



# Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

**MINUTES OF THE  
LOS ANGELES HOMELESS SERVICES AUTHORITY  
FINANCE, CONTRACTS & GRANTS MANAGEMENT COMMITTEE MEETING**

**Held October 21, 2009**

The Los Angeles Homeless Services Authority Finance, Contracts & Grants Management Committee Meeting held in the LAHSA Administrative Office located at 453 S. Spring Street, 12<sup>th</sup> Floor, Los Angeles, California, was called to order at 2:09 p.m. by Douglas Mirell, Chair.

**Attendance**

LAHSA Commissioners Present:

Douglas Mirell  
Ramona Ripston  
Larry Adamson

LAHSA Commissioners Absent

None

LAHSA Staff:

Michael Arnold, Executive Director  
Steve Andryszewski, Chief Financial Officer  
Victoria Saenz-Brown, Fiscal Monitoring & Compliance Officer  
Daniel Fisher, Programs Unit Manager  
David Martel, Programs Unit Manager  
Erin Hollander, Board Liaison

**CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM**

Roll was called and quorum was established at 2:10p.m.

**1.0 Review of Minutes held September 16, 2009.**

**Motion:** Commissioner Adamson moved and Commissioner Mirell seconded approval of the minutes.

**Action:** The motion passed unanimously.

**2.0 Status report on cash balances, accounts receivable, accounts payable & programmatic and administrative YTD budget to actual.**

Steve Andryszewski, Chief Financial Officer reported: LAHSA continues to partner with its funders to ensure receivables are collected within an acceptable timeframe; aged payables are monitored to facilitate appropriate cash flow to service providers; and adequate cash balances are maintained to ensure LAHSA meets its administrative expenditure needs.

**Public Speaker(s):** There were no public speakers.

**3.0 Authorize the acceptance of CRA owned real property located at 8224 S. Broadway for a purchase price of \$1 and authorize the Executive Director to negotiate and execute the appropriate documents with the CRA to effect the sale and transfer of said property.**

Steve Andryszewski gave the report:

- An opportunity has been presented by the Community Redevelopment Agency (CRA) to transfer title of an existing CRA property to LAHSA to be utilized for a **Family Emergency Housing Program**. The location of the property is 8224 South Broadway, Los Angeles, CA 90003.
- Once operational, the facility would be able to accommodate between 10-16 families at a time. However, the main structure is in need of major rehabilitation.
- \$1MM in one-time funding is available for the rehabilitation of the property and \$200K in ongoing funding is available for program operations through the County General Fund.
- LAHSA is investigating potential property issues with respect to rehabilitation and staff will report back to the Commission with the results of due diligence.
- The Committee had concerns approving the motion before all due diligence has been completed and amended the motion:
  - Authorize the Executive Director and staff to complete the negotiation and due diligence of CRA owned real property located at 8224 S. Broadway. The final terms and conditions including assessment of any significant remaining items will be reviewed at the next FCGM Committee meeting. It will then be submitted to the Board at the next regularly scheduled Commission Meeting for final approval.

**Motion:** Commissioner Adamson moved and Commissioner Mirell seconded the authorization of the Executive Director to complete negotiation and due diligence of said property, the results of which will then be submitted to the Board for final approval.

**Action:** The motion passed unanimously.

**Public Speaker(s):** There were no public speakers.

**4.0 Authorize the Executive Director to enter into a lease agreement with the CRA and enter into any appropriate sublease agreements for the properties located at properties located at 2528-2530 Orange Drive and 2520, 2522, 2522 ½ S. Alsace Avenue to be used as Emergency Housing for families.**

Steve Andryszewski gave the report:

- This motion was presented in conjunction with the previous agenda item,
- The CRA has presented LAHSA with an opportunity to lease two CRA owned properties for use as temporary scattered site facilities for a **Family Emergency Housing Program** while the permanent site is being rehabilitated.
- The proposal would include leasing the properties to LAHSA for up to a two year period with an option for a third year at no cost beginning December 1, 2009
- There is \$200,000 in ongoing program operating funding available to begin the program in these scattered site locations as of this date through the County General Fund
- Once the rehabilitation is complete on the permanent site, the families in the scattered sites would be transitioned into the permanent location.

**Public Speaker(s):** There were no public speakers.

**Motion:** Commissioner Adamson moved and Commissioner Mirell seconded the authorization of the Executive Director to enter into said lease and sublease agreements.

**Action:** The motion passed unanimously.

**5.0 Report on status of HUD-OIG audit resolution – A Community Of Friends.**

Steve Andryszewski gave the report:

- The Office of Inspector General (OIG) concluded that A Community of Friends (ACOF) could not provide adequate documentation to support salary expenses allocated to one of their Supportive Housing Program (SHP) contracts.
- The ruling resulted in a disallowance on the contract of \$73,000, which ACOF is required to repay HUD.
- The disallowance has been paid and resolved with no liability to LAHSA.

**Public Speaker(s):** There were no public speakers.

#### **6.0 Report on status of LAHSA-owned properties – Respite Center Property.**

Daniel Fisher, Programs Unit Manager gave the report:

- The Property was originally purchased in 2004 with Community Development Block Grant (CDBG) funds to be utilized as a Respite Center for Women and Children.
- Sufficient capital funding was never raised for the project, so the property was never developed.
- In 2007 the title of the property reverted back to LAHSA. Subsequently, the City Council passed a motion directing LAHSA to work with the Los Angeles Housing Department (LAHD) and the Community Development Department (CDD) to sell the property and return the proceeds from the sale to the City.
- The property was recently appraised at \$1,460,000, which the CDD is currently validating.
- LAHSA will report back to the Commission on the City's approval of the appraised value and sale price prior to the negotiation of the purchase and sale agreement.

**Public Speaker(s):** There were no public speakers.

#### **7.0 Report on status of 2009-2010 fiscal and programmatic monitoring.**

David Martel, Programs Unit Manager gave the report on Programmatic Monitoring for the FY 2009-2010:

- Programmatic monitoring program for 2008-2009 ended in June 2009 - LAHSA monitored 92 high risk contracts.
- This year, LAHSA has implemented a training program to support agencies in becoming fully compliant.
- These trainings will begin in November, and LAHSA will update the Commission about the success of the monitoring enhancements.

Victoria Saenz-Brown, Fiscal Monitoring and Compliance Officer gave the report on Fiscal Monitoring for FY contracts 2009-2010:

- The 2009-2010 fiscal monitoring program began in July and staff is currently on schedule with site visits and report issuance.
- Staff has noticed marked improvement over the prior year from agencies which is translating into fewer compliance issues.
- Technical Assistance training workshops being offered this year are being targeted to address common issues noticed during the prior year's program.
- Status of 2008-2009 fiscal monitoring: As of June 30, 2009, LAHSA has completed all site visits and desk monitoring and has issued all corresponding reports and is currently working on resolving outstanding issues with several agencies.

Michael Arnold, Executive Director, commended the monitoring teams on their outstanding work.

**Public Speaker(s):** There were no public speakers.

#### **8.0 PUBLIC PARTICIPATION**

There were no requests for public participation.

#### **ADJOURNMENT**

The meeting adjourned at 3:16 pm.