



# 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 December 17, 2010

The Los Angeles Homeless Services Authority Commission meeting, held in the LAHSA office, located at 811 Wilshire Blvd, 6<sup>th</sup> Floor, Los Angeles, California, was called to order at 9:05 a.m. by Commissioner Newcomer, Vice Chair.

#### Attendance:

##### LAHSA Commissioners Present:

Larry Adamson  
Howard Katz  
Douglas Mirell  
Owen Newcomer  
Louisa Ollague

##### LAHSA Commissioners Absent:

Moctesuma Esparza  
Antonio Manning  
Cecil L. Murray  
Ramona Ripston

##### Attorneys Present:

Aleen Langton, County Counsel

##### LAHSA Staff:

Steve Andryszewski, Chief Financial Officer  
Michael Arnold, Executive Director  
Monica Guthrie-Davis, Programs Unit Manager  
Erin Hollander, Board Liaison

##### Call to Order/Roll Call/Establishment of Quorum

Roll was called and quorum was established at 9:05 A.M.

#### 1.0 Review and approve Special Commission minutes from October 28, 2010 and Special Commission minutes from November 8, 2010.

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

**Motion:** It was moved by Commissioner Katz and seconded by Commissioner Mirell to approve the minutes.

**Action:** The motion passed unanimously.

#### 2.0 Consent Calendar

##### 2.1 Review and approve LAHSA Service Animal Accommodations Policy.

**Motion:** It was moved by Commissioner Mirell and seconded by Commissioner Katz to approve the consent calendar.

**Action:** The motion passed unanimously.

### 3.0 Executive Director's Report.

Michael Arnold, Executive Director, gave the report:

- The Executive Director presented a summary of activities, events and participation in Continuum, City and County homeless planning and coordination, program issues, and LAHSA operations.
- **Continuum Planning**  
There was a report on various meetings attended, including: the City/County Regional Policy Coordination Meeting, the Metro Workgroups/LA Central Providers Collaborative, the 2011 Homeless Count Family Stakeholder Meeting, the Mayor's Sustainable Housing and Transportation Summit, the Hollywood Homeless Youth Project Panel, meeting with Controller for the City of Los Angeles Wendy Gruel, a meeting with Barbara Poppe, Executive Director of USICH, meeting with Nan Roman, Executive Director at NAEH, and the National Forum on Homelessness among Veterans.
- **Programs Update**  
There was a report on the Homelessness Prevention and Rapid Rehousing Program and a discussion regarding the process of implementing strategies for adding an additional 120 households per month to the City HPRP program to ensure spending targets for the program are met by the end of the second year. There was a report on the Winter Shelter Program, the Vehicles to Homes Program, Homeless Count 2011 and LAHSA's Agency/Program Corrective Action Process which was implemented to ensure that Commission members are aware of problems when they are identified.
- **Personnel**  
Michael Arnold introduced Beth Stokes, LAHSA's new Director of Programs. Ms. Stokes has 15 years experience working to reduce homelessness and poverty in San Francisco and over 10 years of non-profit management experience with families and chronically homeless single adults. She comes to LAHSA from Hamilton Family Center in San Francisco, CA where she was the Executive Director operating a full spectrum of programs for homeless and very low-income individuals and families.
- **Operations**  
LAHSA staff completed a satisfaction survey last month which asked employees to respond to questions on training, environment, respect, listening, benefits and communications. Management received many new ideas from staff and plans to use the feedback to enhance LAHSA's work environment.

### 4.0 Authorize the Executive Director to amend Contract 2010YRP02 with New Image to add \$100,000, subject to funding approval.

Monica Guthrie-Davis, Programs Unit Manager, gave the report:

- The New Image Emergency Shelter Year Round Overnight Program (YRP) is the largest emergency shelter program with the Los Angeles Continuum of Care that provides 436 beds of overnight emergency shelter for homeless individuals and is funded by City General Funds.
- One of the critical services provided to clients is assistance with obtaining housing, locating and securing permanent affordable housing units, move-in costs, and case management. The office of the 9<sup>th</sup> City Council District has allocated \$100,000 in CDBG funds to New Image to support this service.
- LAHSA recommends the execution of this amendment to add the \$100,000 in City CDBG funds allocated by City Council District 9 to New Image's 2010YRP02 contract for the YRP program.
- Commissioner Adamson noted that this is the third allocated funding for the 9<sup>th</sup> District without an RFP process. There was a brief discussion regarding the issue.

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

**Motion:** It was moved by Commissioner Mirell and seconded by Commissioner Katz to authorize the Executive Director to amend Contract 2010YRP02 with New Image to add \$100,000, subject to funding approval.

**Action:** The motion passed unanimously.

### 5.0 Report on status of LAHSA agencies placed on probation.

Steve Andryszewski, Chief Financial Officer, gave the report:

- As required by LAHSA's Remedial Action Policy, staff provided a status report to the Commissioners regarding remedial action sanctions that have been imposed on LAHSA contracted agencies.

- **Peace & Joy Care Center (PJCC):** PJCC was placed on probation in November 2009. LAHSA continues to require probation with quarterly monitoring visits, as well as 100% source documentation of all costs reimbursed. Outstanding findings remain open from the most recent monitoring; LAHSA is holding payment of \$22,165 to ensure that any questioned costs can be deducted from future payments if costs must be repaid.
- LAHSA received a complaint from a former employee of PJCC who stated that because wages were not issued in a timely manner, his amount of unemployment compensation was reduced. There was a brief discussion regarding the resolution to this issue.

**Public Speaker(s): Wilma Wilson, Executive Director of PJCC**

Ms. Wilson requested a waiver to maintain PJCC's three transitional programs. PJCC presented a presentation and there was a brief discussion regarding changes to PJCC's board governance, the newly appointed CFO and 2011 new officers.

**Public Speaker(s): Sofia Burns, CFO of PJCC**

Ms. Burns discussed the financial changes at PJCC, and noted that on December 15, 2010, PJCC completed new accounting policies and procedures for the most critical functions. On December 31, 2010, PJCC will complete their bank reconciliation.

- **People Helping People (PHP):** PHP continues to require probation with quarterly monitoring visits. LAHSA has noted a significant improvement in the internal controls and documentation of the agency, but there is continued financial capacity issues which lead to the agency's failure to comply with federal and state labor laws. LAHSA requires additional documentation for all costs reimbursed. There was a brief discussion regarding the improvement in the agency's financial management and the anticipated release of the probationary status.
- **Special Service for Groups (SSG) – HPRP:** SSG HPRP is being placed on probation until concerns with significant performance standards are addressed. Program efficacy is a key component in the evaluation of the HPRP program and SSG has failed to meet performance standards, performance measures and currently shows inadequate data integrity in HMIS. The targeted goal is 90% of people enrolled will receive financial benefits; the agency is currently at a 32% success rate. LAHSA has asked another service provider to perform a peer review of SSG HPRP.

**Public Speaker: Herb Hatanaka, Executive Director of SSG**

Mr. Hatanaka noted the challenge in meeting the 30 day placement requirement due to delays with HACLA's approval process. On average, SSG HPRP is submitting requests for housing within 15 days and HACLA approval is taking 35 days or more. This delay is a hurdle for SSG in terms of program efficacy.

**Public Speaker: Veronica Lewis, Associate Director of SSG**

Ms. Lewis confirmed the average length of time for SSG HPRP to submit requests and the average response time from HACLA.

Michael Arnold, Executive Director noted the process currently practiced for managing the HPRP housing placement in Washington, DC that provides for the identification of housing to create an inventory so when clients are identified, housing is immediately available. He recommended SSG change from a serial process to a parallel process. If the housing aspect was concurrent with the intake, people will be housed more quickly.

**6.0 Report on status of LAHSA's 2011-2012 budget submission to the City of Los Angeles.**

Steve Andryszewski reported on the City General Purpose Fund budget submission for FY 2011-12.

- December and January are deadlines for LAHSA to submit budgets to the City and County of Los Angeles for general purpose funds. There was a presentation of the proposed budget submission.
- LAHSA is submitting requests of mostly level funding and noted several variances in the current year funding to proposed funding for next year's budget, including:
  - (Item A): A reduction in emergency shelter and services of \$100,000. This is one time discretionary funding appropriated by council offices and it is not scheduled to be part of next year's budget.
  - (Item B): The one-time funding that LAHSA received from the County of Los Angeles to rehabilitate the 83<sup>rd</sup>/Broadway property that LAHSA now owns. The property is being rehabilitated to be used as a family emergency respite center. The reduction of \$925,000 reflects this one-time rehabilitation funding.
  - (Items C and D): Represents supervisorial funding which has been allocated for 2011-12.
  - (Item E): Represents the 2011 Greater Los Angeles Homeless Count, which is a biennial event and is not scheduled for 2011-12 budget year.

(Item F): Represents the current year portion of the 3 year grant of ARRA funding for the Homelessness Prevention and Rapid Rehousing Program (HPRP). The reduction of \$2.2mm represents the current year portion of that one time multiple year funding.

- Steve Andryszewski noted that by June, 2011, LAHSA will bring a proposed final budget to the Board for review and approval.

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

#### **7.0 Report on Programs & Evaluation Committee Meeting of December 10, 2010.**

Commissioner Ollague gave the report:

- Commissioner Ollague noted a presentation at the Programs & Evaluation Meeting regarding several HPRP modifications, including: increased targeted outreach efforts to emergency shelters and transitional housing programs to identify clients who would be eligible for HPRP assistance.
- There was a discussion regarding the ongoing, high number of homeless families at the Union Rescue Mission and the continued use of LAHSA resources to support URM's services. At the Programs & Evaluation Committee Meeting, LAHSA staff was directed to contact URM to discuss the future of this level of effort. Mr. Arnold pointed out that the other family shelters around Los Angeles do not require anywhere near the same level of support, and the current level of LAHSA assistance is not sustainable.

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

#### **8.0 Report on Policy & Planning Committee Meeting of December 10, 2010.**

Commissioner Newcomer gave the report:

- There was a presentation of program performance goals for 2010-11. There is a list of current LAHSA measurements, HUD required measurements and measurements under HEARTH. There was a discussion how LAHSA will be changing its performance goals and standards in order to comply with HUD and other legislation. The shift is towards funding programs and services which support permanent housing goals.

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

#### **9.0 Public Participation – Dr. Micheal Williams, LAHRAC**

Dr. Williams noted that LAHRAC is working with agencies to build capacity and has currently increased organization capacity in SPA 6 by 65%. There was a request for LAHRAC to contract with the Winter Shelter Program.

Steve Andryszewski, Chief Financial Officer, commended Dr. Williams in his continued efforts and noted that the funding for the Winter Shelter Program has been fully allocated for the 2010-2011 season. Mr. Andryszewski noted that LAHSA is in complete support of adding additional beds should sufficient funding be available for the 2011-2012 Winter Shelter Program.

#### **10.0 Notice of Closed Session – Conference with legal counsel – Existing litigation (Subdivision (a) of Government Code Section 54956.9)**

***BARBARA COLEMAN v. COUNTY OF LOS ANGELES, ET AL.***

**Case Number: BC 421061**

**This lawsuit arises out of an alleged breach of contract and related tort action.**

#### **11.0 Report on Closed Session.**

Commissioner Newcomer noted there was nothing to report:

#### **Adjournment**

The meeting was adjourned at 10:25 a.m.