



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 July 22, 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 Buik.

Attendance:

LAHSA Commissioners Present:

Elise Buik, Vice Chair
 Larry Adamson
 Flora Gil Krisiloff
 Antonio Manning
 Cecil L. Murray
 Michael Neely
 Ramona Ripston

LAHSA Commissioners Absent:

Owen Newcomer, Chair
 Louisa Ollague

Attorneys Present:

Teresa Lujan, City Attorney

LAHSA Staff:

Steve Andryszewski, Chief Financial Officer
 Michael Arnold, Executive Director
 Victoria Saenz-Brown, Monitoring and Compliance Officer
 Erin Hollander, Board Liaison
 Helen Lee, Funding Manager

Call to Order/Roll Call/Establishment of Quorum

Roll was called and quorum was established at 9:05 a.m.

Commissioner Buik welcomed Commissioner Krisiloff to LAHSA's Board of Commissioners.

1.0 Review and approve minutes from the Commission Meeting held on June 24, 2011 and minutes from the Special Commission Meeting held on June 24, 2011.

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Murray to approve the minutes from the Commission Meeting held on June 24, 2011.

Action: The motion passed unanimously.

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Murray to approve the minutes from the Special Commission Meeting held on June 24, 2011.

Action: The motion passed unanimously.

2.0 Consent Calendar**2.1 Approve LAHSA monitoring plan for 2011-12.****2.2 Approve LAHSA policy and procedure – Agenda Probation Policy.**

2.3 Authorize the Executive Director to amend contract 2011CDBG12 with Beyond Shelter for an amount not to exceed \$160,000 for the Housing First Project, starting April 1, 2011 and ending March 31, 2012. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation to the agency accordingly.

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Ripston to remove Item 2.2 from the Consent Calendar to be heard at the next regularly scheduled meeting of the Finance, Contracts & Grants Management Committee.

Action: The motion passed unanimously.

2.1 Approve LAHSA monitoring plan for 2011-12.

Victoria Saenz-Brown, Monitoring & Compliance Officer, presented the plan:

- There was a presentation of the scope and objectives of the 2011-12 Monitoring Plan.
- LAHSA staff completed monitoring by June 30, 2011 and has begun monitoring for the next fiscal year.
- Additional monitoring visits are included for the HPRP, as the Los Angeles Housing Department (LAHD) has requested that LAHSA monitor HPRP sub-sub-recipients, and also for some programs that require more frequent visits.

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Murray to approve the LAHSA monitoring plan for 2011-12.

Action: The motion passed unanimously.

2.3 Authorize the Executive Director to amend contract 2011CDBG12 with Beyond Shelter for an amount not to exceed \$160,000 for the Housing First Project, starting April 1, 2011 and ending March 31, 2012. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation to the agency accordingly.

Steve Andryszewski, Chief Financial Officer, gave the report:

- Mr. Andryszewski welcomed Commissioner Krisiloff to the LAHSA Board of Commissioners.
- There is a request from City Council Districts 9, 10 and 13 to make available additional funds to Beyond Shelter for the provision of family services throughout the City of Los Angeles. This Council directed funding will be added to an existing contract for the Housing First Project.

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

Motion: Commissioner Adamson moved and Commissioner Murray seconded approval to authorize the Executive Director to amend contract 2011CDBG12 with Beyond Shelter for an amount not to exceed \$160,000 for the Housing First Project, starting April 1, 2011 and ending March 31, 2012. In the event that funding is reduced or not forthcoming, authorize the Executive Director to reduce the amount of compensation to the agency accordingly.

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.

Mr. Arnold noted that Commissioner Flora Gil Krisiloff was appointed by Supervisor Zev Yaroslavsky's office and welcomed her to the LAHSA Commission.

- **Continuum Planning**

- There was a report on the 2011 Homeless Count Results, and on various meetings attended, including: a DCFS/Housing Meeting to discuss housing programs for emancipated foster youth, a City Council District 6 meeting to discuss homelessness in the Sun Valley Park, the National Alliance to End Homelessness National Conference, a HUD Priority Community Debriefing and a meeting with the Southern California Homeless Collaborative. Additionally, Mr. Arnold participated as a guest lecturer at UCLA's School of Urban Policy.
- There was a brief discussion regarding the HUD Priority Community Debriefing Meeting.
- Steve Andryszewski gave an update on the regional HUD meeting which took place on July 13, 2011 for the Southern California communities. The main speaker was Mark Johnston, HUD's Deputy Assistant Secretary for Special Needs. Mr. Johnson took a moment to acknowledge Los Angeles on its successful HPRP Programs. The main topic of discussion was the implementation of the HEARTH Act and the implications for homeless service delivery in Los Angeles. The discussion included talk about Unified Funding Agencies (UFAs), funding availability over the next few years and reducing the length of stay in emergency shelters in continuums down to 20 days.

- **Programs Update**

- Due to the closure of EIMAGO, targeted RFPs will be released this month for the 2011-12 Winter Shelter Program.
- There was an update on the wind-down plan of the City Homelessness Prevention and Rapid Rehousing Program (HPRP).

- **Homeless Management Information System (HMIS)**

- LAHSA's has instituted user forums for HMIS. The first user group forum was held on June 28, 2011 for the Emergency Shelter users. Additionally, LAHSA is working with HUD on a Technical Assistance project to help develop high impact project management reports to increase the value of using the HMIS system to program operators.
- The Board requested an analysis of the total number of agencies in the Los Angeles Continuum of Care, and of those, how many are participating in HMIS.

- **Operations**

- LAHSA's fiscal and program compliance teams have completed compliance assessments and met the June 30, 2011 goal.
- Staff is preparing for the 2011 HUD SuperNOFA competition.
- The Policy & Planning team is finalizing the geographic data for the 2011 Greater Los Angeles Homeless Count.

4.0 Review and approve the release of the Targeted Winter Shelter Program Request For Proposals (RFP).

Helen Lee, Funding Manager, gave the report:

- Approximately \$2,268,000 in funding for shelter operations is now available for Service Planning Areas 1, 2, 4, 5 and 6 for the upcoming 2011-12 WSP program term, and will operate from December 1, 2011 to approximately March 15, 2012. The WSP RFP is a three year procurement cycle.
- There was a discussion regarding the WSP and the use of armories. There was a request to revisit the issue to discuss alternate resources for providing shelter for the homeless during the winter months.

Public Speaker(s): Bob McKennon, Director of WSP and Board member, East San Gabriel Valley Coalition for the Homeless

Mr. McKennon noted that the current HMIS requirements have become labor intensive and costly for agencies. He expressed his concern for the rising cost of operating the Winter Shelter Program.

Public Speaker: Brenda Wilson, President/CEO, New Image Emergency Shelter

Ms. Wilson discussed the major challenges in securing a property lease for 3-5 months to operate the Winter Shelter Program. New Image Emergency Shelter has been providing services for WSP since 1989.

Motion: It was moved by Commissioner Manning and seconded by Commissioner Murray to approve the release of the Targeted WSP RFP.

Action: The motion passed unanimously.

5.0 Review and approve threshold evaluation results and hear potential appeals of the Targeted Year Round Emergency Shelter Program RFP for Transition Aged Youth (TAY) and Unaccompanied Youth.
Helen Lee, Funding Manager, gave the report:

- The Mayor and City Council of the City of Los Angeles have designated LAHSA as the administrator of the Year-Round Emergency Shelter Program for homeless persons. In accordance with staff recommendations approved by the LAHSA Commission on May 6, 2011, funding was set aside to be repurchased from the full YRESP RFP previously released this year. This RFP's purpose is to secure beds for transition-aged youth and unaccompanied minors in order to ensure there is no reduction in youth beds from the 2010-11 program year.
- There were no appeals.

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

Motion: It was moved by Commissioner Adamson and seconded by Commissioner Manning to approve the threshold evaluation results and hear potential appeals of the Targeted Year Round Emergency Shelter Program RFP for TAY and Unaccompanied Youth.

Action: The motion passed unanimously.

6.0 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.

People Helping People (PHP)

- The agency's YRP contract ended on June 30, 2011. LAHSA staff is scheduled to perform a final review of the agency's WSP and YRP documentation on August 2, 2011 and will conduct a final closeout of the agency at that time.

Special Service for Groups (SSG) - HPRP

- SSG-HPRP will remain on probation until the program is able to demonstrate that improvements can be sustained without the Interim Program Manager.
- Michael Arnold, Executive Director met with Herb Hatanaka and Janet Kelly to review a gap analysis in the management transition plan.

MJB Recovery

- LAHSA monitoring staff performed a quarterly review of MJB Recovery and noted that there is improvement in MJB's infrastructure, policies and procedures. LAHSA staff will continue to assess the agency's compliance to determine if continued probation is necessary.
- After the result of the next scheduled monitoring visit, LAHSA will make a determination as to whether MJB can be removed from probation.

Beyond Shelter

- Beyond Shelter was placed on probation as of June 7, 2011, based on non compliance with HUD regulations and LAHSA requirements.
- LAHSA has received the response from Beyond Shelter. The agency has been responsive to the issues of probation.

Tarzana Treatment Center

- Tarzana Treatment Center was placed on probation as of June 7, 2011 due to non compliance with HUD and LAHSA contract regulations. Specifically, Tarzana Treatment Center made a significant change by changing a program site address without notifying or receiving prior approval from LAHSA or HUD.
- Tarzana Treatment Center is committed to working with LAHSA and HUD to resolve the issues of probation.

Public Speaker: Herb Hatanaka, Executive Director, SSG-HPRP

Mr. Hatanaka presented the Commission with a Corrective Action Plan and a status update of the management transition plan. Mr. Hatanaka requested that SSG-HPRP be removed from probation.

There was a brief discussion regarding LAHSA's assistance to SSG's HPRP program. The Board requested that SSG-HPRP remain on probation for a minimum of time after the assistance is removed.

7.0 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.
- The LAHSA Probation Policy was pulled for further discussion and input at the next FCGM Meeting.
- There was an update on the City of Los Angeles Consolidated Plan.

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

8.0 Public Participation

There were no requests for Public Participation.

9.0 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.

Item 10.0 was removed from the agenda and was not heard in Closed Session.

10.0 Notice of Closed Session – Public Employee Performance Evaluation (California Government Code 54957)

Performance evaluation for Executive Director and related compensation issues.

Reconvene in open session.

11.0 Report on Closed Session.

Commissioner Buik noted there was nothing to report.

Adjournment

The meeting was adjourned at 11:05 a.m.