



# Los Angeles Homeless Services Authority

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

## MINUTES OF THE

### LOS ANGELES HOMELESS SERVICES AUTHORITY PROGRAMS & EVALUATION COMMITTEE MEETING

Held Friday, December 11, 2009

The Los Angeles Homeless Services Authority Commission Programs and Evaluation Committee meeting held at 453 S. Spring Street, 12<sup>th</sup> Floor, Los Angeles, California was called to order at 9:07 a.m. by Commissioner Newcomer.

#### Attendance

LAHSA Commissioners Present:

Louisa Ollague  
Cecil L. Murray  
Owen Newcomer

LAHSA Commissioners Absent:

None

LAHSA Staff:

Michael Arnold, Executive Director  
Lisa Lubka, Outcomes Specialist  
Geoffrey Emery, Director of Programs  
Kim Thompson, Director of Communications  
Leslie Wise, Director of Policy & Planning  
David Martel, Programs Unit Manager  
Stephen Lytle, Funding Manager  
Rachel Citron, Program Performance Analyst  
Ana De Santiago Ayon, Outcomes Specialist  
Erin Hollander, Board Liaison

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

Roll was called and quorum was established at 9:07 a.m.

#### 1.0 Review and approve minutes of meeting held November 13, 2009.

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

**Motion:** It was moved by Commissioner Murray and seconded by Commissioner Newcomer to approve the minutes.

**Action:** The motion passed unanimously.

#### 2.0 Report on status of Program Outcomes for Supportive Housing Programs (SHP).

Lisa Lubka, Outcomes Specialist, gave the Performance Outcomes Report for Supportive Housing Programs for May 2009 through August 2009.

- 2009 HUD standard for Permanent Housing retention: 77% of participants will remain in housing for at least six months.
- Program performance: 88% of participants have remained in housing for six months.
- Total participants served for month ending August 2009: 506 served with 444 remaining in housing for six months.

- 2009 HUD standard for Transitional to Permanent Housing: 65% of transitional housing program participants will move into permanent housing.
- Program performance: 30% of participants moved into permanent housing.
- Total participants served for month ending August 2009: 756 served with 230 moving into permanent housing.
- 2009 HUD standard for % employed at program exit: 20%.
- Program performance: 20%. This does not include access centers or outreach programs.
- Total participants exiting program for month ending August 2009: 2,803 exited HUD programs, with 553 employed upon exit.
- There was a brief discussion regarding feedback from the Housing Networking Group including barriers to housing and best practice solutions to placing homeless clients.

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

### 3.0 **Report on status of Winter Shelter Program (WSP).**

David Martel, Programs Unit Manager, gave the report:

- The WSP began on December 1, 2009 and will run through March 15, 2010 with 14 shelter locations.
- The season started at higher occupancy this year than in previous years. HMIS results show that approximately 2000 unduplicated persons have been served across the County to date.
- There was an update on the Long Beach shelter: a site has been identified and approved by City Council and is expected to open by December 15, 2009.
- LAHSA staff is conducting monitoring visits and to date; there are no significant findings to report to the Commission.
- LAHSA staff is continuing to work with our agencies to raise awareness about the availability of the WSP.

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

### 4.0 **Approve threshold evaluation results and hear potential appeals of the 2009 Year-Round Emergency Shelter Program Request For Proposals (RFP) for Downtown Los Angeles and Hollywood.**

Stephen Lytle, Funding Manager, gave the report:

- On October 16, 2009, LAHSA released the 2009 Year-Round Emergency Shelter Program RFP.
- The RFP made available \$500,000 for Project One: Downtown Year-Round Emergency Shelter Program, and \$625,000 for Project Two: Hollywood Year-Round Emergency Shelter Program.
- In response to the RFP, a total of four proposals were received prior to the deadline on November 20, 2009.
- The proposals were reviewed for satisfaction of the threshold criteria and all submitted proposals met the threshold requirements as stated in the RFP.
- LAHSA staff is recommending that the Commission approve the threshold review results for the 2009 Year-Round Emergency Shelter Program RFP. Pending Commission approval, proposals passing threshold review will move on to quality review.

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

**Motion:** It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the threshold evaluation results of the 2009 Year-Round Emergency Shelter Program RFP for Downtown Los Angeles and Hollywood.

**Action:** The motion passed unanimously.

5.0 **Approve threshold evaluation results and hear potential appeals of the 2009 Assistance to Skid Row Families and Rent to Prevent Eviction Programs Request For Proposals (RFP).**

Stephen Lytle, Funding Manager, gave the report:

- On October 19, 2009, LAHSA released the 2009 Assistance to Skid Row Families and Rent to Prevent Eviction RFP.
- The RFP made available \$133,051 for Project One: Assistance to Skid Row Families, and \$150,000 for Project Two: Rent to Prevent Eviction.
- In response to the RFP, a total of eight proposals were received prior to the deadline on November 13, 2009.
- The proposals were reviewed for satisfaction of the threshold criteria. Of the eight proposals submitted, six met the threshold requirements as stated in the RFP.
- LAHSA staff is recommending that the Commission approve the threshold review results for 2009 Assistance to Skid Row Families and Rent to Prevent Eviction RFP. Pending Commission approval, proposals passing threshold review will move on to quality review.

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

**Motion:** It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the threshold evaluation results of the 2009 Assistance to Skid Row Families and Rent to Prevent Eviction Programs RFP.

**Action:** The motion passed unanimously.

6.0 **Approve threshold evaluation results and hear potential appeals of the Community Based Development Organization (CBDO) Request For Proposals (RFP).**

Stephen Lytle, Funding Manager, gave the report:

- On November 6, 2009, LAHSA released the 2009 CBDO RFP.
- The RFP made available approximately \$4.1 million in Community Development Block Grant (CDBG) funds for proposing agencies to operate as a CBDO providing educational and vocational training, employment placement and retention, and transitional housing to homeless persons in the City of Los Angeles.
- In response to the RFP, a total of six proposals were received prior to the deadline on November 6, 2009.
- The proposals were reviewed for satisfaction of the threshold criteria and all submitted proposals met the threshold requirements as stated in the RFP.
- LAHSA staff is recommending that the Commission approve the threshold review results for Community Based Development Organization (CBDO) Request RFP. Pending Commission approval, proposals passing threshold review will move on to quality review.

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

**Motion:** It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the threshold evaluation results of the CBDO RFP.

**Action:** The motion passed unanimously.

7.0 **Public Participation**

There were no requests for public participation.

**Adjournment**

The meeting was adjourned at 9:41 a.m.