

**PROGRAMS, PLANNING, & POLICY COMMITTEE  
OF THE  
LOS ANGELES HOMELESS SERVICES AUTHORITY**

Meeting Minutes from  
February 15, 2008

The Los Angeles Homeless Services Authority Commission Programs, Planning and Policy Committee meeting held at 453 S. Spring Street, 12<sup>th</sup> Floor, Los Angeles, California was called to order at 9:03 a.m. by Owen Newcomer, Chair.

**ATTENDANCE**

LAHSA Commissioners Present:

Owen Newcomer  
Douglas Mirell  
Howard Katz

LAHSA Commissioners Absent:

Louisa Ollague

LAHSA Staff:

Rebecca Isaacs, Executive  
Michael Arnold, Chief Operating Officer  
Christine Mirasy-Glasco, Director of Contracts and Grants Management  
Carletta Woods, Contracts Unit Manager  
Mykisha Thomas, Executive Assistant

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

Roll was called and a quorum was established at 9:03 a.m.

1.0 **REVIEW MINUTES OF MEETINGS HELD DECEMBER 14, 2007**

**MOTION:** It was moved by Commissioner Mirell and seconded by Commissioner Katz to approve the minutes of December 14, 2007.

**ACTION:** The motion passed unanimously.

2.0 **UPDATE ON LAHSA PROGRAM OUTCOMES DATA**

Carletta Woods gave an overview of the targeted percentages for the Year Round Program, Emergency Shelter and Transitional Housing programs, as well as the percentages achieved to date. There was also an overview of the residential retention rates, targeted percentages and the percentages achieved to date.

LAHSA is currently monitoring agencies for accuracy in reporting. In the past, staff has found that agencies had problems substantiating what they were reporting.

Next, there was a brief discussion about the ability to verify clients entry into other programs.

Lastly, Michael Arnold reported that approximately 50% of the continuum were on HMIS.

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

3.0 **UPDATE ON 2007-08 FISCAL YEAR PROGRAMMATIC MONITORING OF LAHSA CONTRACTORS**

Christine Mirasy-Glasco reported that LAHSA has developed an extensive plan to complete programmatic and fiscal monitoring. The purpose is to aid LAHSA in the development of a risk analysis that would assist in making informed funding decisions.

The key elements that are the focus of the monitoring visits are: client eligibility, housing placement and housing retention.

The monitoring review process is comprised of the following elements: monitoring notification, information gathering, entrance conference, file review, exit conference, monitoring report, agency response and finally a clearance letter.

Some of the concerns found in completed site monitoring include concerns with documentation of homelessness, inconsistencies with what was being reported vs. what was documented, and how agencies collect data.

There was a brief discussion regarding the intended goals of monitoring. Christine added that LAHSA has also scheduled technical assistance trainings throughout the year.

**PUBLIC PARTICIPATION**

There were no public speakers.

**ADJOURNMENT**

The meeting was adjourned at 9:49 am.