



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

Open Session Minutes
Friday, October 20, 2023
1:15 p.m.–4:00 p.m.

Time Meeting Commenced: The LSTFC Homelessness Prevention Funds Committee meeting commenced in open session at 1:15 p.m.
Time Meeting Adjourned: 2:28 p.m.
Chair: Efrain Escobedo
Committee Coordinator: Jennifer Zelnick
Members Present: Jacqueline Alikhaani, Eric Isken, Tammy Mahoney, Jonathan Sandville
Members Absent: None
Liaisons Present: Laura Brown (Judicial Council), Zach Newman (LAAC)
Staff Present: Michael Cheng, Abraham Gutierrez, Chris McConkey, Doan Nguyen, Angela O'Hara, Kimberly Warmesley, Helen Yu, Jennifer Zelnick

OPEN SESSION

1. **Call to Order**
Chair Escobedo called the meeting to order.
2. **Roll Call**
Roll call was taken and a quorum was established.

Chair Escobedo asked if there were person(s) who wished to make a public comment. A member of the public requested the opportunity to provide comments during agenda item 5.1: Kevin Aslanian, Executive Director of the Coalition of California Welfare Organizations (CCWRO).

3. **Approval of Minutes**

3.1 **Open Session Minutes: August 31, 2023**
Moved by Isken, seconded by Mahoney.

Ayes – (5) Alikhaani, Isken, Mahoney, Sandville, Escobedo
Noes – (0)
Abstain – (0)
Absent – (0)

Motion carries.

4. Updates

4.1 Update on Homelessness Prevention Funds Grant Administration

Program Supervisor Michael Cheng reported on the outcome of the State Bar's completion of its Single Audit. The Single Audit was required due to the pass through of federally sourced funds. Cheng reported there were no programmatic findings and the two minor deficiencies identified were related to Information Technology (IT) policies and workflows. The State Bar was working with IT to monitor the action plan and resolve the issues.

Senior Program Analyst Jennifer Zelnick reported on one 2023–2024 Homelessness Prevention (HP 4) Formula budget revision request from the LACBA Counsel for Justice for its Homelessness Prevention Expansion Project. LACBA's request was for a 14% revision, which falls within the staff approval threshold. Staff approved the revision request. LACBA also requested a corresponding deliverable modification that staff approved.

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

This action item was a follow up from the August 31, 2023, Homelessness Prevention Funds Committee (Committee) meeting where Senior Program Analyst Zelnick reported on the issues with CCWRO's HP 2 and HP 3 grants and explained the steps taken so far to address them. Zelnick reported that CCWRO's submitted materials continued to be late, incomplete, and/or inaccurate, and required multiple rounds of revisions. These continued revisions and inconsistencies, as well as the discrepancies between CCWRO's spend down plans and accounting reports suggest that CCWRO's documents remain inaccurate and raise concerns about its internal controls, especially for grantees awarded federal funds. Staff recommended one final opportunity for CCWRO to correct its materials, due no later than October 31, 2023.

Kevin Aslanian, Executive Director of CCWRO, provided the status of CCWRO's progress complying with grant requirements. He reported that the time spent with State Bar staff has been helpful, and that CCWRO is in the process of fixing its timesheets and spend down plans. He requested additional time to complete these deliverables, asking for a due date of November 30, 2023.

The Committee asked clarifying questions of staff to better understand the extent of CCWRO's remaining issues, and the Committee queried Mr. Aslanian to better understand the obstacles preventing CCWRO from satisfying grant requirements timely and accurately. Staff provided additional information explaining the process if CCWRO is found to be non-compliant after the final proposed due date. If non-compliant after October 31, the issue would need to go to the LSTFC to decide whether to require CCWRO to return any grant funds.

The 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 revise its 2021–2024 homelessness prevention (HP 3) formula grant on the quarter seven expenditure report due October 31, 2023, to reflect its actual expenditures; and it is

FURTHER RESOLVED, that if CCWRO fails to revise its HP 3 formula grant completely, accurately, and on time by the October 31, 2023, deadline, that the Committee recommends that the LSTFC require CCWRO to return any disallowed costs from its HP 3 formula grant award, as defined in staff's memo dated October 20, 2023.

Moved by Mahoney, seconded by Sandville.

Ayes – (5) Alikhaani, Isken, Mahoney, Sandville, Escobedo

Noes – (0)

Abstain – (0)

Absent – (0)

Motion carries.

- 5.2 Approve 2021/2022–2024 Homelessness Prevention (HP 3) Grant Reallocations**
Senior Program Analyst Zelnick proposed pushing this agenda item to next meeting to allow more time to prepare. The Committee agreed with the suggestion.

ADJOURN