

ALAMEDA COUNTY
LEAD POISONING PREVENTION PROGRAM

A Joint Powers Authority serving the Cities of Alameda, Berkeley, Emeryville, and Oakland
2000 Embarcadero, Suite #300 • Oakland, CA 94606 • (510) 567-8282

WWW.ACHHD.ORG

DATE: April 17, 2020

TO: Directors and Alternates
Alameda County Lead Poisoning Prevention Program

FROM: Larry Brooks, Secretary
Joint Powers Authority

SUBJECT: **Meeting of the Board of Directors**

The next regular meeting of the Alameda County Lead Poisoning Prevention Program Joint Powers Authority Board of Directors is scheduled for **Thursday, April 23, 2020. The meeting will begin a 9:15 a.m., or immediately following the Administration and Finance Committee Meeting.**

In response to the COVID-19 pandemic, and pursuant to California Governor Gavin Newsom's Executive Order N-29-20, the Alameda County Lead Poisoning Prevention Program Joint Powers Authority Meeting of the Board of Directors will be available via teleconference.

Members of the public can also attend in person at the Alameda County Healthy Homes Department, 2000 Embarcadero, Suite 300, Oakland, CA. Members are encouraged to watch the meeting of the Board of Directors online by clicking the following link

<https://global.gotomeeting.com/join/348103861>

or dial in by using your phone, 1 (571) 317-3122 using Access Code: 348-103-861

If viewing the meeting via teleconference, you may provide written comment on an agenda item or raise an issue during Open Forum by sending an email to Lidice De La Fuente at Lidice.DeLaFuente@acgov.org. Please include your name and identify the agenda item you are addressing or that your comment falls under Open Forum. It is encouraged to send any comments 24 hours prior to the meeting; however, members of the public will be able to send written comments via email during the meeting as well.

If you require a reasonable modification or accommodation for a disability, please contact Lidice De La Fuente at Lidice.DeLaFuente@acgov.org or (510) 567-8291 at least 48 hours before the meeting of the Board of Directors.

Attached is the agenda packet for the meeting.

Thank you.

Hon. Lynette Gibson McElhaney, City of Oakland • Hon. Susan Wengraf, City of Berkeley
Hon. Malia Vella, City of Alameda • Hon. John J. Bauters, City of Emeryville
Hon. Wilma Chan, County of Alameda • Gwen Hardy, Community Representative

ALAMEDA COUNTY LEAD POISONING PREVENTION PROGRAM
JOINT POWERS AUTHORITY

AGENDA

General Board Meeting

April 23, 2020

9:15 A.M. or immediately following the Administration and Finance Committee Meeting

Please join the meeting from your computer, tablet or smartphone
<https://global.gotomeeting.com/join/348103861>

or dial in by using your phone, 1 (571) 317-3122 using Access Code: 348-103-861

or in person at

Alameda County Healthy Homes Department, 2000 Embarcadero, Suite 300, Oakland, CA

NOTICE: All meetings of the Alameda County Lead Poisoning Prevention Program Joint Powers Authority Board of Directors are open to the public. Those wishing to address the Board of Directors on items not on the agenda may do so during the open forum section of the meeting.

- 1) **Open Forum** (Discussion)
Directors, alternates, staff, or members of the public may address the Board of Directors regarding items not on the agenda. The Board will listen to matters presented but may not take action on these items.
- 2) **Director's Report** (Information)
- 3) **Review of Executive Director's COVID 19 Report** (Discussion) Pg. 1
- 4) **Program Operations Committee**
 - a) **Minutes (February 27, 2020)** (Action) Pg. 6
- 5) **Administration and Finance Committee**
 - a) **Minutes (February 27, 2020)** (Action) Pg. 8
- 6) **General Board Meeting**
 - a) **Minutes (February 27, 2020)** (Action) Pg. 9
- 7) **Announcements by Board Directors** (Information)

Material related to an item on this Agenda, including those submitted to the Board of Directors after distribution of the agenda packet, and are available for public inspection at the Alameda County Healthy Homes Department office during normal business hours.

Agendas are available on the Department's website at www.achhd.org

Healthy Homes Department: Coronavirus Adjustments and Impacts during Shelter-In-Place Mandate

	Impacts/Adjustments through 4/7/2020	Impacts/Adjustments: 4/8/-6/30/2020	Impacts/Adjustments: 7/1- 12/31/2020
Field Work, Site Visits, Outreach Events	<ul style="list-style-type: none"> • Communicating with clients by phone and e-mail • Stopped home visits for new projects • Site visits as required for projects under construction with social distancing, hygiene, and cancel-at-any-point by client or staff • Stopped in-person training • Stopped event attendance • Stopped location-based marketing • See also program-specific notes • Reduced outreach and marketing will impact future enrollment 	<ul style="list-style-type: none"> • Develop and evaluate possible site visit protocols for staff and vendors • HHHD staff is exploring other methods to conduct outreach and education such as web and social media to avoid in-person interaction. See program-specific notes 	<ul style="list-style-type: none"> • Determine whether to do site visits and if so, establish site visit protocols • Develop online applications with upload capabilities • Develop chat and video call capabilities • Develop online live and on-demand video content • Prioritize online training content where possible, develop online training capacity
Staff/Office	<ul style="list-style-type: none"> • Teleworking as much as possible • Implement basic teleworking services: Office 365, DocuSign, phone, conference calls and web meetings • Out of office for any flu-like symptoms 	<ul style="list-style-type: none"> • Continue teleworking, standardize communication and information sharing • Further reduce staff time in office through cloud storage and remote access • Ensure staff have laptops and tools for remote working 	<ul style="list-style-type: none"> • Continue teleworking • Restructure processes and data systems further to reduce staff time in office, physical files, and paperwork
Lead Poisoned Children	<ul style="list-style-type: none"> • No home visits will be conducted for new or existing clients • Telephone or text or video-type visits to clients, medical providers as able • Staff to check and be available by work emails • Staff to bring work materials home; occasional and brief 	<ul style="list-style-type: none"> • Reduced Medi-Cal Time study dollars for this quarter since there will be very limited client contact in April. 	<ul style="list-style-type: none"> • Ensure VPN licensing to allow network access from home computers • Consider laptops for staff

	<p>return to office to drop off and pick up additional work materials</p> <ul style="list-style-type: none"> Property owners to be informed that timeframes for completion of lead hazard control remediation of homes will be extended until community movement is safe and allowed; Unintended delay in DPH submission of documents; will be explained in subsequent DPH report. 		
<p>Unsafe Renovation / Condition / Complaints</p>	<ul style="list-style-type: none"> Stopped site visits. Communicate with complainants over the phone and/or email when responding to unsafe renovation/conditions complaints. Communicate with local code enforcement agencies over the phone and email and assist with technical advisement. 	<ul style="list-style-type: none"> Continue to respond to unsafes by responding complainant concerns over the phone and email. Continue to work with local code enforcement agencies over the phone and email to resolve unsafe renovation/condition matters. 	<ul style="list-style-type: none"> Continue to respond to unsafes and work with local code enforcement agencies.
<p>Lead Hazard Repair Grant Program</p>	<ul style="list-style-type: none"> Challenge to complete projects and final reporting by mid-April deadline (FY16 grant) FY 19 grant: Slowed program start-up Slowed enrollment. Challenges to clients to enroll Slippage of production benchmarks for units enrolled, tested, and completed as well as outreach and education and training. 	<ul style="list-style-type: none"> Behind on contract benchmarks Contractors and consultants may find other work, go out of business, or lose capacity (staff, XRF's) 	<ul style="list-style-type: none"> Severely behind contract benchmarks, HUD LHC funding will be If re-start, may need to rebuild capacity by recruiting new contractors and consultants

<p>Minor Home Repair Program</p>	<ul style="list-style-type: none"> Reduced production: housing deficiencies not corrected, contract deliverables may not be met 	<ul style="list-style-type: none"> If no or limited site visits: No production: housing deficiencies not corrected, contract deliverables not met. <p><u>For Consideration:</u> Respond to urgent issues that threaten health and safety including those related to respiratory health and regular hygiene. Examples: No hot water, faucets not working, electrical outlet not working</p> <p><u>Urban County (including Emeryville):</u> Possible funds carryover. May run afoul of HUD CDBG funds balance limits</p> <p><u>Oakland:</u> Funds are allocated by fiscal year with no carryover option.</p> <p><u>Union City:</u> Need to review the contract for possible impact</p>	<ul style="list-style-type: none"> If no or limited site visits: Evaluate alternative means of assessment and possible program restructuring. With no production, no or limited funding for staff and program delivery.
<p>Training</p>	<ul style="list-style-type: none"> Minimal 	<ul style="list-style-type: none"> Behind on grant deliverables and objectives Hands-on and interactive training elements are considered key for lead safety trainings Training less available for property owners and contractors. Some who can't access online may not receive needed training Online trainings may be less effective 	<ul style="list-style-type: none"> On-line learning curriculums, tools, and techniques will be developed. Presenting hands-on skills, student interaction, and access over the digital divide will be challenges
<p>Budget</p>	<ul style="list-style-type: none"> Our grants/allocations are reimbursement based, so as we expend funds, we will request reimbursement. Since staff activities are centered around conducting minimal HHD operations, they are being paid. For those funding sources that are on a reimbursement basis, there will be expenditures to claim for the Q3 period. For those grants that are reimbursed based on production targets, namely the Minor Home Repair Program and the Measure A & AC3 Connect funded Independent Living Homes, there will be impacts to the revenue we can anticipate in Q3 and possibly Q4, depending on how long the stay at home orders remain in place . As of this date, no funding has been recalled as a result of this crisis. 		

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| <ul style="list-style-type: none">• Impact on grant renewals: Too early to tell. However, we just applied and received funding for our LHC, for 42 months and the DPH allocation is in contract for another 3 years.• HHD will contact funders to discuss alternative production activities and request timeline adjustments if necessary.• See attached spreadsheet "Revenue Analysis Impact of Coronavirus on Revenue". | |
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**Alameda County Healthy Homes Department
Revenue Analysis
Impact of Coronavirus on Revenue**

Revenue	Approved FY 20 JPA Budget	Amount to Date (through December 2019)	YTD % Received As of 12/31/19	Estimated shortfall, if any	Current Fiscal Year (FY20) Comments/Explanation	
					Through April 7th	April 8th-June 30th
CSA	1,967,258	1,082,396	55%	0	FY20 Revenue will be collected from County property tax via collection method. County reports no disruption to this process.	CSA fee Board letter for next fiscal year (FY21) due to go to Board April 21st. AC BOS holding regular meetings, no change announced.
DPH	864,446		0%	0	Grant funds reimbursed based on on-going lead poisoning prevention activities. No anticipated effect on project revenue. (Q1 Invoice completed, Q2 invoice in progress)	Contract for next 3 years due to be completed in coming months. No anticipated change in revenue
HUD LHC	689,416	443,795	64%	0	Grant funds reimbursed based on on-going lead hazard control activities. No anticipated effect on projected revenue.	No anticipated change in forecasted revenue
CDBG Minor Home Repair	85,000	44,340	52%	TBD	Funds reimbursed based on production. Q1, Q2 have been billed and received. Q3 (Jan-Mar) production on target?	Q4 Revenue uncertain, based on ability to conduct home assessments
EPA	15,000	15,000	100%	0	All funds for current EPA grant received.	New grant startup on March 1st. Revenue was not projected in FY20. No effect on FY20 revenue
Contract Cities-City of Oakland	159,000		0%	TBD	Funds reimbursed based on production. Q3 (Jan-Mar) production in process to be billed to City.	90% of contract reimbursement based on unit production. Annual program fee of \$15k can be billed in addition to any units completed.
Contract Cities-Union City	100,000	22,314	22%	TBD	Funds reimbursed based on production. Q1, Q2 have been billed and received. Q3 production on target?	% of contract reimbursement based on unit production. May be still able to collect program 10% admin fee.
Misc Revenue	8,000	2,250	28%	TBD	Portion of funds for QHA to conduct assessments	Uncertain.
Supplemental Funding	440,000	16,074	4%	0	Funds reimbursed on a combination of administrative and production (housing assessments & trainings) activities. Q1 & Q2 revenue billed and received. Q3 targets met, reimbursement invoice will be submitted.	Funds provided by the Agency to hire staff until Settlement funding is finalized.
Fixing to Stay/Group Living	671,220	289,276	43%	TBD		Funds reimbursed on a combination of administrative and production activities. Uncertain how much of Q4 activities can be billed, depending on continued lack of housing assessments.
Revenue	4,999,340	1,915,445	38%			

**PROGRAM OPERATIONS COMMITTEE
MEETING MINUTES**

February 27, 2020

Attendance:

Voting Directors: Susan Wengraf, Berkeley; John J. Bauters, Emeryville; Lynette Gibson-McElhaney, Oakland

Non-Voting Directors: Gwen Hardy, Community Representative

Alternates: Dave Brown, County of Alameda

Staff: Lidice De La Fuente; Julie Kurko; April Williamson

Others: Alex Marqusee

Absent: Malia Vella, Alameda

Director John J. Bauters opened the Program Operations Committee Meeting at 9:20 A.M.

1) **Open Forum**

2) **Director's Report**

Lidice De La Fuente informed Directors that Secretary to the Board, Larry Brooks, is at a conference in Sacramento and April Williamson, Finance Manager, will serve as Secretary.

Ms. De La Fuente provided information on a successful collaboration with the City of Oakland Code Enforcement Agency in addressing an unsafe renovation complaint involving lead paint chips. The Healthy Homes Department staff provided Oakland with technical assistance resulting in City staff enforcing the U.S. Environmental Protection Agency's (EPA) Renovate, Repair, Paint (RRP) rule and ensuring that the lead cleanup was completed in a lead safe manner by an RRP certified contractor.

As a follow up to the December 2019 Meet and Greet event with EPA, the new Director of the EPA's Office of Children's Health Protection invited staff to participate in the President's Task Force on Environmental Health Risks and Safety Risks to Children conference call on February 20th, 2020. Department staff informed participants in collaborative efforts to address lead poisoning prevention and healthy housing and asked for additional grant opportunities from the U.S. Department of Housing and Urban Development (HUD) and EPA to carry out more pilot programs involving collaborative work with public, private and community partners. EPA invited Department staff to present at the National HUD Conference in June 2020 and to apply for HUD's Secretary's Award.

3) **Outreach and Education Monthly Report**

Lidice De La Fuente highlighted a medical provider presentation in January 2020 at Native American Health Center in Oakland. Staff received positive feedback by medical providers on the work the Department is doing around lead poisoning prevention and stated "Thank you for your awesome work. We are proud to partner with you". Ms. De La Fuente stated that the Department will continue to build relationships with medical providers.

4) **Mid-Year Goals and Objectives Report FY 2019/2020**

Ms. De La Fuente stated that the Department continues to promote lead poisoning prevention through social media and most recently created a Twitter page. The Department also

remediated an additional 29 housing units over the grant objective under the current Lead Hazard Control grant, HUD 24.

Director Lynette Gibson-McElhanev asked staff to reach out to faith-based organizations, property groups and other community organizations to reach property owners. Ms. McElhanev stated she could assist with providing contacts.

5) **Announcements by Board Directors**

There were no announcements by Board Directors.

Meeting adjourned 9:27 A.M.

**ADMINISTRATION AND FINANCE COMMITTEE
MEETING MINUTES**

February 27, 2020

Attendance:

Voting Directors: Malia Vella, Alameda; Susan Wengraf, Berkeley; John J. Bauters, Emeryville; Lynette Gibson-McElhaney, Oakland

Non-Voting Directors: Gwen Hardy, Community Representative

Alternates: Dave Brown, County of Alameda

Staff: Lidice De La Fuente; Julie Kurko; April Williamson

Others: Alex Marqusee

Absent: None

Director John J. Bauters called into order the Administration and Finance Committee Meeting at 9:27 A.M.

1) **Open Forum**

2) **Director's Report**

Ms. De La Fuente informed Directors that staff is in the process of updating the Governing Board page on the Department's website and asked Directors to provide any updates if necessary.

Ms. De La Fuente stated that the JPA Board stipends were delayed and attributed this delay to the County focusing on finalizing the County's budget. She indicated that generally Directors can expect the receipt of their stipends four to six weeks after it's been submitted to Agency Administration.

3) **Mid-Year Budget Report FY 2019/2020**

Finance Manager, April Williamson, reported on the Department's Mid-Year Budget for Fiscal Year 2019/2020 highlighting that while the California Department of Public Health did not show any revenue, it was due to the Agency Finance being behind due to an Audit, and that the expectation is that they would catch up.

In addition, the Minor Home Repair program shows only nine percent revenue collected to date due to a late start of contracts with City of Union City and Oakland. However, the Department is on target to draw down all City of Union City funds and expects to get to 85-90% of City of Oakland funds noting that there is enough room in the budget to make up for any amounts the Department does not draw. Chairman Bauters' expressed his concerns over the delay in the start of the contracts and recommended that staff negotiate with Oakland amending the provision of the contract to allow a 60-day grace period to complete the first year of deliverables. All Directors agreed.

Ms. Williamson briefed the Board on year to date expenses and made note of the Salaries and Benefits. She noted that the year to date expended is slightly under 50% due to late in the year hires for budgeted positions noting that six out of the eight budgeted positions have been hired.

Lastly, Ms. Williamson stated that Lead Hazard Control grant funding in on target to be expended by the grant end period of April 2020. In response Director Bauters question regarding carryover, Ms. Williamson stated that grants have the flexibility to carry reserve to other years.

4) **Announcements by Board Directors**

There were no announcements by Board Directors.

Meeting adjourned at 9:43 AM

**GENERAL BOARD
MEETING MINUTES**

February 27, 2020

Attendance:

Voting Directors: Malia Vella, Alameda; Susan Wengraf, Berkeley; John J. Bauters, Emeryville; Lynette Gibson-McElhaney, Oakland

Non-Voting Directors: Gwen Hardy, Community Representative

Alternates: Dave Brown, County of Alameda

Staff: Lidice De La Fuente; Julie Kurko; April Williamson

Others: Alex Marqusee

Absent: None

Director John J. Bauters opened the General Board Meeting at 9:43 A.M.

1) **Open Forum**

2) **Director's Report**

Ms. Williamson provided an update on Methylene Chloride indicating that staff visited eight paint and hardware stores in the CSA and did not find any paint strippers for sale containing Methylene Chloride. The Department staff is also working on a short information piece suitable for emailing and posting which will be available in March 2020 on the Department's website with links to more detailed information, and how consumers can dispose of suspected Methylene Chloride containing products at Household Hazardous Waste drop-off sites. Directors asked staff for a tutorial on where to find this information on the Department's website at the next JPA meeting. Ms. Williamson noted a February 2017 EPA report on the uses of Methylene Chloride available to Directors if interested.

Health Services Manager, Julie Kurko, reported back on the questions Directors raised regarding the CA State Auditor's report on blood lead testing. Ms. Kurko stated that the audit brought up issues to the surface including discrepancies and that the CA Department of Health Services is aware of the issues and are making recommendations. Ms. Kurko stated that Alameda County medical providers are doing a good job in screening children for lead and have institutionalized lead testing. Ms. Kurko confirmed that blood lead screening is done at every 12 and 24 months while risk assessments are done every six months and at every six-month check-up from six months to six years of age. The risk assessment is a questionnaire / counseling informing of lead hazards and one yes question results in a lead test.

Ms. Kurko informed Directors that medical provider reimbursement prior to 2018 was \$22.45 for a variety of blood lead screening activities and that after 2018 the Department of Health Services eliminated the fee and wrapped it into their capitated rate for the health assessments.

Director McElhaney mentioned the lead legislative bills at which time Ms. Kurko stated the legislative bills is a direct response to questions raised in the audit noting that propitiation of funds is also needed. Director Bauters asked for a presentation on the lead legislative package for the next meeting and the need for any legislative author to require that if a child is recommended for lead screening after a positive risk assessment for the file to be flagged for follow up and for children to be tracked for lead screening and the reason why the child was not tested. Director Bauters thanked staff for the presentation.

- 3) **March 26, 2020 JPA Meeting**
There is no change to March 26th , 2020 JPA Board meeting.

- 4) **Approval of Minutes - Operations Committee**
 - a) **Minutes (January 23, 2020)**
Action: The Board approved the meeting minutes for the January 23, 2020 Program Operations Committee meeting.
Moved: Susan Wengraf **Seconded:** Lynette Gibson McElhaney **Ayes:** 4-Vella; McElhaney; Wengraf; Bauters
Absent: None

- 5) **Approval of Minutes -Administration and Finance Committee**
 - a) **Minutes (January 23, 2020)**
Action: The Board approved the meeting minutes for the January 23, 2020 Administration and Finance Committee meeting.
Moved: Malia Vella **Seconded:** Susan Wengraf **Ayes:** 4- Vella; Wengraf; McElhaney; Bauters
Absent: None

- 6) **Approval of Minutes -General Board Meeting**
 - a) **Minutes (January 23, 2020)**
Action: The Board approved the meeting minutes for the January 23, 2020 General Board meeting.
Moved: Susan Wengraf **Seconded:** Malia Vella **Ayes:** 4- Vella; Wengraf; McElhaney; Bauters
Absent: None

- 7) **Announcements by Board Directors**
Director Bauters wished a Happy Black History month.

Meeting adjourned at 10:04 A.M.