



The State Bar of California

Legal Services Trust Fund Commission Homelessness Prevention Funds Committee Meeting Teleconference

Open Session Minutes
Monday, January 23, 2023
1:00 p.m.–3:00 p.m.

Time Meeting Commenced: The Homelessness Prevention Funds Committee meeting commenced in open session at 1:00 p.m.

Time Meeting Adjourned: 2:22 p.m.

Chair: James Meeker

Committee Coordinator: Chris McConkey

Members Present: Banafsheh Akhlaghi, Eric Isken, James Meeker, Christian Schreiber

Members Absent: Tammy Mahoney

OPEN SESSION

1. Call to Order

Chair Meeker called the meeting to order.

2. Roll Call

Roll call was taken, and a quorum was established.

Chair Meeker called for public comment, inquiring as to whether any person(s) wished to comment on any agenda item. There were no members of the public who wished to speak on any agenda item.

3. Approval of Minutes

3.1 Open Session Minutes: December 1, 2022

Moved by Schreiber, seconded by Meeker.

Ayes – (4) Akhlaghi, Isken, Schreiber, Meeker

Noes – (0)

Abstain – (0)

Absent – (1) Mahoney

Motion carries.

4. Homelessness Prevention Grants

4.1 Approve Advancing Justice – Asian Law Caucus’s 2021-2023 Homelessness Prevention (HP 2) Formula Spend-Down Plan

Senior Program Analyst Jennifer Zelnick reported that Advancing Justice – Asian Law Caucus (AJ-ALC) declined to submit a spend-down plan for its HP 2 formula grant.

RESOLVED, that the Legal Services Trust Fund Commission (Commission) Homelessness Prevention Funds Committee (Committee), acting on behalf of the Commission under its delegated authority, finds that Asian Americans Advancing Justice – Asian Law Caucus (AJ-ALC) declined to submit a spend down plan for its 2021-2023 Homelessness Prevention (HP 2) Formula grant. In keeping with the Commission’s December 13, 2022, resolution about AJ-ALC, the State Bar will withhold the third and final payment on AJ-ALC’s HP 2 formula award (\$83,757).

Moved by Schreiber, seconded by Akhlaghi.

Ayes – (4) Akhlaghi, Isken, Schreiber, Meeker

Noes – (0)

Abstain – (0)

Absent – (1) Mahoney

Motion carries.

4.2 Approve the Request for Proposals and Scoring Rubric for the 2023-2024 Homelessness Prevention Supplemental (HP 4 Supplemental) Competitive Grants

Senior Program Analyst Zelnick presented a draft request for proposals for the HP 4 supplemental competitive grants. The committee directed that past homelessness prevention (HP) grant reports be relevant to the first row of the rubric, “project impact and strategies.” Chair Meeker and Commissioner Akhlaghi volunteered to serve on the scoring team.

RESOLVED, that the Legal Services Trust Fund Commission (Commission) Homelessness Prevention Funds Committee, acting on behalf of the Commission under its delegated authority, approves the priorities, rubric, and distribution plan for 2023–2024 homelessness prevention supplemental competitive grants as described in staff’s memo dated January 23, 2023, and the HP Funds Committee meeting discussion in today’s meeting.

Moved by Akhlaghi, seconded by Isken.

Ayes – (4) Akhlaghi, Isken, Schreiber, Meeker
Noes – (0)
Abstain – (0)
Absent – (1) Mahoney

Motion carries.

4.3 Approve Changes to HP Grant Reporting

In the first annual reports for the HP 2 and 3 grants, support centers had few opportunities to report quantitatively on their services to QLSPs. Staff recommended updating the reporting requirements for all HP grants to capture outputs (e.g., number of trainings, convenings, etc.) for support centers. This would improve the completeness of HP reports to the Legislature and public.

RESOLVED, that the Legal Services Trust Fund Commission Homelessness Prevention Funds Committee recommends the changes to the 2021-2023 Homelessness Prevention (HP 2) grant reporting, 2021/2022-2024 Homelessness Prevention (HP 3) grant reporting, and 2023-2024 Homelessness Prevention (HP 4) grant reporting as described in the redlined materials for today's meeting.

Moved by Meeker, seconded by Schreiber.

Ayes – (4) Akhlaghi, Isken, Schreiber, Meeker
Noes – (0)
Abstain – (0)
Absent – (1) Mahoney

Motion carries.

4.4 Discuss HP Grant Monitoring

Senior Financial Analyst Heidi Slater reported on the State Bar staff's fiscal oversight of HP 3 awards. It has developed a grants management assessment to evaluate grantees' risk of non-compliance. Staff also implemented a process to monitor HP 3 awards. Finally, Senior Financial Analyst Slater reported on HP 3 spending through the third quarter of 2022.

ADJOURN