



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

Open Session Minutes  
Thursday, August 31, 2023  
1:00 p.m.–4:00 p.m.

**Time Meeting Commenced:** The LSTFC Homelessness Prevention Funds Committee meeting commenced in open session at 1:03 p.m.

**Time Meeting Adjourned:** 2:28 p.m.

**Chair:** James Meeker

**Committee Coordinator:** Jennifer Zelnick

**Members Present:** Eric Isken, Tammy Mahoney, James Meeker, Christian Schreiber

**Members Absent:** Banafsheh Akhlaghi

**Liaisons Present:** Laura Brown (Judicial Council), Zach Newman (LAAC)

**Staff Present:** Rocío Ávalos, Shannon Crossley, Alexa Montalvo, Esteban Cano-Gutierrez, Kimberly Warmsley

### 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 asked if there were person(s) who wished to make a public comment. The following public comments were provided:

A member of the public provided public comment on a topic that was not on the agenda. Kevin Aslanian, Executive Director of the Coalition of California Welfare Organizations (CCWRO), and Andrew Chen, Staff Attorney at CCWRO, provided comments related to agenda item 5.1. Krista Alderson, co-interim Executive Director of Eviction Defense Collaborative, provided comments on agenda items 5.2 and 5.3.

#### 3. Approval of Minutes

##### 3.1 Open Session Minutes: July 26, 2023

*Moved by Schreiber, seconded by Isken.*

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

*Noes – (0)*

*Abstain – (0)*  
*Absent – (1) Akhlaghi*

*Motion carries.*

#### **4. Updates**

##### **4.1 Update on HP 3 and 4 Grant Administration**

Senior Program Analyst Jennifer Zelnick provided an update on the 2021/2022–2024 Homelessness Prevention (HP 3) annual evaluations. Staff is finalizing its annual report to the Judicial Council to be shared in draft form, which will ultimately be filed with the Department of Finance. Staff are also reviewing the 2023–2024 Homelessness Prevention (HP 4) Initial data submitted for the first six months of the grant, which will also be shared in a draft report to the Judicial Council. Zelnick also provided an update on an HP 4 budget revision request from Inner City Law Center that staff approved.

##### **4.2 Update on 2021–2023 Homelessness Prevention (HP 2) Budget Revisions**

Senior Program Analyst Zelnick reported that staff received five HP 2 Formula budget revision requests, one self-approving by the organization as it fell at or below ten percent, and four that required staff approval. One program, Greater Bakersfield Legal Aid (GBLA) submitted a revision request that required staff approval but did not provide a rationale. As such, staff continues to work with GBLA to complete the revision request before approving their budget revision. Staff approved the remaining revision requests. Staff received and reviewed one self-approving HP 2 Competitive grant revision request from the Public Interest Law Project.

##### **4.3 Update on 2021/2022–2024 Homelessness Prevention (HP 3) Budget Revisions**

Senior Program Analyst Zelnick provided an update on one HP 3 Formula budget revision request from the California Rural Legal Assistance Foundation (CRLAF). CRLAF's revision was self-approving, although staff also reviewed it.

#### **5. Discussion and Action Items**

##### **5.1 Action on Coalition of California Welfare Rights Organizations' 2021–2023 Homelessness Prevention (HP 2) Formula and 2021–2024 Homelessness Prevention (HP 3) Formula Awards**

Senior Program Analyst Zelnick reported that staff noticed irregularities with CCWRO's HP 2 and HP 3 grants after a review of all HP 2 grant deliverables, a desk review of CCWRO's HP 3 formula grant, and its 2023 monitoring visit. Staff addressed the irregularities by issuing the findings for the desk audit, requesting that CCWRO respond with a Corrective Action Plan. Staff also met with CCWRO to discuss how to deduct work reported for HP 2 and HP 3 formula funds that was nonqualifying. Staff has received some of the requested materials, but several remain overdue.

Staff proposed a preliminary recommendation requiring CCWRO to submit a spend-down plan for its HP 2 and HP 3 formula grants to staff.

The Homelessness Prevention Funds Committee (Committee) considered the following resolution:

**RESOLVED**, that the Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Funds Committee (Committee) approves requiring Coalition of California Welfare Rights Organizations (CCWRO) to submit a spend down plan for its 2021–2023 homelessness prevention (HP 2) formula funding from August 1, 2023–December 31, 2023, to staff by October 1, 2023; and it is

**FURTHER RESOLVED**, that the Committee approves requiring CCWRO to submit a spend down plan for its 2021–2024 homelessness prevention (HP 3) formula funding from August 1, 2023–December 31, 2024, to staff by October 1, 2023.

*Moved by Meeker, seconded by Schreiber.*

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

*Noes – (0)*

*Abstain – (0)*

*Absent – (1) Akhlaghi*

*Motion carries.*

## **5.2 Action on 2021–2023 Homelessness Prevention (HP 2) Deliverables Revisions**

Senior Program Analyst Zelnick presented Eviction Defense Collaborative’s (EDC’s) HP 2 deliverable revision request. EDC requested revising their deliverables from 5,000 clients served per year to 27 cases for the grant period. The request included a reasonable explanation for the change that highlighted the costs to provide representation based on San Francisco’s Tenant Right to Counsel program. The requested revision is supported by staff. There was discussion regarding staff’s evaluation of proposed deliverables when grant applications are submitted to ensure that it is feasible for an applicant to meet their goals relative to the potential award amount.

The Committee considered the following resolution:

**RESOLVED**, that the Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Funds Committee (Committee) recommends that the LSTFC approve Eviction Defense Collaborative’s 2021-2023 Homelessness Prevention (HP 2) formula grant deliverables modification as described during the Committee’s meeting on August 31, 2023.

*Moved by Isken, seconded by Meeker.*

*Ayes – (3) Isken, Schreiber, Meeker*

*Noes – (0)*

*Abstain – (0)*

*Absent – (2) Akhlaghi, Mahoney*

*Motion carries.*

**5.3 Action on 2021/2022–2024 Homelessness Prevention (HP 3) Deliverables Revisions**

Senior Program Analyst Zelnick presented EDC’s HP 3 competitive deliverables revision request. EDC proposed decreasing their full-scope representation cases from 50 to 25, and adding 60 limited scope cases. EDC also proposed expanding its project to include clients living outside Bayview zip codes.

The Committee then considered the following resolution:

**RESOLVED**, that the Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Committee (Committee) recommends that the LSTFC approve Eviction Defense Collaborative’s 2022-2024 Homelessness Prevention (HP 3) competitive grant deliverables modification as described during the Committee’s meeting on August 31, 2023.

*Moved by Meeker, seconded by Isken.*

*Ayes – (3) Isken, Schreiber, Meeker*

*Noes – (0)*

*Abstain – (0)*

*Absent – (2) Akhlaghi, Mahoney*

*Motion carries.*

**ADJOURN**