

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 (510) 567-8282
www.achhd.org

DATE: February 19, 2021

TO: Directors and Alternates
Alameda County Lead Poisoning Prevention Program

FROM: Larry Brooks, Secretary
Joint Powers Authority

SUBJECT: **Administration and Finance Committee Meeting**

The next regular meeting of the Alameda County Lead Poisoning Prevention Program Joint Powers Authority Administration and Finance Committee Meeting is scheduled for **Thursday, February 25, 2021. The meeting will begin a 9:15 a.m., or immediately following the Program Operations 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 Administration and Finance Committee 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 Administration and Finance Committee meeting online by clicking the following link

<https://global.gotomeeting.com/join/870799453>

or dial in by using your phone, 1 (872) 240-3212 using Access Code: 870-799-453

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 Administration and Finance Committee meeting.

Attached is the agenda packet for the meeting.

Thank you.

ALAMEDA COUNTY LEAD POISONING PREVENTION PROGRAM
JOINT POWERS AUTHORITY

A G E N D A

Administration and Finance Committee

February 25, 2021

9:15 A.M. or immediately after the Program Operations Committee

Please join the meeting from your computer, tablet or smartphone

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or dial in by using your phone, 1 (872) 240-3212 using Access Code: 870-799-453

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) **Mid-Year Budget Report FY 20/21** (Information) Pg. 1
- 4) **Announcements by Board Directors**

Material related to an item on this Agenda, including those submitted to the Board of Directors after distribution of the agenda packet, 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

**Alameda County Healthy Homes Department
Mid-Year FY21 Budget Report**

	Approved FY 21 JPA Budget	Amount to Date	YTD % Received
Revenue			As of 12/31/20
CSA	1,964,525	884,036	45%
DPH	993,523	168,586	17%
HUD LHC	1,614,991	284,302	18%
CDBG MHR & Owner Rehab	104,688	35,176	34%
EPA	45,000	7,855	17%
Contract Cities	259,200	71,090	27%
Misc Revenue	8,000		0%
Supplemental Funding	772,009		0%
Fixing to Stay/Group Living	311,511	97,198	31%
Total Revenue	6,073,447	1,548,243	25%
Expenses			YTD % Expended
			As of 12/31/20
Discretionary	298,631	51,244	17%
Non-Discretionary	998,634	112,722	11%
LHC grants, Minor Home Repair & Relocation	600,000	140,326	23%
Salary & Benefits	4,176,182	1,404,890	34%
Total Expenses	6,073,447	1,709,182	28%

**Alameda County Healthy Homes Department
Mid-Year FY21 Budget Report**

Description	CA Department of Health Services	EPA	HUD 27	CSA	CDBG MHR	Contract Cities (City of Oakland) MHR	Contract Cities-(Union City) MHR only	Lead Poisoning Prevention Settlement Funds	Misc. Revenue	Measure A-Fixing to Stay/ Group Lvg	Total Budget FY 21
Revenues											
Grant Revenues	993,523	45,000	1,614,991								2,653,514
Rehab Services					104,688	159,200	100,000				363,888
Interest Income									2,500		2,500
Loan return									3,500		3,500
HCSA- Fixing to Stay & Group Living										311,511	311,511
Lead Settlement Funds								772,009			772,009
Fee for Service									2,000		2,000
CSA Revenues				1,964,525							1,964,525
Total Revenues	993,523	45,000	1,614,991	1,964,525	104,688	159,200	100,000	772,009	8,000	311,511	6,073,447
Mileage for employees	3,500		2,000	3,000	2,000					2,000	12,500
Travel expenses for out of town trip- includes per diem		5,000	7,200								12,200
Employee training				500							500
Laboratory samples	500		15,000		500						16,000
Lead Evaluation Services			50,000								50,000
Training Contract		15,000		5,000							20,000
JD Moyer- MHR Database				5,000							5,000
Audit fees				22,000							22,000
Partner contracts-EPA		5,000									5,000
On-site interpretations and document translations	1,000		500	4,000							5,500
Printing services & Ed. Materials	1,000	1,196		6,000							8,196
Embarcadero Shuttle Services				15,000							15,000
CDA IT Services	4,000			27,626							31,626
Copier lease + extra copies				15,000							15,000
Embarcadero Maintenance/Utilities				5,000							5,000
Ergonomic supplies				3,000							3,000
General supplies	3,267			29,784	2,580	1,393	3,798		3,233	2054	46,109
Marketing supplies	2,000			1,500							3,500
Mobile devices				6,000							6,000
Office alarm system				2,500							2,500
Postage & shipping				3,500							3,500
Real estate services			3,500	4,000							7,500
Records management				3,000							3,000
Total Discretionary	15,267	26,196	78,200	161,410	5,080	1,393	3,798	-	3,233	4,054	298,631
Office Telephone expense				22,522							22,522
CDA Overhead				421,491						28,319	449,810
Information Technology				106,310							106,310
Insurance services	-		2,359	6,611					4,767		13,737
County Indirect Cost				26,858							26,858
Office Space Rental	55,536			244,464							300,000

**Alameda County Healthy Homes Department
Mid-Year FY21 Budget Report**

Description	CA Department of Health Services	EPA	HUD 27	CSA	CDBG MHR	Contract Cities (City of Oakland) MHR	Contract Cities-(Union City) MHR only	Lead Poisoning Prevention Settlement Funds	Misc. Revenue	Measure A-Fixing to Stay/Group Lvg	Total Budget FY 21
County Counsel & HRS				39,397							39,397
JPA Per Diem				27,000							27,000
Motor Vehicle				13,000							13,000
Total Non-Discretionary	55,536	-	2,359	907,653	-	-	-	-	4,767	28,319	998,634
Remediations & Relocations			400,000			120,000	80,000				600,000
Salaries & Benefits	922,720	18,804	1,134,432	895,462	99,608	37,807	16,202	772,009	0	279,138	4,176,182
Total Expenses	993,523	45,000	1,614,991	1,964,525	104,688	159,200	100,000	772,009	8,000	311,511	6,073,447