



Human Welfare and Community Action Commission

AGENDA

Wednesday, July 19, 2017

7:00 PM

South Berkeley Senior Center, 2939 Ellis St.

Berkeley, CA 94703

Preliminary Matters

1. Roll Call
2. 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

3. Approve Minutes from the 6/21/2017 Regular Meeting (Attachment A)
4. Election of Low-Income Representative (Candidate Howard)
5. Discuss Strategic Planning Training Process – CaLCAPA Trainer Kip Bowmar (1 hour – Attachment B)
6. Review City Of Berkeley Funded Agency Program And Financial Reports – Staff
 - A. Family Violence Law Center (Attachment C)
 - B. J-Sei (Attachment D)

Other Discussion Items

7. Update on the Closure of Alta Bates Hospital – Commissioner Omodele
8. Discuss Berkeley Homeless Policy – Commissioner Omodele
9. Update on the Development of an Office of the Anti-Displacement Advocate – Commissioner Sood
10. Discuss Skills Training Programs for Low-income Residents – Commissioner Sood
11. Discuss Extended Early Childcare – Commissioner Sood
12. Discuss Ways to Increase Accessibility of Banking and Business Loan for Low-income Residents – Commissioner Sood
13. Discuss Community Meeting Locations – Commissioner Sood
14. Update on Air Quality in West Berkeley – Commissioner Sood
15. Update on HWCAC Recommendations to City Council to Change BMC Section 3.78.030, 040, and 050 Related to Commission Procedures – Commissioner Sood

16. Review Latest City Council Meeting Agenda – All (Attachment E)

17. Announcements

18. Future Agenda Items

Adjournment

Attachments

- A. Draft Minutes of the 6/21/2017 Meeting
- B. Strategic Planning Session Agenda
- C. Family Violence Law Center Program and Financial Reports
- D. J-Sei Program and Financial Reports
- E. 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:

Wing Wong
Health, Housing & Community Services Department
510-981-5428
wywong@CityofBerkeley.info

Mailing Address:

Human Welfare and Community Action Commission
Wing Wong, Secretary
2180 Milvia Street, 2nd Floor
Berkeley, CA 94704



Human Welfare and Community Action Commission

Draft Minutes

Wednesday, June 21, 2017

7:00 PM

South Berkeley Senior Center, 2939 Ellis St.

Berkeley, CA 94703

Preliminary Matters

1. Roll Call: 7:07PM
Present: Dunner, Sood, Bookstein, Mutombu, Sarkodee-Adoo, Orevi, Omodele, McMullan
Absent: Browne (attended from 7:42 PM to 8:20 PM)
Quorum: 5 (Attended: 8)
Staff Present: Kristen Lee and Wing Wong
2. Public Comment: 0

Update/Action Items

Berkeley Community Action Agency Board Business

3. Approve Minutes from the 5/17/2017 Regular Meeting
Action: M/S/C (Sood/Dunner) to approve the 5/17/17 minutes.
Vote: Ayes – Dunner, Sood, Bookstein, Mutombu, Sarkodee-Adoo, Omodele, McMullan; Noes – None; Abstain – Orevi; Absent – Browne.
4. Election of Vice Chair
Action: M/S/C (McMullan/Dunner) to nominate Commissioner Sarkodee-Adoo for the position of Vice Chair.
Vote: Ayes – Dunner, Sood, Bookstein, Mutombu, Sarkodee-Adoo, Omodele, Orevi, McMullan; Noes – None; Abstain – None; Absent – Browne.
5. Review Draft Community Services Block Grant (CSBG) 2018-2019 Community Action Plan
Action: M/S/C (Sood/McMullan) to submit the plan to the Department of Community Services and Development by 6/30/2017.
Vote: Ayes – Dunner, Sood, Bookstein, Mutombu, Sarkodee-Adoo, McMullan; Noes – None; Abstain – Omodele, Orevi, Browne; Absent – None.
6. Discuss Strategic Planning Training Process
Kristen Lee informed the commissioners that a trainer from CalCAPA will be attending the 7/19/2017 meeting to assess the commission's goals. A strategic planning training will then be scheduled in the coming months.
7. Review City Of Berkeley Funded Agency Program And Financial Reports
Commissioners reviewed and discussed the program and financial reports for East Bay Community Law Center, which has two programs: Housing Advocacy and Neighborhood Justice Clinic.

Other Discussion Items

8. Review Draft Communication To City Council Regarding the Closure of Alta Bates Hospital
Action: M/S/C (McMullan/Mutombu) to authorize Commissioner Omodele as a HWCAC representative to attend Disaster and Fire Safety Commission meetings and report back to HWCAC.
Vote: Ayes – Dunner, Sood, Bookstein, Mutombu, Sarkodee-Adoo, McMullan, Omodele, Orevi; Noes – None; Abstain – None; Absent – Browne.
Continued to the July 19, 2017 meeting.
9. Discuss Berkeley Homeless Policy
Commissioners discussed the newly formed homeless outreach team. Continued to the July 19, 2017 meeting.
10. Discuss the Development of an Office of the Anti-Displacement Advocate
Continued to the July 19, 2017 meeting.
11. Discuss Skills Training Programs for Low-income Residents
Commissioner Sood discussed the lack of skill training programs and long-term employment opportunities. Continued to the July 19, 2017 meeting.
12. Discuss Extended Early Childcare
Commissioner Sood stated that many childcare centers close at 5:30pm and wanted to explore the possibility of extending the hours to 6:30pm. Continued to the July 19, 2017 meeting.
13. Discuss Community Meeting Locations
Action: M/S/C (Sood/Sarkodee-Adoo) to form an ad hoc subcommittee to hold listening sessions at various community locations.
Vote: Ayes – Dunner, Sood, Bookstein, McMullan, Omodele; Noes – None; Abstain – None; Absent – Orevi, Mutombu, Browne.
Continued to the July 19, 2017 meeting.
14. Update on Air Quality in West Berkeley
HWCAC re-submitted a communication submitted to the City Council on 4/25/2017. The communication included a recommendation that City Council engage the West Berkeley community in developing a long-term air quality monitoring program. Continued to the July 19, 2017 meeting.
15. Update on HWCAC Recommendations to City Council to Change BMC Section 3.78.030, 040, and 050 Related to Commission Procedures
Berkeley Municipal Code Chapter 3.78 is the ordinance governing the functions and procedures of HWCAC. HWCAC re-submitted a report to the City Council on 5/2/2017 for consideration to amend vacancy and termination procedures. City Council postponed it to 7/11/2017 meeting. Continued to the July 19, 2017 meeting.
16. Review Latest City Council Meeting Agenda
Continued to the July 19, 2017 meeting.

Adjournment

Adjourned at: 9:35 pm

Minutes approved on: _____

Commission Secretary: Wing Wong

Berkley Community Action Agency City of Berkeley, California Initial Strategic Planning Session

July 19, 2017

Training Presented by Kip Bowmar,
California Community Action Partnership Association (Cal-CAPA)

Agenda

- 1) Introductions, icebreaking exercise
- 2) The Mission of Community Action (with a brief review of history and philosophy and how those principles are embodied in Community Action today)
- 3) The Importance of a Strategic Plan for a Community Action Agency
- 4) Review of most recent Community Action Plan
- 5) Discussion of What Makes Our Organization
- 6) Discussion of Core Competencies
- 7) Elements of an Effective Strategic Plan
- 8) Next Steps

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

Contract No: 10005

Agency: [Family Violence Law Center](#)
 Program: [Domestic Violence & Homeless Prevention \(DVHP\)](#)
 Phone: [\(510\) 208-0220 ext. 360](#)

Period of: **1st Half 2017**
 Report Prepared By: [Erin Scott](#)
 E-mail: escott@fvlc.org

1. CLIENT SUMMARY - 1st Half

| | 1st Half | YTD |
|---|----------|-------|
| A. Total New Clients Served by the Program (Berkeley and Non-Berkeley) | 1,306 | 1,306 |
| B. Total New Berkeley Clients Served for Whom You Were Able to Gather Statistics on Age, Race/Ethnicity, and Income: | 112 | 112 |
| C. Total New Berkeley Clients Served for Whom You Were NOT Able to Gather Statistics on Age, Race/Ethnicity, and Income: | 14 | 14 |
| D. Total New Berkeley Clients Served: | 126 | 126 |

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 | 1 | | 1 | 0 |
| Asian | 0 | 0 | 11 | | 11 | 0 |
| Black/African American | 0 | 0 | 47 | | 47 | 0 |
| Native Hawaiian/Pacific Islander | 0 | 0 | 0 | | 0 | 0 |
| White | 0 | 0 | 33 | 11 | 33 | 11 |
| Combined Race Categories | | | | | | |
| American Indian/Alaskan Native & White | 0 | 0 | | | 0 | 0 |
| Asian & White | 0 | 0 | 1 | | 1 | 0 |
| Black/African American & White | 0 | 0 | 1 | 1 | 1 | 1 |
| American Indian/Alaskan Native & Black/African American | 0 | 0 | | | 0 | 0 |
| Other Combined Race Categories | 0 | 0 | 5 | 1 | 5 | 1 |
| TOTALS | 0 | 0 | 99 | 13 | 99 | 13 |
| TOTAL SERVED | 0 | | 112 | | 112 | |

3. INCOME LEVEL

| Income Level - Unduplicated Count | Previous Periods | This Period | YTD |
|-----------------------------------|------------------|-------------|-----|
| Poverty | 0 | 22 | 22 |
| Poverty to 30% of AMI (Ex. Low) | 0 | 2 | 2 |
| 31-50% of AMI (Low) | 0 | 86 | 86 |
| 51-80% of AMI (Moderate) | 0 | 2 | 2 |
| Above 80% of AMI | 0 | 0 | 0 |
| TOTALS | 0 | 112 | 112 |

4. AGE

| Age - Unduplicated Count | Previous Periods | This Period | YTD |
|--------------------------|------------------|-------------|-----|
| 0-5 | 0 | 0 | 0 |
| 6-11 | 0 | 0 | 0 |
| 12-17 | 0 | 1 | 1 |
| 18-24 | 0 | 21 | 21 |
| 25-44 | 0 | 56 | 56 |
| 45-54 | 0 | 22 | 22 |

| | | | |
|-------------|---|-----|-----|
| 55-61 | 0 | 6 | 6 |
| 62 and Over | 0 | 6 | 6 |
| Unknown | 0 | 0 | 0 |
| TOTALS | 0 | 112 | 112 |

5. OTHER CHARACTERISTICS

| Other Characteristics - Unduplicated Count | Previous Periods | This Period | YTD |
|--|------------------|-------------|-----|
| Female | 0 | 112 | 112 |
| Male | 0 | 14 | 14 |
| Disabled | 0 | 16 | 16 |
| Homeless | 0 | 4 | 4 |
| Chronically Homeless | 0 | 1 | 1 |
| Female Head of Household | 0 | 21 | 21 |

6. SERVICE MEASURES

| Service Measures | Annual Goal | | 1st Half | | 2nd Half | | Served YTD | | % Served | |
|--|-------------|-------------|----------|-------------|----------|-------------|------------|-------------|----------|-------------|
| | UOS | New Clients | UOS | New Clients | UOS | New Clients | UOS | New Clients | UOS | New Clients |
| ***** Legal / Mediation Services ***** | | | | | | | | | | |
| 1 Legal/Mediation Sessions | 50 | 20 | 205 | 24 | | | 205 | 24 | 410% | 120% |
| ***** Disability Services ***** | | | | | | | | | | |
| 2 Advocacy Interventions/Case Management Sessions/Educ.Training Sessions/Counseling Sessions | 350 | 125 | 307 | 119 | | | 307 | 119 | 88% | 95% |

1st Half Narrative

During first half of the 2017 grant period, Family Violence Law Center helped clients like Samantha. Samantha was living in a homeless shelter with her abuser and her young son. Samantha's abuser was removed from the shelter after a harrowing incident in which he punched her in the face and dropped her son onto the ground. Samantha's abuser had gang ties and she was terrified that he would find her. A detective from the Berkeley Police Department contacted FVLC for assistance in finding safe shelter for Samantha and her son. FVLC's Berkeley advocate contacted Samantha and after initial crisis counseling and safety planning, located space in a domestic violence shelter where she and her son could be safe and away from her abuser.

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 remained stably housed | 10 | 21 | | 21 | 210% | 17% |
| 1 Clients rights protected, restored or acquired | 10 | 23 | | 23 | 230% | 18% |
| 2 Participants achieved enhanced skills or knowledge | 65 | 126 | | 126 | 194% | 100% |

1st Half Narrative

Tamara first contacted FVLC in 2011 to seek protection from her ex-husband who had strangled and spit on her while threatening to kill her; at that time, FVLC represented Tamara in court and helped her obtain a 5-year Restraining Order After Hearing protecting both Tamara and their 3 children. In July of 2016, Tamara called back for assistance in renewing her restraining order after a recent incident in which Joseph came to her church and

threatened to assault her in front of her pastor. Tamara met with an FVLC Staff Attorney, who helped prepare and file Tamara's request to renew her restraining order. The Staff Attorney represented Tamara in court several times, including during her renewal hearing. After the hearing, Tamara's restraining order was renewed permanently. Tamara is now spared from having to repeatedly relitigate this matter in court, as the renewal affords her the most protection the law has to offer. Now, Tamara and her children are free from fear of Joseph's abuse

Date Signed 01/24/2017

Approved By Wing Wong

Date Signed 02/08/2017

Initially submitted: Jan 24, 2017 - 11:30:08

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
01/01/2017 TO 03/31/2017**

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

Agency Name: [Family Violence Law Center](#) Contract #: [10005A](#)
 Program Name: [Domestic Violence & Homeless Prevention \(DVHP\)](#) PO #: [105543](#)
 Funding Source : General Fund

| Expenditure Category | Staff Name | Approved Budget | Jul-Sep 2016 | Oct-Dec 2016 | Jan-Mar 2017 | Apr-Jun 2017 | Total Expenditure | Budget Balance |
|---|-------------------------------|-----------------|--------------|--------------|--------------|--------------|-------------------|----------------|
| Executive Director | Erin Scott | \$1,577.00 | \$1,156.38 | \$420.62 | | | \$1,577.00 | \$0.00 |
| Crisis Intervention Specialist | Tenisha Keys | \$34,879.00 | \$9,052.81 | \$9,224.37 | \$9,392.74 | | \$27,669.92 | \$7,209.08 |
| Finance Director | Juliet Crosby | \$1,577.00 | \$400.60 | \$411.47 | \$409.78 | | \$1,221.85 | \$355.15 |
| Taxes/Benefits | | \$8,781.00 | \$2,385.34 | \$2,264.64 | \$2,387.48 | | \$7,037.46 | \$1,743.54 |
| Office Supplies | | \$400.00 | \$189.35 | \$210.65 | | | \$400.00 | \$0.00 |
| Printing and Copying | | \$836.00 | \$538.48 | \$297.52 | | | \$836.00 | \$0.00 |
| Books,Subscriptions, References | | \$1,554.00 | \$654.36 | \$441.12 | \$287.03 | | \$1,382.51 | \$171.49 |
| Professional Services | | \$4,206.00 | \$443.48 | \$1,402.00 | \$1,154.50 | | \$2,999.98 | \$1,206.02 |
| Memberships | | \$775.00 | | \$120.00 | \$317.52 | | \$437.52 | \$337.48 |
| Indirect Costs | | \$5,456.00 | \$1,482.08 | \$1,479.74 | \$1,394.91 | | \$4,356.73 | \$1,099.27 |
| TOTAL | | \$60,041.00 | \$16,302.88 | \$16,272.13 | \$16,302.88 | | \$47,918.97 | \$12,122.03 |

Advances Received [\\$45,031.00](#)
 Underspent/(Overspent) [-\\$2,887.97](#)

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

Upload of Resumes for New Staff (required): [Go to Document Upload page](#)

- 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, Medical Unemployment and State Disability insurance, and any related government contribution required were remitted as well.

Prepared By: [Juliet Crosby](#) Email: jcrosby@fvlc.org Date: [04/27/2017](#)
 Authorized By: [Erin Scott](#) Email: escott@fvlc.org
 Name of Authorized Signatory with Signature on File

| | | |
|---|--|--|
| Approved By: Wing Wong 05/04/2017 Project Manager Date | Examined By: _____ CSA Fiscal Unit Date | Approved By: _____ CSA Fiscal Unit Date |
|---|--|--|

Initially submitted: Apr 27, 2017 - 11:26:30

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

Contract No: 10008A

| | | | |
|----------|-----------------|---------------------|-----------------|
| Agency: | J-Sei | Period of: | FY 2017 |
| Program: | Senior Services | Report Prepared By: | Diane Wong |
| Phone: | 510-654-4000 | E-mail: | diane@j-sei.org |

ANNUAL ACCOMPLISHMENTS:

Provide a short summary of your FY annual accomplishments:

The new Emeryville building has been open for almost a year and the completed renovations and use of the facility have greatly enhanced J-Sei's service delivery. The new facility offers expanded square footage and afternoon, evening and weekend availability for additional offerings reaching a broader audience. The most dramatic increase in service delivery is in the education program and home delivered meals.

In the old facility, J-Sei offered 10 regular classes and 8 Saturday lectures. Since June 2016, 18 new classes have been added. J-Sei's education coordinator has been very creative in implementing a wide range of classes that appeal to different interests and needs with the overall goal of improving health, social interactions, cultural connection and involvement of multiple generations. New classes include:

- Feeding the Spirit
- Tanoshii Japanese Conversation
- Integrative Yoga and Meditation
- Beginning Ukulele
- Tai Chi Chuan
- Qi Gong
- Temari Craft
- Mah Jong
- Bridge
- Stash Busters

One-time educational opportunities were also increased from eight to 16 in nine months. Overall, educational and wellness programs have tripled. A sampling of the cultural educational and wellness presentations include:

- Disaster Preparedness
- Bone Health
- Finding Your Japanese Roots
- Healthy Seasonal Japanese Cooking
- Children's Book Release 'Fred Korematsu Speaks Up'
- Reiki Wellness
- Breaking the Digital Age Barrier
- Nourishing Health for Seniors According to Chinese Medicine
- Optimize Your Eating with Ayurvedic Cooking
- Exercise for a Long and Health Life

The senior nutrition program has also experienced a rapid increase. Under the leadership of a new Senior Nutrition Coordinator, menus have been updated with improved nutritional values. Also, this new staff person has a master's degree in Nutrition Science and is a Registered Dietician and has been able to provide nutritional counseling to families. Since our expansion, the number of home delivered meals has increased by 41% and there is a challenge to secure enough volunteers to deliver the meals.

Case management service numbers have held steady, while transportation has increased modestly by 5%. There is capacity to serve more in transportation so we will continue to advertise this service. The Friendly Visitor/Caller program has grown by 30% with sufficient volunteers to meet senior needs. More seniors are in better health thanks to the provision of more home delivered Japanese lunches, wellness classes, case management support, Friendly Visitors and assistance from the caregiver registry.

As J-Sei has met the 2011 strategic planning goals of securing a new facility and expanding services, the board of

directors will renew efforts to create a new strategic plan for the period of 2017 to 2022. Planning sessions started in April 2017 and focus groups will be held to identify the work priorities for the next few years. This evaluation will take into account demographics, service demand/utilization, fund development needs and infrastructure assessment. The board looks forward to the creation of a practical work plan that maximizes opportunities, further supports the community and ensures long range viability.

List below any fiscal year programmatic and administrative problems encountered and status:

J-Sei anticipated the challenges of purchasing a new building, completing renovations and expanding services while running a capital campaign. To our surprise, although there was much hard work involved, J-Sei reached the established goals without any significant barriers or delays. The board of directors, staff and volunteers are very happy with our outcomes.

In regards to the agency objectives achieved, J-Sei completed building renovations in May 2016, new programs and services have been implemented and new income sources have been received from building rentals. The most significant challenges related to use of staff and board time necessary to create donor materials, provide donor tours and to cultivate donors. This work was completed without any additional staffing but was ably led by consultants at Klein and Roth. The campaign message and materials perfectly matched the agency goals and were clearly expressed to generate support and enthusiasm. The second challenge was finding a suitable tenant for the ground floor 3,000 square foot office space. With an unusual layout, J-Sei had to wait for the appropriate tenant but J-Sei has secured a business to lease the space, thus providing J-Sei with important revenue that can be directed towards service delivery.

Administratively, we had two significant staff changes. The past nutrition coordinator of 25 years left her position but was replaced with a qualified masters level registered dietitian who has been able to offer more nutritional counseling service to older adults. The part-time case manager, Cinzia Bartolomeo, moved to Colorado and J-Sei has hired a temporary bilingual case manager, Minako Matsui who is a certified case manager and past-agency employee. Despite these staff changes, services continue without any gaps in delivery.

As demand and interest for J-Sei services grow, the agency needs the assistance of more volunteers particularly in the nutrition program. More in-kind help is needed for meal preparation and meal delivery drivers. J-Sei has reached out to member organizations and posted requests in online volunteer sites in hopes of securing more support. Large local employers will also be contacted in hopes of gathering teams of employees who can volunteer as a work sponsored activity.

Date Signed

06/05/2017

Initially submitted: Jun 5, 2017 - 10:52:15

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**CITY OF BERKELEY
COMMUNITY AGENCY STATEMENT OF EXPENSE
01/01/2017 TO 03/31/2017**

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

Agency Name: [J-Sei](#) Contract #: [10008A](#)
 Program Name: [Senior Services](#) PO #: [105576](#)
 Funding Source : General Fund

| Expenditure Category | Approved Budget | Jul-Sep 2016 | Oct-Dec 2016 | Jan-Mar 2017 | Apr-Jun 2017 | Total Expenditure | Budget Balance |
|--|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|--------------|-----------------------------------|-----------------------------------|
| Site Coordinator | \$3,845.00 | \$961.00 | \$961.00 | \$962.00 | | \$2,884.00 | \$961.00 |
| Case Manager Bilingual | \$5,000.00 | \$1,250.00 | \$1,250.00 | \$1,250.00 | | \$3,750.00 | \$1,250.00 |
| TOTAL | \$8,845.00 | \$2,211.00 | \$2,211.00 | \$2,211.00 | | \$6,634.00 | \$2,211.00 |

Advances Received [\\$6,634.00](#)
 Underspent/(Overspent) [\\$0.00](#)

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

Upload of Resumes for New Staff (required): [Go to Document Upload page](#)

- 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 government agencies. Furthermore, the employer's share or contributions for Social Security, Unemployment and State Disability insurance, and any related government contribution remitted as well.

Prepared By: [Diane Wong, Suzanne Otani](#) Email: diane@j-sei.org, suzanne@j-sei.org Date: [06/05/2017](#)
 Authorized By: [Diane Wong](#) Email: diane@j-sei.org
 Name of Authorized Signatory with Signature on File

| | | |
|---|--|--|
| Approved By: Rhianna Babka 06/05/2017 Project Manager Date | Examined By: _____ CSA Fiscal Unit Date | Approved By: _____ CSA Fiscal Unit Date |
|---|--|--|

Initially submitted: Jun 5, 2017 - 10:38:46