



# Los Angeles Homeless Services Authority

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

## MINUTES OF THE

### LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION

Held September 23, 2011

The Los Angeles Homeless Services Authority Commission meeting, held in the LAHSA office, located at 811 Wilshire Blvd, 6<sup>th</sup> Floor, Los Angeles, California, was called to order at 9:10 a.m. by Commissioner Buik.

#### Attendance:

##### LAHSA Commissioners Present:

Elise Buik, Vice Chair  
 Flora Gil Krisiloff  
 Antonio Manning  
 Cecil L. Murray  
 Michael Neely

##### LAHSA Commissioners Absent:

Owen Newcomer, Chair  
 Larry Adamson  
 Louisa Ollague  
 Ramona Ripston

##### Attorneys Present:

Aleen Langton, County Counsel

##### LAHSA Staff:

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

##### Call to Order/Roll Call/Establishment of Quorum

Roll was called and quorum was established at 9:10 a.m.

#### 1.0 Review and approve Commission minutes from August 26, 2011.

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

**Motion:** It was moved by Commissioner Krisiloff and seconded by Commissioner Murray to approve the minutes from the Commission Meeting held on August 26, 2011.

**Action:** The motion passed unanimously.

#### 2.0 Consent Calendar

**2.1 Approve LAHSA policy and procedure – Agency Probation Policy.**

**2.2 Authorize the Executive Director to amend existing Independent Living Program (ILP) contracts as listed in attachment to extend the contract period from September 30, 2011 to June 30, 2012 to run concurrent with the DCFS funding.**

**2.3 Approve the quality evaluation results of the Transition Age Youth (TAY) Housing Demonstration Project Request For Proposals (RFP). Authorize the Executive Director to enter into contracts as listed in the attachment.**

Item 2.1 was pulled from the Consent Calendar.

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

**Motion:** It was moved by Commissioner Krisiloff and seconded by Commissioner Murray to approve the consent calendar Item 2.2.

**Action:** The motion passed unanimously.

**Motion:** It was moved by Commissioner Neely and seconded by Commissioner Krisiloff to approve the consent calendar Item 2.3.

**Action:** The motion passed unanimously.

**2.1 Approve LAHSA policy and procedure – Agency Probation Policy.**

Commissioner Neely gave the report:

- Commissioner Neely attended a community meeting organized by LAHSA to solicit input from providers, and noted the incorporated suggestions in the proposed policy. There was a discussion of the probation process. The policy has been reviewed by City and County counsel. The policy was approved by the September Finance, Contracts & Grants Management (FCGM) Committee with the proposed changes, and with a recommendation that LAHSA staff and the FCGM Committee review the application of the policy after 90 days.
- There was a discussion regarding section:
  - **Procedures / 1: An investigation may be conducted and an initial report will be submitted to LAHSA Executive Management. In situations where an agency puts a client(s) or LAHSA at a significant risk, ~~probation will be immediate. may be imposed without the requirements set forth hereafter.~~**
  - Amendment 1: It was suggested that the policy language be restored to the original: **Procedures / 1: An investigation may be conducted and an initial report will be submitted to LAHSA Executive Management. In situations where an agency puts a client(s) or LAHSA at a significant risk, ~~probation will be immediate. may be imposed without the requirements set forth hereafter.~~**
  - Amendment 2: The Board requested that LAHSA staff report back with a definition and examples of “significant risk”, and add this definition and examples to the policy.

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

**Motion:** It was moved by Commissioner Krisiloff and seconded by Commissioner Manning to approve the Agency Probation Policy as amended.

**Action:** The motion passed unanimously.

**3.0 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: Neighborhood Council of Westchester/Playa to address concerns about homeless individuals living in and around Westchester Park, a Transitional Age Youth DCFS Housing Workgroup, and a meeting with Bernard Parks’ office to discuss the regional data from the 2011 Greater Los Angeles Homeless Count. There was a meeting with the Mayor’s Housing and Homeless Cabinet, and a session convening best practices for Transition Age Housing. Additionally, LAHSA is participating with HUD on a Continuum Check Up Technical Assistance Project. LAHSA staff will present a comprehensive report to the Commission once the initial report has been authorized for release by HUD.

- **Programs Update**

- Pathways to Permanent Housing: this HUD funded technical assistance project was featured on a webinar sponsored by the Inner Agency Council on Homelessness.
- Winter Shelter Program (WSP): The results of the targeted RFP process has been delayed due to shelter bed gaps in the program and/or an insufficient number of qualified proposals.
- There was a discussion regarding the challenges associated with the Winter Shelter Program. There was a recommendation from the Board that a task force committee be formed to focus on the Winter Shelter.

**Motion:** It was moved by Commissioner Krisiloff and seconded by Commissioner Manning to form an ad hoc committee to address issues related to the Winter Shelter Program.

**Action:** The motion passed unanimously.

Commissioner Buik, Vice Chair, appointed Commissioners Krisiloff, Manning and Neely to the Winter Shelter Ad Hoc Committee. It was noted that these appointments would be confirmed at the Commission Meeting in October, 2011.

- **Homelessness Prevention and Rapid Rehousing Program (HPRP):**

LAHSA is working with agencies to conduct a planned wind-down of the City HPRP program. The funding is now fully committed.

- **Homeless Management Information System (HMIS)**

- LAHSA has instituted user forums for HMIS, the third of which was held on August 23, 2011 for Emergency Shelter users.
- LAHSA rolled out a series of technical training webinars available on demand covering many common issues in working with the local HMIS.
- Additionally, LAHSA is finalizing a HUD Technical Assistance project to help develop high impact project management reports to increase the value of using the HMIS system to program operators.

- **Operations**

Mr. Arnold acknowledged new hires: Happi Noel, (Financial IT Analyst) and Surain Badalian, (IT Support Specialist); and promotions: Jose Najera, (Senior Monitoring & Compliance Auditor/Analyst), Wanda Molina (Supervising Program/Accountant Auditor), and Rosa Govea (Program Performance Analyst); and service awards: Didi Mumford (Program Analyst) celebrated five years with LAHSA.

#### 4.0 **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.
- **MJB Recovery**
  - LAHSA monitoring staff performed a review of MJB Recovery's policies and procedures. It was noted that MJB Recovery has submitted a proposal to receive funding for new Winter Shelter Program (WSP) beds. Because probationary status may have impact on an agency's ability to receive funding, MJB Recovery is currently finalizing its policies and procedures prior to the end of September, 2011. LAHSA staff expects that MJB Recovery will be removed from probation following the completion of written accounting procedures.
- **Beyond Shelter**
  - Beyond Shelter has submitted a corrective action plan to address performance, and LAHSA staff has approved it. Following a successful monitoring scheduled in October, Beyond Shelter will be removed from probation.

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

#### 5.0 **Review and approve threshold evaluation results and hear potential appeals of the Targeted Winter Shelter Program Request For Proposals (RFP).**

Helen Lee, Funding Manager, gave the report:

- Ms. Lee noted that the report is for the 2011-2012 Targeted Winter Shelter Program RFP specifically for Service Planning Area (SPA) 5.

- Approximately \$2,268,000 in funding for shelter operations is available for Service Planning Areas 1, 2, 4, 5 and 6 for the upcoming 2011-12 WSP program term. Due to an emergency need for shelter in SPA 5, LAHSA aims to open the shelter on October 1, 2011. In order to meet this objective, the threshold review process under this RFP was expedited for this targeted area. A total of two proposals for SPA 5 were received and reviewed for satisfaction of the threshold criteria as specified in the RFP.

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

**Motion:** It was moved by Commissioner Neely and seconded by Commissioner Murray to approve threshold evaluation results and hear potential appeals of the Targeted Winter Shelter Program RFP.

**Action:** The motion passed unanimously.

**6.0 Approve LAHSA recommendation to reschedule Commission Meeting on Friday, October 28<sup>th</sup> to an earlier date for a Special Meeting, or delegate authority to Executive Committee 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.**

Helen Lee, Funding Manager, gave the report:

- LAHSA staff recommends that the Board cancel the October 28, 2011 meeting of the Commission and reschedule a Special Meeting of the Commission on an earlier date in October in order to give staff 8-10 days prior to the submission deadline for the 2011 SuperNOFA.

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

**Motion:** It was moved by Commissioner Neely and seconded by Commissioner Murray to cancel and reschedule the Commission Meeting on Friday, October 28<sup>th</sup> to be held on an earlier date as a Special Meeting, in order 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.

**7.0 Report on Finance, Contracts & Grants Management Committee Meeting of September 15, 2011.**

Commissioner Neely gave the report:

- LAHSA staff reported at the FCGM Meeting that the variance issues related to delay in receipt of CDBG funding were cleared, and all receivables have been received.
- It was noted that Michael Arnold, Executive Director and Steve Andryszewski, CFO met with the Assistant General Manager of LAHD to discuss the overall delay in receipt of funding, and to proposed to set up bridge funding for the Consolidated Plan. This would provide access to another cash source on April 1<sup>st</sup> so that funding would be available to agencies, and then LAHSA would repay the bridge loan.

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

**8.0 Report on Programs & Evaluation Committee Meeting of September 16, 2011.**

Commissioner Buik gave the report:

- At the P&E Meeting, LAHSA staff made a recommendation to approve the Transition Age Youth (TAY) RFP, and there was a release of the Family Emergency Housing RFP.
- There was an update on agencies on probation, and HPRP report and a report regarding provider performance.

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

**9.0 Report on Policy & Planning Committee Meeting of September 16, 2011.**

Commissioner Buik gave the report:

- LAHSA staff reported at the Policy & Planning Meeting legislative updates at the federal, state and local level.

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

#### **10.0 Public Participation**

**Public Speaker:** Scott Chamberlain, Executive Director of the San Gabriel Valley Housing and Coordinating Council

Mr. Chamberlain noted that at a recent cluster meeting, a provider in SPA 3 discussed the challenges associated with the delay in receiving EFSP funding for the Winter Shelter Program. The provider stated that if the EFSP funding is not committed or the gap is not filled, they will not be able to operate this year.

Steve Andryszewski, CFO noted that EFSG funds originate from FEMA, and are not administered by LAHSA.

**Public Speaker:** Christy Saxton, First Place for Youth

Ms. Saxton noted the strong outcomes of the program, and thanked the Commission for approving the award for the TAY housing.

#### **Adjournment**

The meeting was adjourned at 11:06 a.m.