



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

MINUTES OF THE

SPECIAL MEETING

LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION

Held October 17, 2011

The Los Angeles Homeless Services Authority Commission meeting, held in the LAHSA office, located at 811 Wilshire Blvd, 6th Floor, Los Angeles, California, was called to order at 2:12 p.m. by Commissioner Newcomer.

Attendance:

LAHSA Commissioners Present:

Owen Newcomer, Chair
Elise Buik, Vice Chair
Flora Gil Krisiloff
Kerry Morrison
Cecil L. Murray
Michael Neely
Louisa Ollague

LAHSA Commissioners Absent:

Larry Adamson
Antonio Manning
Ramona Ripston

Attorneys Present:

Teresa Lujan, City Attorney

LAHSA Staff:

Steve Andryszewski, Chief Financial Officer
Michael Arnold, Executive Director
Erin Hollander, Board Liaison
Helen Lee, Funding Manager
Gina Mercer, Contracts Unit Manager

Call to Order/Roll Call/Establishment of Quorum

Roll was called and quorum was established at 2:12 p.m.

1.0 Review and approve minutes from Special Commission Meeting held on October 4, 2011.

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

Motion: It was moved by Commissioner Buik and seconded by Commissioner Murray to approve the minutes.

Action: The motion passed unanimously.

2.0 Executive Director's Report

Michael Arnold, Executive Director, presented a summary of activities, events and participation in Continuum, City and County homeless planning and coordination, program issues, and LAHSA operations.

- **Continuum Planning:**
 - There was a report on various meetings attended, including: Transitional Age Youth presentation for the CFWB Cluster, a USICH Webinar which addressed “Ending Youth Homelessness by 2020”, a Highway to Housing meeting with The Veterans Affairs of Greater Los Angeles, an American Round Table to Abolish Homelessness, and a SCANPH Annual Housing Conference. The Executive Director was invited to the White House by Shaun Donovan, Secretary of HUD, for a closed-door roundtable debriefing on HUD planning and HUD’s FY 2012 budget. Additionally, there was a discussion of Continuum of Care Planning Meetings and City of Los Angeles Consolidated Plan Community Meetings.
- **Programs Update**
 - Winter Shelter Program (WSP): The quality evaluation results of the targeted WSP Request For Proposals will be presented today.
- **Homelessness Prevention and Rapid Rehousing Program (HPRP):**
 - LAHSA is working with agencies to conduct a planned wind-down of the City HPRP program. Short term rental assistance will continue for clients entered prior to August 1. Security deposits and utilities will be paid out for the approximately 400 clients enrolled prior to September 30, 2011.
- **Homeless Management Information System (HMIS)**
 - As of September 28, HMIS implementation across the Continuum of Care stands at 58% for Emergency Shelter providers, 62% for Transitional Housing and 32% for Permanent Housing. LAHSA’s 2011 implementation targets will include getting permanent housing participation up to 55%.
- **Operations**
 - Mr. Arnold acknowledged new hires: Martin Robles, ERT Member; Rhonda Flowers, ERT Member; Mindy Wong, Program Accountant/Auditor; Courtney Horrid, HPRP Specialist; Kirk Tyler, Program Coordinator, WSP.
 - Service Awards were acknowledged to Miranda Aziz (5 years) and Lisa Lubka (10 years).

3.0 Approve the 2011 SuperNOFA Priorities List for new projects and authorize the Executive Director to submit the 2011 SuperNOFA application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles Continuum of Care (CoC).

Helen Lee, Funding Manager, gave the report:

- Ms. Lee gave an overview of the process and timelines for the 2011 SuperNOFA application to HUD on behalf of the Los Angeles CoC. There was a review of Commission-adopted new project selection criteria, criteria implementation and selection process, and a presentation of new project recommendations.
- Nine proposals received a fundable score, and the panel recommends funding all nine. Since not enough funding was available to fund at full request, project viability was deliberated prior to making any funding adjustments to proposal requests.
- It was noted that Santa Monica withdrew their appeal.
- There was a discussion regarding chronic and family homeless and geographic need relative to SPAs 4 and 6.

Public Speaker: Dora Gallo, A Community of Friends (ACOF)

Ms. Gallo urged the Commission to support staff’s recommendation.

Public Speaker: Dr. Micheal Williams, LAHRHAC

Dr. Williams noted that the providers in SPA 6 will not be funded the full amount in an area with one of the biggest challenges.

Public Speaker: Cheryl Branch, African Alcoholic and Drug Counsel

Ms. Branch submitted 35 letters from providers in the community to support the LAHSA recommendation to fund the program.

Public Speaker: Lisa Garcia, Kedran Community Mental Health

Ms. Garcia noted her support of LAHSA’s recommendation.

Motion: It was moved by Commissioner Neely and seconded by Commissioner Morrison to approve the 2011 SuperNOFA Priorities List for new projects and authorize the Executive Director to submit the 2011 SuperNOFA application to the U.S. Department of Housing and Urban Development (HUD) on behalf of the Los Angeles Continuum of Care.

Action: The motion passed unanimously.

4.0 Review and approve threshold evaluation results and hear potential appeals of the Targeted Winter Shelter Program Request For Proposals.

Helen Lee, Funding Manager, gave the report:

- Staff gave an overview of the threshold evaluation process. LAHSA received 8 proposals, 2 did not pass threshold evaluation.
- There were two appeals: St. Anne's Transitional Home for Soldiers and Good Shepherd.

Public Speaker: Gail Moore, St. Anne's Transitional Home for Soldiers

Ms. Moore spoke on behalf of St. Anne's appeal. It was understood that it was mandatory to retain a subcontractor, and they procured People Helping People. They have since dropped their contract agreement and retained an alternate subcontractor. Ms. Moore asked the Commission to uphold the appeal and reconsider St. Anne's proposal to provide Winter Shelter beds in SPA 6.

Staff noted that the RFP process does not allow changes or additions after deadline.

There was a discussion regarding St. Anne's appeal and the use of subcontractors.

Public Speaker: Dr. Micheal Williams, LAHRHAC

Dr. Williams noted the need for funding and increased capacity in SPA 6.

Motion: It was moved by Commissioner Neely and seconded by Commissioner Murray that St. Anne's Transitional Home for Soldiers appeal be approved, and to pass the proposal through threshold.

Action: There were 3 yes votes and 4 no votes. The motion did not pass.

Staff presented the basis of the Good Shepherd appeal. The proposal did not pass threshold because there was not a clear demonstration of separation of the religious participation and LAHSA-funded activities.

Motion: It was moved by Commissioner Buik and seconded by Commissioner Murray to approve the threshold evaluation results of the Targeted Winter Shelter Program Request For Proposals.

Action: There were 6 yes votes and 1 no vote. The motion passed.

5.0 Review and approve quality evaluation results and hear potential appeals of the Targeted Winter Shelter Program Request For Proposals and authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding 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.

Helen Lee, Funding Manager, gave the report:

- Staff reviewed the quality evaluation process and presented staff recommendations.
- It was noted that the Los Angeles Emergency Food and Shelter Program Local Board (EFSP) will no longer fund a portion of the 2011-12 Targeted Winter Shelter Program. EFSP will release a separate RFP for their funds later this year, and providers may apply for EFSP funding through EFSP directly.
- In response to the RFP, seven of the ten total proposals submitted to LAHSA successfully passed threshold review. The proposals were then reviewed for satisfaction of quality criteria as specified in the RFP.

Public Speaker(s): Brenda Wilson, President CEO, New Image Emergency Shelter

Ms. Wilson asked the Commission to consider giving New Image a portion of the \$84K balance to New Image for facilities rehabilitation.

- It was noted that there was a mathematical error in the chart provided in the supporting documents. There is no balance of \$84K.

Motion: It was moved by Commissioner Morrison and seconded by Commissioner Murray to approve the quality evaluation results of the Targeted WSP RFP and authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding 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.

Action: The motion passed unanimously.

6.0 Authorize the Executive Director to enter into contract amendments for the 2011-12 Winter Shelter Program (WSP), to extend the contracts to cover the term November 1, 2011 through March 31, 2012 for the associated funding amounts as listed in the attachment.

Gina Mercer, Contracts Unit Manager, gave the report:

- Staff noted that there is an updated supporting document corresponding with this item that has been provided for the Commissioners and the public.
- There was a review of the existing WSP contracts which require amendment in order to provide emergency shelter for the 2011-12 winter season.
- Amounts listed represent funding levels from the 2010-11 WSP. Staff is currently working with the County to finalize funding for the 2011-12 season. The contract amount for the Santa Clarita WSP includes additional funding of \$75K allocated by Supervisor Antonovich, and will provide working capital for the organization to appropriately prepare for the start of the program.
- It was noted that there are no compliance issues with the providers.
- In the event that funding is reduced or not forthcoming, the Executive Director will be authorized to reduce the number of contracts, or the amount of funding accordingly.

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

Motion: It was moved by Commissioner Krisiloff and seconded by Commissioner Ollague to adopt staff's recommendation per the memo dated October 7, 2011, and to authorize the Executive Director to enter into contract amendments for the 2011-12 WSP as stated.

Action: The motion passed unanimously.

7.0 Report on status of LAHSA agencies placed on probation.

Steve Andryszewski, Chief Financial Officer, gave the report:

- As required by LAHSA's Remedial Action Policy, staff provided a status report to the Commissioners regarding remedial action sanctions that have been imposed on LAHSA contracted agencies.
- There was a review of agencies removed from probation.
- **Beyond Shelter**
 - Beyond Shelter has submitted a corrective action plan to address performance, and LAHSA staff has approved it. Following a successful monitoring scheduled this month, Beyond Shelter will be removed from probation.

Public Speaker(s): There were no public speakers

8.0 Approve designation of appointments for the Finance, Contracts & Grants Management, Programs & Evaluation, Policy & Planning, and Ad Hoc Winter Shelter Committees.

- Commissioner Newcomer noted the new appointments for each Committee.
- Commissioner Morrison was added to the Ad Hoc Winter Shelter Committee.

Public Speaker(s): There were no public speakers

Motion: It was moved by Commissioner Murray and seconded by Commissioner Morrison to approve designation of appointments for the LAHSA Committees.

Action: The motion passed unanimously.

Motion: It was moved by Commissioner Krisiloff and seconded by Commissioner Morrison to add an additional item to the agenda for the Commission Meeting held today, October 17, 2011.

Action: The motion passed unanimously.

9.0 Designate alternate to serve as Chair for Commission Meetings in the event that the appointed Chair and Vice Chair are not in attendance.

Public Speaker(s): There were no public speakers

Motion: It was moved by Commissioner Krisiloff and seconded by Commissioner Morrison that in the case that neither the Chair or Vice Chair are in attendance, the Commission Meeting will be chaired by Ramona Ripston, Louisa Ollague or Cecil Murray in this order.

Action: The motion passed unanimously.

10.0 Public Participation

There were no requests for public participation.

Adjournment

The meeting was adjourned at 4:05 p.m.