

LOS ANGELES HOMELESS SERVICES AUTHORITY  
COMMISSION

Item 1.1

Minutes of Commission  
May 23, 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 9:08 a.m. by Larry Adamson, Chair.

**ATTENDANCE**

LAHSA Commissioners Present:

Douglas Mirell	Antonio Manning
Louisa Ollague	Howard Katz
Ramona Ripston	Larry Adamson
David D. Figueroa	Owen Newcomer

LAHSA Commissioners Absent:

Cecil Murray

Attorneys Present:

Teresa Lujan, City Attorney

LAHSA Staff:

Rebecca Isaacs, Executive Director  
Michael Arnold, Chief Operating Officer  
Steve Andryszewski, Chief Financial Officer  
Victoria Saenz-Brown, Fiscal Monitoring & Compliance Office  
Daniel Fisher, Contracts Unit Manager  
Mykisha Thomas, Executive Assistant

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

Roll was called and a quorum was established at 9:08 a.m.

1.0 **CONSENT CALENDAR**

1.1 REVIEW COMMISSION MINUTES FROM APRIL 25, 2008

1.2 **APPROVE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS LISTED IN ATTACHMENT NUMBER I SUBJECT TO FUNDING TO BE ALLOCATED BY THE CITY AND COUNTY OF LOS ANGELES TO LAHSA FOR FISCAL YEAR 2008-09 STARTING JULY 1, 2008 AND ENDING JUNE 30, 2009. IN THE EVENT THAT FUNDING ALLOCATED THE CITY AND OR COUNTY OF LOS ANGELES TO LAHSA FOR THIS PERIOD IS REDUCED OR NOT FORTHCOMING, AUTHORIZE THE EXECUTIVE DIRECTOR TO REDUCE THE AMOUNT OF COMPENSATION, OR REDUCE THE NUMBER OF CONTRACTS, AS DEEMED APPROPRIATE BY THE EXECUTIVE DIRECTOR, TO ENSURE FUNDING AWARDED DOES NOT EXCEED FUNDING PROVIDED.**

1.3 **APPROVE THE EXECUTIVE DIRECTOR TO IDENTIFY AND ENTER INTO A CONTRACT WITH A QUALIFIED CONTRACTOR TO PROVIDE HOMELESS MANAGEMENT INFORMATION SYSTEM IMPLEMENTATION ASSISTANCE, SUBJECT TO FUNDING AVAILABILITY. SUBJECT CONSULTANT WILL BE RETAINED TO EXPEDITE THE DEVELOPMENT AND IMPLEMENTATION OF HMIS SYSTEM IN THE EMERGENCY SHELTERS AND OUTREACH SERVICES.**

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

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

**ACTION:** The motion passed unanimously.

2.0 **UPDATES FROM CITY, COUNTY AND HUD PARTNERS**

Rufus Washington from HUD reported that the SuperNOFA would be an online application. Technical submissions would no longer be needed for renewal grants. Grants with start dates between 1/1/08 – 4/30/08 would be first in line for renewal. Grant agreements would be issued by expiration date within a 21-day period. HUD is offering continued technical assistance.

Commissioner Ollague requested that LAHD send a letter to LAHSA's sub-contracted agencies explaining and apologizing for the delay.

There was a brief discussion regarding funding gaps. It was suggested that the topic be further discussed at the Finance, Contracts and Grants Management Committee meeting.

### 3.0 **EXECUTIVE DIRECTOR REPORT**

Rebecca Isaacs reported that LAHSA was fully funded through the City for the next fiscal year. LAHSA is still working with the County on a few components of the budget request.

She is representing LAHSA as part of a group working with the City, County and Corporation for Supportive Housing on a joint NOFA.

She and planning staff have been meeting with our City and County partners and members of the academic and philanthropic world for a series of brown bags lunches that have been both informative and successful.

LAHSA will be working with the Housing Authority of the City of Los Angeles (HACLA) on the Samaritan Bonus for the SuperNOFA. She will also join HACLA and key staff from the City in New York to tour some, permanent supportive housing projects.

Commissioner Ollague asked about LAHSA's plan for the Respite Center. It was suggested that the topic be further discussed at the Program and Evaluations Committee meeting.

### 4.0 **FINANCE, CONTRACTS AND GRANTS MANAGEMENT COMMITTEE REPORT**

Commissioner Katz reported that the only area of concern was the delay of payments.

Steve Andryszewski reported that he met with HUD to discuss accounts payable over 90-days for invoices submitted after the close out date. HUD committed to review and pay as soon as possible.

There was a brief discussion regarding the carry over from this fiscal year. It was suggested that this topic be further discussed at the Finance, Contracts and Grants Management Committee meeting.

Victoria Saenz-Brown reported that fiscal monitoring was on track to be completed by June 30, 2008 and that there were no severe findings.

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

### 6.0 **OUTCOMES DATA REPORT**

- **2007-2008 WINTER SHELTER PROGRAM**
- **CALWORKS EMERGENCY SHELTER SERVICES PROGRAM**

Dan Fisher reported that the CalWorks Emergency Shelter Services program provides 120-days of emergency shelter, case management from the program provider as well as the Department of Public Social Services (DPSS) and placement into stable housing.

The performance targets for the program were lower than our other Emergency Services Shelter goals. The performance targets have been increased in the RFP and a retention component has been added.

Charts were used to present the number of households served by SPA, housing placements by SPA, and housing placements by service provider. It was finally reported that 16% of households served were placed in housing.

Michael Arnold reported on the Winter Shelter Program. He gave some brief background information, including the program's growth to 1700 beds and 15 service providers. The program operates from December 1<sup>st</sup> to March 15<sup>th</sup> and is funded through various sources. There was some discussion on the 2007-2008 program utilization and spikes in program services.

Some of the problem areas for the program included: lack of community participation, finding available shelter sites, funding and transportation. Some of the requested changes included: more funding to accommodate operational costs, case management and health and mental health services. Also noted was the need for better predictability of Emergency Food and Shelter Program funding and better integration with County services, such as health and mental health and law enforcement. Also included was vouchers for families and more time to set up at the armories.

The components of the redesigned program included: an increase in unrestricted funds by 24%, reformatted training, an earlier RFP and reward process, program integration with the Continuum of Care, the use of armories as options and working with the county on services. There was also discussion on piloting bids for services such as laundry, transportation and meals.

Lastly, there was a brief discussion on outreach and public relations services for the program.

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

5.0 **APPROVE THE RELEASE OF 2008-2009 WINTER SHELTER REQUEST FOR PROPOSALS (RFP)**

Michael Arnold gave a brief outline of the RFP, including the release and award schedule.

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

MOTION: It was moved by Commissioner Newcomer and seconded by Commission Manning to release the 2008-2009 Winter Shelter Program RFP.

ACTION: The motion passed unanimously.

7.0 **HOMELESS INFORMATION SYSTEM (HMIS) PRESENTATION**

Michael Arnold gave an extensive overview of HMIS and its capabilities. The web-based operating system manages client intake information, supports case management and has a tracking component. The presentation concluded with sample HMIS reports.

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

8.0 **POLICY AND PLANNING UPDATE**

The policy update will be given at the next Commission meeting.

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

9.0 **PUBLIC PARTICIPATION**

There were no public speakers.

**ADJOURNMENT**

The meeting was adjourned at 11:37 a.m.