

**ALAMEDA COUNTY**  
**LEAD POISONING PREVENTION PROGRAM**

*Serving the Cities of Alameda, Berkeley, Emeryville, and Oakland*

**2000 Embarcadero, Suite #300 • Oakland, CA 94606 • (510) 567-8282**

WWW.ACHHD.ORG

DATE: May 19, 2017

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, May 25, 2017. The meeting will begin at 10:15 a.m., or immediately following the Administration and Finance Committee Meeting at the Alameda County Administration Building, 1221 Oak Street, 5<sup>th</sup> Floor, Board Chambers, Oakland.**

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

AGENDA

**General Board Meeting**

**May 25, 2017**

**10:15 a.m. or immediately following the Administration and Finance Committee Meeting**

Alameda County Administration Building  
1221 Oak Street, 5<sup>th</sup> Floor, Board Chambers  
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) **Goals and Objectives FY 17/18** (Action) Pg. 1
- 4) **Budget FY 17/18** (Action) Pg. 9
- 5) **Approval of Minutes (April 27, 2017)** (Action) Pg. 11
- 6) **Program Operations Committee**
  - a) **Minutes (April 27, 2017)** (Information) Pg. 13
- 7) **Administration and Finance Committee**
  - a) **Minutes (April 27, 2017)** (Information) Pg. 15
- 8) **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**



**Lead Poisoning  
Prevention Program**

**Proposed Goals and Objectives  
Fiscal Year 2017-2018**

# TABLE OF CONTENTS

Mission Statement	Pg. 3
About the Healthy Homes Department	Pg. 3
Summary of Major Changes	Pg. 3
Goals and Objectives FY 2017/2018	Pg. 5-8
• Public Outreach	
• Healthy Housing Assessments and Interventions	
• Cooperative Compliance	

## MISSION STATEMENT

Our mission is to advance an integrated approach for safe and healthy housing, through collaborative community initiatives, applied research and policy development in order to improve the lives of vulnerable populations.

We do this by:

- Promoting lead safety.
- Providing case management to lead poisoned children.
- Providing technical consultations, training and education to the public, property owners and renovators.
- Researching and demonstrating effective programs to address the environmental determinants of health.
- Working in community and stakeholders collaborations to leverage existing resources.
- Developing infrastructures and promoting system change to provide coordinated, cost effective support for healthy housing.

## ABOUT THE DEPARTMENT

The Alameda County Healthy Homes Department's (ACHHD) primary goal is to create safe and healthy housing by promoting an integration and nexus between housing and public health policy. The Department also works to shape an environment that sustains long-term healthy housing conditions to improve health outcomes in Alameda County; it does this by providing case management, public education, outreach, training, housing assessments and interventions, influencing relevant housing policies and regulations, applied research, building cross-sector alliances and workforce development.

The Department provides the services above through funding by the local County Service Area (CSA) service charge for owners of pre-1978 properties in Alameda, Berkeley, Emeryville and Oakland, the California Department of Public Health (DPH), the U.S. Department of Housing and Urban Development (HUD) Office of Lead Hazard Control and Healthy Housing, Community Development Block Grants and local Measure A funds.

## SUMMARY OF MAJOR CHANGES

The proposed goals and objectives for Fiscal Year 2017-2018 include the continuation of proactive healthy housing assessments and interventions with a lead focus. The Department's proactive healthy homes strategy is the incorporation of a lead visual assessment on all homes where staff is conducting a site visit, regardless of reason for the initial port of entry. This strategy is a proactive primary prevention approach that increases the number of homes where a lead assessment is done.

The Department will continue the Alameda County Asthma Pay for Success Project, a partnership with the Alameda County Health Care Services Agency, U.C. Berkeley and Third Sector Capital Partners. The ACHHD and the Public Health Department's Asthma Start Program jointly implemented the Asthma Pay for Success Pilot project in Alameda County that focuses on validating the efficacy of health and housing interventions in relation to cost savings.

Currently, the Department is in negotiations for extending the Group Living Facilities Project and the Fixing to Stay Project.

In collaboration with the Alameda County Strike Team the Department implemented the Group Living Facilities Project in the unincorporated area of Alameda County. The plan of approach consists of responding to existing complaints of Group Living Facilities by conducting site visit assessments, providing technical assistance and advisement to facility operators.

The Fixing to Stay Project, is a partnership with Public Health Nursing to improve the lives of older adults living in substandard housing by applying a holistic multi-sector care approach that will promote healthy aging in place, prevent injuries and reduce emergency visits.

If agreed upon, the Department will conduct 100 Healthy Housing Assessments and 80 technical advisement plans in the homes of low-income adults age 60 years and older under the Fixing to Stay Project; 30 Healthy Housing Assessments and 25 Interventions under the Group Living Facilities Project.



# GOALS AND OBJECTIVES FY 2017/2018

## Public Outreach

<p><b>Goal:</b> The public will become aware of lead prevention measures and the importance of healthy housing.</p>	
<p><b>Objectives:</b></p>	<p><b>Activities:</b></p>
<p>1) By June 30, 2018, 150,000 Alameda County residents will be informed of the impact of housing on health.</p>	<ul style="list-style-type: none"> <li>• Participate in 5 presentation events and 4 health fairs.</li> <li>• Provide technical consultations and referrals for 350 information line callers.</li> <li>• Increase online visibility by maintaining ACHHD website, Facebook, E-subscribers and Parent Network yahoo groups.</li> <li>• Write and publish articles on a variety of healthy homes topics.</li> <li>• Develop partnerships with rental industry organizations such as EBRHA, Apartment Owners Association and Property Managers Association to increase their knowledge of the impact substandard housing has on health.</li> <li>• Participate in 2 regional Head Start Health Advisory Board meetings to promote lead screening.</li> <li>• In collaboration with CA-DPH medical consultant conduct presentations to medical providers.</li> <li>• Conduct 6 direct mail/e-mail efforts to promote lead hazard control funds and/or lead or healthy housing training.</li> </ul>
<p>2) By June 30, 2018, 700 CSA property owners in the cities of Alameda, Berkeley, Emeryville and Oakland will be informed of CSA services and receive information on maintaining lead-safe properties.</p>	<ul style="list-style-type: none"> <li>• Participate in 25 outreach events and presentations reaching CSA rental property owners, property managers, single family owner-occupants.</li> <li>• Conduct outreach through 2 mailings and 6 email blasts to CSA property owners for lead hazard control assistance.</li> <li>• Distribute program services brochures in CSA permit offices, hardware stores, paint stores, and venues visited by homeowners and landlords.</li> </ul>

	<ul style="list-style-type: none"> <li>• Write and publish articles on a variety of healthy homes topics.</li> <li>• Increase online visibility by maintaining ACHHD website, Facebook page, E-Subscribe and Parent Network yahoo groups.</li> </ul>
<p><b>3) Train 70 residents including property owners, property managers, renovators, maintenance workers, partner staff and residents in lead safety skills and lead and healthy housing principles by June 30, 2018.</b></p>	<ul style="list-style-type: none"> <li>• Conduct marketing activities to promote trainings.</li> <li>• Provide (1) one-day lead safety trainings in partnership with the Laney Community College Carpentry Program.</li> <li>• Provide (2) one-day U.S. Environmental Protection Agency Renovation, Repair and Painting (RRP) classes.</li> <li>• Provide training slots for partner agency staff in existing trainings in order to encourage adoption of Healthy Homes Principles with partner agencies.</li> </ul>
<p><b>4) By June 30, 2018, 200 newly identified children with lead exposure will receive one of three health promotion services (nursing case management, lead poisoning consultation or lead poisoning prevention outreach and education).</b></p>	<ul style="list-style-type: none"> <li>• Provide public health nursing case management to families of children with high blood lead levels.</li> <li>• Provide Lead Poisoning Consultations to families of children with lower blood lead levels.</li> <li>• Provide Lead Poisoning Outreach and Education to children with lead exposure.</li> </ul>

## Healthy Housing Assessments and Interventions

<b>Goal:</b> Promote safe housing in Alameda County.	
<b>Objectives:</b>	<b>Activities:</b>
<p>1) Conduct proactive healthy housing assessments in 605 homes by June 30, 2018.</p> <p><i>* The new proactive healthy homes strategy is the incorporation of a lead visual assessment on all homes where staff is conducting a site visit, regardless of reason for the initial port of entry.</i></p>	<ul style="list-style-type: none"> <li>• Complete lead evaluations in <b>125</b> lead hazard control program housing units.</li> <li>• Conduct environmental investigations and property owner follow-up in at <b>100</b> properties where lead poisoned and/or lead exposed children reside.</li> <li>• Conduct <b>80</b> assessments related to lead unsafe renovation and conditions.</li> <li>• Conduct <b>200</b> lead and healthy housing assessments for housing rehabilitation and minor home repair projects.</li> <li>• Conduct <b>100</b> Healthy Housing Assessments where an asthmatic child has been identified.</li> </ul>
<p>2) Complete housing interventions and scopes of work in 355 homes in Alameda County by June 30, 2018.</p>	<ul style="list-style-type: none"> <li>• Complete lead hazard control in <b>90</b> units.</li> <li>• Complete <b>15</b> housing rehabilitation projects.</li> <li>• Complete <b>150</b> minor home repair projects.</li> <li>• Conduct housing interventions for lead and asthma related housing conditions in <b>100</b> homes of children with asthma.</li> </ul>

## Cooperative Compliance

<b>Goal:</b> Promote property owner compliance.	
<b>Objectives:</b>	<b>Activities:</b>
1) By June 30, 2018, properties referred for violation of lead hazards, 85 percent will meet compliance within the established timeframe.	<ul style="list-style-type: none"><li>• Conduct progressive enforcement activities with non-compliant property owners where lead poisoned children reside.</li><li>• Refer non-compliant property owners to the Alameda County Department of Environmental Health, County District Attorney and U.S. Environmental Protection Agency (EPA).</li><li>• Utilize the ACHHD's cooperative compliance model in response to lead unsafe renovation complaints and conditions.</li><li>• Collaborate with building officials, housing authorities and contractors to address challenges to meet compliance.</li><li>• Participate in local, regional and state upstream planning on policy for meeting compliance.</li></ul>

**Alameda County Healthy Homes Department  
Comprehensive Detail Line Item Budget for All Healthy Homes Programs  
FY 2017-2018**

Category	Description	CSA	CA Department of Health Services	HUD XXII (Lead Hazard Control)	HUD XXIV (Lead Hazard Control)	HUD - PFS Special Project (Quantec)	HCSA - PFS Project	CDBG MHR & Owner Rehab	Misc. Revenue	Total Budget FY 18
<b>Revenues</b>										
	CSA Revenues	1,973,800								1,973,800
	Fee for Service		864,446	952,795	779,988	65,000	109,000		5,500	5,500
	Grant Revenues									2,662,229
	HCSA PFS-Project									109,000
	Interest Income								2,750	2,750
	Loan Return								3,000	3,000
	Rehab Services							95,315		95,315
	<b>Total Revenues</b>	<b>1,973,800</b>	<b>864,446</b>	<b>952,795</b>	<b>779,988</b>	<b>65,000</b>	<b>109,000</b>	<b>95,315</b>	<b>11,250</b>	<b>4,851,594</b>
<b>Expenses</b>										
Discretionary	Asthma Treatment Services						35,000		800	35,800
Discretionary	Case Mgmt. Supplies		500							500
Discretionary	Consultant-Impact 4 Health					15,000				15,000
Discretionary	Consultant-Training	5,000								5,000
Discretionary	Consultant-Turner Actuary					30,000				30,000
Discretionary	Consultant-UC Berkeley					20,000				20,000
Discretionary	Copier Lease	15,000								15,000
Discretionary	Embarcadero Building									
Discretionary	Maintenance	3,000								3,000
Discretionary	Embarcadero Shuttle Services	3,840								3,840
Discretionary	Employee Training	500								500
Discretionary	Ergonomic Supplies	3,000								3,000
Discretionary	General Supplies	17,123		1,500	2,907			4,920	6012	32,462
Discretionary	Housing Interventions						9,433			9,433
Discretionary	Laboratory Samples			10,400	4,510			2,500		17,410
Discretionary	Lead Evaluation Services			36,400	15,600					52,000
Discretionary	Marketing Supplies	1,500								1,500
Discretionary	Mileage for Employees	3,000	3,500		2,000			2,000		10,500
Discretionary	Mobile Devices	5,000								5,000
Discretionary	Office Alarm System	1,200								1,200
Discretionary	On-site Interpretations and Document Translations	10,160								10,160

**Alameda County Healthy Homes Department  
Comprehensive Detail Line Item Budget for All Healthy Homes Programs  
FY 2017-2018**

Category	Description	CSA	CA Department of Health Services	HUD XXII (Lead Hazard Control)	HUD XXIV (Lead Hazard Control)	HUD- PFS Special Project (Quantech)	HCSA- PFS Project	CDBG MHR & Owner Rehab	Misc. Revenue	Total Budget FY 18
Discretionary	Postage & Shipping	3,500								3,500
Discretionary	Prescott- Joseph Center for Community Enhancement						14,000			14,000
Discretionary	Printing Services & Education Materials	5,000								5,000
Discretionary	Real Estate Services	4,000		4,500	4,000			1,500		14,000
Discretionary	Records Management	3,000								3,000
Discretionary	Remediations & Relocation			714,000	336,600					1,050,600
Discretionary	Temporary Staffing	62,457			156,966		50,567	79,395		349,385
Discretionary	Termite Inspection Services							5,000		5,000
Discretionary	Travel- out of state			6,800	3,000					9,800
Discretionary	XRF Equipment & Resourcing		17,500							17,500
<b>Discretionary Total</b>		<b>146,280</b>	<b>21,500</b>	<b>773,600</b>	<b>525,583</b>	<b>65,000</b>	<b>109,000</b>	<b>95,315</b>	<b>6,812</b>	<b>1,743,090</b>
Non-Discretionary	Audit & Legal Fees	22,000								22,000
Non-Discretionary	CDA- Agency Overhead	388,273								388,273
Non-Discretionary	County Counsel & HRS	34,397								34,397
Non-Discretionary	County Overhead (Auditor, GSA)	24,750								24,750
Non-Discretionary	Information Technology	119,645								119,645
Non-Discretionary	JPA Per Diem	27,000								27,000
Non-Discretionary	Motor Vehicle	10,000								10,000
Non-Discretionary	Office Space Rental	291,795	8,205							300,000
Non-Discretionary	Office Telephones	23,331								23,331
Non-Discretionary	Risk Management	12,089								12,089
<b>Non-Discretionary Total</b>		<b>953,280</b>	<b>8,205</b>							<b>961,485</b>
<b>Salaries &amp; Benefits Total</b>		<b>874,240</b>	<b>834,741</b>	<b>179,195</b>	<b>254,405</b>				<b>4,438</b>	<b>2,147,019</b>
<b>Total Expenses</b>		<b>1,973,800</b>	<b>864,446</b>	<b>952,795</b>	<b>779,988</b>	<b>65,000</b>	<b>109,000</b>	<b>95,315</b>	<b>11,250</b>	<b>4,851,594</b>

ALAMEDA COUNTY LEAD POISONING PREVENTION PROGRAM

**JOINT POWERS AUTHORITY  
MEETING MINUTES**

April 27, 2017

**Attendance:**

**Voting Directors:** Desley Brooks, Oakland; Susan Wengraf, Berkeley; Mary Hastume Vella, Alameda; John J. Bauters, Emeryville

**Non-Voting Directors:** Gwen Hardy, Community Representative

**Alternates:** Sarah Oddie, County of Alameda

**Staff:** Larry Brooks, Lidice De La Fuente

**Others:** Unidentified member of the public.

**Absent:**

The meeting was called to order by John J. Bauters at 9:51 A.M.

1) **Open Forum**

2) **Director's Report**

Mr. Brooks informed the Board that the City of Fresno recently passed a proactive rental inspection program that will require inspections covering a basic list of State health and safety standards. Director Desley Brooks stated she assumes that Oakland's proactive rental inspection program will move forward to the Oakland City Council.

Mr. Brooks briefed the Directors on the National League of Cities, City Level Models to Advance Healthy Housing: *Lessons from NLC's Mayors' Institute on Housing, Hazards and Health*, a summary of creative solutions to improve healthy housing efforts by municipal governments. Mr. Brooks stated he would share the report with the Board.

The Department was recently nominated for HUD's 2017 Healthy Homes Hero Award by HUD Healthy Homes Representative - Regions IX & X, Karen Griego.

Department staff followed up with County Counsel on the Board's authority to take action on policy issues concluding that under Article IV, Powers, of the Joint Exercise Powers Agreement the JPA has the power common to the members to accomplish the purposes of the Agreement, to develop policies and programs to implement the Program and to do all acts necessary for the exercise of its powers. County Counsel recommended that the letters of support include some discussion that links the bills to the powers and activities of the JPA for the Lead Program.

3) **Assembly Bill 1316: Public Health Childhood Lead Poisoning Prevention (Quirk)**

**Action:** The Board issued a motion to support Assembly Bill 1316: Public Health Childhood Lead Poisoning Prevention.

**Motion to Support:** Susan Wengraf                      **Seconded:** Mary Hastume Vella    **Ayes:** 4

4) **Senate Bill 377: Lead Based Paint (Monning)**

**Action:** The Board issued a motion to support Senate Bill 377: Lead Based Paint.

**Motion to Support:** Desley Brooks                      **Seconded:** Mary Hastume Vella    **Ayes:** 4

- 5) **Assembly Bill 391: Medi-Cal Asthma Preventative Services (Chiu)**  
Larry Brooks provided information on the nexus of Assembly Bill 391 Medi-Cal Asthma Preventative Services and the Department's Lead Poisoning Prevention Program.  
**Action:** The Board issued a motion to support Assembly Bill 391: Medi-Cal Asthma Preventative Services with an amendment to include lead prevention services.  
**Motion to Support with Amendment:** Desley Brooks      **Seconded:** John J. Bauters  
**Ayes:** 4
  
- 6) **Approval of Minutes (March 23, 2017)**  
**Action:** The Board approved the meeting minutes for the March 23, 2017 Board meeting.  
**Moved:** Susan Wengraf      **Seconded:** Desley Brooks      **Ayes:** 4
  
- 7) **Program Operations Committee**
  - a) **Minutes (March 23, 2017)**  
There were no questions or comments on the meeting minutes.
  
- 8) **Administration and Finance Committee**
  - a) **Minutes (March 23, 2017)**  
There were no questions or comments on the meeting minutes.
  
- 9) **Announcements by Board Directors**  
There were no announcements by Board Directors.

Meeting adjourned at 10:15 A.M.



PROGRAM OPERATIONS COMMITTEE  
MEETING MINUTES

April 27, 2017

**Attendance:**

**Voting Directors:** Desley Brooks, Oakland; Susan Wengraf, Berkeley; Mary Hastume Vella, Alameda; John J. Bauters, Emeryville

**Non-Voting Directors:** Gwen Hardy, Community Representative

**Alternates:** Sarah Oddie, County of Alameda

**Staff:** Larry Brooks, Lidice De La Fuente

**Others:** Unidentified member of the public.

**Absent:**

Director John J. Bauters chaired the meeting at 9:17 A.M.

1) **Open Forum**

2) **Director's Report**

Larry Brooks informed the Board that the March 22, 2017 Reuter's report, *Dozens of California Towns have Childhood Lead Poisoning Rates Higher than Flint's*, showed that lead exposure is common in the East Bay areas including parts in Oakland, Emeryville and Fremont. This article prompted City of Fremont officials to contact the Department for collaboration opportunities around an outreach campaign alerting residents of their risks for lead hazards. Director Desley Brooks noted that previous outreach campaigns seemed not effective in reaching the community. Directors Susan Wengraf and Mary Hastuma Vella requested a list of lead tainted products be shared with the JPA Board.

Director Susan Wengraf provided a status update on the City of Berkeley's proposed lead enforcement program indicating that the agenda item was moved to Agenda Committee on April 25, 2017 for budget analysis and for follow up on a presentation from the Healthy Homes Department for clarification on the roles and responsibilities. Berkeley City Council also passed unanimously the California Assembly Bill 1316, Childhood Lead Poisoning Prevention introduced by Assemblyman Bill Quirk requiring universal blood lead testing. However, it received opposition from the medical community due to being unmanageable and too expensive. Director John J. Bauters stated he testified in Sacramento at the Appropriation Committee, which resulted in an amendment to AB 1316 to targeted screening adding that he also received opposition from medical groups. Director Gwen Hardy expressed frustration with the medical community stating they're making it harder to test children for lead.

Director Bauters indicated that the City of Emeryville's Renovation, Repair, and Painting (RRP) ordinance was adopted on April 18, 2017; Emeryville's ordinance matches U.S. Environmental Protection Agency's RRP rule in that it requires lead certification to conduct repairs and remodels in pre-1978 housing. Implementation of this ordinance is expected on May 1, 2018. Director Bauters indicated he would share the ordinance with the JPA Directors.

Mr. Brooks informed that on April 25, 2017, the Department staff met with PG&E representatives to learn of their Electric Tower Maintenance Program. The Program involves recoating 85 towers in Alameda County with new non-lead based paint beginning in the summer of 2017. A fact sheet was disseminated at the meeting.

Mr. Brooks stated the Department's Goals and Objectives will be presented for JPA Board approval on May 25, 2017.

3) **Outreach and Education Monthly Report**

Lidice De La Fuente provided highlights for the month of March noting that a total of 127,158 people were reached for the year; and, correcting the public outreach total count for the month of February 2017. Ms. De La Fuente highlighted the RRP training and a presentation on financing strategies for lead and healthy housing to the U.S. Department of Housing and Urban Development (HUD) Program Manager's School in Indianapolis, Indiana by Housing Programs Director, Dale Hagen.

4) **Announcements by Board Directors**

There were no announcements by Board Directors.

Meeting adjourned at 9:47 A.M.

ADMINISTRATION AND FINANCE COMMITTEE  
MEETING MINUTES

April 27, 2017

**Attendance:**

**Voting Directors:** Desley Brooks, Oakland; Susan Wengraf, Berkeley; Mary Hastume Vella, Alameda; John J. Bauters, Emeryville

**Non-Voting Directors:** Gwen Hardy, Community Representative

**Alternates:** Sarah Oddie, County of Alameda

**Staff:** Larry Brooks, Lidice De La Fuente

**Others:** Unidentified member of the public.

**Absent:**

The meeting was called to order by John J. Bauters at 9:47 A.M.

1) **Open Forum**

2) **Director's Report**

Mr. Brooks informed of the East Bay Times article, *How Trump's cuts to EPA could hurt our kids*, and reminded Directors that President's cuts could impact the Department. Director Gwen Hardy who was interviewed for the article stated her words were misrepresented by the media and that lead continues to be a dangerous and silent killer, therefore, the elimination of these funds will affect children.

Mr. Brooks stated that the Department will not apply for the U.S. Center for Disease Control and Prevention (CDC) National Center for Environmental Health grant of up to \$35 million for three years due to the grant requiring the building of a lead screening database. As the California Department of Public Health already has a database the Department is not eligible. The grant funding would have provided for non-research activities to strengthen blood lead level testing, surveillance, population-based interventions, and processes to identify lead-exposed children and linkage to services. Mr. Brooks stated the Department continues to seek other sources of funding, however, many funding opportunities are diminishing.

Mr. Brooks stated that the Department staff is no longer looking to relocate to Hayward to reduce departmental costs. However, it will continue to look into other cost saving strategies.

Mr. Brooks announced that effective April 10, 2017, he is the Healthy Homes Department Director and will serve as the Secretary to the JPA Board. In addition, Ms. De La Fuente will continue to serve as Vice-Secretary on the JPA Board and Administrative Support Manager for the Department. Directors congratulated Mr. Brooks.

Mr. Brooks indicated that the Department's Budget FY 17/18 will be presented to the JPA Board on May 25, 2017.

3) **Announcements by Board Directors**

There were no announcements by Board Directors.

Meeting adjourned at 9:50 A.M.

