



Human Welfare and Community Action Commission

MINUTES

Wednesday, February 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: Behm-Steinberg (excused), Gaona
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 1/29/2025 Regular Meeting (Attachment A) – All
Action: M/S/C (Lara Cruz/Sol) to approve the minutes from the 1/29/25 special meeting.
Vote: Ayes – Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – Behm-Steinberg (excused), Gaona.
5. Election of commission chair and vice chair – All
Action: M/S/C (Lippman/Marisol) to nominate Lara Cruz as chair.
Vote: Ayes – Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – Behm-Steinberg (excused), Gaona.

Action: M/S/C (Lippman/Huchting) to nominate Marisol as vice chair.
Vote: Ayes – Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – Behm-Steinberg (excused), Gaona.
6. Discussion and possible action on Commission Bylaws (Attachment B) – All
Action: M/S/C (Lara Cruz/Marisol) to approve the bylaws with the caveat that the suggested edits provided by the commission are incorporated before finalizing.
Vote: Ayes – Bohn, Huchting, Lara Cruz, Lippman, Marisol, Sol. Noes –None; Abstain – None; Absent – Behm-Steinberg (excused), Gaona.
7. Discussion and possible action on a draft revised strategic plan and Council item for the HWCAC (Attachment C) – Commissioner Lara Cruz

Action: M/S/C (Lippman/Huchting) to submit the strategic plan to City staff for review and finalization and, if there are no edits from staff, accept this edited version as the final version.

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

8. Review City of Berkeley funded agency Program and Financial reports (Attachment D) – Staff
 - a. Through The Looking Glass program and financial reports
No action taken.

Other Discussion Items

9. Discussion and possible action on a Council item regarding the City of Berkeley Single Audit for the year ended June 30, 2023 (Attachment E)– All
No action taken.
10. Discussion and possible action on ADA audits of City programs – Behm-Steinberg
No action taken.
11. Review latest City Council meeting agenda
No action taken.
12. Announcements
None.
13. Future Agenda Items
None.

Adjournment

Action: M/S/C (Lippman/Huchting) to adjourn at 8:29 PM.

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

Attachments

- A. Draft Minutes of the 1/29/2025 Meeting
- B. Draft HWCAC Bylaws
- C. Draft revised work plan for the HWCAC
- D. Program and financial reports from TTLG
- E. City of Berkeley 2023 Single Audit Draft Council items

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

Minutes approved on: 3/19/2025

Commission Secretary: Mary-Claire Katz

