

**LOS ANGELES HOMELESS SERVICES AUTHORITY
FINANCE, CONTRACTS & GRANTS MANAGEMENT COMMITTEE**

Minutes of Meeting
November 19, 2008

The Los Angeles Homeless Services Authority Finance, Contracts & Grants Management Committee meeting held in the LAHSA Administrative Office located at 453 S. Spring Street, 12th Floor, Los Angeles, California, was called to order at 2:00 p.m. by Howard Katz, Chair.

ATTENDANCE

LAHSA Commissioners Present:

Howard Katz
Antonio Manning
Larry Adamson

LAHSA Commissioners Absent

None

LAHSA Staff:

Steve Andryszewski, Chief Financial Officer
Kamaiya Bourne, Administrative Assistant

CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Roll was called and quorum was established at 2:00 p.m.

1.0 REVIEW MINUTES OF MEETINGS HELD OCTOBER 15, 2008

MOTION: It was moved by Commissioner Adamson and seconded by Commissioner Manning to approve the minutes from October 15, 2008

ACTION: The motion passed unanimously.

2.0 STATUS REPORT ON CASH BALANCES, ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE & ADMINISTRATIVE YTD BUDGET TO ACTUAL

Steve Andryszewski reported that 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. He also stated that LAHSA administrative spending for the first four months of FY08-09 was in-line with expectations.

As a follow up to a concern regarding the timeliness of SHP contract execution posed in October 2008 by Commissioner Katz, he reported that while LAHSA continues to work with HUD to prioritize the release of these grant agreements, approximately 14 out of 100 SHP contracts have yet to be executed; 5 of these have a start date prior to December 1st.

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

3.0 FISCAL POLICY REVIEW AND APPROVAL

Steve Andryszewski presented the Purchasing/Procurement Policy. Updates to the policy include:

- The addition of the Chief Operating Officer with purchasing approval levels equal to that of the Executive Director.
- The addition of a justification which allows for non-competitive sole-source procurement when the augmentation of current services provided by a specific vendor and utilization of another source would be impractical and inefficient to the process or deliverable.

He also presented the Sub-Recipient Fiscal Monitoring policy. Updates to this policy include:

- Current criteria for the selection of sample size data.
- Modified procedures for action in the case of agency non-responsive to a LAHSA issued monitoring report.

Public Speaker(s): Greg Jordan

MOTION: It was moved by Commissioner Adamson and seconded by Commissioner Katz to approve staff's recommendation.

ACTION: The motion passed unanimously.

PUBLIC PARTICIPATION

There were no public speakers.

ADJOURNMENT

The meeting adjourned at 2:22 pm.