

**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: May 14, 2019

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 Administration and Finance Committee of the Alameda County Lead Poisoning Prevention Program is scheduled for **Thursday, May 23, 2019**. **The meeting will begin at 9:15 a.m., or immediately after the Program Operations Committee meeting, at the Alameda County Administrator's Office, 1221 Oak Street, 2<sup>nd</sup> Floor, 220E, Oakland, CA.**

Attached is the agenda packet for the meeting. If you have any questions, please contact Lidice De La Fuente at (510) 567-8291.

Thank you.

Attachments

ALAMEDA COUNTY LEAD POISONING PREVENTION PROGRAM  
JOINT POWERS AUTHORITY

A G E N D A

**Administration and Finance Committee**

**May 23, 2019**

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

Alameda County Administrator's Office  
1221 Oak Street, 2<sup>nd</sup> Floor, 220E  
Oakland, California

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** (Discussion)
- 3) **Budget FY 2019/2020** (Action) Pg. 1
- 4) **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, 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](http://www.achhd.org)**

**Alameda County Healthy Homes Department  
Comprehensive Detail Line Item Budget  
FY 2019-2020**

Description	CA Department of Health Services	EPA	HUD XXIV (Lead Hazard Control)	CSA	CDBG MHR	Contract Cities (City of Oakland) MHR	Contract Cities (Union City) MHR only	Misc. Revenue	Independent Living Association (AC 3 Connect)	Measure A- Fixing to Stay/ Group Lvg	Total Budget FY 20
<b>Revenues</b>											
Grant Revenues	864,446	15,000	689,416			159,000	100,000				1,827,862
Rehab Services					85,000						85,000
Interest Income								2,500			2,500
Supplemental Funding								440,000			440,000
Loan return								3,500			3,500
HCSA- Fixing to Stay & Group Living, AC3 Connect									359,709	311,511	671,220
Fee for Service				1,967,258				2,000			2,000
CSA Revenues				1,967,258							1,967,258
<b>Total Revenues</b>	<b>864,446</b>	<b>15,000</b>	<b>689,416</b>	<b>1,967,258</b>	<b>85,000</b>	<b>159,000</b>	<b>100,000</b>	<b>448,000</b>	<b>359,709</b>	<b>311,511</b>	<b>4,999,340</b>

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<b>Discretionary Expenses</b>											
Mileage for employees	2,600		2,000	3,000	2,000				1,500	1,500	12,600
Travel expenses for out of town trip- includes per diem			1,000	3,763							4,763
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
Database Upgrade				5,000							5,000
Environmental Treatment Services								3,461			3,461
On-site interpretations and document translations				5,000							5,000
Printing services & Ed. Materials	1,623			7,500							9,123
Embarcadero Shuttle Services				12,000							12,000
HR Transfer for Reclasse of RN position	85,191										85,191
XRF Resourcing	2,500										2,500
Case mgmt. supplies	500										500
CDA IT Services				11,906							11,906
Copier lease + extra copies				15,000							15,000
Embarcadero Maintenance/Utilities				3,000							3,000
Ergonomic supplies				3,000							3,000
General supplies	4,484		421	30,663		1,564	557		2,553	3059	43,301
Marketing supplies				3,500							3,500
Mobile devices				5,000							5,000
Office alarm system				2,000							2,000
Postage & shipping				3,500							3,500
Real estate services			4,000	4,000							8,000
Records management				3,000							3,000
LHC /MHR Grants			200,000			111,000	80,000				391,000
<b>Discretionary Expense Total</b>	<b>97,398</b>	<b>15,000</b>	<b>272,421</b>	<b>126,332</b>	<b>2,500</b>	<b>112,564</b>	<b>80,557</b>	<b>3,461</b>	<b>4,053</b>	<b>4,559</b>	<b>718,845</b>

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<b>Non-Discretionary Expenses</b>											
Audit fees				22,000							22,000
JPA Per Diem				27,000							27,000
Admin & Fiscal				293,306	12,902				22,754	36,810	365,772
County Counsel & HRS				59,397							59,397
Office Telephone expense				22,522							22,522
Information Technology				106,310							106,310
Insurance services			2,359	6,611				4,767			13,737
Office Space Rental	14,609			267,391					18,000		300,000
Motor Vehicle				13,000							13,000
County Overhead				30,168							30,168
<b>Non-Discretionary Total</b>	<b>14,609</b>	<b>-</b>	<b>2,359</b>	<b>847,705</b>	<b>12,902</b>	<b>-</b>	<b>-</b>	<b>4,767</b>	<b>40,754</b>	<b>36,810</b>	<b>959,906</b>
Salaries & Benefits	752,439	0	414,636	993,221	69,598	46,436	19,443	439,772	314,902	270,142	3,320,589
<b>Total Expenses</b>	<b>864,446</b>	<b>15,000</b>	<b>689,416</b>	<b>1,967,258</b>	<b>85,000</b>	<b>159,000</b>	<b>100,000</b>	<b>448,000</b>	<b>359,709</b>	<b>311,511</b>	<b>4,999,340</b>

**Alameda County Healthy Homes Department  
Budget**

**Summary of Changes  
FY 19 to FY 20**

	<b>Approved FY 19 JPA Budget</b>	<b>Proposed FY20 JPA Budget</b>	<b>\$\$ Change</b>	<b>% Change</b>
<b>Revenue</b>				
CSA	1,969,264	1,967,258	(2,006)	-0.1%
DPH	864,446	864,446	-	0.0%
HUD LHC	1,388,628	689,416	(699,212)	-50.4%
CDBG MHR & Owner Rehab	82,002	85,000	2,998	3.7%
EPA	-	15,000	15,000	100.0%
Contract Cities	369,335	259,000	(110,335)	-29.9%
Misc Revenue	8,000	8,000	-	0.0%
Supplemental Funding	-	440,000	440,000	100.0%
Fixing to Stay/Group Living	228,881	671,220	442,339	193.3%
<b>Total Revenue Changes</b>	<b>4,910,556</b>	<b>4,999,340</b>	<b>88,784</b>	<b>1.81%</b>
<b>Expenses</b>				
Discretionary	232,498	327,845	95,347	41%
Non-Discretionary	1,001,722	959,906	(41,816)	-4%
LHC grants, Minor Home Repair & Relocation	978,000	391,000	(587,000)	-60%
Salary & Benefits	2,698,336	3,320,589	622,253	23%
	<b>4,910,556</b>	<b>4,999,340</b>	<b>88,784</b>	<b>1.81%</b>