

**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 22, 2020

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, May 28, 2020. 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/824971389>*

*or dial in by using your phone, 1 (872) 240-3212 using Access Code: 824-971-389*

*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](mailto: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](mailto: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.

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

ALAMEDA COUNTY LEAD POISONING PREVENTION PROGRAM  
JOINT POWERS AUTHORITY

A G E N D A

**Administration and Finance Committee**

**May 28, 2020**

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

Please join the meeting from your computer, tablet or smartphone  
<https://global.gotomeeting.com/join/824971389>

*or dial in by using your phone, 1 (872) 240-3212 using Access Code: 824-971-389*

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** (Discussion)
- 3) **Budget Fiscal Year 2020/2021** (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 Line Item Detail Budget  
FY 20-21**

<b>Description</b>	<b>CA Department of Health Services</b>	<b>EPA</b>	<b>HUD 27</b>	<b>CSA</b>	<b>CDBG MHR</b>	<b>Contract Cities (City of Oakland) MHR</b>	<b>Contract Cities-(Union City) MHR only</b>	<b>Lead Poisoning Prevention Settlement Funds</b>	<b>Misc. Revenue</b>	<b>Measure A- Fixing to Stay/ Group Lvg</b>	<b>Total Budget FY 21</b>
<b>Revenues</b>											
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
<b>Total Revenues</b>	<b>993,523</b>	<b>45,000</b>	<b>1,614,991</b>	<b>1,964,525</b>	<b>104,688</b>	<b>159,200</b>	<b>100,000</b>	<b>772,009</b>	<b>8,000</b>	<b>311,511</b>	<b>6,073,447</b>

**Alameda County Healthy Homes Department  
Comprehensive Line Item Detail Budget**

**FY 20-21**

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
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
Conifer 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
<b>Total Discretionary</b>	<b>15,267</b>	<b>26,196</b>	<b>78,200</b>	<b>161,410</b>	<b>5,080</b>	<b>1,393</b>	<b>3,798</b>	<b>-</b>	<b>3,233</b>	<b>4,054</b>	<b>298,631</b>

**Alameda County Healthy Homes Department  
Comprehensive Line Item Detail Budget  
FY 20-21**

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
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
County Counsel & HRS				39,397							39,397
JPA Per Diem				27,000							27,000
Motor Vehicle				13,000							13,000
<b>Total Non-Discretionary</b>	<b>55,536</b>	<b>-</b>	<b>2,359</b>	<b>907,653</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,767</b>	<b>28,319</b>	<b>998,634</b>
Remediations & Relocations			400,000			120,000	80,000				600,000
Salaries & Benefits	922,770	18,804	1,134,432	895,462	99,608	37,807	16,202	772,009	0	279,138	4,176,182
<b>Total Expenses</b>	<b>993,523</b>	<b>45,000</b>	<b>1,614,991</b>	<b>1,964,525</b>	<b>104,688</b>	<b>159,200</b>	<b>100,000</b>	<b>772,009</b>	<b>8,000</b>	<b>311,511</b>	<b>6,073,447</b>

**Alameda County Healthy Homes Department  
Budget**

**Summary of Changes  
FY 20 to FY 21**

<b>Revenue</b>	<b>Approved FY 20 JPA Budget</b>	<b>Proposed FY21 JPA Budget</b>	<b>\$\$ Change</b>	<b>% Change</b>
CSA	1,967,258	1,964,525	(2,733)	-0.1%
DPH	864,446	993,523	129,077	14.9%
HUD LHC	689,416	1,614,991	925,575	134.3%
CDBG Minor Home Repair	85,000	104,688	19,688	23.2%
EPA	15,000	45,000	30,000	100.0%
Contract Cities	259,000	259,200	200	0.1%
Misc Revenue	8,000	8,000	-	0.0%
Lead Settlement Funding	440,000	772,009	332,009	100.0%
Fixing to Stay/Group Living	671,220	311,511	(359,709)	-53.6%
<b>Total Revenue Changes</b>	<b>4,999,340</b>	<b>6,073,447</b>	<b>1,074,107</b>	<b>21.48%</b>
<b>Expenses</b>				
Discretionary	327,845	298,631	(29,214)	-9%
Non-Discretionary	959,906	998,634	38,728	4%
LHC grants, Minor Home Repair & Relocation	391,000	600,000	209,000	53%
Salary & Benefits	3,320,589	4,176,182	855,593	26%
	<b>4,999,340</b>	<b>6,073,447</b>	<b>1,074,107</b>	<b>21.48%</b>