

**LOS ANGELES HOMELESS SERVICES AUTHORITY
COMMISSION**

Minutes of Commission
May 22, 2009

The Los Angeles Homeless Services Authority Commission meeting held in the Los Angeles Homeless Services Authority office, located at 453 S. Spring Street, 12th floor, Los Angeles, California, was called to order at 9:10 a.m. by Douglas Mirell, Chair.

ATTENDANCE

LAHSA Commissioners Present:

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

LAHSA Commissioners Absent:

David D. Figueroa
Larry Adamson
Louisa Ollague
Antonio Manning

Attorneys Present:

Teresa Lujan, City Attorney

LAHSA Staff:

Rebecca Isaacs, Executive Director
Michael Arnold, Chief Operating Officer
Steve Andryszewski, Chief Financial Officer
Dave Martel, Contracts Unit Manager
Erin Hollander, Executive Assistant

CALL TO ORDER/ROLL CALL/ESTABLISHMENT OF QUORUM

Roll was called and quorum was established at 9:11 a.m.

1.0 **CONSENT CALENDAR**

1.1 **REVIEW AND APPROVE COMMISSION MINUTES FROM APRIL 24, 2009**

MOTION: It was moved by Commissioner Newcomer and seconded by Commissioner Katz to approve the minutes with the following amendment:

Item 3.0 Discussion of Procedure For Hiring New Executive Director.

An Ad Hoc Executive Director **Search** Committee has been formed to find candidates to fill the position.

1.2 **AUTHORIZE THE EXECUTIVE DIRECTOR TO ENTER INTO FY 2009-10 RENEWAL CONTRACTS UP TO THE AMOUNTS ALLOCATED TO LAHSA BY THE CITY AND COUNTY OF LOS ANGELES AND AS LISTED ON ATTACHMENT I**

1.3 **APPROVE LAHSA POLICIES AND PROCEDURES**

This item was removed from the consent calendar to be discussed and approved as part of Item 6.0, the Finance, Contracts and Grants Management Report.

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

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

ACTION: The motion passed unanimously.

2.0 DISCUSS RESULTS OF AD HOC EXECUTIVE DIRECTOR SEARCH COMMITTEE

The results of the public employee appointment were tabled for a closed session Special Commission Meeting immediately following the regularly scheduled Commission Meeting. After deliberation, the full Commission will reconvene in open session to announce the appointment of Executive Director.

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

3.0 EXECUTIVE DIRECTOR'S REPORT

Rebecca Isaacs, Executive Director gave a report on LAHSA's progress, meetings and activities. The Executive Director expressed her gratitude for the opportunity to work at LAHSA and acknowledged the work of staff and colleagues. She was honored with an award for excellent service for her term as Executive Director.

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

4.0 APPROVE THRESHOLD AND QUALITY EVALUATION RESULTS FROM 2009 SUPPORTIVE HOUSING PROGRAM: TARGETED SAN GABRIEL VALLEY OUTREACH SERVICES AND ACCESS CENTER RFP AND AUTHORIZE EXECUTIVE DIRECTOR TO ENTER INTO A CONTRACT WITH AGENCIES SELECTED FOR AWARD.

Michael Arnold, Chief Operating Officer gave the report:

- LAHSA released a Supportive Housing Program – San Gabriel Valley Targeted RFP on April 17, 2009; and received four proposals by May 8, 2009 deadline.
- A quality and threshold review of the four proposals evaluated organizational capacity and experience, program design, proposer past performance, continuum integration, HMIS and program leveraging. All the submitted proposals met the threshold requirements as stated in the RFP.
- LAHSA's staff recommendation is to award funding to Volunteers of America of Los Angeles for Outreach Services and an Access Center in San Gabriel Valley.

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

MOTION: It was moved by Commissioner Newcomer and seconded by Commissioner Murray to accept the Threshold and Quality Evaluation results as presented by staff and to authorize the funding of Volunteers of America based on the approved threshold and quality evaluation results.

ACTION: The motion passed unanimously.

5.0 APPROVE WINTER SHELTER PROGRAM ROLES AND RESPONSIBILITIES

David Martel gave a report on role clarity in the Winter Shelter Program, outlining recommended roles and responsibilities of LAHSA, the City and County, Project Sponsors and the local community. There was discussion and amendments made to LAHSA's roles and responsibilities to include:

- **LAHSA Role as Funder:** To provide program advocacy and community support
- **LAHSA Role as Resource Coordinator:** To assist where necessary in identifying project sponsors for the Winter Shelter Program.

The Committee asked that LAHSA provide an analysis of the implications of transitioning the Winter Shelter Program into a 12 month program. David Martel, Contract Unit Manager gave the report:

- Using existing funding, 419 beds could be funded for a 12 month period, a loss of 1,001 beds.
- To operate the 1,420 beds in the Winter Shelter Program as a year round program, \$7,268,000 in additional program funding would be required on an annual basis.

There was a discussion between Commissioners Newcomer, Katz, Ripston and LAHSA staff regarding the efficiency and financial savings of a permanent shelter versus a seasonal shelter. The Committee did not advocate a change to a year round program.

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

MOTION: It was moved by Commissioner Katz and seconded by Commissioner Newcomer to approve the WSP roles and responsibilities motion with the discussed amendments.

ACTION: The motion passed unanimously.

6.0 **FINANCE, CONTRACTS, AND GRANTS MANAGEMENT COMMITTEE REPORT**

Commissioner Katz and Steve Andryszewski, Chief Financial Officer reported:

LAHSA continues to work with funding partners to ensure services providers are paid in a timely manner and agencies are utilizing funding effectively.

Two programs that have reportable unspent balances:

- **Streets or Services** - LAHSA has projected a savings for this program as of June 30, 2009 of approximately \$140,000 and has requested a no cost extension from the City.
- **Emergency Shelter and Services CalWORKs** – This program currently has an unspent balance of \$165,000. LAHSA is working with our service providers and our funding partners at DPSS to identify issues and concerns related to the unspent balances so that they may be quickly resolved.

The committee requested a report back at the June Committee meeting on progress of the appeal filed with HUD regarding a 2002 Supportive Housing Program (SHP) contract with the U.S. Veterans Initiative, Inc. (US Vets) that has been de-obligated.

Update on HUD OIG Audits

- **Homes For Life**
 - The HUD OIG audit was finalized in December 2007.
 - Outstanding findings relate to the accounting of cash match expenditures
 - HUD Community Planning and Development (CPD) has accepted the additional supporting documentation submitted by the agency and recommends clearance of all findings.
 - OIG did not accept the CPD recommendation.
 - The local HUD CPD office has appealed to the National office for a ruling.
 - There is a potential \$1.2M liability for LAHSA if the findings aren't cleared.
 - LAHSA believes, after review of the documentation that the CPD recommendations are correct and will ultimately be accepted.
- **A Community of Friends**
 - The HUD OIG audit was finalized in September 2007.
 - Outstanding findings relate to the eligibility of cash match expenditures
 - LAHSA and the agency are currently in the process of providing additional supporting documentation to OIG
 - There is a potential \$71,000 liability for LAHSA if the findings aren't cleared
 - After review, LAHSA anticipates that the agency will submit sufficient documentation to clear all outstanding findings.
- **US Veterans Initiative**
 - The HUD OIG audit was finalized in 2004
 - The liability resulting from the audit was approximately \$200,000
 - US Vets has established a repayment agreement with HUD.
 - As of May 15, 2009 the outstanding balance of the liability was approximately \$94,000.
 - US 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.
 - 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.

7.0 **POLICY AND PLANNING COMMITTEE REPORT**

Commissioner Newcomer reported:

- No items require action at this time.

8.0 **PUBLIC PARTICIPATION**

There were no requests for public participation.

ADJOURNMENT

The meeting was adjourned at 10:35 a.m.