



# 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 June 25, 2010

The Los Angeles Homeless Services Authority Commission meeting, held in the LAHSA office, located at 453 S. Spring Street, 12<sup>th</sup> floor, Los Angeles, California, was called to order at 9:03 a.m. by Commissioner Katz, Chair.

#### Attendance:

##### LAHSA Commissioners Present:

Larry Adamson  
 Moctesuma Esparza  
 Howard Katz  
 Douglas Mirell  
 Cecil L. Murray  
 Owen Newcomer  
 Louisa Ollague  
 Ramona Ripston

##### LAHSA Commissioners Absent:

Antonio Manning

##### Attorneys Present:

Aleen Langton, County Counsel

##### LAHSA Staff:

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

##### 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 Commission minutes from May 28, 2010 and minutes from the Special Meeting of the Commission held on June 4, 2010.

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

**Motion:** It was moved by Commissioner Ripston and seconded by Commissioner Newcomer to approve both sets of minutes.

**Action:** The motion passed unanimously.

#### 2.0 Consent Calendar

##### 2.1 Approve the LAHSA 2009-10 final budget.

This item was removed from the consent calendar to be heard as a separate item.

##### 2.2 Approve the LAHSA 2010-11 annual budget.

This item was removed from the consent calendar to be heard as a separate item.

**2.3 Authorize the Executive Director to amend contract 2009YRP02 with New Image Emergency Shelter to add up to \$260,000 in City ESG funding, subject to funding approval.**

**2.4 Approve LAHSA policies and procedures.**

This item was removed from the consent calendar to be heard as a separate item.

- **Subrecipient Contract Budget Modification Review and Approval (New)**
- **Timekeeping and Payroll Processing (Revised)**
- **Issuance of Manual Payroll Checks (New)**
- **Record Retention (New)**
- **Record Destruction (New)**

**2.5 Authorize the Executive Director to enter into agreements with the appropriate County and City departments for funding listed in attachment 1, beginning July 1, 2010. Authorize the Executive Director to enter into agency contracts listed in attachment 2, subject to funding to be allocated by the City and County of Los Angeles to LAHSA for fiscal year 2010-11 starting July 1, 2010 and ending June 30, 2011. 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. Staff determined that administrative dollars associated with this funding are adequate to cover the administrative cost.**

**2.6 Authorize the Executive Director to enter into a supplemental contract with the Watts Labor Community Action Committee (WLCAC) up to the funding amount of \$222,421 to provide emergency shelter services to women and children from January 1, 2010 – August 31, 2010. Staff determined that administrative dollars associated with this funding are adequate to cover the administrative cost.**

**2.7 Authorize the Executive Director to enter into a supplemental contract with United States Veterans' Initiative (USVets) up to the funding amount of \$258,056 to provide transitional housing to veterans from April 1, 2010 – March 31, 2011. Staff determined that administrative dollars associated with this funding are adequate to cover the administrative cost.**

**2.8 Approve the Los Angeles Continuum of Care Funding Guiding Principles and Project Selection Criteria.**

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

**Motion:** It was moved by Commissioner Mirell and seconded by Commissioner Murray to approve items 2.3, 2.5, 2.6, 2.7 and 2.8 of the consent calendar.

**Action:** The motion passed unanimously.

Items 2.1, 2.2 and 2.4 were heard as separate items.

**2.1 Approve the LAHSA 2009-10 final budget.**

Steve Andryszewski, Chief Financial Officer, gave the report:

- At the Finance, Contracts & Grants Management Committee Meeting held on Thursday, June 17<sup>th</sup>, there was a request from the Committee to approve the LAHSA 2009-10 final budget with an amendment to correct and move specifically named programs to their broader category. "Year Round Shelter PATH" and "Salvation Army" have been changed to "Year Round Shelter – Downtown" and "Year Round Shelter – Hollywood."

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

**Motion:** It was moved by Commissioner Mirell and seconded by Commissioner Newcomer to approve the LAHSA 2009-10 final budget with the amendment.

**Action:** The motion passed unanimously.

## 2.2 Approve the LAHSA 2010-11 annual budget.

Steve Andryszewski, Chief Financial Officer, gave the report:

- At the Finance, Contracts & Grants Management Committee Meeting on Thursday, June 17<sup>th</sup>, there was a brief discussion regarding the administrative budget. There was a request from the Commission to report back with additional information regarding operation expenses.
- The CFO reported that the original line items for operations expenses in the 2010-11 budget included one-time costs associated with the LAHSA administrative office relocation. Because of a delay in the move-in schedule, these one-time expenses were carried forward from the 2009-10 budget.

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

**Motion:** It was moved by Commissioner Adamson and seconded by Commissioner Ripston to approve the LAHSA 2010-11 annual budget.

**Action:** The motion passed unanimously.

## 2.4 Approve LAHSA policies and procedures.

- **Subrecipient Contract Budget Modification Review and Approval (New)**

This item was approved at the Finance, Contracts & Grants Management (FCGM) Committee Meeting on Thursday, June 17, 2010.

- **Timekeeping and Payroll Processing (Revised)**

This item was approved at the FCGM Committee Meeting on Thursday, June 17, 2010.

- **Issuance of Manual Payroll Checks (New)**

This item was approved at the FCGM Committee Meeting on Thursday, June 17, 2010.

- **Record Retention (New)**

Steve Andryszewski, Chief Financial Officer, gave the report:

- At the FCGM Meeting on Thursday, June 17<sup>th</sup>, the Committee approved this item subject to Counsel final approval. The new policy has been reviewed by Counsel and has been approved.

- **Record Destruction (New)**

Steve Andryszewski, Chief Financial Officer, gave the report:

- At the FCGM Meeting on Thursday, June 17<sup>th</sup>, the Committee requested an amendment to section 14.2.1 of the Record Destruction Policy to include the word, "threatened": Suspension of Record Disposal in Event of **Threatened** Litigation or Claim." This item was approved subject to Counsel final review. The amendment has been made; the new policy has been reviewed by Counsel and has been approved.

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

**Motion:** It was moved by Commissioner Adamson and seconded by Commissioner Mirell to approve the LAHSA policies and procedures.

**Action:** The motion passed unanimously.

## 3.0 Executive Director's Report.

Michael Arnold, Executive Director, gave the report:

- **2010 SuperNOFA:** LAHSA staff has identified eligible projects for ranking, and has done outreach with housing authorities and expects them to provide recommended projects for Shelter Plus Care and/or SRO moderate rehab projects within the next several months. All projects submitted will be ranked and submitted with the grant application. The Continuum registration process will be completed as of today, and the actual HUD SuperNOFA is expected to be issued this summer.
- **Continuum Engagement:** LAHSA continues to actively participate in the San Gabriel Valley Homeless Plan Implementation Workgroup. LAHSA is participating with the Los Angeles Unified District to better integrate access to programs and services with households identified as homeless in schools.
- **Advocacy and Policy:** Michael Arnold introduced Stephani Hardy, LAHSA's new Director of Policy & Planning. She was the former Chief Executive Officer of the United States Veterans' Initiative. Mr. Arnold has joined the United Way's sponsored Business Leaders' Taskforce on Homelessness.

- **LAHSA Operations:** The Los Angeles Continuum's Homeless Management Information System (HMIS) continues to build on its momentum in getting shelters, and outreach components on-line. Scantron forms will be implemented Continuum-wide in July, which will give agencies the access to real-time inventories of shelter and transitional housing beds and improve agencies' ability to find available services throughout the Continuum.
- **July Funder Contracts:** LAHSA will execute the majority of the County funder agreements today, and cash will be available to agencies with July 1 County contracts on time. LAHSA staff is working with the City and is working to get City July 1 contracts executed by early next week. LAHSA staff is working to ensure that payments under July 1 contracts occur as soon as possible.

#### 4.0 Report on Finance, Contracts & Grants Management Committee Meeting of June 17, 2010.

Commissioner Mirell and Steve Andryszewski, Chief Financial Officer, gave the report:

- LAHSA staff is working with the City of Los Angeles on the finalization of closeouts for the March 31, 2010 contracts as well as closeout of contracts that end June 30<sup>th</sup>; and the start of new contracts that begin July 1<sup>st</sup>.
- Accounts Receivable 1-30 days and 31-60 days past due: these amounts are related to contracts that ended on March 31, 2010. LAHSA staff will continue to monitor this issue until these amounts are paid.
- Accounts Receivable (Current): these amounts are related to our 2010-11 contracts that began on April 1<sup>st</sup>. The CFO expressed his concern regarding the delay in HUD's release of funds to the City of Los Angeles and he addressed the potential fiscal impact on LAHSA-funded agencies. LAHSA has submitted cash requests for these agencies, and payments will be issued upon receipt of funding from the City of Los Angeles.
- 90 days past due amount relates to the U.S. Veterans' Initiative outstanding balance of \$129K. LAHSA staff continues to monitor and work to resolve the issue.
- Line of Credit: LAHSA has an established line of credit (LOC) to support administrative costs in the event that funding that has been approved for LAHSA has not yet been received. Due to a delay in the receipt of administrative funding authorized by the City of Los Angeles for grants with effective start dates of April 1, 2010, LAHSA has drawn down \$246,000 on its LOC to cover essential LAHSA operating costs. Through May 31<sup>st</sup>, LAHSA has accrued \$315 in interest on the outstanding balance. LAHSA will pay the outstanding balance on the line of credit in total within 24 hours of when adequate funding has been received.

#### 5.0 Report on Programs & Evaluation Committee Meeting of June 18, 2010.

Commissioner Ollague gave the report:

- Staff gave a presentation on City funded transitional housing program outcomes.
- Jeanette Rowe, Director of Homeless Services gave an update on the status of LAHSA's Emergency Response Team's efforts to assist families on Skid Row. Commissioner Ollague commended the LAHSA staff on the excellent work done in the Continuum.

#### 6.0 Report on Policy & Planning Committee Meeting of June 18, 2010.

Commissioner Newcomer gave the report:

- There was an update on the Federal Plan to End Homelessness, and a report on the Los Angeles Continuum of Care funding guiding principles and project selection criteria.

**Motion:** It was moved by Commissioner Newcomer and seconded by Commissioner Ripston to reconsider Item 2.8: Approve the Los Angeles Continuum of Care Funding Guiding Principles and Project Selection Criteria.

**Action:** The motion passed unanimously.

- Commissioner Newcomer requested that staff add a footnote to the funding principles and project selection criteria: "Projects must increase homeless permanent housing or permanent supportive housing bed capacity to the Los Angeles Continuum of Care."

**Motion:** It was moved by Commissioner Newcomer and seconded by Commissioner Ripston to approve the Los Angeles Continuum of Care Funding Guiding Principles and Project Selection Criteria with the stated amendment.

**Action:** The motion passed unanimously.

#### 7.0 Update on status of Federal Plan to End Homelessness.

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

- Ms. Hardy is delighted to join LAHSA's team as the new Director of Policy & Planning.
- Ms. Hardy is a board member of the National Coalition for Homeless Veterans, and recently attended the annual conference in Washington, D.C. to address specific issues impacting the distribution of VASH vouchers in Los Angeles.
- There was a report on the Federal Strategic Plan to Prevent & End Homelessness including key guiding principles, four key goals, and signature initiatives. LAHSA staff will provide an electronic copy of the Federal Plan to the Commissioners following the meeting.
- There was a brief discussion regarding best practice and model for developing Permanent Supportive Housing for homeless populations.

#### **8.0 Election of 2010-2011 Commission Chair and Vice Chair.**

The Commission Chair and Vice Chair have completed their one year term. There was a motion to elect Ramona Ripston as Chair and Owen Newcomer as Vice Chair for the 2010-11 term. Commissioner Ripston presented Commissioner Katz with a plaque in honor of his excellent service.

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

**Motion:** It was moved by Commissioner Newcomer and seconded by Commissioner Manning to elect Ramona Ripston as the incoming 2010-2011 Chair of the Commission.

**Action:** The motion passed unanimously.

**Motion:** It was moved by Commissioner Mirell and seconded by Commissioner Adamson to elect Owen Newcomer as the incoming 2010-2011 Vice Chair of the Commission.

**Action:** The motion passed unanimously.

#### **9.0 Public Participation**

##### **Dr. Michael Williams, President of the Los Angeles Regional Homeless Restoration Advisory Coalition (LARHRAC)**

Dr. Williams discussed the mission of the organization as well as successful developments of LARHRAC.

##### **Mickey McKinney, Consultant, First Place For Youth**

Ms. McKinney gave a report on the success of the transitional age youth cohort and thanked LAHSA for its support of the program.

#### **10.0 Notice of Closed Session – Conference with legal counsel – Existing litigation (Subdivision (a) of Government Code Section 54956.9)**

##### ***BARBARA COLEMAN v. COUNTY OF LOS ANGELES, ET AL.***

**Case Number: BC 421061**

**This lawsuit arises out of an alleged breach of contract and related tort action.**

#### **11.0 Report on Closed Session. No action items.**

##### **Adjournment**

The meeting was adjourned at 10:37 a.m.