



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

Open Session Minutes
Monday, February 26, 2024
2:00 p.m.–4:00 p.m.

Time Meeting Commenced: The LSTFC Homelessness Prevention Funds Committee meeting commenced in open session at 2:05 p.m.
Time Meeting Adjourned: 3:23 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, Brady Dewar, Danielle MacRae, Doan Nguyen, Kimberly Warmsley

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 called for public comment, inquiring as to whether there were person(s) who wished to comment on any agenda item. The following comments were provided to the committee:

1. Kevin Aslanian

Kevin Aslanian, Executive Director of Coalition of California Welfare Rights Organizations (CCWRO), reported on the progress the organization has made and requested an edit to the resolution regarding agenda item 5.1.

3. Approval of Minutes

3.1 Open Session Minutes: December 4, 2023

RESOLVED, that the Legal Services Trust Fund Commission Homelessness Prevention Committee approves the Open Session Minutes from the December 4, 2023, meetings as posted on the agenda.

Moved by Isken, seconded by Sandville.

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

Presenter: Jennifer Zelnick, Senior Program Analyst

Updates on the HP 2 grant closeout process, HP 3 quarter eight and expenditure report submissions, and HP budget revision requests were provided.

5. Discussion and Action Items

5.1 Action on Coalition of California Welfare Rights Organizations' 2021–2024 Homelessness Prevention (HP 3) Formula Grant

Presenter: Jennifer Zelnick, Senior Program Analyst

An update was provided regarding CCWRO's HP 2 and HP 3 grants. At its December 13, 2023, meeting, the Legal Services Trust Fund Commission determined that CCWRO's 2022 HP 2 expenditures were considered allowable and required that CCWRO meet with staff and committee members, and comply with several additional monitoring requirements, revisions, and deliverables.

Although CCWRO timely submitted all requested materials by December 31, 2023, staff had concerns about some of the materials submitted. For example, CCWRO submitted an expenditure report that included only year two spending, rather than cumulative year one and year two spending as required. Additionally, CCWRO's submitted accounting reports and budget revision request do not reflect adjustments for actual activity and underreported unspent funds by \$15,965.

RESOLVED, that the Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Funds Committee (Committee) determines that the materials submitted by Coalition of California Welfare Rights Organizations (CCWRO) do not satisfy the resolution passed by the LSTFC on December 13, 2023, and CCWRO remains noncompliant with federal grant requirements.

FURTHER RESOLVED, that the Committee recommends requiring CCWRO to submit allocation reports and staff time sheets each month beginning with January 2024 in order to receive its remaining 2021–2024 Homelessness Prevention (HP 3) formula funds through monthly reimbursement. CCWRO must receive its remaining HP 3 formula funds through reimbursement until the Committee finds that CCWRO has complied with the below requirements; and it is

FURTHER RESOLVED, that the Committee recommends requiring CCWRO to revise its HP 3 formula grant on the quarter 9 expenditure report due April 26, 2024, to reflect its actual expenditures through March 31, 2024; and it is

FURTHER RESOLVED, that the Committee recommends requiring CCWRO to provide revised, accurate, and complete allocation reports and accounting reports through March 31, 2024, to staff by April 26, 2024; and it is

FURTHER RESOLVED, that the Committee recommends requiring CCWRO to submit a revised spend down plan and a budget revision request for its HP 3 formula funding from January 1, 2024– December 31, 2024, to staff by April 26, 2024; and it is

FURTHER RESOLVED, that the LSTFC requires CCWRO to participate in a second HP 3 desk review in 2024.

Moved by Escobedo, seconded by Isken.

Ayes – (4) Alikhaani, Isken, Sandville, Escobedo

Noes – (0)

Abstain – (0)

Absent – (1) Mahoney

Motion carries.

5.2 Action on 2023-2024 Homelessness Prevention (HP 4) Budget Revisions

Presenter: Jennifer Zelnick, Senior Program Analyst

RESOLVED, that the Legal Services Trust Fund Commission Homelessness Prevention Funds Committee recommends to the LSTFC that it approve Child Care Law Center’s 2023-2024 Homelessness Prevention (HP 4) Grant budget revision request as described in staff’s memo and Attachment A dated February 26, 2024.

Moved by Sandville, seconded by Isken.

Ayes – (4) Alikhaani, Isken, Sandville, Escobedo

Noes – (0)

Abstain – (0)

Absent – (1) Mahoney

Motion carries.

ADJOURN

DRAFT