



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 February 25, 2011

The Los Angeles Homeless Services Authority Commission meeting, held in the LAHSA office, located at 811 Wilshire Blvd, 6th Floor, Los Angeles, California, was called to order at 9:09 a.m. by Commissioner Ripston, Chair.

Attendance:

LAHSA Commissioners Present:

Larry Adamson
 Moctesuma Esparza
 Howard Katz
 Douglas Mirell
 Owen Newcomer
 Cecil L. Murray
 Ramona Ripston

LAHSA Commissioners Absent:

Louisa Ollague
 Antonio Manning

Attorneys Present:

Aleen Langton, County Counsel

LAHSA Staff:

Steve Andryszewski, Chief Financial Officer
 Michael Arnold, Executive Director
 Stephani Hardy, Director of Policy & Planning
 Erin Hollander, Board Liaison
 Helen Lee, Funding Manager
 Michael Nailat, Outcomes Unit Manager
 Mark Silverbush, Policy & Planning Analyst

Call to Order/Roll Call/Establishment of Quorum

Roll was called and quorum was established at 9:09 a.m.

1.0 Review and approve Commission minutes from December 17, 2010.

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

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

Action: The motion passed unanimously.

2.0 Consent Calendar

2.1 Authorize the Executive Director to enter into renewal agreements with HUD and sponsoring agencies for grants awarded under the 2010 SuperNOFA process as specified in the attachment.

2.2 Authorize the Executive Director to enter into a contract amendment with the EIMAGO Year Round Program (YRP) Contract Number 2009YRP10 to increase the maximum amount of compensation by \$98,550 and extend the contract period to June 30, 2011.

2.3 Approve quality evaluation results for Part A of the 2011-12 Access Centers/Job Training and Placement Request For Proposals (RFP). Authorize the Executive Director to enter into contracts for Part A as listed in the attachment.

2.4 Approve policy regarding the Homeless Management Information System (HMIS) and the renewals of McKinney Vento-funded programs.

Public Speaker: Joanne Cohen, Director of Financial Operations & Compliance, Skid Row Housing Trust
Ms. Cohen spoke on Item 2.4 regarding the requirement of HMIS for renewal of funding. She suggested to the Commission that requiring providers to use HMIS may be counterproductive because many are already collecting data in the Domus system. She requested that data migration be allowed from Domus to HMIS.

Staff Response: Michael Arnold, Executive Director, LAHSA
Providers were made aware when HUD mandated centralized data collection through HMIS in 2004; if providers are receiving funding from LAHSA, they are required to use HMIS. This updated policy expands this requirement to those who are applying to receive McKinney Vento funding. Mr. Arnold noted that the process of data migration consumes enormous staff time and the data system loses functionality. Using separate systems has a detrimental impact on the continuum as a whole.

Motion: It was moved by Commissioner Katz and seconded by Commissioner Murray to approve the consent calendar.

Action: The motion passed unanimously.

3.0 Executive Director's Report.

Michael Arnold, Executive Director, presented a summary of activities, events and participation in Continuum, City and County homeless planning and coordination, program issues, and LAHSA operations.

- **Continuum Planning**

There was a report on various meetings attended, including: the Los Angeles City Mayor's Housing and Homeless Cabinet Meeting, Home For Good County and City Update Meetings, Central City East Stakeholders' Forum, a meeting with Supervisor Zev Yaroslavsky, meeting with HUD Assistant Secretary Mercedes Marquez, meeting with Barbara Poppe, Executive Director USICH and Ray Brewer, HUD Field Office Director. Additionally, Mr. Arnold attended the National Alliance to End Homelessness Family Homelessness Conference in Oakland.

- **Programs Update**

There was a report on the Homelessness Prevention and Rapid Rehousing Program and a discussion regarding the process of implementing strategies for adding an additional 120 households per month to the City HPRP program to ensure spending targets for the program are met by the end of the second year. There was a report on the Winter Shelter Program, the Vehicles to Homes Program, and an update on the status of the 2011 Greater Los Angeles Homeless Count.

- **Operations**

Nine staff positions were approved by the City to add Rapid Rehousing capacity in the South Central area. LAHSA has created a storefront for the City Rapid Rehousing program in this area. Additionally, the County recently approved funding for two additional outreach staff positions to work with the County on special initiatives. Mr. Arnold noted that LAHSA has also added an additional HMIS Trainer to increase capacity to train new agencies in HMIS.

- There was a brief discussion regarding concern around this year's budget process and how it will affect programs.

4.0 Presentation of honorary plaques for exceptional service and contributions toward ending homelessness.

- **LAHSA Commissioner Douglas Mirell, 2005-2011**

On behalf of the Commission and LAHSA, Commissioner Ramona Ripston thanked Commissioner Douglas Mirell for his service from 2005-2011, for his commitment to ending homelessness and presented him with an honorary plaque.

- **Dennis O'Sullivan**

Michael Arnold, Executive Director thanked Mr. O'Sullivan for his contributions and acknowledged him for being an invaluable resource to the Continuum of Care. Mr. Arnold presented Mr. O'Sullivan with an honorary plaque on the occasion of his retirement.

5.0 Approve quality evaluation results for Part B of the 2011-12 Access Centers/Job Training and Placement Request For Proposals (RFP). Authorize the Executive Director to enter into contracts as listed in the attachment.

Helen Lee, Funding Manager, gave the report:

- On December 10, 2011, LAHSA released the 2011-12 Access Centers/Job Training & Placement RFP. The RFP made available approximately \$260K in City of Los Angeles Emergency Shelter Grant funds to operate programs providing a wide variety of supportive services for homeless persons. Of the total amount available under this RFP, approximately \$142K will be available for at least three Access Center Programs under Part A of this RFP, and approximately \$117K will be available for a Job Training and Placement Program under Part B of this RFP.
- Under Part B of the RFP, a total of two proposals were submitted to LAHSA. Of the two submitted proposals, only one proposal, successfully passed threshold review. Chrysalis (Proposal #8) did not pass threshold review due to missing the 3:00 p.m. deadline.
- The only proposal that passed threshold review (Proposal #3) did not receive a fundable score under the quality evaluation results.
- On Monday, February 14, 2011, Chrysalis submitted a threshold appeal.
- Under Part B of this RFP, no proposals received a fundable score, and the sole reason for Chrysalis failing threshold review was due to missing the 3:00 p.m. proposal filing deadline by 15 minutes. Based on these specific circumstances, LAHSA staff requested that the Programs & Evaluation Committee waive Chrysalis' technical deficiency to allow Chrysalis' proposal to pass threshold and be reviewed and ranked under the quality review process. Chrysalis' appeal was upheld.
- Staff recommends to the Commission to enter into contracts with Chrysalis for the 2011-12 Access Centers/Job Training and Placement RFP.

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

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Esparza to approve the quality evaluation results for Part B of the 2011-12 Access Centers/Job Training and Placement RFP.

Action: The motion passed unanimously.

6.0 Review and approve LAHSA's audited financial statements and A-133 Single Audit Report for the year ending June 30, 2010.

Steven Dobrenen, Mayer, Hoffman, McCann, P.C., gave the report:

- Mr. Dobrenen reported on Mayer, Hoffman, McCann's (MHM) auditor communications with LAHSA, including an unqualified audit report dated January 6, 2011. There was a review of audit procedures performed, and the scope of the audit.
- There were no audit adjustments detected by audit process and no difficulties encountered in performing the audit. Mr. Dobrenen commended the quality of LAHSA's documentation provided for the audit.
- There was a discussion regarding MHM's auditing methodology as well as their role in the auditing process for the City of Bell.
- The Commissioners questioned representatives of MHM regarding the accuracy and standards that were applied to the audit conducted for LAHSA as well as the integrity of the audit given MHM's association with the City of Bell.
- The Board requested that LAHSA be provided a copy of the soon to be completed peer review report of MHM's auditing practices.

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Esparza to approve LAHSA's audited financial statements and A-133 Single Audit Report for the year ending June 30, 2010.

Action: The motion passed unanimously.

7.0 Review and approve program performance targets for program year 2011-12.

Michael Nailat, Outcomes Unit Manager, gave the report:

- This report was originally presented at the Programs & Evaluation Meeting held on February 18, 2011. Commissioner Newcomer requested that staff present this report for recommendation at today's meeting of the full Commission.
- Staff presented a report on recommended revisions to the 2010-2011 performance target outcomes based on a review of measurement standards established by HUD and emphasized in the HEARTH Act.
- The revisions presented were based primarily upon a review of national goals and measurement standards set forth by the Department of Housing and Urban Development (HUD) through the SuperNOFA process, as well as on proposed best practices by the National Alliance to End Homelessness (NAEH) in response to the HEARTH Act.
- Staff reviewed the revised performance target summary for Permanent Housing, Emergency Shelters, Transitional Housing, Supportive Services Only programs, Safe Haven Programs, Access Centers and Street Outreach Programs. There was a brief discussion regarding the recommended program performance targets, which specified placement of 65% of those exited into Permanent Housing, as well as a focus on the Rapid Re-housing of clients from shelter and transitional housing programs within 30 days.
- Additionally, for all programs, the program performance target specified achievement of stated percentage for each target, or at least a 10% improvement over the previous year's performance. There was a discussion regarding the guiding principles of the revisions.
- There was a brief discussion regarding next steps: (1) Integration of new targets into contracts for 2011-2012 program year; (2) Trainings to help ensure that providers understand how to properly track and record outcome achievements; (3) Development of reports that demonstrate program-level and continuum-level performance.

Public Speaker: Brenda Wilson, President/CEO, New Image Emergency Shelter

Ms. Wilson noted that the proposed performance targets will be extremely difficult to attain. She noted the lack of permanent affordable housing as the primary issue.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the performance targets for program year 2011-12.

Action: The motion passed unanimously.

Items 11.0 and 12.0 were heard out of order.

11.0 Report on Programs & Evaluation Committee Meeting held on February 18, 2011.

Commissioner Newcomer gave the report:

- The Programs & Evaluation Committee approved the quality evaluation results for Part A of the 2011-12 Access Centers/Job Training and Placement RFP. The Committee authorized the Executive Director to enter into contracts for Part A, and reinstated Chrysalis to be moved through quality evaluation.

12.0 Report on Policy & Planning Committee Meeting held on February 18, 2011.

Commissioner Newcomer gave the report:

- At the Policy & Planning Committee Meeting on February 18, 2011, staff gave a presentation on the HEARTH Act and there was a discussion regarding "high performing communities."
- There was an update on federal, state and local policy.

The meeting continued with Item 8.0.

8.0 Report on status of LAHSA agencies placed on probation.

Steve Andryszewski, Chief Financial Officer, gave the report:

- As required by LAHSA's Remedial Action Policy, staff provided a status report to the Commissioners regarding remedial action sanctions that have been imposed on LAHSA contracted agencies.

- **Peace & Joy Care Center (PJCC):** PJCC was placed on probation in November, 2009. LAHSA continues to require quarterly monitoring visits, as well as 100% source documentation of all costs reimbursed. Issues noted include continued lack of documentation of expenditures and inadequate financial capacity. Mr. Andryszewski noted two current concerns: (1) LAHSA has not received December invoices for all three of the contracts with PJCC; (2) PJCC is in arrears to the IRS for third and fourth quarter payroll taxes. LAHSA submitted payment last week in the amount of \$52K, but there is currently no evidence of sufficient cash flow to sustain PJCC's operations.
- **People Helping People (PHP):** PHP was placed on probation in March, 2011. Mr. Andryszewski commended management of PHP, who has made significant improvements to their financial systems. LAHSA is doing site monitoring on quarterly basis; again, a concern is cash flow as the agency relies heavily on funding that LAHSA provides.

Public Speaker(s): Mr. Harrison Soberanis, Executive Director, People Helping People
Mr. Soberanis thanked LAHSA for its continued support. With respect to PHP's cash flow issue, the agency has applied for a grant for non-restricted funds. Should PHP receive this grant, their cash flow issues will decrease significantly. Mr. Soberanis noted the impeccability of services provided by PHP.

There was a discussion regarding LAHSA's aged payables as it affects PHP. LAHSA has not yet received the Winter Shelter funds from the City of Los Angeles. Mr. Andryszewski noted that he will ask the General Manager of LAHD to assist in getting this money released so that PHP can receive their funding.

- **Special Service for Groups (SSG) – HPRP:**
LAHSA has contracted with a new SSG-HPRP Program Manager, Janet Kelly, who has a dual reporting function to SSG and to LAHSA and was hired to improve the overall programmatic process. Mr. Andryszewski noted the positive results and commended the staff at SSG in their efforts.

Public Speaker: Herbert Hatanaka, Executive Director, SSG
Mr. Hatanaka thanked LAHSA for its assistance to SSG. The agency is making extensive changes in the way that services are delivered for HPRP; the program design and enrollment process is more efficient. Mr. Hatanaka noted each citation and the improvements that have been made in each area.

Veronica Lewis, Director, SSG

Ms. Lewis described the restructured program design under Janet Kelly's direction.

9.0 Report on 2011 Greater Los Angeles Homeless Count.

Stephani Hardy, Director of Policy & Planning commended Clementina Verjan, Mark Silverbush and the Policy & Planning team for all their efforts in the 2011 Greater Los Angeles Homeless Count.

Mark Silverbush, Policy & Planning Analyst, gave the report:

- There was an overview of the Street Count and Youth Count which are complete, with mention of the ongoing Shelter & Institution Count, Hidden Homeless Count and Demographic Surveys. Staff noted that the goal is to release the initial Homeless Count report by May 31st.
- Staff reviewed accomplishments: (1) Street Count – between 3,500 and 4,000 volunteers participated, 16,000 miles of road covered, 922 census tracts covered. (2) Opt-In Program cities and communities took responsibility for counting 100% of the census tracts in their community. 35 Opt-In areas included 27 cities and 8 communities in Los Angeles City.
- Staff thanked the Commissioners for their unprecedented level of help and contribution during the Count.

10.0 Report on Finance, Contracts & Grants Management Committee Meeting held on February 17, 2011. Commissioner Mirell gave the report:

- Accounts receivable: LAHSA has received payment from LAHD subsequent to the report given at the FCGM Meeting on February 17, 2011.
- Accounts payable: There are delays in ESG Winter Shelter Program and SHP contracts; payment is expected by the end of February.
- There was a report presented by Shelter Partnership which suggested improvements to the 2011 SuperNOFA Project Ranking process.
- There was an update on the status of audits; no material findings.

13.0 Public Participation

There were no requests for public participation.

14.0 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.

15.0 Report on Closed Session.

Commissioner Ripston noted there was nothing to report:

Adjournment

The meeting was adjourned at 11:40 a.m.