**SPECIAL**
AGENDA AND NOTICE OF A PUBLIC MEETING OF THE
LOS ANGELES HOMELESS SERVICES AUTHORITY COMMISSION

Friday, September 12, 2014
1:00 p.m.

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

<table>
<thead>
<tr>
<th>AGENDA NO.</th>
<th>ITEM AND DESCRIPTION</th>
<th>PRESENTER</th>
<th>PAGE</th>
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<tbody>
<tr>
<td>1.0</td>
<td>Appointment and acceptance of 2014-15 Committee assignments, effective October 1, 2014.</td>
<td>Commissioner Morrison</td>
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<td>2.0</td>
<td>Authorize an exemption to the provisions of the Living Wage Ordinance (LWO) for Contract Number 2014CGF15 with Chrysalis, due to the fact that the contract only funds a program providing short term training positions to prepare trainees for permanent employment and requiring compliance with the LWO would create an undue hardship for Chrysalis.</td>
<td>Chet Bieganski</td>
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<td>3.0</td>
<td>Appointment and acceptance of Ad Hoc Search Committee.</td>
<td>Commissioner Morrison</td>
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<td>4.0</td>
<td>Report on process and schedule of the Executive Director search.</td>
<td>Commissioner Morrison</td>
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<tr>
<td>5.0</td>
<td>Review and approve Executive Director position announcement.</td>
<td>Commissioner Morrison</td>
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<td>6.0</td>
<td>Public Participation</td>
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<td>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.</td>
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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.
The preferred candidate will have experience in directing the development of outcomes-based agency evaluation programs and in working with a governing Commission or Board of Directors. Preference will be given to candidates with excellent diplomatic and strategic leadership skills that have interacted with a wide variety of stakeholders including political and community leaders, policy-makers, provider agencies and funders. This is a national search effort and highly qualified individuals from large, urban metropolitan areas are strongly encouraged to submit interest.

The ideal candidate will have at least ten (10) years of progressively responsible fiscal and managerial oversight of a major organization. The applicant should also possess five (5) years of experience in successfully working with a governing Commission or Board of Directors.

**Qualifications**

**Experience** – The ideal candidate will have at least ten (10) years of progressively responsible fiscal and managerial oversight of a major organization. The applicant should also possess five (5) years of experience in successfully working with a governing Commission or Board of Directors.

**Education** – Either an advanced degree from an accredited college or university, a relevant professional license, and/or any combination of education, training and experience in a related executive level career is required.

The preferred candidate will have experience in directing the development of outcomes-based agency evaluation programs and in working with a governing board to develop programs to address homelessness and funding strategies for the organization. Preference will be given to candidates with excellent diplomatic and strategic leadership skills that have interacted with a wide variety of stakeholders including political and community leaders, policy-makers, provider agencies and funders. This is a national search effort and highly qualified individuals from large, urban metropolitan areas are strongly encouraged to submit credentials and career accomplishments for consideration. Interest from individuals with local and/or regional experience including working with leadership in the City of Los Angeles and/or County of Los Angeles on homeless or related issues, are also encouraged to submit interest.

**Compensation & Benefits**

Compensation will be dependent on qualifications, salary history, and career accomplishments. Specific salary placement will be within the range of $180,000 to $210,000 and based upon the evaluation of a candidate’s overall ability to provide exemplary leadership to LAHSA. Benefits offered include an employer-sponsored 401(a) pension plan with 5% of employee’s salary contributed by the employer after a 6-month introductory period, employer-sponsored medical and dental plans (including dependent coverage), company paid long-term disability plan, company paid $50,000 basic life and AD&D insurance policy, and company paid employee parking or transit pass. LAHSA also offers 4 weeks of vacation, 1 week of administrative leave, and 12 sick days per year. Moving and relocation expenses may also be offered to the selected candidate.

**The Selection Process**

This is a confidential process and will be handled accordingly throughout all phases of the recruitment and selection process.

Nominations and submittals from interested candidates are desired by October 3, 2014. The recruitment is open until the position is filled. Candidates are strongly encouraged to apply early; evaluation of qualifications will be done throughout the recruitment process. Only a select number of highly qualified individuals will be invited to participate in a formal interview process. The Ad Hoc Search Committee (five members of the full Commission) have been authorized to work directly with Ralph Andersen & Associates and will conduct preliminary interviews in mid-October. The full Commission will conduct final interviews with top contenders on Friday, October 24, 2014. Contract approval and public announcement will be at the regularly scheduled Commission Meeting on November 14, 2014 or November 21, 2014. The new Executive Director will begin with LAHSA in January 2015 (or sooner). Both the Commission and the outgoing Executive Director desire a smooth transition of leadership and all efforts will be made to allow for a seamless process.

An electronic version of all submittals is required. Interested candidates should apply immediately by sending a comprehensive resume, compelling cover letter of interest, and compensation details via email to apply@ralphandersen.com. References are not required at time of submittal and no contact will be made with references or current employer until mutual interest has been established in order to provide the utmost in confidentiality.

Questions, nominations, and confidential inquiries regarding this position or the recruitment process should be addressed to: Ms. Heather Renschler, Ralph Andersen & Associates, heather@ralphandersen.com, (916) 630-4900.

The Los Angeles Homeless Services Authority is an equal employment opportunity employer and encourages all qualified individuals to submit an application for this exceptional career opportunity.
The Los Angeles Area

With a racially diverse and ethnically varied population of more than 10 million people, Los Angeles County has more residents than any county in the nation. Los Angeles County is also the largest urban county in the nation at 4,083 square miles. Within its boundaries are 88 cities, including the second largest city in the United States—the City of Los Angeles with a population of approximately four million.

While in some areas average incomes are amongst the highest in the country, there is also incredible poverty. The Los Angeles Continuum of Care (LA CoC) represents all of Los Angeles County, except the cities of Glendale, Pasadena and Long Beach.

The Los Angeles Homeless Services Authority

In December of 1993, the Los Angeles County Board of Supervisors and the Los Angeles Mayor and City Council created the Los Angeles Homeless Services Authority (LAHSA) as an independent, Joint Powers Authority. LAHSA’s primary role is to coordinate the effective and efficient utilization of Federal and local funding in providing services to homeless people throughout Los Angeles City and County.

LAHSA’s mission is to support, create, and sustain solutions to homelessness in Los Angeles County by providing leadership, advocacy, planning, and management of program funding. LAHSA is the lead agency in the Los Angeles Continuum of Care, which is the regional planning body that coordinates housing and services for homeless families and individuals in Los Angeles County. LAHSA coordinates and manages over $70 million dollars annually in Federal, State, County, and City funds for programs that provide shelter, housing, and services to homeless persons in Los Angeles City and County.

Through LAHSA, funding, program design, outcomes assessment, and technical assistance is provided to more than 100 non-profit partner agencies that assist homeless persons achieve independence and stability in permanent housing. Partner agencies provide a continuum of programs ranging from outreach, access centers, emergency shelters, safe havens, transitional and permanent housing, including rapid rehousing, along with the necessary supportive services designed to provide the tools and skills required to attain a stable housing outcome.

Specialized programs funded through LAHSA address a wide-range of issues related to homelessness, including but not limited to: domestic violence, mental illness, substance abuse, job training, family strengthening, health, mainstream benefits enrollment, and most importantly, supportive short- and long-term housing.

Additionally, LAHSA partners with both the City of Los Angeles and the County of Los Angeles to integrate services and housing opportunities to ensure wide distribution of service and housing options throughout the Los Angeles Continuum of Care.

A 10-member Commission governs LAHSA. Five members are selected by the County Board of Supervisors and five are chosen by the Los Angeles Mayor and ratified by the City Council. The Commission is empowered with making budgetary, funding, planning, and program policies and decisions.

The annual budget of LAHSA—which is a mosaic of funding from the United States Department of Housing and Urban Development (HUD), the County, and City of Los Angeles—is approximately $70 million, approximately $6 million of which is earmarked for LAHSA’s operations. The remaining funds are awarded to non-profit agencies through competitive proposal processes to provide housing and services to homeless individuals and families.

The Position of Executive Director

The Executive Director is the Authority’s Chief Executive Officer and serves in an at-will capacity. The Executive Director reports to and is responsible to the LAHSA Board of Commissioners, a politically appointed, ten-member, policy-making and governing board. The Executive Director is charged with managing the procurement, contracting, payment, monitoring, and outcome reporting for funding administered by LAHSA; implementation of the Los Angeles Continuum of Care Homeless Management Information System; coordinating the completion of homeless counts for the CoC; and filing the annual HUD application for McKinney Vento Homeless Assistance Funding for the Los Angeles Continuum of Care.

The Executive Director provides leadership to a staff of approximately nine-eight (98) people (not Civil Service) working in seven sections including administration and human resources, contracts administration, communications, finance, IT, Homeless Management Information System (HMIS), policy and planning, and direct program services.

In addition, the Executive Director serves as the spokesperson for LAHSA to its governing Board and financial partners, political entities and representatives within the county, agencies serving the homeless, the homeless advocacy community, the media, and the affordable housing community.

The Executive Director has overall responsibility for day-to-day operations of the Authority and provides leadership in the following additional areas:

Commission

- Provide advice, counsel, and information to the LAHSA Commission in order to assist in setting policy and monitoring the performance of the Authority. Recommend policies, programs, and action plans for the Commission’s approval;
- Execute all policies and decisions of the LAHSA Commission;
- Ensure staffing for the LAHSA Commission and its committees, and facilitates their work by developing resource materials, providing adequate information and reports, and assisting the committee chairpersons in committee operations.

Management

- Identify areas requiring planning; develop and recommend goals, objectives, and action plans;
- Identify areas requiring policy decisions, and develop and recommend policy for consideration by the Commission;
- Develop and implement the annual budget for the Authority based on the organization’s goals and objectives; and
- Facilitate communication, internally and externally, on issues of significance to the homeless services system.

Communication and Education

- Provide proactive technical assistance to a full range of provider agencies to ensure that success;
- Interpret and relate the policies of LAHSA to external organizations within the homeless services system; and
- Prepare summary reports, recommendations, and position papers on issues of concern for distribution to Commission members and other appropriate individuals and organizations.

The Ideal Candidate

The LAHSA Commission Search Committee is seeking an individual who is progressive and fits into a dynamic organization that continually strives to support, create, and sustain solutions to homelessness in Los Angeles County. The Commission desires an executive that embodies a collaborative leadership approach complemented by very strong consensus building skills and an engaging personal style in order to build stronger relationships at all levels (local, statewide, and in Washington, DC) including coordinating resources and funding. The Executive Director will be an accomplished professional that brings credibility and increased visibility to this leadership position. Additionally, the top candidate for the new Executive Director will be one that is eagerly sought out by others to contribute and participate on an array of topics and issues giving LAHSA a stronger voice at the onset of discussions with regional and community partners.

As the leader of the LAHSA team, it is necessary for the applicant to have an understanding of current issues involving homelessness and affordable housing. Knowledge of Federal, State, and local programs designed to address problems of homeless people and the agencies that serve them is essential for success. Also required is an understanding of the fiscal and policy priorities that drive Federal, State, and local funding for homeless services. Additionally, this executive will have excellent writing and public speaking skills, as well as relationship-building expertise. The selected candidate will be a collaborative and confident leader who has a successful track record with:

- Providing visionary leadership while implementing the goals and objectives approved by a governing board;
- Managing day-to-day operations of a complex organization including providing oversight and direction in the use of financial, human, and technology resources; and
- Maintain the financial integrity of the organization through effective budget development and implementation.

Additionally, the ideal candidate must work well with elected officials, advisory boards, and officials from all levels of government, the general public, and the media. He/She will exhibit a professional presence; excellent business acumen; and possess excellent communication, analytical, and organizational skills. He/She must be a strong team player and an innovative problem solver who must possess a positive can-do attitude.

The candidate must demonstrate abilities that enhance LAHSA’s leadership through effective strategic relationships and partnerships, as well as active participation in the development of organizational policy and strategic plans in partnership with the Commission.

The applicant must have the ability and experience to promote the mission of LAHSA, as well as obtain the political and financial support needed for the organization to achieve its goals.

In addition, the Executive Director must be able to provide the high level of expertise needed to successfully implement the vision for the Authority and have professional qualities and abilities that include:

www.lahsa.org
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