

**LOS ANGELES HOMELESS SERVICES AUTHORITY  
FINANCE, CONTRACTS & GRANTS MANAGEMENT COMMITTEE**

Minutes of Meeting  
March 19, 2008

The Los Angeles Homeless Services Authority Finance, Contracts & Grants Management Committee meeting held in the LAHSA Administrative Office located at 453 S. Spring Street, 12<sup>th</sup> Floor, Los Angeles, California, was called to order at 2:03 p.m. by Owen Newcomer, Chair.

**ATTENDANCE**

LAHSA Commissioners Present:

Owen Newcomer  
Rebecca Avila  
Larry Adamson  
Louisa Ollague

LAHSA Commissioners Absent

Antonio Manning

LAHSA Staff:

Michael Arnold, Chief Operating Officer  
Steve Andryszewski, Interim Chief Financial Officer  
Vicki Saenz-Brown, Compliance Manger  
Christine Mirasy- Glasco, Director of Contracts and Grants Management  
David Martel, Contracts Unit Manager  
Mykisha Thomas, Executive Assistant

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

Roll was called and a quorum was established at 2:03 p.m.

**1.0 REVIEW MINUTES OF MEETINGS HELD JANUARY 16, 2008**

**MOTION:** It was moved by Commissioner Avila and seconded by Commissioner Manning to approve the minutes from 1/16/08.

**ACTION:** The motion passed unanimously.

**2.0 STATUS REPORT ON CASH BALANCES, ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE & ADMINISTRATIVE YTD BUDGET TO ACTUAL**

Steve Andryszewski reported that the cash balance was approximately \$1.9 million; the outstanding cash requests were approximately \$1.6 million, and the outstanding payables were approximately \$2.7 million.

He finally reported that there was a favorable variance of approximately \$465,000 on the budget vs. actual report as of January 31, 2008. Due to a delay in the receipt of increased administrative funding, LAHSA experienced a slower personnel ramp-up than expected.

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

**3.0 UPDATE ON 2008 – 2009 COUNTY GENERAL FUND BUDGET SUBMISSION**

Steve Andryszewski gave an overview of LAHSA's budget submission to the County of Los Angeles. The presentation included LAHSA's mission, goals as well as achievements from the 2007-2008 fiscal year. Some of the achievements from 2007-2008 included the current status of the fiscal and programmatic monitoring, program outcomes and reporting, legislative analysis and policy development, and the capacity enhancement of LAHSA's Emergency Response Team. Some of the initiatives for the 2008-2009 fiscal year included the continuation of the fiscal and programmatic monitoring, accelerated agency implementation on the Homeless Management Information System (HMIS), and funding for the 2009 Homeless Count.

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

**4.0 FISCAL POLICY REVIEW AND APPROVAL**

Steve Andryszewski presented a revised the Accounts Payable Policy. The policy has been updated to include steps to improve timeliness of the process.

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

**MOTION:** It was moved by Commissioner Adamson and seconded by Commissioner Avila to approve staff's recommendation.

**ACTION:** The motion passed unanimously.

5.0 **STATUS OF FISCAL MONITORING**

Vicki Saenz-Brown reported that in the fiscal monitoring programs to date, and noted that and fiscal monitoring for 100% of agencies would be completed by June 30<sup>th</sup>.

She gave a brief summary of the most common findings.

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

6.0 **UPDATE ON 2007 -2008 WINTER SHELTER PROGRAM**

David Martel briefly reported that the program ended on March 15<sup>th</sup> and gave a brief overview of the program.

He also reported that the program has become increasingly difficult to operate. The challenges included, the lack of adequate funding, transportation issues, the complexity of managing the funding, lack of understanding LAHSA's role, lack of adequate facilities and available sites.

LAHSA is seeking additional fund for the City and County and has also formed an internal workgroup to review best practices.

Staff will return to the Board with recommendations to the program after completion of the program assessment.

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

**MOTION:** It was moved by Commissioner Manning and seconded by Commissioner Avila to approve staff's recommendation.

**ACTION:** The motion passed unanimously.

7.0 **UPDATE ON 2008 -2009 CDBG FUNDING**

Christine Mirasy-Glasco reported that in January 2008 Mayor Villaraigosa instructed the Community Redevelopment Agency (CRA) to assist LAHSA in funding three programs, Beyond Shelter's- Assistance to Families on Skid Row, Central City East Sanitation Project and CDBG Shelter and Services, for a total of \$2,435,102. On March 6, 2008, the CRA Board approved a motion to assist with the funding of these programs.

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

**PUBLIC PARTICIPATION**

There were no public speakers.

**ADJOURNMENT**

The meeting adjourned at 3:13 p.m.