

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

Minutes of Meeting
August 20, 2008

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 2:17p.m. by Howard Katz, Chair.

ATTENDANCE

LAHSA Commissioners Present:

Howard Katz
Antonio Manning

LAHSA Commissioners Absent

Larry Adamson

LAHSA Staff:

Michael Arnold, Chief Operating Officer
Steve Andryszewski, Chief Financial Officer
Victoria Saenz-Brown, Fiscal Monitoring and Compliance Officer
Christine Mirasy-Glasco, Director of Contracts and Grants Management
Daniel Fisher, Contracts Unit Manager
Mykisha Thomas, Executive Assistant

CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Roll was called at 2:13 pm and a quorum was established at 2:17 p.m.

1.0 REVIEW MINUTES OF MEETINGS HELD JULY 16, 2008

MOTION: It was moved by Commissioner Manning and seconded by Commissioner Katz to approve the minutes from 7/16/08.

ACTION: The motion passed unanimously.

2.0 APPROVE RECOMMENDATION FOR THE EXECUTIVE DIRECTOR TO ENTER INTO NEW CONTRACTS WITH SPECIFIED CONTRACTORS

Daniel Fisher reported that both programs would be funded by County Emergency Shelter Funds. The Salvation Army project would use the funds, in the amount of \$208,561, to develop and construct a new facility. The funds allocated to Ocean Park Community Center would be a new contract for the prior year savings of \$27,335. The funds would allow the program to continue operating.

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

MOTION: It was moved by Commissioner Manning and seconded by Commissioner Adamson to approve staff's recommendation.

ACTION: The motion passed unanimously.

3.0 STATUS REPORT ON CASH BALANCES, ACCOUNTS RECEIVABLE, ACCOUNTS PAYABLE & ADMINISTRATIVE YTD BUDGET TO ACTUAL

Steve Andryszewski reported on the cash balances, payables and outstanding cash requests. When reporting on the budget vs. actual, he reported that LAHSA has been awaiting a reply from our partners per our request for the funds to be carried over, as available, for this next year.

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

4.0 2008-2009 LAHSA BUDGET APPROVAL

Steve Andryszewski reported the variances between the 2007-2008 and current budget. He reported that our Programs budget has increased by \$1.4 million, while our administrative budget was cut by \$430,000. He explained that in order to manage the cut to the administrative budget, LAHSA eliminated some unfilled position as well as laid-off one employee.

Commissioner Katz recommended that the budget include an explanation of the budget cuts and where possible rollover funds could be used.

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

MOTION: It was moved by Commissioner Manning and seconded by Commissioner Katz to approve the 2008-2009 LAHSA budget, with the recommended additions.

ACTION: The motion passed unanimously.

5.0 **USE OF LINE OF CREDIT**

Steve Andryszewski reported that there was a drawdown from the line of credit of approximately \$142,000 for payroll, rent and utilities. He provided documentation that lists the grants that the funds were due from. He also reported that \$130,000 of that funding was received.

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

6.0 **STATUS ON FISCAL AND PROGRAM MONITORING**

Victoria Saenz-Brown reported the status of this year's monitoring. Next year, the fiscal department will be monitoring half of the agencies in person and the other half internally. All high risk and new agencies will be monitored in person.

Christine Mirasy-Glasco reported the status of this year's monitoring. The target date for clearance letters is August 31, 2008. She finally reported that the Contracts Department was currently completing risk assessments for all agency contracts.

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

PUBLIC PARTICIPATION

There were no public speakers.

ADJOURNMENT

The meeting adjourned at 3:05 p.m.