

LOS ANGELES HOMELESS SERVICES AUTHORITY
COMMISSION

Item 1.1

Minutes of Commission
February 22, 2008

The Los Angeles Homeless Services Authority Commission meeting held in the Los Angeles Homeless Services Authority office, located at 453 S. Spring Street, 12th floor, Los Angeles, California, was called to order at 9:07 a.m. by Larry Adamson, Chair.

ATTENDANCE

LAHSA Commissioners Present:

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

LAHSA Commissioners Absent:

Antonio Manning	Rebecca Avila
Rev. Cecil. L. Murray	

Attorneys Present:

Katie Fesler, County Counsel

LAHSA Staff:

Rebecca Isaacs, Executive Director
Michael Arnold, Chief Operating Officer
Steve Andryszewski, Chief Financial Officer
Victoria Saenz-Brown, Fiscal Monitoring & Compliance Office
Jeanette Rowe, Director of Programs
David Howden, Funding Manager
David Martel, Contracts Unit Manager
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 9:07 a.m.

1.0 **CONSENT CALENDAR**

1.1 **REVIEW COMMISSION MINUTES FROM FEBRUARY 4, 2008**

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

MOTION: It was moved by Commissioner Newcomer and seconded by Commissioner Mirell to approve the minutes.

ACTION: The motion passed unanimously.

1.2 **AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH 1736 FAMILY CRISIS CENTER FOR \$301,990 BEGINNING JANUARY 1, 2008 AN PENDING DECEMBER 31, 2009**

David Howden reported that Supervisor Knabe chose to fund 1736 Family Crisis Center using \$301,990 of Emergency Shelter Fund Program dollars for a two-year contract period. This is a ten bed program for domestic violence victims.

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

MOTION: It was moved by Commissioner Newcomer and seconded by Commissioner Ripston to approve staffs request.

ACTION: The motion passed unanimously.

1.3 **APPROVE CONTRACTS WITH SPECIFIED HOMELESS SHELTER AN SERVICES PROVIDERS BASED ON THE FUNDING TO BE ALLOCATED BY THE CITY OF LOS ANGELES TO LAHSA UNDER THE 34TH CONSOLIDATED PLAN (2008-09) FOR PROGRAMS STARTING APRIL 1, 2008 AND ENDING MARCH 31, 2009**

David Martel reported that within the 2008-2009 34th Year Consolidated Plan, LAHSA is anticipating level funding from the City. If level funding is not received, LAHSA is asking that the Commission authorize LAHSA to reduce contracts across the board.

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

MOTION: It was moved by Commissioner Katz and seconded by Commissioner Newcomer to approve staffs request.

ACTION: The motion passed unanimously.

1.4 AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACT WITH ECONOMIC ROUNDTABLE TO PROVIDE CONSULTING SERVICES RELATED TO THE SKID ROW COST AVOIDANCE STUDY. THE CONTRACT TERM WILL BE NINE MONTHS FROM OCTOBER 1, 2007 TO JUNE 30, 2008, IN AN AMOUNT OF COMPENSATION NOT TO EXCEED \$85,000

Michael Arnold reported that LAHSA released an RFP for a Cost Avoidance Study in July 2007 to analyze the cost effectiveness of the Chronic Homeless Initiative housing program. LAHSA received one proposal from Economic Roundtable. LAHSA is requesting that the Executive Director be authorized to enter into a contract with this agency to conduct the study.

Funding for the study would be provided by The California Endowment, the Corporation for Supportive Housing and City and County of Los Angeles General Funds.

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

MOTION: It was moved by Commissioner Mirell and seconded by Commission Ollague to approve staffs request.

ACTION: The motion passed unanimously.

1.5 AUTHORIZE THE EXECUTIVE DIRECTOR TO INCREASE FUNDING FOR THE WINTER SHELTER PROGRAM AGENCIES, SUBJECT TO FUNDING AVAILABILITY, TO PROVIDE ADDITIONAL HOUSING VOUCHERS TO AGENCIES WHO HAVE EXPRESSED A NEED FOR SUCH ADDITIONAL FUNDING

Michael Arnold reported that LAHSA's Executive Director has limited ability to give additional funding. With the goal of being proactive in the event that agencies need vouchers for families that utilize the Winter Shelter program, LAHSA is requesting that the Executive Director be authorized to provide vouchers to shelters who need them.

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

MOTION: It was moved by Commissioner Newcomer and seconded by Commission Ollague to approve staffs request.

ACTION: The motion passed unanimously.

2.0 UPDATES FROM CITY, COUNTY AND HUD PARTNERS

There were no updates.

3.0 EXECUTIVE DIRECTOR REPORT

Rebecca Isaacs reported that LAHSA has been inviting interested parties and elected officials to brown bag lunch meetings as a chance to get updates, discuss their scope of work and ways to work together.

Miguel Santana has been appointed as the new deputy at the Chief Executive Office. LAHSA and an integrated group from the City and County have been working with his office on Project 50. She stressed that LAHSA's contributions are currently unfunded.

Lastly, LAHSA has been part of the City's Housing Cabinet They are working on a \$50 million NOFA for supportive housing.

4.0 FINANCE, CONTRACTS AND GRANTS MANAGEMENT COMMITTEE REPORT

Steve Andryszewski reported that the cash balances were approximately \$1.6 million, accounts receivable were approximately \$2 million and the accounts payable were approximately \$2.3 million. Lastly, the Budget vs. Actual showed that LAHSA had an under spent balance of approximately \$285,000.

Victoria Saenz-Brown reported that fiscal monitoring has been underway since November 2007. Monitoring gives LAHSA the opportunity to analyze the fiscal records of agency sub-contractors. To date, approximately 30 sub-contracting agencies have been monitored. Some of the issues encountered have been procurement policies being out of compliance with the LAHSA contract and unallowable costs, but none have exceeded \$500.

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

5.0 FISCAL POLICY REVIEW AND APPROVAL

Steve Andryszewski discussed the variances between LAHSA's current and proposed procurement policy. The current policy was reviewed by LAHSA's independent auditors.

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

MOTION: It was moved by Commissioner Newcomer and seconded by Commission Ripston to approve staffs request.

ACTION: The motion passed unanimously.

6.0 **APPROVE MONITOR REQUEST FOR PROPOSALS (RFP) QUALITY EVALUATION RESULTS AND AWARD RECOMMENDATION**

Steve Andryszewski reported that an RFP was released in November 2007 to solicit help from an accounting firm to assist LAHSA in meeting the June 30, 2008 deadline for fiscal monitoring of all sub-contracting agencies. Three firms responded including, Qui Accountancy Corporation, Simpson & Simpson and Mayer Hoffman McCann P.C.

Staff is recommending that Mayer Hoffman McCann assist with analyzing and improving LAHSA's monitoring tool. It is also recommended that all three firms be available for use to conduct monitoring, should we need them.

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

MOTION: It was moved by Commissioner Katz and seconded by Commission Mirell to approve staffs request.

ACTION: The motion passed unanimously.

7.0 **PROGRAMS, PLANNING AND POLICY COMMITTEE REPORT**

Carletta Woods provided an overview of the program outcomes and targets for the Overnight Emergency Shelter, Emergency Shelter and Transitional Housing programs.

Michael Arnold gave a brief overview of the programmatic monitoring schedule, its intentions and practices. The purpose of the monitoring is to analyze what is being reported and what is being documented. Programmatic monitoring coupled with the fiscal monitoring will provide LAHSA with the ability to determine the efficacy and effectiveness of programs.

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

8.0 **PROJECT 50 UPDATE**

Fran Hutchins reported that the project was charged with identifying and placing the fifty most vulnerable homeless people with permanent supportive housing. City, county, housing, veterans and law enforcement agencies are all involved in the project.

Jeanette Rowe reported that eighteen of the fifty identified individuals have been located, six have been housed and two were pending. LAHSA is providing food and motel vouchers. Additionally, three full-time employees are dedicated to the project, including one for transportation.

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

9.0 **POLICY AND PLANNING UPDATE**

Fran Hutchins reported on SB1818 – Density Bonus law. On February 20th, the City passed an interim compliance ordinance that mandated developers to include affordable housing in new developments.

There were brief discussions regarding condominium moratorium, patient dumping and SB 2.

10.0 **PUBLIC PARTICIPATION**

There were no public speakers.

ADJOURNMENT

The meeting was adjourned at 10:52 a.m.