



Los Angeles Homeless Services Authority

a joint powers authority of the city & county of los angeles

213 683 3339 | FAX 213 892 0093 | TTY 213 553 8488

****SPECIAL MEETING****

AGENDA AND NOTICE OF A PUBLIC MEETING OF THE FINANCE, CONTRACTS & GRANTS MANAGEMENT COMMITTEE

COMMISSION COMMITTEE CHAIR: Larry Adamson

COMMISSION COMMITTEE MEMBERS: Mike Neely, Booker Pearson,
Owen Newcomer (Alternate), Ramona Ripston (Alternate)

Wednesday, November 21, 2012

9:00 AM

Location:

Los Angeles Homeless Services Authority
811 Wilshire Boulevard, 6th Floor
Los Angeles, CA 90017

AGENDA NO.	ITEM AND DESCRIPTION	PRESENTER	PAGE
	Call to Order/Roll Call/Establishment of Quorum Agenda Items - The public will have an opportunity to speak to any agenda item when the item is called and before action is taken. A Request to Speak Form must be submitted to the Secretary prior to the completion of the agenda item. The Chair will determine the order of speaking and unless the Chair grants more or less time, the speaker's limit is two (2) minutes on each agenda item, subject to the total 20-minute period .	Commissioner Adamson	
1.0	Review and approve minutes of meeting held November 8, 2012.	Commissioner Adamson	
2.0	Authorize the Executive Director to enter into a contract with Volunteers of America - Los Angeles in an amount not to exceed \$2,200,000* for the operation of the City Year Round Emergency Shelter Program (YRP) located at 3804 Broadway Place, Los Angeles, CA 90037 from December 1, 2012 to June 30, 2013. 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.	Daniel Fisher	
	*Final contract amount to be determined based upon close-out of New Image expenditures under contract number 2012YRP02 for the period July 1, 2012 through November 30, 2012.		
3.0	Public Participation Each Public Participant speaker is limited to three (3) minutes and may address any topic within the Commission's jurisdiction. A Request to Speak Form must be filled out and submitted to the Secretary prior to the beginning of Public Participation. Subject to the total 20-minute period, each Public Participation speaker is limited to three (3) minutes .		
	Adjournment		

Packets of materials on agenda items are available to the public during normal business hours at 811 Wilshire Boulevard, 6th Floor, Los Angeles, CA 90017. For further information, you may call 213-683-3333. Upon request, sign language interpreters, materials in alternative formats and other accommodations are available to the public for LAHSA meetings. All requests for reasonable accommodations must be made at least three working days (72 Hours) in advance of the scheduled meeting date. For additional information, contact LAHSA at (213) 683-3333 or TTY (213) 553-8488.



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MINUTES OF THE

LOS ANGELES HOMELESS SERVICES AUTHORITY FINANCE, CONTRACTS & GRANTS MANAGEMENT COMMITTEE MEETING

Held November 8, 2012

The Los Angeles Homeless Services Authority Finance, Contracts & Grants Management Committee Meeting, held in the LAHSA Administrative Office located at 811 Wilshire Boulevard, 6th Floor, Los Angeles, California, was called to order at 2:00 p.m. by Commissioner Adamson.

Attendance

LAHSA Commissioners Present:

Larry Adamson, Chair
Mike Neely
Booker Pearson

LAHSA Commissioners Absent:

LAHSA Staff:

Michael Arnold, Executive Director
Chet Bieganski, CFO
Eileen Bryson, Board Liaison
Stuart Jackson, Controller
Gina Mercer, Contracts Manager
Victoria Saenz-Brown, Monitoring & Compliance Officer
David White, Funding Analyst

Call to Order/Roll Call/Establishment of Quorum

Roll was called and quorum was established at 2:00 p.m.

1.0 Review and approve minutes of meeting held October 18, 2012.

Motion: Commissioner Neely moved and Commissioner Pearson seconded approval of the minutes.

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

Action: The motion passed unanimously.

2.0 Status on Cash Balances, Accounts Receivable, Accounts Payable, Administrative Programmatic Budget vs. Actual.

Stuart Jackson, Controller, gave the report:

- LAHSA is in excellent financial position with cash available to meet demands with balance of over \$6 million.
- **Accounts Receivable:**
 - The report shows a receivables amount of \$1.4 million, \$265,000 has been received since the report was created. Staff anticipates receiving the remaining balance by the end of the month.
- **Aged Payables:**
 - The report shows a payables balance of \$866,000 of which \$734,000 has been paid since report was created. The payable balance is now \$132,000.
- **Administrative Budget vs. Actual:**
 - There are no concerns in any categories.

Commissioner Adamson inquired about the variance in the travel and training categories. There was discussion about some agency variances, which are due to timing issues.

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

3.0 Authorize Executive Director to enter into amendments with Winter Shelter contractors, as listed in the attachment, for the term November 1, 2012 through March 31, 2013, subject to funding allocated by the County and City of Los Angeles and to amend the LAHSA budget accordingly. If funding to LAHSA is reduced or not forthcoming, authorize Executive Director to reduce compensation or number of amendments accordingly.

Gina Mercer, Contracts Unit Manager, gave the report:

- Staff recommends the Committee amend six winter shelter contracts per the attachment.
- Funding has been increased, which allows for increased bed capacity.
- Two city contracts can be amended to increase capacity, due to lower Family Transition Program (FTP) costs and shifting of funds. This will increase the total number of City winter shelter beds to equal last year at 871. Staff has determined that there are adequate administrative dollars and recommends amending the contracts.
- There was discussion about the location of the additional beds, method of reallocation of the Family Transition Program funds and the basis for this decision.

Motion: It was moved by Commissioner Pearson and seconded by Commissioner Adamson to authorize Executive Director to enter into amendments with Winter Shelter contractors, as listed in the attachment, for the term November 1, 2012 through March 31, 2013, subject to funding allocated by the County and City of Los Angeles and to amend the LAHSA budget accordingly. If funding to LAHSA is reduced or not forthcoming, authorize Executive Director to reduce compensation or number of amendments accordingly.

Beth Stokes provided background on the decision to move FTP funding and Commissioner Neely requested a breakdown of the FTP funding allocation for the next meeting.

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

Action: The motion passed unanimously.

4.0 Approve release of the 2012-2015 LAHSA A-133 Single Audit Request for Proposals (RFP).

Stuart Jackson, Controller, gave the report.

- Every 3 years LAHSA re-procures for an independent auditing firm. The agreement with Mayer Hoffman McCann expires this year. The new agreement will be for fiscal years ending June 30, 2013, 2014 and 2015. There are no substantive changes from the prior RFP.
- There was discussion on how the list of agencies was compiled and whether there was special outreach to minority firms.

Motion: Commissioner Neely moved and Commissioner Pearson seconded to approve the release of the 2012-2015 LAHSA A-133 Single Audit Request for Proposals (RFP).

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

Action: The motion passed unanimously.

5.0 Report on status of LAHSA agencies placed on probation.

Victoria Saenz-Brown, Monitoring and Compliance Officer, gave the report.

- New Image has been unable to provide a debt reduction plan. LAHSA received notification from the agency on November 7 that the contract would end November 30. LAHSA issued a termination letter on November 7.
- LAHSA will transition in a new provider as of December 1 and is reviewing proposals from three agencies.

- Staff is securing all New Image financial records, fixed assets and personal property to be used by the new provider.
- Staff is working with the landlord to transfer the lease to the new provider. The lease ends December 31, 2012. Chet Bieganski, CFO, shared that staff will work with the agency and landlord to negotiate the lease for the transition period.
- There was conversation about the site. Mike Arnold, Executive Director, explained that the County provided \$300,000 to make leasehold improvements, which puts the property under restrictive covenant to be an emergency shelter for the next 15 years.
- Victoria Saenz-Brown explained that there is a LAHSA staff member at New Image full time to safeguard funds. The draft audit report was received and staff is reviewing with LAHD.
- Commissioner Neely expressed that he is sad that this has happened, but have to move forward to provide services to the community.

Public Speakers: Brenda Wilson and Lynda Moran shared that they have been trying to find additional funds and had staffing issues. The agency has come to the realization that they can't recover and thanked LAHSA staff for their help. After 23 years, they are sad to stop serving the community. New Image would like to make the transition period smooth. On behalf of the board of directors, New Image will do everything they can to assist in the transition.

Public Speaker: Faye Stamper has been on the New Image Board since the beginning and is sad that this decision had to be made. She is thankful for the opportunity to serve.

Commissioner Adamson offered support on behalf of the provider community.

Commissioner Neely thanked the agency and recommended remembering all the good things they have done.

Commissioner Pearson recognized the outstanding service New Image provided and hopes to see them back.

6.0 Update on People In Progress Contract.

Stuart Jackson, Controller, gave the report:

- Staff is working with the city attorney and the bankruptcy trustee. He explained that LAHSA has 24 months to use these ESG funds.
- Commissioner Pearson asked if the funds are restricted by Service Planning Area (SPA). Staff responded that the funds are restricted to the City of Los Angeles, but not any particular area.
- There was discussion about the time frame for determining a plan.

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

7.0 Update on 2013-14 City Consolidated Plan Budget.

Chet Bieganski, CFO, gave the report:

- On October 26, staff provided a preliminary budget for the City Consolidated Plan, one version flat year over year and one with a 10% reduction plan. The final version is due November 15.

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

8.0 Public Participation

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

Adjournment

The meeting adjourned at 2:55 p.m.



ADMINISTRATIVE OFFICE
811 Wilshire Blvd., 6th Floor
Los Angeles, CA 90017
Ph: 213.683.3333
Fax: 213.892.0093
TTY: 213.553.8488
www.lahsa.org

MEMO

To: Finance, Contracts and Grants Management Committee

From: Beth Stokes, Director of Programs

Date: November 19, 2012
Mike Arnold, Executive Director

CC: Chester Bieganski, Chief Financial Officer

Re: Recommendation for Transitioning the Operation of the YRP program at 3804 Broadway Place,
Los Angeles, CA 90037.

Staff Recommendation:

Authorize the Executive Director to enter into a contract with Volunteers of America - Los Angeles in an amount not to exceed \$2,200,000* for the operation of the City Year Round Emergency Shelter Program (YRP) located at 3804 Broadway Place, Los Angeles, CA 90037 from December 1, 2012 to June 30, 2013. 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.

*Final contract amount to be determined based upon close-out of New Image expenditures under contract number 2012YRP02 for the period July 1, 2012 through November 30, 2012.

Background:

The YRP program located at 3804 S. Broadway Place in south Los Angeles provides 436 beds of 14 hour emergency shelter for homeless individuals, and is funded by City of Los Angeles general funds. This YRP program has been operated by New Image Emergency Shelter since its inception. Due to significant Corporate fiscal issues, New Image notified LAHSA in writing on November 6, 2012 of its intention to relinquish the operation of the YRP program under contract number 2012YRP02 effective December 1, 2012.

LAHSA identified and approached nonprofit agencies with capacity to take over interim operations at the Shelter. Agencies expressing an interest in taking over operations included Volunteers of America-Los Angeles, Weingart Center Association and Midpoint. Each agency claimed experience in serving this chronic, single adult population and indicated they had the capacity or relevant experience to assume this type of large operation. Staff requested a transition plan describing how they would take over the operations of the program in the five key areas of Residential Services / Management, Case Management / Supportive Services, Food Services, Security Services and Bus Transportation Services. Additionally, LAHSA requested a proposed detailed budget.

After interviewing each agency and reviewing the proposed transition plan and budget, Staff is recommending Volunteers of America – Los Angeles as the agency to assume the operations of this YRP program. This recommendation is based on the strength of their strategy focusing on a comprehensive approach to client services and improving stable housing outcome achievements, as well as their ability to leverage other programs to the benefits of the shelter’s clients. VOA’s transition plan is augmented by the provision of significant In-kind staffing and leveraged programming from existing VOA programs and specialized supportive services partnerships.

- VOA can provide better linkages to Permanent Housing:
 - VOA controls over 1,000 units of affordable housing for low income clients.
 - VOA currently participates in the City and County Section 8 vouchers set aside program and has 125 vouchers available for the program.
 - VOA currently has 40 Shelter + Care Vouchers through DMH
 - VOA has committed to utilize and build upon relationships developed with landlords by agency housing locators through HPRP program operations.

- VOA has committed to better Residential Services / Staffing:
 - More robust management of direct client services in the shelter.
 - Clinical Staff (MFT and MSW) to manage residential services and client relations.
 - Appropriate level of security staffing dually trained to assist in residential services.

- VOA has committed to Enhanced Case Management:
 - Better ratio of Clients to Case Managers during transition phase (36 to 1)
 - Contributing a total of four in-kind case managers: 1 provided for the first three months and 3 provided for the first six months of the program.
 - Case Management services both in the evening and morning to provide direction to client’s leaving for the day.

- VOA is offering better leverage with other programs and Supportive Service Partnerships:
 - Leverages Job Development Services provided by the LIGHT program located at the San Julian Access Center and the STRIVE Program operated by Skid Row Development Corporation.
 - Life Skills and Domestic Violence curriculum provided at the Downtown Women’s Center
 - Health and Mental Health Services provided by JWCH
 - Streamlined SSI / SSDI Application process
 - JWCH Mobile Clinic visits on site Tuesdays and Fridays.
 - Additional Transitional Housing for persons with mental health disabilities funded by DMH at VOA’s Navy Village Project and Rotary House.
 - Re-entry services and housing provided by VOA’s service network for formerly incarcerated persons.

- Services and housing for registered 290 sex offenders provided by VOA programs including Ballington Plaza, Rotary House, La Cienega Transitional Housing and Pomona Transitional Housing.
- Bus Transportation:
 - VOA will change the pick-up / drop-off locations to align them with services provided in the daytime through the Access Center, Downtown Women’s Center, and Rotary House (STRIVE CDBO Program)
 - VOA will explore establishing a pick up location in South Los Angeles.
- HMIS Data Management: Best Data management plan proposed including:
 - Data Management Plan includes resolution of prior data quality issues and provides a strong plan to ensure real time data entry and consistent management of data quality in an ongoing manner.
 - 5 FTE HMIS Staff for the first 90 days (3 FTE are provided in-kind by VOA)
 - This will greatly improve our utilization rates for emergency shelter in HMIS and enhances our CoC’s ability to use this data in the Annual Homeless Assessment Report (AHAR).
- Financial Management:
 - VOA is a 100 plus year-old organization with well-proven organizational capacity.
 - VOA has a strong financial position, with sufficient net assets and working capital to assure sustainability of the organization and the program.
 - VOA will leverage over \$300,000 of in-kind direct program and administrative services for the Year Round Program
- Compliance History:
 - VOA has a consistent history of sustaining compliance in both the programmatic and fiscal areas.

Summary:

LAHSA staff recommends approval of Volunteers of America as the agency best positioned to assume the operation of the CoC’s largest YRP program, ensuring the seamless transition of shelter provision and increased supportive services leading to better outcomes for this population.