



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 August 19, 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, 12th Floor, Los Angeles, California, was called to order at 2:02 p.m. by Douglas Mirell, Chair.

Attendance

LAHSA Commissioners Present:

Larry Adamson

Douglas Mirell

LAHSA Commissioners Absent:

Moctesuma Esparza

Ramona Ripston

LAHSA Staff:

Steve Andryszewski, Chief Financial Officer

Erin Hollander, Board Liaison

CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Roll was called and quorum was established at 2:02 p.m.

1.0 Review of Minutes held July 15, 2010.

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

Motion: Commissioner Adamson 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 (CFO), 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 Receivables: The amounts of \$136,266 (1-30 days past due) and \$20,045 (61-90 days past due) have been received from the City of Los Angeles (LAHD). All receivables have been paid with the exception of the County Homeless Services Fund which is expected to be received this week. Upon receipt, LAHSA will administer the funds to the service providers.
- Subrecipient Budget vs. Actual: Through June 30, 2010, the City Homelessness Prevention and Rapid Rehousing Program (HPRP) reports underspending. However, June was the beginning of the Program's Phase 2 which provides ongoing financial assistance to eligible clients. Therefore, LAHSA staff expects that the current underspent balance will be taken care of in the next four to five months.
- There was a discussion regarding variances in agency spending.

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

3.0 Update on status of line of credit usage.

Steve Andryszewski, CFO, gave the report:

- To date, LAHSA has received all administrative dollars from our funders and will pay the outstanding balance on the line of credit in total within 24 hours.

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

4.0 Update on status of HUD-OIG Audit - U.S. Veterans' Initiative.

Steve Andryszewski provided a status report on audits of a LAHSA funded agency conducted by the Office of Inspector General (OIG), which is the auditing arm of the U.S. Department of Housing and Urban Development (HUD):

U.S. Veterans' Initiative

- The audit report was released in September 2004. The liability resulting from the audit was approximately \$300,000.
- U.S. Vets is currently remitting monthly payments to HUD in the amount of \$2,000 and fully expects to retire the liability in full by spring 2013. Currently, the balance is \$70K.
- LAHSA will continue to monitor the situation to ensure payments are being remitted in a timely manner.

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

5.0 Authorize the Executive Director to enter into a contract with the L.A. Gay and Lesbian Center for an amount not to exceed \$59,000, subject to funding being allocated by the Third Supervisorial District of the County of Los Angeles to LAHSA for fiscal year 2010-11 starting September 1, 2010 and ending August 31, 2011. In the event that funding to LAHSA for this period is reduced, authorize the Executive Director to reduce the amount of contract compensation.

Steve Andryszewski, CFO, gave the report:

- The Third Supervisorial District has authorized funding for the Los Angeles Gay & Lesbian Center (LAGLC) to operate a six bed emergency overnight shelter program. This program is designed to prepare transitional age youth for placement into the LAGLC's Transitional Living Program in preparation for placement into a more permanent living situation.
- The Supervisor has provided \$59K to assist in funding this program through August 31, 2011.
- Currently there are no programmatic or fiscal compliance issues with this program.
- Staff has determined that administrative dollars associated with this funding are adequate to cover the administrative cost.

Motion: Commissioner Adamson moved and Commissioner Mirell seconded approval to authorize the Executive Director to enter into a contract with the L.A. Gay & Lesbian Center as presented.

Action: The motion passed unanimously.

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

6.0 Public Participation

There were no requests for public participation.

Adjournment

The meeting adjourned at 2:16 p.m.