



# Los Angeles Homeless Services Authority

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

## MINUTES OF THE

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

Held March 17, 2010

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 Douglas Mirell, Chair.

#### Attendance

LAHSA Commissioners Present:

Douglas Mirell  
Ramona Ripston  
Larry Adamson

LAHSA Commissioners Absent

None

LAHSA Staff:

Michael Arnold, Executive Director  
Steve Andryszewski, Chief Financial Officer  
Daniel Fisher, Programs Unit Manager  
Erin Hollander, Board Liaison

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

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

#### 1.0 Review of Minutes held February 17, 2010.

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

**Motion:** Commissioner Ripston moved and Commissioner Mirell seconded approval of the minutes.

**Action:** The motion passed unanimously.

#### 2.0 Status report on cash balances, accounts receivable, accounts payable & programmatic and administrative YTD budget to actual.

Steve Andryszewski, Chief Financial Officer, reported: LAHSA continues to partner with its funders to ensure receivables are collected within an acceptable timeframe; aged payables are monitored to facilitate appropriate cash flow to service providers; and adequate cash balances are maintained to ensure LAHSA meets its administrative expenditure needs.

- Aged Payables:
  - 1-30 days past due amount relates to Women's Care Cottage which closed its operation in February of this year. Payment to the agency was being withheld until the completion of all final monitoring to ensure any disallowed costs could be recaptured. To date, all monitoring is complete and outstanding balances, less monitoring disallowances, have been paid.

- 31-60 days past due amount relates to a Shelter Partnership contract. This payable is related to a pending amendment to increase funding for this contract. To date, LAHSA has executed the amendment and the amount has been paid.
- 90 days past due amount relates to the U.S. Veterans' Initiative. LAHSA met with HUD and has identified savings from LAHSA's Supportive Housing Programs to be made available to cover the outstanding \$129K balance due.
- There was a brief discussion regarding variances in agency spending.

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

### **3.0 Update on status of property transfer – 8224 S. Broadway.**

Steve Andryszewski gave the report:

- An opportunity was presented by the Community Redevelopment Agency (CRA) to transfer the title of an existing CRA property to LAHSA to be utilized as temporary housing for families. The location of the property is 8224 South Broadway, Los Angeles, CA 90003.
- The LAHSA Commission approved the transfer of title from the CRA to LAHSA on February 26, 2010.
- The CRA Board was scheduled to hear the item on their meeting scheduled for March 18, 2010. It is expected that this item will be approved.
- LAHSA expects that the selected agency, EIMAGO will be able to begin property renovations in April, 2010.

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

### **4.0 Authorize the Executive Director to enter into agreements with the City of Los Angeles Housing Department for funding allocated to LAHSA for the 36<sup>th</sup> Consolidated Plan Year 2010-2011 (April 1, 2010 to March 31, 2011) as listed in the attachment.**

Daniel Fisher, Programs Unit Manager gave the report:

- Each year, LAHSA receives Community Development Block Grant (CDBG) and Emergency Shelter Grant (ESG) funding from the City of Los Angeles through the City's Consolidated Plan application to HUD, which funds a variety of programs and services that are provided to homeless persons in the City of Los Angeles.
- There was a brief discussion about the LAHSA programs that are funded by these agreements with the City. LAHSA recommends continuation of the programs for which funding was allocated by the City of Los Angeles for the 2010-11 Con Plan year starting April 1, 2010 and ending March 31, 2011. The renewal of these contracts will enable LAHSA to continue addressing the needs of homeless persons in the City.

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

**Motion:** Commissioner Adamson moved and Commissioner Mirell seconded the motion to authorize the Executive Director to enter into agreements with the City of Los Angeles Housing Department as presented.

**Action:** The motion passed unanimously.

### **5.0 Authorize the Executive Director to enter into renewal of contracts listed in attachment, subject to funding to be allocated by the City of Los Angeles to LAHSA for fiscal year 2010-2011, beginning April 1, 2010 and ending March 31, 2011.**

Daniel Fisher gave the report:

- There was a presentation of recommended contracts to be renewed for funding.

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

**Motion:** Commissioner moved Ripston and Commissioner Mirell seconded the motion to authorize the Executive Director to enter into renewal of contracts as presented. Commissioner Adamson abstained from all action on this item.

**Action:** The motion passed unanimously.

**5.1 Authorize the Executive Director to appropriately reduce the amount of compensation, or reduce the number of contracts in item 5.0, based on award amount granted by the City of Los Angeles, to ensure that the funding award does not exceed funding provided.**

Daniel Fisher gave the report:

- This item was presented as an adjunct to item 5.0.
- LAHSA staff recommended authorizing the Executive Director to make any necessary reductions in terms of compensation based on the amount of the award.

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

**Motion:** Commissioner Ripston moved and Commissioner Mirell seconded the motion to authorize the Executive Director to appropriately reduce the amount of compensation or number of contracts as presented. Commissioner Adamson abstained from all action on this item.

**Action:** The motion passed unanimously.

**6.0 Authorize the Executive Director to amend existing City Year Round Program (YRP) and New City Emergency Program (NCEP) and County Independent Living Program (ILP) and Emergency Shelter Services (ESS) contracts as listed in the attachment.**

Daniel Fisher gave the report:

- Every six months, LAHSA assesses agency spending and reallocates and reprograms funds based on need. Program expansion is a requirement in order to reallocate funding and the original awarded amount is restored when the contract is renewed.
- There was a presentation and brief discussion about savings from agencies to be reallocated as recommended by LAHSA staff.

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

**Motion:** Commissioner Adamson moved and Commissioner Ripston seconded the motion to authorize the Executive Director to amend existing City YRP, NCEP, ILP and ESS contracts as presented.

**Action:** The motion passed unanimously.

**7.0 Ratify the Executive Director's action terminating Contract Number 2009CDBG19 for convenience.**

Daniel Fisher gave the report:

- Under the 2009 Shelter & Services RFP, LA House of Ruth (LHR) was awarded \$87,000 to operate a transitional housing program for four families. LHR has been in the process of acquiring a new property to operate the program.
- Due to funding delays from other sources LHR has not been able to acquire the property and opening the program.
- LHR has made arrangements for other housing so that the program can be operational for the new program year which begins on April 1, 2010. Please refer to Agenda Item 5.0 which allocates funding for this new program year to LHR.
- So that funds for the current program year can be freed up and reallocated to other agencies serving the community before March 31, 2010 (see item 7.1), staff recommends that the Committee ratify the Executive Director's decision to terminate the current year contract.

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

**Motion:** Commissioner Ripston moved and Commissioner Mirell seconded the motion to ratify the Executive Director's action terminating said contract.

**Action:** The motion passed unanimously.

**7.1 Authorize the Executive Director to reallocate the remaining funds from said contract to the City Community Development Block Grant (CDBG) contracts listed in the attachment.**

Daniel Fisher gave the report:

- This item was presented as an adjunct to item 7.0.
- There was a presentation and brief discussion of the agencies who would be the recipients of the reprogrammed dollars from Contract Number 2009CDBG19, which is to be terminated for convenience.

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

**Motion:** Commissioner Ripston moved and Commissioner Adamson seconded the motion to authorize the Executive Director to reallocate the remaining funds from said contract (Item 7.0) to the CDBG contracts as presented.

**Action:** The motion passed unanimously.

**8.0 Authorize the Executive Director to enter into the purchase and sale agreement with St. John's Well Child and Family Center for the sale of the LAHSA owned property located at 818, 834, and 840 W. 58<sup>th</sup> Street, Los Angeles and remit the net proceeds to the Community Development Department of the City of Los Angeles per City Council motion 07-1851, dated June 8, 2007.**

Daniel Fisher gave the report:

- In 2004, LAHSA provided City of Los Angeles Community Development Block Grant (CDBG) funds to Women's Care Cottage (WCC) for the purchase of the three parcels of real property located at 818, 834, and 840 West 58<sup>th</sup> Street for the development of the Family Respite Center project. Subsequently, the agency was not able to raise sufficient matching funds for the capital development of the project and the property remained undeveloped and unused.
- In 2007, LAHSA took ownership of the property from WCC. A motion was passed by the Los Angeles City Council directing LAHSA to work with the Los Angeles Housing Department and the Community Development Department (CDD) to sell the property and return the proceeds of the sale as program income to the City's Community Development Fund.
- LAHSA has worked with the office of the Chief Legislative Analyst, CDD and the City's General Service Department to sell the property.
- Physical inspections for the financial appraisals are complete, escrow has been opened, and it is hoped that escrow will be able to close on or before the end of March, 2010.

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

**Motion:** Commissioner Adamson moved and Commissioner Ripston seconded the motion to authorize the Executive Director to enter into the purchase and sale agreement as stated and remit the net proceeds to the Community Development Department of the City of Los Angeles.

**Action:** The motion passed unanimously.

**8.0 Public Participation**

There were no requests for public participation.

Michael Arnold, Executive Director noted that on February 28, 2010, the Second African Methodist Episcopal Church honored LAHSA as Public Agency of the Year where LAHSA, the Commissioners and the Executive Director were commended for their service to ending homelessness.

**Adjournment**

The meeting adjourned at 2:42 p.m.