

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

Minutes of Meeting
April 16, 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, 12th Floor, Los Angeles, California, was called to order at 2:13 p.m. by Owen Newcomer, Chair.

ATTENDANCE

LAHSA Commissioners Present:

Owen Newcomer
Antonio Manning

LAHSA Commissioners Absent

None

LAHSA Staff:

Rebecca Isaacs, Executive Director
Michael Arnold, Chief Operating Officer
Steve Andryszewski, Interim Chief Financial Officer
Vicki Saenz-Brown, Fiscal Monitoring & Compliance Officer
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 2:13 p.m.

1.0 REVIEW MINUTES OF MEETINGS HELD MARCH 19, 2008

MOTION: It was moved by Commissioner Manning and seconded by Commissioner Newcomer to approve the minutes from 3/19/08.

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 \$1.5 million; the outstanding cash requests were approximately \$792,000, and the outstanding payable accounts were approximately \$2 million.

He finally reported that there was a favorable variance of approximately \$762,000 on the budget vs. actual report as of March 31, 2008. Due to a delay in the receipt of increased administrative funding, LAHSA experienced a slower ramp-up in personnel cost than expected.

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

3.0 FISCAL POLICY REVIEW AND APPROVAL

Steve Andryszewski presented the Interest Income Policy. It is a federal requirement that LAHSA's funding be kept in an interest bearing account. All interest must be returned to the appropriate grantor on a monthly or quarterly basis.

He also presented the Sub-Recipient Fiscal Monitoring policy. LAHSA is responsible for the oversight and administration of contracts with federal, local and state funding. LAHSA's policy is to monitor grant sub-recipients in ordinance with federal, state and local government requirements.

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

MOTION: It was moved by Commissioner Manning and seconded by Commissioner Newcomer to the policies as presented.

ACTION: The motion passed unanimously

4.0 STATUS ON AGENCY TECHNICAL ASSISTANCE

Steve Andryszewski gave an overview of the various technical assistance trainings from the Fiscal, Contracts and HMIS departments. The trainings have been well attended with positive feedback.

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

5.0 **STATUS ON FISCAL AND PROGRAM MONITORING**

Vicki Saenz-Brown reported on fiscal monitoring programs to date, and noted that fiscal monitoring for 100% of agencies would be completed by June 30, 2008.

Christine Mirasy-Glasco reported on programmatic monitoring. The key components that factored into the monitoring were eligibility documentation and program performance. Some of the deficiencies included insufficient documentation of program eligibility, inadequate documentation to support reported outcomes and unmet contract goals.

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

6.0 **AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH NEW IMAGE EMERGENCY SHELTER FOR UP TO \$457,333 FOR PROJECT FRESH START CONTINGENT ON FUNDING FROM SUPERVISORIAL DISTRICT 2. THE CONTRACT PERIOD IS MAY 1, 2008 TO JUNE 30, 2009. IN THE EVENT THAT FUNDING ALLOCATED TO LAHSA IS REDUCED, AUTHORIZE THE EXECUTIVE DIRECTOR TO REDUCE THE CONTRACT AMOUNT IN PROPORTION TO THE FUNDING REDUCTION TO LAHSA**

David Martel reported that the approval would authorize the Executive Director to enter into a contract with New Image for a 60-bed transitional housing project for homeless women. The contract for \$457,333 would be funded through Supervisorial District 2, from May 1, 2008 - June 30, 2009. If the funding allocated to LAHSA is less than the maximum amount, authorize the Executive Director to reduce the contract amount to be consistent with the funding commitment.

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

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

ACTION: The motion passed unanimously.

7.0 **WINTER SHELTER PROGRAM FUNDING POLICY**

David Martel presented the Winter Shelter Program Funding Policy. The purpose of the policy is to claim the use of program savings and stability to the upcoming program year's funding. The policy would also allow LAHSA to designate the prior years saving, as designated for the Winter Shelter Program.

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

MOTION: It was moved by Commissioner Manning and seconded by Commissioner Newcomer to approve the Winter Shelter Funding Policy.

ACTION: The motion passed unanimously.

8.0 **AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH AGENCIES LISTED BELOW FOR THE PERIODS AND AMOUNTS INDICATED:**

- a) Catholic Charities of Los Angeles
Contract amount - \$550,000
Contract period - July 1, 2008 to June 30, 2011
- b) Stop Homelessness in Rio Hondo Area, Inc.
Contract amount - \$118,000
Contract period - July 1, 2008 to June 30, 2011
- c) L.A. Gay and Lesbian Center
Contract amount - \$58,830
Contract period - April 1, 2008 to March 31, 2009

Christine Mirasy-Glasco reported that Supervisor Knabe has approved the use of funds totaling \$668,000 allocated to Supervisorial District 4 in one-time funding from the Homeless Prevention Initiative. Funding has been allocated for Catholic Charities of Los Angeles for \$550,000 for a 44-bed emergency shelter program for homeless families and Stop Homelessness in Rio Hondo Area, Inc. for \$118,000 for a 26-unit transitional housing facility for homeless families.

Supervisor Yaroslavsky has approved the use of funds allocated to Supervisorial District 3 for on-going funding for homeless programs. Funding has also been allocated for L.A. Gay & Lesbian Center to serve homeless youth.

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

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

ACTION: The motion passed unanimously.

PUBLIC PARTICIPATION

There were no public speakers.

ADJOURNMENT

The meeting adjourned at 3:07 p.m.