, the city opened a pilot downtown storage program for people experiencing homelessness. Homeless persons now have access to 58 lockers in the MASC Courtyard at 1931 Center Street. Council has asked that staff prioritize the opening of a second locker storage site.	Lockers – second site	Council referral – included in January Measure P Info Report	\$200,000. This funds: ☑ Continuation of services at the current locker site (MASC courtyard locker site) (\$50,000), which is currently funded for one year ☑ Capital and operations expenses for a second locker site (location and details to be determined; \$100,000 initial cost (funded by HEAP) and \$150,000 annually thereafter starting FY21).	HEAP Funded in FY20
9	<b>Fund Ongoing Training for Homeless Services Staff (staff recommended priority)</b> To ensure high-needs clients are not underserved or inappropriately served at shelters and other resources--and to ensure new staff are trained as agency workforces turn over--the city's nonprofit partners require assistance with providing ongoing clinical training. Staff recommend prioritizing a portion of HEAP admin and Measure P funds for training, thus helping ensure that the other services recommended in this report are implemented efficiently and effectively.	Capacity Building	Staff - included in January Measure P Info Report	<i>Cost: \$25,000/year. This funds ongoing trainings plus materials for the city's homeless services network.</i>	No funding allocated
10	<i>Enhance the efficacy of homeless prevention resources with pilot interventions specifically targeted to need.</i> Staff project that this can be accomplished with \$1.45 million in 2019, growing with costs of living to reach \$1.52 million annually by 2023. For reasons detailed in the report, we recommend Council adopt this goal only after making progress on goals 1 and 2. Ideally, this would be funded by Alameda County, given the regional nature of housing and homelessness.	Homelessness Prevention	Staff in 1,000 Person Plan  Staff suggest funding this after funding Nav Centers and Subsidies	~\$1.5M	No funding allocated

#	Item	Program or Service Type	Referred by	Amount	Status
11	<p><b>Fund Additional Substance Use Disorder Services (staff recommended priority)</b> The City of Berkeley 2017 Homeless Point-In-Time Count and Survey found that 24% of homeless individuals in Berkeley disclosed a substance use concern. In order to increase access to substance use treatment, the city's nonprofit partners require additional funding for increased capacity to serve this population. Staff recommend utilizing a portion of Measure P funding to increase substance use disorder treatment for the homeless population. Homeless providers have emphasized the prevalence of methamphetamine (meth) and other stimulant drugs amongst the homeless population, and the extreme difficulty of obtaining and retaining housing for individuals using meth and other stimulant drugs.</p>	Services - Substance Abuse Treatment	Staff - included in January Measure P Info Report	<p><i>\$250,000 first year, growing to \$269,000 in third year</i>  <i>This funds a competitive RFP process where substance use disorder programs would propose evidence-based meth and other stimulant treatment programs (such as The Matrix Model and/or Contingency Management) that would be targeted for the homeless population in Berkeley.</i></p>	No Funding Allocated
12	<p><b>City-Wide Portable Toilets, Sharps Disposal and Hand Washing Stations (Council referral)</b> In November of 2017, City Council authorized \$60,000 for additional portable toilets and hand washing stations. This funding has been used to add 2 portable toilets and 9 hand washing stations starting in December of 2017. Funding for these additions will expire at the end of January 2019. Approximately \$30,000 will be needed to sustain these additions through the end of the fiscal year and add sharps disposals. The cost to sustain these additions in FY20 and FY 21 is approximately \$64,000 and slightly more with sharps disposals inside.</p>	Street – Hygiene	Council referral – included in January Measure P Info Report	Cost: \$135,000 annually. This continues funding for current locations (10) and adds up to 5 new ADA-accessible sites with service and daily cleaning.	No funding allocated

**Additional Funds allocated or referred by Council**

#	Item	Type	Referred by	Amount	Status
13	YSA Tiny House Village	Temporary housing?? Not clear what for -	referred by Council on 6/25/19 to the November 2019 budget process as possible use of Measure P funds	\$78,000	
14	Remediation Projects	Land Remediation	referred by Council on 6/25/19 to the November 2019 budget process as possible use of Measure P funds	\$150,000	
15	Staff in Finance and Housing and Homeless Services	City Staffing	Council	\$331,586 in FY20 and \$339,844 in FY 21	<b>Already funded with 6/25/19 Council budget adoption</b>

**Additional Gaps IDED from Community Agency Funding Round**

#	Item	Type	Referred by	Amount	Status
16	Dorothy Day House Drop In	Day Services Drop In (We don't have more info)	Gap- request not fully funded by Community Agency Funding	\$25, 680 for FY 20 and 21 (\$4,340 in FY 20 and \$21,340 in FY 21)	Gap not filled

**Other Referrals from the Council Dias or Other**

#	Item	Type	Referred by	Amount	Status
17	Letter from Berkeley Unified School District to Mayor and City Council members	Addressing gaps in the 1000 person plan	Referred to Panel from Dias	No specific amount – request consideration of a percentage of funds for families with children who are homeless and for unaccompanied teenagers.  BUSD says will allocate \$75,000 to support collaboration with City	
18	Letter from Life Long Medical Care	Addressing gaps in the 1000 person plan as regard physical, behavioral and oral health	Referred to Panel from Dias	No amount specified – requests City commit to fund “increased access and delivery of primary care services”	
19	Letter from Downtown Berkeley Association	Street – outreach in downtown	Letter to Panel with cc to Mayor (not clearly a referral)	\$40,000	