



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 May 27, 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 9:03 a.m. by Commissioner Ripston, Chair.

Attendance:

LAHSA Commissioners Present:

Ramona Ripston, Chair
 Owen Newcomer, Vice Chair
 Larry Adamson
 Elise Buik
 Moctesuma Esparza
 Howard Katz
 Antonio Manning
 Cecil L. Murray
 Michael Neely

LAHSA Commissioners Absent:

Louisa Ollague

Attorneys Present:

Teresa Lujan, City Attorney

LAHSA Staff:

Steve Andryszewski, Chief Financial Officer
 Michael Arnold, Executive Director
 Stephani Hardy, Director of Policy & Planning
 Erin Hollander, Board Liaison
 Helen Lee, Funding Manager

Call to Order/Roll Call/Establishment of Quorum

Roll was called and quorum was established at 9:03 a.m.

- 1.0 Review and approve Special Commission minutes from April 29, 2011 and Special Commission minutes from May 6, 2011.**

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Neely to approve the minutes.

Action: The motion passed unanimously.

- 2.0 Consent Calendar**

2.1 Authorize the Executive Director to enter into a contract amendment with EIMAGO Year Round Program (YRP) Contract Number 2010YRP18 to increase the maximum amount of compensation by \$49,275 for contract period ending June 30, 2011.

2.2 Authorize the Executive Director to enter into an agreement to renew the line of credit with National Bank of California for an amount not to exceed \$1 million.

2.3 Approve quality evaluation results of the CalWORKs Emergency Shelter Services (ESS) Program Request For Proposals (RFP) and authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation or reduce the number of contracts.

2.4 Approve method and criteria for Executive Director's Annual Review.

2.5 Review and approve policy and procedure – LAHSA Funding Principles (NEW)

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

Items 2.3, 2.4 and 2.5 were removed from the Consent Calendar.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Neely to approve Items 2.1 and 2.2 of the Consent Calendar.

Action: The motion passed unanimously.

2.3 Approve quality evaluation results of the CalWORKs Emergency Shelter Services (ESS) Program Request For Proposals (RFP) and authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding to LAHSA is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation or reduce the number of contracts.

- There was a discussion regarding terms of probation.
- Michael Arnold, Executive Director noted that in June, 2011, LAHSA will be recommending a Probation Policy to the Commission which will contain information relevant to implications of agencies placed on probation and new and continued funding.

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

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Neely to approve quality evaluation results of the CalWORKs ESS Program RFP and authorize the Executive Director to enter into contracts as listed.

Action: The motion passed unanimously.

2.4 Approve method and criteria for Executive Director's Annual Review.

- There was a discussion regarding the evaluation criteria for the Executive Director's annual review. It was noted that the results of the review would be presented at the Commission Meeting in June, 2011.
- It was mentioned that a 360 degree review process might be considered in the future.

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Katz to approve the method and criteria for the Executive Director's Annual Review.

Action: The motion passed unanimously.

2.5 Review and approve policy and procedures – LAHSA Funding Principles (NEW)

Stephani Hardy, Director of Policy & Planning, gave the report:

- To ensure that funding priorities align with LAHSA's mission and best benefit the Los Angeles Continuum of Care, LAHSA is proposing Funding Principles Policy that includes recommendations from the Coordinating Council of the Los Angeles CoC; and have been approved by the LAHSA Board of Commissioners. This policy is to be used as guiding principles for awarding funding to providers and also to be used in the event that LAHSA receives reductions in funding.

- Ms. Hardy presented the proposed Policy including funding principles for the 2011-12 program year.
- These principles were presented to the P&P Committee and it was requested that staff add language to ensure that a community would not be disproportionately impacted by funding reductions.
- The Board made the following amendments to the policy:
 - Page 1 / Reductions: Consideration will be given to programs that are performing at higher levels within the program type (i.e. emergency shelters, access centers, transitional housing, ~~etc.~~ *permanent housing*)
 - Page 2 / Procedures / Reductions: ~~If required,~~ *The* recommendations will be submitted to the Board of Commissioners to be ratified.
 - Page 3 / Appendix 1 – LAHSA Funding Principles Policy: Addition: *Subject to funding and funding source, the following criteria will be applied.*
 - Page 3 / Appendix 1 – LAHSA Funding Principles Policy: Addition: *Application of this policy will not disproportionately disadvantage communities.*
 - Page 3 / Appendix I – LAHSA Funding Principles Policy: Fund programs that are cost effective; that reflect a local best practices cost per ~~bed~~ *unit*.
- Concerns were raised regarding the promotion of fair share funding distribution of homeless resources and whether it penalizes high performing communities rather than incentivizing communities that have not received funding previously.

Public Speaker(s): John Maceri, Executive Director, OPCC

Mr. Maceri noted his support of the funding principles, but expressed his concern with respect to the fair share funding distribution. He suggested that emphasis should be placed on building provider capacity.

Public Speaker(s): Margaret Willis, Senior Administrative Analyst, City of Santa Monica

Ms. Willis noted that the City of Santa Monica supports the intention of the principles presented, but expressed concern regarding the ways the principles may be applied.

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Manning to approve the LAHSA Funding Principles Policy with the stated amendments.

Action: The motion passed 9 to 1.

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.

- The Executive Director welcomed Commissioner Elise Buik to the LAHSA Board of Commissioners.
- **Continuum Planning**
 - There was a report on various meetings attended, including: TAY meeting to discuss transitional age youth programs, SPA-wide Meetings, Homeless Deputies Meetings, and a quarterly meeting of Home For Good at United Way Greater Los Angeles. Additionally, the Executive Director participated on a panel with New Directions Board of Directors to discuss future implications of the HEARTH Act, and the Federal Plan to end chronic and veteran homelessness.
- **Programs Update**
 - The Winter Shelter Program ended March 15, 2011.
 - A Community of Friends broke ground on two new housing developments which will provide 107 units of permanent supportive housing.
 - LAHSA, the County and the Sheriff's department met regard a community re-entry transition center for those recently released from prison.
- **Homeless Management Information System (HMIS)**
 - LAHSA has achieved over 50% bed coverage in family and single emergency shelters and family transitional housing facilities. This 50% goal allows LAHSA to participate in the Annual Homeless Assessment Report to Congress and provides points to the continuum in the SuperNOFA process.
- **Operations**
 - The Homelessness Prevention and Rapid Rehousing program is on track to meet the 60% spend down by the August, 2011 deadline.
 - The Executive Director welcomed new employee, Leanna Jackson, and acknowledged Doris Starling for her five year employee milestone with LAHSA.

4.0 Review and approve the release of the Transition Age Youth (TAY) Housing Stabilization Project Request For Proposals (RFP) for Supervisorial Districts 1 and 5.

Helen Lee, Funding Manager, gave the report:

- The County of Los Angeles has made approximately \$4.4 million of funding available for a housing stabilization project serving former foster care or probation youth (ages 18 to 21 at entry into program) who are homeless in the targeted geographic areas of Supervisorial Districts 1 and 5.

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

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the release of the TAY Housing Stabilization Project RFP for Supervisorial Districts 1 and 5.

Action: The motion passed unanimously.

5.0 Review and approve quality evaluation results and hear potential appeals of the Targeted Rapid Rehousing Program for Families Request For Proposals (RFP) and authorize the Executive Director to enter into contracts as listed in the attachment. In the event that funding to LAHSA 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:

- Ms. Lee reviewed the background of the Targeted Rapid Rehousing Program for Families RFP.
- In response to the RFP, two proposals were received, and both passed threshold. The proposals were reviewed under quality review and one received a fundable score: Volunteers of America. LAHSA staff automatically rescored the proposal that received an un-fundable score (YWCA) to ensure that the initial scores were valid. YWCA also received an un-fundable score in the second scoring of the proposal.

Public Speaker: Jim Hlawek, Volunteers of America

Currently Volunteers Of America administers an HPRP program countywide. Mr. Hlawek stated that funding will help successfully integrate what the agency is doing.

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Katz to approve the quality evaluation results of the Targeted Rapid Rehousing Program for Families RFP and authorize the Executive Director to enter into contracts as presented.

Action: The motion passed unanimously.

6.0 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.
- At the Finance, Contracts & Grants Management Meeting in June, staff will present a policy around probation and how it will relate to the funding principle policy adopted this morning.

Peace & Joy Care Center (PJCC)

- PJCC was placed on probation in 2009. PJCC's three SHP contracts have been terminated as of April 30, 2011 and final contract close-outs are in process. Remaining funds will be reallocated to service in the same area.

Public Speaker: Nora Rodriguez, PJCC

Ms. Rodriguez noted that all invoices have been submitted to LAHSA.

People Helping People (PHP)

- PHP continues to have financial capacity issues which lead to the agency's failure to comply with federal and state labor laws. The current contract closes June 30th. LAHSA's Emergency Response Team will ensure that clients will be redirected to other areas if necessary.

Special Service for Groups (SSG) - HPRP

- SSG-HPRP was placed on probation in December, 2010. LAHSA staff indicated that SSG-HPRP will remain on probation until the program is able to demonstrate that improvements can be sustained without the Interim Program Manager, Janet Kelly.

Public Speaker: Herb Hatanaka, Executive Director, SSG-HPRP Program

Concerns were raised regarding the conditions of probation. Mr. Hatanaka noted that there are currently no outstanding findings which have not been resolved. Mr. Hatanaka requested that the SSG-HPRP Program be removed from probation.

Michael Arnold, Executive Director noted that after Janet Kelly is removed as consultant, and the program continues to make progress, SSG-HPRP will be removed from probation.

Public Speaker: Herb Hatanaka, Executive Director, SSG-HPRP Program

Mr. Hatanaka noted that the success of the program is attributed to how it SSG-HPRP is organized internally. He noted his objection to LAHSA's direction of management and line staff at SSG.

Public Speaker: Janet Kelly, Interim Program Manager, SSG-HPRP Program

Ms. Kelly acknowledged Dr. Hatanaka and the team for taking her recommendations into consideration.

MJB Recovery

- LAHSA staff met with the Executive Director to discuss plans to bring the agency into sustained compliance.

7.0 Report on 2011-12 City and County Consolidated Plans and General Fund budget processes.

Steve Andryszewski, Chief Financial Officer, gave the report:

- While the City Consolidated Plan included a 17% cut to CDBG funding as part of the federal budget, the City has so far been able to keep cuts to homeless programs at 6%. However, the CFO expressed concerns that additional cuts may be necessary and would continue to report back to the Commission.
- With respect to ESG funding for the City and County, the federal government will allocate ESG funding to jurisdictions in two phases. Phase one will allocate funding consistent with FY2010 levels. Phase two, to be allocated in conjunction with the release of the HEARTH Act regulations, will provide additional funding to jurisdictions to implement these regulations.
- Mr. Andryszewski reported on the City General Fund process. The CFO noted that while the Mayor's budget reduced funding to LAHSA by 10%, prior year ESG savings and additional funding provided by CD9 will be utilized to partially offset these reductions. Specifically as they relate to the Year Round Emergency Shelter Program.
- The County Budget was discussed. All renewal funding was awarded at prior year amounts. Additional funding requested for the Winter Shelter Program was not awarded, pending further discussions with the County.

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

8.0 Report on Finance, Contracts & Grants Management Committee Meeting of May 19, 2011.

Commissioner Adamson gave the report:

- LAHSA staff reported at the FCGM Meeting that there were no significant variance issues.
- LAHSA will utilize its line of credit to cover the timing gap and fill in budget approvals.
- There was a status of agency audits.
- There was a report on programmatic and fiscal monitoring.
- There were two action items approved: authorization to extend EIMAGO's Year Round Emergency Shelter Program contract, and approval to enter into agreement with National Bank of California for LAHSA's line of credit.

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

9.0 Report on Special Personnel Committee Meeting of May 19, 2011.

Commissioner Adamson gave the report:

- The Personnel Committee met and discussed the criteria for evaluating the Executive Director's performance for annual review.

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

10.0 Report on Special Programs & Evaluation Committee meeting of May 25, 2011.

- There was no report.

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

12.0 Report on Special Policy & Planning Committee Meeting of May 25, 2011.

- There was no report.

13.0 Public Participation**Adjournment**

The meeting was adjourned at 11:40 a.m.