



The State Bar of California

Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Funds Committee Teleconference

Open Session Minutes
Wednesday, July 26,
2023
1:00 p.m.–4:00 p.m.

Time Meeting Commenced:

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

Time Meeting Adjourned:

2:21 p.m.

Chair:

James Meeker

Committee Coordinator:

Jennifer Zelnick

Members Present:

Eric Isken, Tammy Mahoney, Christian Schreiber

Members Absent:

Banafsheh Akhlaghi

Liaisons:

Laura Brown (Judicial Council), Lorin Kline (LAAC), Melanie Snider (Judicial Council)

Staff Present:

Rocío Ávalos, Shannon Crossley, Alexa Montalvo, Esteban Cano-Gutierrez

OPEN SESSION

1. Call to Order

The LSTFC Homelessness Prevention Funds Committee was called to order by Chair Meeker.

2. Roll Call

Roll call was taken and quorum was established. Chair Meeker asked if there were person(s) who wished to make a public comment. There was one member of the public that provided public comment on a topic that was not on the agenda.

3. Approval of Minutes

3.1 Open Session Minutes: May 12, 2023

Moved by Schreiber, seconded by Meeker.

Ayes – (3) Isken, Schreiber, Meeker

Noes – (0)

Abstain – (0)

Absent – (1) Akhlaghi, Mahoney

Motion carries.

4. Discussion and Action Items

4.1 Approve the 2021/2022–2024 Homelessness Prevention (HP 3) Grant Reallocation Process

Jennifer Zelnick, Senior Program Analyst, presented on the reallocation process for HP 3 formula and competitive awards. In March, Public Counsel reduced its HP 3 formula funds by \$1,167,136, and its HP 3 competitive funds by \$562,603. Additionally, five HP 3 formula grantees and one HP 3 competitive grantee projecting underspending by the end of the grant period, resulting in up to \$2,056,648 unspent HP 3 formula funds and \$647,603 unspent HP 3 competitive funds. The amounts are subject to change if any grantees that projected underspending revise the funds they plan to relinquish or if any additional organizations choose to return funds. Funds will be redistributed to grantees who opt-in to receive additional funding via a formula process, excluding grantees that voluntarily returned funds.

Senior Program Analyst Zelnick described the budget revision process for grantees seeking additional funding. Staff will review the budgets, ensuring the work is statutorily permissible. Staff will ask grantees if they plan to increase their deliverables and will share that knowledge with the committee.

The committee then considered the following resolution:

RESOLVED, that the Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Funds Committee recommends that the LSTFC approve the 2021/2022–2024 Homelessness Prevention (HP 3) formula and competitive grant reallocation process as described in State Bar staff’s memo dated July 26, 2023; and it is

FURTHER RESOLVED, that the LSTFC Homelessness Prevention Funds Committee recommends that the LSTFC require the organizations listed in Attachments A and B of State Bar staff’s memo dated July 26, 2023, to relinquish their projected unspent funds with amounts finalized by August 14, 2023. Organizations relinquishing unspent funds will not be eligible for grant reallocation.

Moved by Isken, seconded by Meeker.

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

Noes – (0)

Abstain – (0)

Absent – (1) Akhlaghi

Motion carries.

4.2 Update on Coalition of California Welfare Rights Organizations

Senior Program Analyst Jennifer Zelnick provided an update regarding Coalition of California Welfare Rights Organizations (CCWRO) regarding questions as to how

CCWRO tracks and segregates their spending for its 2021–2023 Homelessness Prevention (HP 2) and HP 3 formula grants. Similar findings arose during CCWRO's recent monitoring visit and desk review of its HP 3 formula grant. Staff is now providing ongoing technical support, providing findings to their monitoring letter, and reviewing the Corrective Action Plan for the HP 3 desk review. CCWRO agreed to the plan and staff now waits for its implementation. With ongoing technical assistance, CCWRO agreed to return funds spent on work that staff deemed nonqualifying. Staff will share those findings with the committee at its August 31, 2023, meeting. LAAC noted they have reached out to CCWRO to provide additional technical assistance and support to improve their spending and reporting practices.

4.3 Update on HP 3 Grant Administration

Senior Program Analyst Zelnick discussed the HP 3 annual evaluation data process, where six grantees submitted late evaluations the next business day after the due date. Legal Services for Seniors (LSS) submitted their report on time but with unusable data, requiring technical support to resubmit corrected data. LSS's submission was initially excluded but was later merged with corrected data upon Judicial Council's request. Quarterly reports on services, spending, and unlawful detainers are ongoing to Judicial Council, with an upcoming annual HP 3 report to the Department of Finance.

Senior Financial Analyst Esteban Cano-Gutierrez provided an update on the HP 3 desk review, assessing 78 organizations' federal funding compliance. High or medium-risk (32) and low-risk (3) agencies were prioritized for desk reviews, resulting in 12 of 35 agencies with no findings. Common issues like timekeeping and cost allocation will be addressed with further technical assistance.

ADJOURN