

Human Welfare and Community  
Action Commission

## INFORMATION CALENDAR

June 26, 2018

To: Honorable Mayor and Members of the City Council

From: Human Welfare and Community Action Commission (HWCAC)

Submitted by: Denah S. Bookstein, Chairperson, Human Welfare and Community Action Commission

Subject: 2018-2023 Human Welfare and Community Action Commission Work Plan

### INTRODUCTION

At its May 2, 2018 special meeting, the Human Welfare and Community Action Commission (HWCAC) adopted its 2018-2023 Work Plan (***Attachment 1***).

### CURRENT SITUATION AND ITS EFFECTS

The HWCAC started discussing the creation of a strategic plan in July 2017. At its March 21, 2018 meeting, the Commission adopted a strategic plan (M/S/C: Sood/Vrankovecki. Ayes – Dunner, Sood, Vrankovecki, Kohn, Bookstein, Howard; Noes – None; Abstain – None; Absent – Omodele, Mutombu, Earl.)

At its May 2, 2018 meeting, the Commission decided the plan shall be a 5-year plan from 2018-2023 (M/S/C: Dunner/Earl. Ayes – Dunner, Earl, Sood, Bookstein, Kohn; Noes – Omodele; Abstain – None; Absent – Howard, Vrankovecki.)

### BACKGROUND

In 2016, Council adopted direction to Commissions to submit a work plan annually.

The City of Berkeley is a Community Action Agency (CAA) and receives Community Services Block Grant funds (CSBG) to support anti-poverty programs. CSBG funds are part of the federal Department of Health and Human Services budget passed through the state to local CAAs. HWCAC acts as the Board of the Berkeley Community Action Agency (CAA) and CSBG requires the Board to have a strategic plan.

### ENVIRONMENTAL SUSTAINABILITY

There are no environmental sustainability impacts directly associated with the adoption of the work plan.

### POSSIBLE FUTURE ACTION

The Commission will review the work plan annually and revise the plan accordingly as appropriate.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

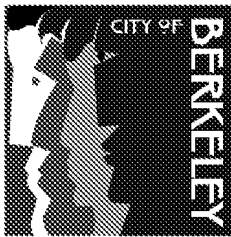
Fiscal impacts will depend on the actions recommended and the Council's decisions.

CONTACT PERSON

Wing Wong, Commission Secretary, Health, Housing & Community Services, (510)  
981-5428

Attachments:

1: 2018-2023 Strategic Plan



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.

*A Vibrant and Healthy Berkeley for All*

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