



# Los Angeles Homeless Services Authority

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

## MINUTES OF THE

### LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION

Held November 20, 2009

The Los Angeles Homeless Services Authority Commission meeting held in the Los Angeles Homeless Services Authority office, located at 453 S. Spring Street, 12<sup>th</sup> floor, Los Angeles, California, was called to order at 9:11 a.m. by Commissioner Katz, Chair.

#### **Attendance**

LAHSA Commissioners Present:

Howard Katz  
 Ramona Ripston  
 Douglas Mirell  
 Louisa Ollague  
 Owen Newcomer  
 Larry Adamson

#### **LAHSA Commissioners Absent:**

Antonio Manning  
 Cecil L. Murray

#### **Attorneys Present:**

Teresa Lujan, City Attorney

#### **LAHSA Staff:**

Michael Arnold, Executive Director  
 Steve Andryszewski, Chief Financial Officer  
 Stephen Lytle, Funding Manager  
 Kim Thompson, Director of Communications  
 Geoffrey Emery, Director of Programs  
 Lisa Lubka, Outcomes Specialist  
 Erin Hollander, Board Liaison

#### **Call to Order/Roll Call/Establishment of Quorum**

Roll was called and quorum was established at 9:12 a.m.

### **1.0 Consent Calendar**

**1.1 Review and approve Commission minutes from October 30, 2009.**

**1.2 Authorize the Executive Director to enter into contract with Union Station Foundation in an amount not to exceed \$750,000 for the Centennial Place Project.**

**1.3 Authorize the Executive Director to amend the appropriate contract with the City of Los Angeles up to the amount of \$160,000 in Emergency Shelter Grant (ESG) funding.**

**1.4 Authorize the Executive Director to amend contract 2009YRP02 with New Image for the Year Round Overnight Emergency Shelter Program to add up to \$160,000 subject to funding approval.**

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

**Amendment to Item 1.2:** It is noted that Union Station Foundation has legally changed its name to Union Station Homeless Services.

**MOTION:** It was moved by Commissioner Newcomer and seconded by Commissioner Ripston to approve the consent calendar with the amendment to Item 1.2.

**ACTION:** The motion passed unanimously.

## 2.0 Executive Director's Report

Michael Arnold, Executive Director, gave the report:

- **HPRP:** Both the City and County's Homelessness Prevention and Rapid Rehousing Plans are active. LAHSA has supported the continuum by compiling and posting a comprehensive listing of programs and contact personnel by jurisdiction on our website. There was a suggestion to post this information at Police and Fire Stations.
- **2009 SuperNOFA:** LAHSA staff is completing the final review of the 2009 SuperNOFA application which is due on Wednesday, November 25<sup>th</sup>. There was noted technical correction for the 2009 SuperNOFA Los Angeles Continuum of Care New Project Priorities List.
- **Continuum planning efforts:** LAHSA released the results of the Greater Los Angeles Homeless Count, including an overview of the count and a detailed report on the census relative to the Continuum of Care, SPA levels and subpopulation breakdowns. Currently, LAHSA is working to communicate those results to the Continuum of Care.
- **Economic Roundtable:** The Cost Avoidance Study report was released. There was a discussion about methodology and outcomes of the report as well as assessing greater Commission involvement in the release of future materials.
- **LAHSA Operations:** The Homeless Management Information System module has been released and is now able to support Outreach programs in the Continuum. The Winter Shelter Program is opening on December 1, 2009 and all sites will be fully operational with the exception of Long Beach which is currently procuring a new site.

## 3.0 Approve threshold evaluation results and hear potential appeals of the 2009 Family Emergency Housing Program Request For Proposals (RFP).

Stephen Lytle, Funding Manager gave the report:

- On October 16, 2009, LAHSA released the 2009 Family Emergency Housing Program Request For Proposals (RFP).
- Under the RFP, approximately \$200,000 in annual operating costs and up to \$1 million one-time funding is available for rehabilitation of the permanent facility for this program.
- In response to the RFP, 3 proposals were received prior to the deadline, were reviewed and met threshold requirements as stated in the RFP.
- LAHSA staff recommends that the Commission approve the threshold results of the 2009 Family Emergency Housing Program Request For Proposals (RFP).

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

**MOTION:** It was moved by Commissioner Newcomer and seconded by Commissioner Mirell to approve the threshold evaluation results of the 2009 Family Emergency Housing Program RFP.

**ACTION:** The motion passed unanimously.

## 4.0 Approve quality evaluation results, hear potential appeals of the 2009 Family Emergency Housing Program Request For Proposals (RFP), and authorize Executive Director to negotiate and enter into contracts with agency selected for funding.

Stephen Lytle, Funding Manager gave the report:

- In response to the RFP, a total of 3 proposals were reviewed for quality to be considered for funding.
- One of the three proposals passed the quality evaluation with a fundable score.
- LAHSA staff recommends that the Commission approve the quality evaluation results of the 2009 Emergency Housing Program Request For Proposals (RFP) as listed in the attachment.

**Public Speaker(s):** Carrie Gatlin Siqueiros, EIMAGO Inc. /Union Rescue Mission

Ms. Gatlin Siqueiros was pleased to receive the benefit of this award on behalf of EIMAGO, Inc. Currently, the agency is sheltering 65 families, which is a 4% increase over last year. Commissioner Ollague requested that EIMAGO give a monthly update as to how the families are being diverted to proper resources.

**MOTION:** It was moved by Commissioner Ripston and seconded by Commissioner Ollague to approve the quality evaluation results of the 2009 Family Emergency Housing Program RFP.

**ACTION:** The motion passed unanimously.

#### **5.0 Report on Finance, Contracts & Grants Management Committee Meeting of November 18, 2009.**

Commissioner Mirell gave the report:

- 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.
- Accounts Payable: the 31-60 day past due amount of \$31,745 relates to an SHP contract from the 2002 program year. Funding for this program year expired on September 30, 2009, at which time all available funds were recaptured by the US Treasury. Although a LAHSA submitted a funding request to HUD in a timely manner, the request was released from the payment system unpaid and subsequently the funds were recaptured by the US Treasury. Staff is working with the local HUD office to resolve the issue.
- Aged Payables: the 90 day past due amount relates to a contract with U.S. Vets that has been deobligated by HUD. An appeal to HUD is still pending with no further updates.

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

#### **6.0 Report on Programs & Evaluation Committee Meeting of November 13, 2009.**

Commissioner Ollague and Lisa Lubka, Outcomes Specialist gave the report:

- 2009 HUD standard for Permanent Housing Retention: 77% of participants will remain in housing for at least 6 months.
- LAHSA achievement: 88% of participants have remained in housing for 6 months.
- Total Participants served from May, 2009 to July, 2009: 506 served with 444 remaining in housing for 6 months.

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

#### **7.0 Report on Policy & Planning Committee meeting of November 13, 2009.**

Commissioner Newcomer gave the report:

- There was an update on the County of Los Angeles restructuring of General Relief.
- There was a presentation of the City of Los Angeles Conference of Mayors' Report on Hunger and Homelessness. LAHSA staff is preparing a letter of support for the County General Relief reform.

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

#### **6.0 Public Participation**

There were no requests for public participation.

#### **7.0 Notice of Closed Session – Conference with Legal Counsel – Existing litigation (Subdivision (a) of Government Code Section 54956.9)**

**LYDIA ZERNE, ET AL. v. THE LOS ANGELES HOMELESS SERVICES AUTHORITY, ET AL.**  
Case Number: CV 09-05146

**This lawsuit arises out of the American With Disabilities Act.**

#### **8.0 Notice of Closed Session – Conference with Legal Counsel – Existing litigation (Subdivision (a) of Government Code Section 54956.9)**

**BARBARA COLEMAN v. COUNTY OF LOS ANGELES, ET AL.**

**Case Number: BC 421061**

**This lawsuit arises out of an alleged breach of contract and related tort action.**

**9.0 Report on Closed Session.**

Commissioner Katz, Chair gave the report:

- No reportable action at this time.

**Adjournment**

The meeting was adjourned at 10:40 a.m.