



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 SEPTEMBER 16, 2009

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 2:12 p.m. by Douglas Mirell, Chair.

ATTENDANCE

LAHSA Commissioners Present:

Douglas Mirell
Ramona Ripston

LAHSA Commissioners Absent

Larry Adamson

LAHSA Staff:

Michael Arnold, Executive Director
Steve Andryszewski, Chief Financial Officer
Keshia Douglas, Director of Administration
David Martel, Programs Unit Manager
Erin Hollander, Board Liaison

CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

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

1.0 REVIEW MINUTES OF MEETING HELD AUGUST 19, 2009

MOTION: Commissioner Ripston 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 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.

- The Aged Payables report shows an amount which is 90 days past due. This amount originated from a HUD Supportive Housing Program (SHP) contract with US Vets. This grant has been deobligated by HUD and LAHSA has made a formal appeal to reinstate this funding. The appeal is currently under review by HUD headquarters in Washington and there are no new developments since the prior committee meeting.

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

3.0 REPORT ON STATUS OF 2008-2009 CLOSEOUT OF CITY AND COUNTY PARTNER CONTRACTS

Steve Andryszewski gave the status report of the 2008-2009 closeouts with the Los Angeles City and County partner contracts.

- Contracts with the City and County of Los Angeles close on June 30, 2009. All contract closeouts were submitted in a timely manner by deadline on August 31, 2009.
- Both the City and County contracts included funding for the 2009 Greater Los Angeles Homeless Count; therefore, the City and County have extended the HC09 portion to September 30, 2009, at which point all contracts will be fully closed.

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

4.0 REPORT REGARDING UPDATE ON LINE OF CREDIT USAGE

Steve Andryszewski reported on the line of credit usage through September 8, 2009:

- As of September 8, 2009, LAHSA has received all outstanding cash requests from funders and has paid down the line of credit in full.

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

5.0 AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND AND EXECUTE THE EXISTING CONTRACT WITH THE LOS ANGELES HOUSING DEPARTMENT (LAHD) UP TO THE FUNDING AMOUNT OF \$9,540,603 TO PROVIDE FINANCIAL ASSISTANCE UNDER THE RAPID RE-HOUSING PROGRAM FROM OCTOBER 1, 2009 TO SEPTEMBER 30, 2012

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 Homeless Prevention and Rapid Re-housing Program (HPRP). The purpose of the HPRP is to provide temporary financial assistance and services to either prevent individuals and families from becoming homeless or help those who are experiencing homelessness to be quickly re-housed and stabilized.
- LAHSA staff recommends authorizing the Executive Director to enter into a contract with the City of Los Angeles for the HPRP program up to the funding amount of \$9,540,603 to provide financial assistance under the Rapid Re-housing Program from October 1, 2009 to September 30, 2012. In the event that funding allocated by the City of Los Angeles for this period is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation to ensure funding awarded does not exceed funding provided.
- There was a request for revision with an amendment to include the following: *"Consistent with LAHSA policies, staff has ensured that sufficient administrative funds are available from the City to administer the contract"*.

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

MOTION: Commissioner Mirell moved and Commissioner Ripston seconded the approval of the execution of the said contract with the stated amendment.

ACTION: The motion passed unanimously.

6.0 AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH THE HOUSING AUTHORITY OF THE CITY OF LOS ANGELES (HACLA) UP TO THE FUNDING AMOUNT OF \$9,540,603 TO PROVIDE FINANCIAL ASSISTANCE UNDER THE RAPID RE-HOUSING PROGRAM FROM OCTOBER 1, 2009 TO SEPTEMBER 30, 2012

David Martel gave the report:

- LAHSA staff recommends authorizing the Executive Director to enter into a contract with HACLA for the HPRP program as described. HPRP is a program that will significantly benefit the Los Angeles Continuum of Care (CoC) as it will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless but for this assistance. In the event that funding allocated by the City to LAHSA for this period is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation to ensure funding awarded does not exceed funding provided.

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

MOTION: Commissioner Ripston moved and Commissioner Mirell seconded the approval to authorize the Executive Director to enter into the contract with the Housing Authority of the City of Los Angeles (HACLA).

ACTION: The motion passed unanimously.

7.0 AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO CONTRACTS WITH THE CITY OF ALHAMBRA AND THE CITY OF HUNTINGTON PARK REGARDING THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP) UP TO THE AMOUNTS ALLOCATED TO LAHSA BY THE CITY OF ALHAMBRA AND THE CITY OF HUNTINGTON PARK AS LISTED IN ATTACHMENT

Steve Andryszewski gave the report:

- LAHSA staff recommends authorizing the Executive Director to enter into contracts with the City of Alhambra and the City of Huntington Park for the HPRP programs. HPRP is a program that will significantly benefit the Los Angeles Continuum of Care (CoC) as it will provide temporary financial assistance and housing relocation and stabilization services to individuals and families who are homeless or would be homeless but for this assistance.
- In the event that funding allocated by the City of Alhambra or the City of Huntington Park 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.
- There was a request for revision with an amendment to include the following: *“Consistent with LAHSA policies, staff has ensured that sufficient administrative funds are available from the City to administer the contract”*.

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

MOTION: Commissioner Ripston moved and Commissioner Mirell seconded the approval to authorize the Executive Director to enter into contract with the stated amendment.

ACTION: The motion passed unanimously.

8.0 AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO AGREEMENTS WITH THE APPROPRIATE COUNTY DEPARTMENTS: CEO, DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPS), DEPARTMENT OF COMMUNITY AND SOCIAL SERVICES (CSS), AND/OR DEPARTMENT OF CONSUMER AFFAIRS (DCA), SUBJECT TO FUNDING BEING ALLOCATED BY THE CITIES OF ALHAMBRA AND HUNTINGTON PARK TO LAHSA FOR SERVICES UNDER THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

Steve Andryszewski gave the report:

- LAHSA is the designated contractor that receives funding and arranges for services. The County will deliver the services, and LAHSA will be the conduit to pay the County for delivering services in those jurisdictions.
- LAHSA recommends authorizing the Executive Director to enter into said contracts in order to disburse funding for the programs.
- There was a request for revision with an amendment to include the following: *“Subject to County Counsel approval of the agreement as to form.”*

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

MOTION: Commissioner Ripston moved and Commissioner Mirell seconded the approval to authorize the Executive Director to enter into contract with the stated amendment.

ACTION: The motion passed unanimously.

9.0 AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND THE STREETS OR SERVICES (SOS) CONTRACT WITH THE CITY OF LOS ANGELES UP TO THE AMOUNT OF \$500,000 IN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) FUNDING

David Martel gave the report:

- The City of Los Angeles' Streets Or Services (SOS) program complements the Safer City Initiative program in Skid Row. It is a collaborative program that brings together the Los Angeles Police Department, Office of the City Attorney, LAHSA, Weingart Center Association and its collaborative partners.
- LAHSA staff recommends authorizing the Executive Director to enter into a contract with the City of Los Angeles for the SOS Program. SOS is a program that will significantly benefit the Skid Row area of Downtown Los Angeles as it will provide temporary dedicated shelter beds and comprehensive supportive services to eligible participants.
- LAHSA staff recommends authorizing the ED to enter into a contract with the City of LA for the SOS Program.

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

MOTION: Commissioner Ripston moved and Commissioner Mirell seconded the approval to authorize the Executive Director to amend Streets or Services (SOS) Contract.

ACTION: The motion passed unanimously.

10.0 AUTHORIZE THE EXECUTIVE DIRECTOR TO AMEND CONTRACT 2008CITYGF03 WITH WEINGART CENTER FOR THE STREETS OR SERVICES (SOS) PROGRAM TO EXTEND THE PERIOD OF PERFORMANCE TO JUNE 30, 2010 AND ADD UP TO \$500,000 SUBJECT TO FUNDING APPROVAL

David Martel gave the report:

- LAHSA staff recommends authorizing the Executive Director to enter into a contract with Weingart Center for the SOS program. In the event that funding allocated by the City to LAHSA for this period is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation to ensure funding awarded does not exceed funding provided.

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

MOTION: Commissioner Ripston moved and Commissioner Mirell seconded the approval to authorize the Executive Director to amend the contract with Weingart Center for the Streets or Services Program.

ACTION: The motion passed unanimously.

11.0 PUBLIC PARTICIPATION

There were no requests for public participation.

ADJOURNMENT

The meeting adjourned at 2:44 pm.