



# 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 AUGUST 28, 2009

The Los Angeles Homeless Services Authority Commission meeting held in the Los Angeles Homeless Services Authority office, located at 453 S. Spring Street, 12<sup>th</sup> floor, Los Angeles, California, was called to order at 9:06 a.m. by Howard Katz, Chair.

### ATTENDANCE

LAHSA Commissioners Present:

Howard Katz  
 Ramona Ripston  
 Douglas Mirell  
 Cecil L. Murray  
 Owen Newcomer  
 Louisa Ollague

LAHSA Commissioners Absent:

Larry Adamson  
 Antonio Manning

Attorneys Present:

Aleen Langton, County Attorney

LAHSA Staff:

Michael Arnold, Executive Director  
 Daniel Fisher, Programs Unit Manager  
 David Martel, Programs Unit Manager  
 Mahvish Jafri, Funding Manager  
 Erin Hollander, Board Liaison

### CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Roll was called and quorum was established at 9:07 a.m.

## 1.0 CONSENT CALENDAR

### 1.1 REVIEW AND APPROVE COMMISSION MINUTES FROM JULY 24, 2009 COMMISSION MEETING

### 1.2 REVIEW AND APPROVE LAHSA POLICY & PROCEDURE

- ASSET & IT EQUIPMENT INVENTORY AND DISPOSAL POLICY (REVISED)
- GRANT ADMINISTRATION POLICY (NEW)

### 1.3 AUTHORIZE THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE THE PURCHASE AND SALE AGREEMENT AND ANY OTHER DOCUMENTS NECESSARY TO EFFECT THE SALE AND TRANSFER OF THE LAHSA-OWNED REAL PROPERTY LOCATED AT 818, 834 AND 840 WEST 58TH STREET SUBJECT TO ALL APPROPRIATE CDBG AND CITY COMPLIANCE REQUIREMENTS

**1.4 AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH GRAMERCY HOUSING GROUP IN AN AMOUNT NOT TO EXCEED \$87,000.00 FOR THE PROVISION OF TRANSITIONAL HOUSING TO HOMELESS FAMILIES**

**1.5 APPROVE RECOMMENDATION TO THE COMMISSION FOR THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT AMENDMENT WITH ADSYTECH, INC TO INCREASE THE MAXIMUM AMOUNT OF COMPENSATION BY \$76,728 TO FACILITATE AN ADDITIONAL SCOPE OF WORK TO CONTRACT NUMBER 2009ADSYTECH HMIS**

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

**MOTION:** It was moved by Commissioner Newcomer and seconded by Commissioner Ripston to approve the consent calendar.

**ACTION:** The motion passed unanimously.

**2.0 EXECUTIVE DIRECTOR'S REPORT**

Michael Arnold, Executive Director, gave the report:

- Homeless Prevention and Rapid Rehousing Program (HPRP): the City of Los Angeles has received \$28M in HPRP funding and has requested that LAHSA solicit proposals for Rapid Re-housing and Homeless Prevention Programs. The release of the RFP's were released and will be reviewed later in today's session. HUD recently released the system requirements for HMIS, and LAHSA is focused on developing training programs for the HMIS system to be available on October 1, 2009. In addition, the City applied to the State for an additional \$1.6 million and the County applied for an additional \$500,000 in HPRP funding. LAHSA is currently working with City and County Agencies to integrate current information systems with the HMIS system.
- 2009 SuperNOFA: The Continuum has completed the registration process, although the SuperNOFA has not yet been issued by HUD. The anticipated release of SuperNOFA is within the next week at which point LAHSA will identify available funding for projects and how to make that available to the continuum.
- Continuum Engagement & Planning: LAHSA is working with the City of Los Angeles in developing a 10 Year Plan. We are meeting with the Mayor's office's Housing Cabinet to collaborate on the strategies and action plan that will be announced in the next month or so. LAHSA is continuing to work with the County's Homeless Deputies around the Winter Shelter Program. LAHSA received a significant amount of proposals for the Winter Shelter Program; none were received in a new area and the program will likely continue in its existing sites. LAHSA will return to the Commission with the recommendations relative to the Winter Shelter Program.

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

**3.0 APPROVE THE CHANGE OF SCHEDULE FOR THE REGULAR MONTHLY POLICY & PLANNING COMMITTEE MEETING TO THE THIRD FRIDAY OF THE MONTH AT 10:00 A.M.**

Commissioner Katz, Commission Chair presented the changes to the regularly scheduled meeting time of the Policy & Planning Committee Meeting.

- The regularly scheduled monthly meeting of the Policy & Planning Committee will change to occur directly following the adjournment of the Programs & Evaluation Committee on the third Friday of every month. This change will accommodate the needs of the Commissioners and will facilitate quorum.

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

**MOTION:** It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the change of schedule for the regular monthly Policy & Planning Committee Meeting.

**ACTION:** The motion passed unanimously.

4.0 **AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH THE CITY OF LOS ANGELES AND COUNTY OF LOS ANGELES REGARDING THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM UP TO THE AMOUNTS ALLOCATED TO LAHSA BY THE CITY AND COUNTY OF LOS ANGELES AND AS LISTED IN ATTACHMENT 4.0**

David Martel, Programs Unit Manager gave the report:

- On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act (ARRA) into law, providing \$1.5 billion to the Department of Housing and Urban Development (HUD) for the Homelessness Prevention and Rapid Re-housing Program (HPRP).
- LAHSA staff is recommending that the Commission authorize the Executive Director to enter into contracts with the City and County of Los Angeles up to the funding amounts allocated by the City and County to administer the HPRP Program through June 30, 2009. In the event that funding allocated by the City and/or County 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, as deemed appropriate by the Executive Director, to ensure funding awarded does not exceed funding provided.
- LAHSA requested an amendment to the original recommendation. At the time this recommendation was prepared, LAHSA anticipated receiving \$19 million. Currently, the City anticipates receiving \$29 million. In addition, LAHSA requested that the term begin on the contract effective date.

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

**MOTION:** It was moved by Commissioner Mirell and seconded by Commissioner Ripston to authorize the Executive Director to enter into said contracts with the amendment to the original recommendation that the term begin on the contract effective date

**ACTION:** The motion passed unanimously.

5.0 **APPROVE QUALITY EVALUATION RESULTS AND APPEALS FROM LOS ANGELES CITY: HOMELESSNESS PREVENTION AND RAPID RE-HOUSING (HPRP) REQUEST FOR PROPOSALS (RFP) AND AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH SELECT AGENCIES AS LISTED IN ATTACHMENT 5.0**

Mahvish Jafri, Funding Manager gave the report:

- On July 8, 2009, LAHSA released the Los Angeles City Homelessness Prevention and Rapid Re-housing RFP. In response to the RFP, a total of eight (8) proposals were received prior to the deadline of August 4, 2009. The eight proposals were reviewed for the threshold criteria as specified in the RFP, and all proposals met threshold criteria. The proposals were then reviewed for quality as specified in the RFP based on the following criteria: Program Design, Proposer Capacity & Experience, Program Budget and Financial Stability, Proposer Past Performance, Continuum Integration and HMIS Participation.
- LAHSA staff recommends that the Commission authorize the Executive Director to enter into contracts with People Assisting The Homeless (PATH), Special Service for Groups and L.A. Family Housing for Rapid Re-housing Regional Coordination Projects; PATH for Rapid Re-housing Vehicular Outreach Project; and Los Angeles Legal Aid Foundation for a Homelessness Prevention Project for a total amount up to \$16,961,071, subject to the funding amount allocated by the City of Los Angeles to LAHSA.

The first of two appeals were made to the Commission on behalf of Bet Tzedek.

**BET TZEDEK APPEAL:**

Bet Tzedek submitted a Process and Outcomes Appeal after being notified of award recommendations, specifying that LAHSA failed to abide by its established procedures; that scoring did not reflect the unique nature of the proposal, and that the scoring reflected a misunderstanding of the geographic and substantive scope of the project.

- LAHSA staff responded to this appeal: procedures were reviewed and no basis was noted for the process appeal. LAHSA noticed in the proposal that the geographic areas covered did not represent all of the City of Los Angeles and the proposal budget request did not include a request for the financial assistance portion of the program which is a requirement of the program.

**Public Speaker(s): Mitch Kamin, President & CEO of Bet Tzedek Legal Services**

Mr. Kamin filed the appeals in order to preserve rights for their agency, but he presently withdrew the Process Appeal. Regarding the Outcomes Appeal, he wished to correct substantive misunderstandings of the proposal. With respect to the geographic scope: when the interim results came forward, the service area of their program did not reflect the citywide nature they proposed in the substance of their proposal. On August 19, they submitted a letter of clarification that stated in terms of city council districts, "Bet Tzedek has a presence throughout the city and county of Los Angeles". In terms of service planning areas, the letter stated, "Bet Tzedek's Homelessness Prevention Project will assist tenants throughout the entire city". He believes the geographic scope was interpreted too narrowly and should be reviewed by the Commission.

In addition, with respect to administering the financial aspect and rental assistance, Bet Tzedek has two key partners in this project who are included to administer that part of the program: PATH and Jewish Family Services. Having reviewed the budget, their request reflected the direct staffing cost that would be available under the proposal and did not reflect the amount that would be distributed directly to tenants. It was not included in the staffing budget, but Mr. Kamin felt there could be no misunderstanding from the narrative of the proposal that administering the financial assistance was clearly a central part of the proposal. The extent to which the scoring was based on BT not including those numbers in the operating budget – suggests the legitimate basis of the appeal.

**LAHSA Staff Response to Mitch Kamin (Bet Tzedek): Mahvish Jafri, Funding Manager and Michael Arnold, Executive Director**

With respect to geographic scope: LAHSA staff did receive the letter from Bet Tzedek; however Condition D in the RFP states, "The proposal must set forth full, accurate and complete information as required by this RFP. No changes or additions are allowed after the proposal deadline." Therefore, reviewers are required to score on what was included in the RFP. Unfortunately, the proposal was completed and specified geographic coverage that did not cover major parts of the city. In addition, the budget request did not include any funding for the actual payment of benefits under this program. The RFP also requires that the budget must match the narrative, and Bet Tzedek lost points on their proposal as a result of these and other factors.

**Public Speaker(s): Mitch Kamin, President & CEO of Bet Tzedek Legal Services**

Response: Does not think it is proper to rely on a technicality and it would be unfortunate that the technical reasons prohibited an innovative program from being funded.

**Public Speaker(s): Christian Abasto, Legal Aid Foundation of Los Angeles**

Mr. Abasto spoke on the proposal submitted by the Legal Aid Foundation, Neighborhood Legal Services, Inner City Law Center, New Economics for Women and LAMP and spoke about the L.A. City Homeless Prevention Program and how the program will provide combined legal assistance and case management to the homeless and persons with low income.

**Public Speaker(s): Yvonne Mariajminez, Deputy Director of Neighborhood Legal Services**

Ms. Mariajminez spoke as one of the collaborative partners in the consortium with the Legal Aid Foundation of Los Angeles. She echoed the sentiment of Mr. Abasto and spoke about the innovative nature of the proposal and she feels that given the operation they are running in LA, they see over 20,000 in eviction matters. She believes it will be an effective project that will be well served in the city of Los Angeles.

**Public Speaker(s): Greg Spiegel, Inner City Law Center, Director of Public Policy & Communications**

Mr. Spiegel discussed the program proposal for Inner City Law Center. It is a partnership of three free eviction prevention, legal services groups in the city that currently does more eviction prevention than any other legal services in Los Angeles County. He spoke briefly about the positive attributes of the program and asked that the Commission consider the relatively quick turnaround time in the RFP process when making the decision about which programs to award.

**Public Speaker(s): Paul Freese, Public Counsel Law Center, Director of Litigation and Advocacy**

Mr. Freese stated that Public Counsel Law Center is the largest provider of pro bono legal services in the country. They were partnering with Bet Tzedek, PATH and Jewish Family Services on the proposal. He discussed the leveraging capacity of Bet Tzedek's proposal that distinguishes the power of the particular proposal. He

discussed the sustainability issue and how this program would address this facet as well as preventing eviction itself.

**LAHSA Staff Response: Mahvish Jafri and Michael Arnold**

Mr. Arnold stated that while LAHSA would have liked to fund multiple agencies, there are limited administrative dollars. To the extent that LAHSA can minimize the number of contracts LAHSA is able to maximize the amount of funding available to program beneficiaries. LAHSA's recommendation is to make contract awards that cover the entire city of Los Angeles. Ms. Jafri noted that while both proposers were well respected, the process is a competitive award.

The second appeal was made to the Commission on behalf of EIMAGO.

**EIMAGO APPEAL:**

EIMAGO submitted an Outcomes Appeal after being notified of award recommendations, specifying that the reviewers were measuring the proposal against the idea of the "Housing First Model." In addition, EIMAGO is challenging LAHSA's process and the issue of reviewer bias.

- LAHSA staff responded by noting the reviewers felt EIMAGO's proposal did not reflect an understanding of the program design. Rapid Re-housing is a Housing First Model. EIMAGO's proposal did not address serving the target population specified in the RFP. As to the potential for reviewer bias, LAHSA selected three individual reviewers at three separate agencies who signed contracts barring conflict of interest. When LAHSA received EIMAGO's appeal, the scores were analyzed for variation in scores in order to rule out bias. It was determined that there was no significant difference in either individual categories or in the total of the reviewers' scores. Each reviewer independently came to the similar scores.

**Public Speaker(s): Carrie Gatlin Sigueros, Union Rescue Mission/EIMAGO, VP of Government Relations and Special Projects**

Ms. Gatlin Sigueros spoke on behalf of EIMAGO and Union Rescue Mission. She requested that the Outcomes Appeal be changed to a Process Appeal. She spoke about her concern that reviewers had a personal agenda in evaluating the proposal. In addition, she mentioned that the EIMAGO proposal does include a Housing First Model when appropriate. EIMAGO is challenging LAHSA's process in that the reviewers seemed to have personal bias and seems to have skewed the scoring.

**Public Speaker(s): Stephanie Klasky-Gamer, LA Family Housing, President & CEO**

LA Family Housing is being recommended as the regional coordinating agency for the San Fernando Valley under the rapid re-housing program. Ms. Klasky-Gamer acknowledged and thanked LAHSA for taking on this new program. LA Family Housing looks forward to working in a cooperative and flexible way. In addition, while the rapid re-housing program is an expansion of what LA Family Housing is doing, it adds a 10% increase in administrative cost to the agency. She recognized that the program brings great opportunity to the City of Los Angeles.

**MOTION:** It was moved by Commissioner Newcomer and seconded by Commissioner Murray to approve the quality evaluation results as presented by staff and to authorize the Executive Director to enter into said contracts.

**ACTION:** The motion passed unanimously.

**6.0 APPROVE QUALITY EVALUATION RESULTS AND APPEALS FROM TARGETED INDEPENDENT LIVING PROGRAM (ILP) REQUEST FOR PROPOSALS (RFP) AND AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH SELECT AGENCIES AS LISTED IN ATTACHMENT 6.0**

Mahvish Jafri, Funding Manager gave the report:

- On June 26, 2009, LAHSA released a 2009 Independent Living Program Targeted Transitional housing Projects RFP. This RFP was targeted towards providers in the Antelope Valley, San Fernando Valley and/or San Gabriel Valley. In response to the RFP, a total of six (6) proposals were received prior to the deadline on July 15, 2009. The six proposals were reviewed for satisfaction of the threshold criteria as specified in the RFP. Five (5) proposals passed threshold and were reviewed for quality as specified in the RFP.
- Based on the results of the quality reviewers and scores, LAHSA staff recommends that the Commission authorize the Executive Director to enter into contracts with St. Anne's Maternity Home, Penny Lane Center's Armargosa and Gresham project for the Independent Living Program up to the funding amount allocated by the County of Los Angeles to LAHSA.

**Public Speaker(s): Mara Pelsman, Gateways Hospital, Executive Director**

Ms. Pelsman stated that Gateways Hospital has been providing homeless services to the Los Angeles community for the last seven years, and is currently looking to increase the existing contract with LAHSA from 8 to 14 beds. Ms. Pelsman outlined the Gateways many services and stated that they looked forward to increasing the working relationship with LAHSA in serving the at-risk populations in a one stop housing program with maximization of the clients served.

There was a question from the Commission about why LAHSA does not divide the funding and award an amount to each proposer. Michael Arnold, Executive Director responded that each program is different, and when the budget is changed, the overall program is changed and this can have an adverse impact on effectiveness.

**MOTION:** It was moved by Commissioner Murray and seconded by Commissioner Newcomer to approve the quality evaluation results as presented by staff, and to authorize the Executive Director to enter into said contracts.

**ACTION:** The motion passed unanimously.

7.0 **APPROVE THE RECOMMENDATION THAT THE EXECUTIVE DIRECTOR RETAIN THE SERVICES OF CB RICHARD ELLIS REAL ESTATE BROKERS TO EXPLORE POSSIBLE LOCATIONS LAHSA MAY CONSIDER RELATIVE TO THE JUNE 30, 2010 EXPIRATION OF THE CURRENT LEASE AT 453 SOUTH SPRING ST. LOS ANGELES**

Daniel Fisher, Programs Unit Manager gave the report:

- In June 2005, LAHSA signed a five year lease for our current office space which will expire on June 30, 2010. LAHSA formed a Site Selection Committee comprised of senior management staff who interviewed five commercial real estate brokers serving the Downtown Los Angeles area.
- LAHSA staff recommends to the Commission that the Executive Director retain the services of CB Richard Ellis Real Estate Brokers to explore possible locations LAHSA may consider relative to the June 30, 2010 expiration of the current lease at 453 S. Spring Street, Los Angeles. This agreement will exclude any properties provided by the City or County and these services will be provided at no cost to LAHSA.
- The Commission requested that the agreement be amended to exclude the retention of the current office space from consideration.

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

**MOTION:** It was moved by Commissioner Ripston and seconded by Commissioner Murray to authorize the Executive Director to enter into contracts with CB Richard Ellis with the amendment that LAHSA exclude from the agreement the option of keeping its current office space.

**ACTION:** The motion passed unanimously.

8.0 **APPROVE THE RECOMMENDATION THAT THE EXECUTIVE DIRECTOR RETAIN THE SERVICES OF CB RICHARD ELLIS REAL ESTATE BROKERS TO EXPLORE POSSIBLE LOCATIONS FOR AGENCIES TO USE AS WINTER SHELTERS**

Daniel Fisher gave the report:

- The facilities housing LAHSA's Winter Shelter Program (WSP) have included industrial warehouse spaces, National Guard Armories and shelter facilities owned or under long term lease by our providers. WSP providers have been responsible for locating and securing leases for warehouse space in areas where armories or other facilities are not available. In the 2008-2009 WSP program year, our agencies were paying an average of 150-200% of the current market rate. Additionally, LAHSA pays the State of California a high rental rate for the use of the armories which are less than optimal facilities for WSP operation. Given these challenges, the Site Selection Committee has selected a real estate firm to provide possible options for leasing spaces for the WSP.
- LAHSA staff recommends to the Commission that the Executive Director retain the services of CB Richard Ellis Real Estate Brokers to explore possible location for agencies to use as Winter Shelters. These services will be provided at no cost to LAHSA.

- The Commission requested that the agreement be amended to exclude any site that has been previously used as a Winter Shelter Program (WSP) site or other shelter site by a LAHSA.

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

**MOTION:** It was moved by Commissioner Ripston and seconded by Commissioner Murray to authorize the Executive Director to retain the services of CB Richard Ellis with the amendment that LAHSA exclude from the agreement any site which has been used as a WSP site or any other LAHSA agency shelter site.

**ACTION:** The motion passed unanimously.

**9.0 REPORT ON FINANCE, CONTRACTS & GRANTS MANAGEMENT COMMITTEE MEETING OF WEDNESDAY, AUGUST 19, 2009**

Commissioner Mirell gave the report:

The items from the FCGM Meeting were addressed by approval of the consent calendar. Commissioner Mirell discussed the report on line of credit usage. Steve Andryszewski, Chief Financial Officer confirmed that as of August 8, 2009, LAHSA had an outstanding balance of \$210,000 on its line of credit. LAHSA has received the grant agreements and that when reimbursements are received, this will eliminate the balance on the line of credit. Commissioner Mirell addressed the status of the HUD OIG Audits that were discussed in the FCGM Committee Meeting.

**10.0 REPORT ON PROGRAMS & EVALUATION COMMITTEE MEETING OF FRIDAY, AUGUST 21, 2009**

Commissioner Newcomer gave the report:

No reportable action at this time.

**11.0 REPORT ON POLICY AND PLANNING COMMITTEE MEETING OF FRIDAY, AUGUST 21, 2009**

Commissioner Newcomer gave the report:

There were several reports on advocacy efforts and the methodology and process of the 2009 Greater Los Angeles Homeless County. The Homeless Count numbers should be released in the next 30 days.

**12.0 PUBLIC PARTICIPATION**

There were no requests for Public Participation.

**13.0 NOTICE OF CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (SUBDIVISION (a) OF GOVERNMENT CODE SECTION 54956.9)**

***LYDIA ZERNE, ET AL. v. THE LOS ANGELES HOMELESS SERVICES AUTHORITY, ET AL. CASE NUMBER: CV 09-05146***

There was no reportable action on this item.

**ADJOURNMENT**

The meeting was adjourned at 11:14 a.m.