

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

Minutes of Meeting
April 15, 2009

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 2:05 p.m. by Howard Katz, Chair.

ATTENDANCE

LAHSA Commissioners Present:

Howard Katz
Antonio Manning
Larry Adamson

LAHSA Commissioners Absent

None

LAHSA Staff:

Rebecca Isaacs, Executive Director
Michael Arnold, Chief Operating Officer
Steve Andryszewski, Chief Financial Officer
Daniel Fisher, Contracts Unit Manager
Leslie Wise, Director of Policy & Planning
David Martel, Contracts Unit Manager
Keshia Douglas, Director of Administration
Erin Hollander, Executive Assistant

CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Roll was called and quorum was established at 2:05 p.m.

1.0 REVIEW MINUTES OF MEETING HELD FEBRUARY 18, 2009

MOTION: Commissioner Manning moved and Commissioner Adamson seconded approval of the February 18th 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 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.

Programmatic Budget to Actual reports indicate that spending for LAHSA's sub-recipients is generally in-line with expectations. In order to ensure proper management of the funding, staff continues to contact any service providers experiencing unusual spending patterns.

Update on the 2002 Supportive Housing Program (SHP) contract with the U.S. Veterans Initiative, Inc. (US Vets).

- LAHSA received formal notification on January 19, 2009 indicating that HUD would not fund the contract because the original award had expired.
- LAHSA submitted an appeal to HUD on February 26, 2009 requesting reinstatement of funding retroactive to March, 2008 and has received notification from HUD that the request is under review.

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

3.0 APPROVE RECOMMENDATION TO THE COMMISSION FOR THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH PENNY LANE CENTER IN AN AMOUNT NOT TO EXCEED \$53,000 TO FACILITATE A NO-COST EXTENSION TO CONTRACT NUMBER 2006ESF09

Dan Fisher made a staff recommendation that the Executive Director be given approval to enter into a new contract with Penny Lane Center for the period and amount indicated below:

- Penny Lane Center: Contract Amount - \$53,000, Contract period – March 1, 2009 to September 30, 2009

MOTION: Commissioner Adamson moved and Commissioner Manning seconded approval of staffs' recommendation.

ACTION: The motion passed unanimously.

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

4.0 **HOMELESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP): OVERVIEW AND UPDATE**

Leslie Wise gave an overview of the American Recovery and Reinvestment Act (ARRA) Homeless Prevention and Rapid Re-Housing Program. Leslie Wise reported on the application process, the projected funding to the LA CoC, administrative requirements, reporting and tracking, eligible participants, HPRP uses, eligible and ineligible activities, key activities and dates.

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

5.0 **PROGRAMMATIC AND FISCAL MONITORING UPDATE**

Steve Andryszewski gave a Sub-Recipient Fiscal Monitoring Report (Fiscal Year 08-09, Monitoring of 2007/2008 Fiscal Year Contracts) and David Martel, Contracts Unit Manager gave a program report:

- Staff reported that both fiscal and programmatic monitoring teams are currently conducting site visits and desk reviews of programs and are on schedule for timely completion by June 30, 2009.
- In response to the current economic climate, LAHSA has include additional review to its fiscal monitoring program designed to assess agencies' overall financial stability and readily identify potential financial liability to its contracted providers, LAHSA, and its funding partners.
- LAHSA continues to review and refine its technical assistance programs in order to address the current compliance and reporting needs of its agencies. Staff believes that agencies are realizing the benefits of these programs through increased understanding of compliance regulations and increased reliability of outcome data.

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

6.0 **CITY OF LOS ANGELES CONSOLIDATED PLAN UPDATE**

Steve Andryszewski reported:

- The 2009-2010 Consolidated Plan was approved by City Council on April 9, 2009 and has been sent to the Mayor's office for approval and implementation.
- LAHSA, working in conjunction with CRA and LAHD, is making preparations to execute contracts and provide funding to its service providers upon final approval from the Mayor's office.

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

PUBLIC PARTICIPATION

There were no public speakers.

ADJOURNMENT

The meeting adjourned at 3:14 pm.