



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 June 24, 2011**

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

Attendance:

LAHSA Commissioners Present:

Ramona Ripston, Chair
Owen Newcomer, Vice Chair
Larry Adamson
Elise Buik
Howard Katz
Cecil L. Murray
Michael Neely
Louisa Ollague

LAHSA Commissioners Absent:

Antonio Manning

Attorneys Present:

Aleen Langton, County Counsel

LAHSA Staff:

Steve Andryszewski, Chief Financial Officer
Michael Arnold, Executive Director
Erin Hollander, Board Liaison
Gina Mercer, Contracts Unit Manager
Mark Silverbush, Policy & Planning Analyst
Beth Stokes, Director of Programs
Clementina Verjan, Policy & Planning Manager

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 Commission minutes from May 27, 2011.

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Neely to approve the minutes.

Action: The motion passed unanimously.

2.0 Consent Calendar

2.1 Authorize the Executive Director to enter into agreements with the appropriate County and City departments for funding listed in attachment, beginning July 1, 2011.

2.2 Authorize the Executive Director to enter into agency contracts listed in attachment, subject to funding to be allocated by the City and County of Los Angeles to LAHSA for fiscal year 2011-12 starting July 1, 2011 and ending June 30, 2012. In the event that funding 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.

2.3 Approve LAHSA 2010-11 final budget.

2.4 Review and approve LAHSA 2011-12 annual budget.

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

Motion: It was moved by Commissioner Katz and seconded by Commissioner Newcomer to approve the Consent Calendar.

Action: The motion passed unanimously.

3.0 Executive Director's Report.

Michael Arnold, 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 the 2011 Homeless Count Results, and on various meetings attended, including: Housing Placement Boot Camp sponsored by 100,000 Homeless Campaign and United Way, Veterans Issues Workgroup sponsored by the Los Angeles Regional Homeless Policy Coordination and a meeting with Downtown Pathway Home sponsored by downtown Homeless Housing and service providers to coordinate the homeless registry for the Skid Row area.
- **Programs Update**
 - There was a report on the Winter Shelter Program and a brief discussion regarding the recent closure of EIMAGO programs, including WSP. LAHSA will likely be re-procuring the Winter Shelter Program and is currently participating in planning meetings with representatives from the Chief Executive Office, Supervisorial Districts and L.A. City Council districts.
 - There was a report on CalWORKs Partnership Meeting and a briefing on the key changes to CalWORKs programs affected by the State budget reductions.
- **Homeless Management Information System (HMIS)**
 - LAHSA's first user group forum will be held next week for the Emergency Shelter users.
- **Operations**
 - LAHSA's fiscal and program compliance teams are completing compliance assessments to meet the June 30, 2011 goal.
 - Staff is preparing for the 2011 HUD SuperNOFA competition.
 - LAHSA staff anticipates that the 60% spend down goal for the HPRP Program will be achieved by the August, 2011 deadline. Staff is currently working on winding down the program.
 - Henry Gascon joined LAHSA as a Policy & Planning Analyst and Connie Tyson joins the HCFP team as a Service Coordinator.
 - Doris Starling, Senior ERT staff member was recognized on June 15, 2011, by the Housing Authority of the City of Los Angeles for her exemplary assistance with helping homeless clients.

4.0 Report on 2010 Continuum of Care (CoC) HUD SuperNOFA scoring process.

Clementina Verjan, Policy & Planning Manager, gave the report:

- HUD informed LAHSA of the 2010 SuperNOFA competition results which provided \$90,346,934 in funding; of this, \$12mm was new project funding.
- Staff reported on the SuperNOFA scoring for the Los Angeles CoC from 2008 to the present and strategies LAHSA has implemented around homeless needs and data collection and CoC performance in order to improve the SuperNOFA score.

5.0 Review and approve 2011 SuperNOFA new projects selection criteria.

Helen Lee, Funding Manager, gave the report:

- Staff presented background of the SuperNOFA project selection process, the threshold and quality

evaluation requirements and new project selection criteria. The new project selection criteria included: (1) Program design/Continuum of Care Integration, (2) Target Population, (3) Organizational Capacity/Past Performance, (4) Program Budget/Cost Efficiency/Financial Stability, (5) Geographic Need, (6) Program Readiness and (7) Fair Share Funding (10 Bonus Points).

- There was a discussion regarding fair share funding. Funders will promote “fair share” in funding by providing bonus points for projects submitted serving homeless populations in communities that have available funding based on the following calculation: Los Angeles CoC Preliminary Pro-Rata Need allocations by geocode minus SHP project costs being submitted for renewal funding by geocode.

Public Participation: Marsha Temple, ED, Integrative Recovery Network

Ms. Temple noted that because Integrative Recovery Network is a new provider, they would not ever meet the criteria to receive bonus points. She requested that the Commission eliminate the fair share criteria.

Public Participation: Barbara Collins, Housing Manager, City of Santa Monica

Ms. Collins asked the Commission to reconsider and eliminate the fair share funding because it penalizes good providers.

Public Participation: Scott Chamberlain, Executive Director, San Gabriel Valley Housing and Coordinating Council

Mr. Chamberlain noted that San Gabriel Valley Housing and Coordinating Council is in favor of fair share because it will decentralize and increase capacity in different areas of the continuum.

Public Participation: Margaret Willis, City of Santa Monica.

Ms. Willis referred to a letter submitted by the City of Santa Monica. She asked for more detail as to how the criteria will be used.

There was further discussion and clarification regarding fair share funding.

Motion: It was moved by Commissioner Katz and seconded by Commissioner Neely to eliminate the fair share funding criteria of the 2011 SuperNOFA new projects selection criteria.

Action: The motion passed 5 to 3.

Motion: It was moved by Commissioner Katz and seconded by Commissioner Neely to approve the 2011 SuperNOFA new projects selection criteria as amended.

Action: The motion passed 6 to 2.

6.0 Report on the 2011 Greater Los Angeles Homeless Count.

Mark Silverbush, Policy & Planning Analyst, gave the report:

- Staff presented an overview of key findings for the County, City and Los Angeles Continuum of Care, shelter and youth counts, the survey to identify the hidden homeless, demographic survey, general methodology and next steps.
- On any given night, an estimated 51,340 people are homeless in Los Angeles County, representing approximately a 3% decrease from the 2009 count
- Total # of Homeless Persons by Area:
 - Los Angeles Continuum of Care 45,422 (-4.5%)
 - City of Los Angeles 23,539 (-9%) (included in LA CoC above)
 - City of Long Beach 4,290 (+9.7%)
 - City of Pasadena 1,216 (+6.9%)
 - City of Glendale 412 (-3.7%)

Public Speaker(s): Margaret Willis

Ms. Willis noted that the decrease in homelessness in the City of Santa Monica was not reflected in the Homeless Count report.

LAHSA staff responded that the report has been clarified.

7.0 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.
- The CFO noted that LAHSA created an Agency Probation Policy at the request of the Commission and is currently soliciting feedback from service providers. The finalized policy will be presented at the Finance, Contracts & Grants Management Committee Meeting in July, 2011.

People Helping People (PHP)

- PHP continues to have financial capacity issues which lead to the agency's failure to comply with federal and state labor laws. The current contract closes June 30th. LAHSA's Emergency Response Team will ensure that clients will be redirected to other areas if necessary.

Special Service for Groups (SSG) – HPRP Program

- SSG-HPRP was placed on probation in December, 2010. Michael Arnold, Executive Director met with Herb Hatanaka and Janet Kelly to review a gap analysis in the management transition plan.

MJB Recovery

- MJB Recovery is finalizing new policies and procedures. After the result of the next scheduled monitoring visit, LAHSA will make a determination as to whether MJB can be taken off probation.

Beyond Shelter

- Beyond Shelter was placed on probation until significant programmatic concerns with prior approval policies and procedures are addressed, and program changes are submitted and approved by LAHSA and HUD.

Tarzana Treatment Center

- Tarzana Treatment Center was placed on probation until significant programmatic concerns with prior approval policies and procedures and project location changes are addressed.

Public Speaker: Herb Hatanaka, Executive Director, SSG

Mr. Hatanaka submitted a Corrective Action Analysis Summary to the Commission. He noted that by July 1, 2011, SSG-HPRP will exceed benefit level expenditures by 50,000.

There was a discussion regarding the terms of probation for SSG's HPRP program. Michael Arnold, Executive Director noted that once the interim management has completed her assignment, and the program continues as expected, SSG-HPRP will be removed from probation.

Public Participation: Reverend Eugene Williams, Regional Congregations and Neighborhood Organizations Training Center (RCNO)

Reverend Williams expressed support for SSG and urged the Commission to remove this agency from probation as quickly as possible.

8.0 Authorize the Executive Director to enter into a contract with the City of Lancaster for a Year Round Shelter Program, starting July 1, 2011 and ending June 30, 2012. In the event that funding 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.

Beth Stokes, Director of Programs, gave the report:

- Catholic Charities will not continue operating a 10 bed emergency shelter in the City of Lancaster for the upcoming program year.
- The City of Lancaster has elected to subcontract with Grace Resources to operate the program as of July 1, 2011.

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

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Adamson to authorize the Executive Director to enter into a contract with the City of Lancaster for a Year Round Shelter Program, starting July 1, 2011 and ending June 30, 2012. In the event that funding 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.

Action: The motion passed unanimously.

9.0 Authorize the Executive Director enter into a multi-year contract with Catholic Charities for an amount not to exceed \$550,000 for the Elizabeth Ann Seaton Residence, starting July 1, 2011 and ending June 30, 2014. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation or reduce the number of contracts.

Gina Mercer, Contracts Unit Manager, gave the report:

- For three years, Supervisor Knabe has funded the Elizabeth Ann Seaton Residence, and wishes to continue to provide these services in Supervisorial District 4.
- The main objective of the program is to move families, pregnant women and single persons from "in crisis" to "safe and stable" housing.

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

Motion: It was moved by Commissioner Newcomer and seconded by Commissioner Katz to authorize the Executive Director enter into a multi-year contract with Catholic Charities for an amount not to exceed \$550,000 for the Elizabeth Ann Seaton Residence, starting July 1, 2011 and ending June 30, 2014. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation or reduce the number of contracts.

Action: The motion passed unanimously.

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

10.0 Report on Finance, Contracts & Grants Management Committee Meeting of June 16, 2011.

Commissioner Adamson gave the report:

- LAHSA staff reported at the FCGM Meeting that there were no significant variance issues.
- LAHSA will utilize its line of credit to cover the timing gap and fill in budget approvals.
- There was a review of the policy for probation, and a recommendation that LAHSA solicit feedback from providers.

Michael Arnold, Executive Director stated a recent press report indicated that LAHSA had yet to pay Winter Shelter Program (WSP) providers for expenses incurred from December 2010 through March 2011. Mr. Arnold noted that this was not an accurate statement. Steve Andryszewski, CFO clarified that WSP providers were still awaiting reimbursement from the Emergency Food and Shelter Program (EFSP), a FEMA sponsored program which makes available approximately \$670K directly to Winter Shelter service providers. He further clarified that WSP is funded from seven different sources including EFSP. However, LAHSA is not eligible to receive EFSP funds directly, so the local ESFP Board contracts directly with service providers for EFSP funds. The local EFSP board indicated that delays in passing the federal budget have compounded the issues in receiving these funds, but they estimate funding should be received in mid-July. Mr. Andryszewski further explained that all eligible contracted expenses billed to LAHSA for WSP have been reimbursed to service providers.

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

11.0 Election of 2011-12 Commission Chair and Vice Chair, effective July 1, 2011.

- Commissioner Ripston called for nominations for the 2011-12 Commission Chair and Vice Chair.
- Commissioner Newcomer was nominated for the Chair position.
- Commissioner Murray was nominated for the Vice Chair position and declined the nomination.

- Commissioner Buik was nominated for the Vice Chair position.

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

Motion: It was moved by Commissioner Katz and seconded by Commissioner Neely to nominate Owen Newcomer to serve as Chair effective July 1, 2011 through June 30, 2012.

Action: The motion passed unanimously.

Motion: It was moved Commissioner Katz and seconded by Commissioner Murray to nominate Elise Buik to serve as Vice Chair for 2011-12.

Action: The motion passed unanimously.

- A plaque was presented to Commissioner Ripston in acknowledgement of her exceptional service as LAHSA Chair from June, 2010 – June, 2011.

12.0 Designation of Committee appointments, effective July 1, 2011.

Commissioner Ripston gave the report:

- Commissioner Katz stated that he will be resigning from the LAHSA Commission, effective July 1, 2011.

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Neely to accept the designation of Committee appointments, effective July 1, 2011 with proposed amended changes given Commissioner Katz' resignation.

Action: The motion passed unanimously.

13.0 Public Participation

There were no requests for public participation.

Michael Arnold, Executive Director requested that the Notice of Closed Session item be heard at the Commission Meeting in July.

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

GEOFFREY EMERY v. LOS ANGELES HOMELESS SERVICES AUTHORITY

Case Number: BC459547

This lawsuit arises out of alleged disability discrimination in employment and related claims.

15.0 Report on Closed Session.

Adjournment

The meeting was adjourned at 11:40 a.m.