

ALAMEDA COUNTY LEAD POISONING PREVENTION PROGRAM

**JOINT POWERS AUTHORITY
MEETING MINUTES
November 16, 2006**

Attendance:

Voting Directors: Ken Bukowski, Henry Chang, Jr., Beverly Johnson, Betty Olds

Non-Voting Directors: Alice Lai-Bitker, Gwen Hardy

Alternates: Rubén Briones, Karen McNeil-Luckett

Staff: Mark Allen, Paul da Silva, April Williamson

Others:

Absent:

The meeting was called to order at 9:45 a.m.

1) **Open Forum**

No public comment.

2) **Director's Report**

Mr. Allen informed the Board that the Program's Certified Industrial Hygienist, Dennis Jordan, Finance Manager April Williamson, and Community Education Manager Julie Twichell were attending a HUD conference for new grantees. Ms. Twichell is participating as a guest speaker.

Mr. da Silva inquired about the JPA Board of Directors' time preference for the December 14th's General Board meeting, i.e., whether at 11 a.m. or at noon. The Board elected to start promptly at noon. The meeting will be held at the Program's office located at 2000 Embarcadero, Suite 300, in Oakland.

3) **CSA Fee Increase Update**

Mr. Allen reminded the JPA Board of Directors the consultants, Tramutola, LLC. and Evans/McDonough will make a presentation to the JPA General Board meeting on December 14, 2006. This presentation will consist of an analysis of the survey findings designed to ascertain whether property owners of pre-1978 residential properties would support a, increase in the CSA Assessment Fee.

4) **Approval of Minutes (October 26, 2006)**

Action: The Board approved the minutes for October 26, 2006.

Moved: Mr. Chang **Seconded:** Ms. Olds **Ayes** 4

5) **Revised Goals and Objectives Fiscal Year 2006-2007**

a) HUD XIII Grant

i) Staff Report-Revised Objectives

b) HUD XIV Grant

ii) Staff Report- New Objectives

iii) Staff Report-Manos

Mr. Allen presented the HUD XIII staff report, which requested an amendment to an existing objective that was passed by the Board in May 2006. He said the revised training

and education language was developed to make it consistent with HUD's reporting requirements. The proposed revision counts the number of lead poisoning education events held instead of the number of people reached. While the program would continue to keep data on the number of individuals reached, the objective would focus on number of events held, as required by HUD.

Mr. Allen requested Board approval for new objectives for fiscal year 2006-2007 to incorporate commitments made under the new HUD Round XIV Healthy Homes grant, effective November 1, 2006. At the time of the JPA Board's approval of the Goals and Objectives in May 2006, the Program had not submitted the HUD grant yet. He said, Program staff is now requesting the JPA Board's approval to include the HUD Round XIV Healthy Homes grant objectives in the Fiscal Year 2006-07 objectives.

Mr. Allen reviewed the staff report on the HUD XIV Manos contract. This report outlined the Informal Request for Quotes (IRFQ) process to provide allergen reduction treatment in 175 homes within Alameda County as part of the HUD Round XIV Healthy Homes Demonstration grant. There were no questions regarding this report. The Board approved the staff reports and objectives.

Approval of Staff Reports Revising FY 2006-07 Objectives & Manos Contract.

Action: The Board approved the HUD XIII Revised Objective for education; the HUD XIV Objectives; and the HUD XIV Manos contract.

Moved: Ms. Olds **Seconded:** Mr. Chang **Ayes** 4

6) **Program Operations Committee**

a) **Health and Housing Services Report**

Mr. Allen reviewed the Health and Housing Services Report. There were no questions regarding this report.

7) **Administration and Finance Committee**

a) **Budget Summary**

In compliance to the JPA Board of Directors' mandate to provide a quarterly budget summary, Ms. Williamson presented a written status report on the budget through the first quarter of fiscal year '06-'07. She referred the Board's attention to a few line items which reflected one time charges from vendors, and would not be repeated during the remainder of the fiscal year. The Board thanked Ms. Williamson for her presentation.

8) **Announcements by Board Members**

Mr. Allen extended his congratulations to Mayor Johnson for her reelection as Mayor of the City of Alameda.

Ms. Hardy reminded the JPA Board of Directors that PUEBLO was celebrating its 17th anniversary. She said tickets for the celebratory dinner were \$35 each, and space for an ad in their publication was still available.

Meeting adjourned at 10:48 a.m.

PROGRAM OPERATIONS COMMITTEE

MEETING MINUTES

November 16, 2006

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Non-Voting Directors: Alice Lai-Bitker, Gwen Hardy

Alternates: Rubén Briones, Karen McNeil-Luckett

Staff: Mark Allen, Paul da Silva, April Williamson

Others:

Absent:

1) **Open Forum**

No public comment.

2) **CSA Fee Update**

Mr. Allen deferred to the General meeting.

3) **Director's Report**

Mr. Allen said HUD recently informed grantees that the federal Office of Budget and Management had introduced new requirements for the mandatory quarterly reporting. He said in the past HUD grantees had 30 days after quarter's end to issue its report to HUD on grant activities. He said HUD announced at the recent New Grantee Conference that every grantee now has five calendar days after quarter's end to submit the quarterly report of their activities. He forewarned the JPA Board of Directors that the JPA monthly and quarterly reports may have to be adjusted to accommodate this new reporting requirement.

4) **Health and Housing Services Report**

Mr. Allen and the JPA Board Members reviewed the Health and Housing Services Report. There were no questions regarding these reports.

Meeting adjourned at 10:05 a.m.

ADMINISTRATION AND FINANCE COMMITTEE

MEETING MINUTES

November 16, 2006

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Alternates: Rubén Briones, Karen McNeil-Luckett

Staff: Mark Allen, Paul da Silva, April Williamson

Others:

Absent:

1) **Open Forum**

No public comment.

2) **Director's Report**

Mr. Allen informed the JPA Board of Directors that San Mateo County has joined Santa Clara County and 12 other local jurisdictions, including the City of Oakland and Alameda County, in the lawsuit against the manufacturers of lead based paint for knowingly producing a product that posed a health risk. He said the trial should begin in late January or February of 2007.

3) **Budget Summary**

Ms. Williamson postponed her comments until the General Board meeting.

Meeting adjourned at 10:16 a.m.

**JOINT POWERS AUTHORITY
MEETING MINUTES**

December 14, 2006

Attendance:

Voting Directors: Ken Bukowski, Henry Chang, Jr., Beverly Johnson, Betty Olds

Non-Voting Directors: Alice Lai-Bitker, Gwen Hardy

Alternates: Rubén Briones, Nancy Templeton

Staff: Mark Allen, David Lee Crosby, Paul da Silva, Sharon Green, Dale Hagen, Dennis Jordan, Julie Kurko, Mable Smith, Julie Twichell, April Williamson

Others: Charles Health, Jennifer Root

Absent: None

The meeting was called to order at 9:45 a.m.

1) **Open Forum**

No public comment.

2) **Director's Report**

Mr. Allen requested Program staff introduce themselves to the JPA Board of Directors. Dennis Jordan, Environmental Services Manager & HUD XIV grant manager; Dale Hagen, Construction Services Manager & HUD XIII grant manager; Julie Kurko, Case Management Coordinator; Sharon Green, Community Outreach Coordinator; April Williamson, Finance Manager; and David Lee Crosby, Community Development Specialist did so and provided a brief description of their duties at the Program.

3) **CSA Fee Increase Update**

Mr. Allen introduced the consultants from Tramutola, LLC, Mr. Charles Heath & Ms. Jennifer Root, and added that they were present to provide the JPA Board of Directors with an analysis of the survey conducted to ascertain whether property owners of pre-1978 residential properties would support an increase of the CSA Assessment fees.

Mr. Heath and Ms. Root, Tramutola, LLC, explained the ramifications of conducting an election to obtain two-thirds majority of voters or a majority of property owners of pre-1978 residential properties. They concluded from the survey results that an election of property owners of pre-1978 residential properties was more feasible as they were the ones that responded more favorably to an increase of the CSA Assessment Fee than the general electorate. They stressed the importance of devising a strategic plan for increasing the Program's visibility in the community as well as an outreach campaign for the election.

The JPA Board of Directors suggested revisiting this option and requested that Program staff devise a plan and possibly establish a committee to address the consultants' suggestion.

4) **Program Operations Committee**

a) **Health and Housing Services Report**

Mr. Allen reviewed the Health and Housing Services Report. There were no questions regarding this report.

- 5) **Announcements by Board Members**
None.

Meeting adjourned at 1:17 p.m.

PROGRAM OPERATIONS COMMITTEE

MEETING MINUTES

December 16, 2006

Attendance:

Voting Directors: Ken Bukowski, Henry Chang, Jr., Beverly Johnson, Betty Olds

Non-Voting Directors: Alice Lai-Bitker, Gwen Hardy

Alternates: Rubén Briones, Nancy Templeton

Staff: Mark Allen, David Lee Crosby, Paul da Silva, Sharon Green, Dale Hagen, Dennis Jordan, Julie Kurko, Mable Smith, Julie Twichell, April Williamson

Others: Charles Health, Jennifer Root

Absent: None

1) **Open Forum**

No public comment.

2) **CSA Fee Increase Update**

Mr. Allen indicated that a presentation from Tramutola, LLC., would take place during the General Board meeting, thereby deferring until that time.

3) **Director's Report**

Mr. Allen expressed his gratitude to the JPA Board of Directors for their support of the Lead Poisoning Prevention Program. Mr. Bukowski, in turn, thanked Mr. Allen, and Program staff, for their hard work. Mr. Chang voiced the same sentiment.

Mr. Allen informed the JPA Board of Directors that HUD's Office of Healthy Homes and Lead Hazard Control had rescinded their previous decision for quarterly reporting. He said that grantees once again have 30 days after quarter's end to submit a progress report to HUD.

Mr. Allen informed the JPA Board of Directors that the ACLPPP achieved the highest rating from HUD at the last reporting cycle, i.e., 100 out of 100 points.

4) **Health and Housing Services Report**

Mr. Allen and the JPA Board Members reviewed the Health and Housing Services Report. There were no questions regarding these reports.

Meeting adjourned at 12: 21 p.m.

ADMINISTRATION AND FINANCE COMMITTEE

MEETING MINUTES
December 14, 2006

Attendance:

Voting Directors: Ken Bukowski, Henry Chang, Jr., Beverly Johnson, Betty Olds

Non-Voting Directors: Alice Lai-Bitker, Gwen Hardy

Alternates: Rubén Briones, Nancy Templeton

Staff: Mark Allen, David Lee Crosby, Paul da Silva, Sharon Green, Dale Hagen, Dennis Jordan, Julie Kurko, Mable Smith, Julie Twichell, April Williamson

Others: Charles Health, Jennifer Root

Absent: None

1) **Open Forum**

No public comment.

2) **Director's Report**

Mr. Allen circulated the new JPA meeting calendar for 2007. He called the Board's attention to November's and December's meetings, stating that during these months the Board usually meets only once as there are conflicts with County holidays. He requested that the Board review the meeting dates and advise staff in January if any conflicts existed with the Board members' individual agendas.

Mr. Allen reported that no alternates had as yet been selected to represent the cities of Berkeley and Alameda.

Mr. Allen reminded the JPA Board of Directors that the workshop on the Memorandum of Understanding between the JPA Board and the County was scheduled for the January 25, 2007's General Board meeting. Mayor Johnson said that date conflicted with the United States Conference of Mayors and requested the workshop be postponed until February's full Board meeting. Mr. Allen said that he would contact County Counsel to reschedule the workshop and inform JPA Board members of its feasibility.

Meeting adjourned at 12: 35 p.m.

PROGRAM OPERATIONS COMMITTEE

MEETING MINUTES

January 11, 2006

Attendance:

Voting Directors: Ken Bukowski, Henry Chang, Jr., Beverly Johnson, Betty Olds

Non-Voting Directors: Gwen Hardy

Alternates: Rubén Briones

Staff: Mark Allen, Paul da Silva

Others:

Absent: None

1) **Open Forum**

No public comment.

2) **Director's Report**

Mr. Allen informed the JPA Board of Director of the following events:

- Maricela Narvaez-Foster, Program Operations Director, and he will be attending a meeting at the Public Health Trust to reestablish relations with this organization. He said the Public Health Trust is an adjunct of the Public Health Institute and charged with directing settlement funds from Proposition 65 lawsuits for appropriate community -based initiatives.
- Arnold Perkins, director of the Alameda County Public Health Department was retiring. Anthony Iton, M.D., Alameda County Public Health Officer would be replacing him as the acting Director of the Alameda County Public Health Department. Mr. Allen said Dr. Iton has previous experience in both lead poisoning prevention and healthy homes as a public health leader in his previous position on the East Coast.
- Maricela Narvaez-Foster, Program Operation Director, and he will be attending the State Strategic Planning meeting on January 23, 2007 in Long Beach.
- Oakland's City Attorney, John Russo, and City Council President Ignacio de la Fuente had scheduled a press conference that afternoon to announce a City of Oakland lawsuit against a major rental property owner for failure to address substandard housing conditions. He said the Program was attempting to work with the same property owner regarding lead hazards at the property.

Mr. da Silva informed the JPA Board of Directors that, per the recommendations from Tramutola, LLC., Program staff was in the process of developing strategies for increasing Program visibility. He said Program staff will be contacting Councilmember Chang's office to seek any suggestions on how to improve the Program's work within Chinatown and the Asian communities as a whole. Mr. da Silva had also scheduled discussions with Supervisor Alice Lai-Bitker's staff.

3) **HUD XIV Healthy Homes**

a) **Staff Reports**

Mr. Allen and the JPA Board Members reviewed the staff report regarding the Children's

Hospital and Research Center at Oakland's (CHRCO) contract for the HUD Round XIV Healthy Homes Demonstration grant. There were no questions regarding this report.

Approval of Minutes Staff Report

Action: The Board approved the HUD Round XIV contract with CHRCO.

Moved: Ms. Olds **Seconded:** Ms. Johnson **Ayes** 4

4) **Health and Housing Services Report**

Mr. Allen and the JPA Board Members reviewed the Health and Housing Services Report. There were no questions regarding these reports.

Meeting adjourned at 10:00 a.m.

ADMINISTRATION AND FINANCE COMMITTEE

MEETING MINUTES

January 11, 2006

Attendance:

Voting Directors: Ken Bukowski, Henry Chang, Jr., Beverly Johnson, Betty Olds

Non-Voting Directors: Gwen Hardy

Alternates: Rubén Briones

Staff: Mark Allen, Paul da Silva

Others:

Absent: None

1) **Open Forum**

No public comment.

2) **Director's Report**

Mr. Allen explained to the JPA Board of Directors that the workshop to discuss the Memorandum of Understanding (MOU) between the JPA Board and Alameda County was postponed from the General JPA Board meetings in January and February due to scheduling conflicts. He suggested that a date could be chosen in March in which all three meetings would be consolidated, but not necessarily on a Thursday. This would provide ample time for the JPA Board to have a detailed discussion with the assistance of County Counsel. He said if that was acceptable, he would confirm County Counsel's availability and advise the JPA Board. The Board agreed.

3) **Finalizing JPA Meeting Schedule**

Mr. Allen presented the JPA Board meeting schedule for calendar year 2007. The JPA Board of Directors elected to hold November's meeting on November 8th. Mr. Bukowski indicated that July 26 may pose an issue but would advise the Board at a later date. All other dates were accepted, except for March. In March a workshop would be scheduled at a date to be determined to permit time for discussion on an MOU between the JPA and the County.

Meeting adjourned at 10: 20 a.m.