

LOS ANGELES HOMELESS SERVICES AUTHORITY  
COMMISSION

Item 1.1

Minutes of Special Commission  
February 4, 2008

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 9:10 a.m. by Larry Adamson, Chair.

**ATTENDANCE**

LAHSA Commissioners Present:

Douglas Mirell	Owen Newcomer
Howard Katz	Ramona Ripston
Larry Adamson	

LAHSA Commissioners Absent:

Antonio Manning	Rebecca Avila
Rev. Cecil. L. Murray	Louisa Ollague

Attorneys Present:

Teresa Lujan, City Attorney

LAHSA Staff:

Rebecca Isaacs, Executive Director  
Steve Andryszewski, Chief Financial Officer  
Christine Mirasy-Glasco, Director of Contracts & Grants Management  
Bertrand Paras, Contract Specialist  
Carletta Woods, Contracts Unit Manager –Outcomes  
Frances Hutchins, Policy and Planning Analyst  
Mykisha Thomas, Executive Assistant

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

Roll was called and a quorum was established at 9:10 a.m.

1.0 **CONSENT CALENDAR**

1.1 REVIEW COMMISSION MINUTES FROM DECEMBER 21, 2007

1.2 AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO TWO CONTRACTS WITH HOMES FOR LIFE FOUNDATION FOR \$176,907 AND \$73,093, BEGINNING JANUARY 1, 2008 AND ENDING DECEMBER 31, 2010

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

**MOTION:** It was moved by Commissioner Mirell and seconded by Commission Katz to approve the consent calendar.

**ACTION:** The motion passed unanimously.

2.0 **FINANCE, CONTRACTS AND GRANTS MANAGEMENT COMMITTEE REPORT**

Steve Andryszewski gave an overview of the audit report. LAHSA's auditors issued an unqualified opinion on the financial statements and that they proposed no correcting journal entries. There were two findings on the A-133 report, for monitoring, which, LAHSA is currently on track to have all of its sub-contractors monitored by June 30, 2008 and for Annual Progress Reports (APR) for SHP contracts submissions to HUD within the required 90 day closeout period. The finding has since been addressed and corrected.

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

**MOTION:** It was moved by Commissioner Newcomer and seconded by Commission Ripston to approve the audit for the year ending June 30, 2007.

**ACTION:** The motion passed unanimously.

3.0 **APPROVAL OF 2007-2008 LAHSA BUDGET**

Steve Andryszewski presented the 2007-2008 budget. He briefly explained the variances from the budget that was submitted in July 2007.

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

**MOTION:** It was moved by Commissioner Newcomer and seconded by Commission Katz to approve the 2007-2008 budget.

**ACTION:** The motion passed unanimously.

**4.0 APPROVAL FOR LEGISLATIVE PRIORITIES**

Fran Hutchins presented LAHSA's 2008 Legislative Priorities.

There was a brief discussion regarding the vetting process.

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

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

**ACTION:** The motion passed unanimously.

**5.0 PROGRAMS UPDATE**

- **WINTER SHELTER PROGRAM UPDATE**

Bert Paras reported that all except two of the Winter Shelter sites were open and operating by the first week of December. Burbank opened on December 12<sup>th</sup> and Long Beach opened on January 14<sup>th</sup>.

The overall program is operating at a 76% occupancy rate and the budget for the program was approximately \$3.5 million. The Santa Clarita site may request additional funding due to unexpected and substantial rehabilitation of the site.

- **2007-2008 PROGRAM OUTCOMES TARGETS**

Carletta Woods stated that in the past, LAHSA had difficulty comparing the performance of service providers due to a lack of uniform program objectives. Over the past two years staff has designed and implemented standardized performance targets by program type so that LAHSA can begin to compare the performance of agencies in specific program areas and begin the process of determining the efficacy of LAHSA funded programs. Ultimately, LAHSA will use the data collected through quarterly reports, annual reports, and programmatic monitoring to compare the performance of agencies in each program area.

There was a brief discussion about a timetable for agencies to meet their targets. Ms. Woods explained that with the addition of new staff, LAHSA will be able to conduct programmatic monitoring in order to compare reported data to information maintained in agency client records.

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

**6.0 APPROVE CITY EMERGENCY SHELTER AND SERVICES REPORT**

Christine Mirasy-Glasco stated that LAHSA wanted to start conversations about how to best use the \$1.9 million in CDBG funds designated for Shelter and Services. Currently, the funding is spread between, Transitional Housing, Supportive Services Only and Emergency Shelter Programs.

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

**7.0 CDBG FUNDING UPDATE**

Christine Mirasy-Glasco reported that there were cuts to the City's CDBG funds, and that all departments were asked to scale down their budget. LAHSA's funding source would possibly change from the City of Los Angeles to the City's Community Redevelopment Agency.

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

**8.0 AGENCY TECHNICAL ASSISTANCE CALENDAR**

Steve Andryszewski gave a brief overview of LAHSA's technical assistance calendar. He stated that training would be provided to LAHSA internal staff as well as to our sub-recipients. The purpose of these training sessions was to ensure LAHSA's sub-recipients had the necessary tools to meet all applicable technical and financial requirements.

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

**9.0 PUBLIC PARTICIPATION**

There were no public speakers.

**ADJOURNMENT**

The meeting was adjourned at 10:06 a.m.