



The State Bar of California

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

Open Session Minutes
Monday, May 20, 2024
1:00 p.m.–4:00 p.m.

Time Meeting Commenced: The LSTFC Homelessness Prevention Funds Committee meeting commenced in open session at 1:07 p.m.

Time Meeting Adjourned: 3:18 p.m.

Chair: Efrain Escobedo

Committee Coordinator: Jennifer Zelnick

Members Present: Jacqueline Alikhaani, Eric Isken, Jonathan Sandville

Members Absent: Tammy Mahoney

Liaisons Present: Salena Copeland (LAAC)

Liaisons Absent: None

Staff Present: Doan Nguyen, Heidi Slater, Kimberly Warmesley

OPEN SESSION

1. Call to Order

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

2. Roll Call

Roll call was taken and a quorum was established. Chair Escobedo called for public comment, inquiring as to if there were person(s) who wished to comment on any agenda item. The following comment was 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 to reserve further comment for agenda item 5.1.

3. Approval of Minutes

3.1 Approval of Open Session Minutes from February 26, 2024

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

Moved by Isken, seconded by Sandville.

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

Noes – (0)

Abstain – (0)

Absent – (1) Mahoney

Motion carries.

4. Discussion and Action Items

4.1 Update on Homelessness Prevention Funds Grants Administration

Presenter: Jennifer Zelnick, Senior Program Analyst, Office of Access & Inclusion

Updates on the HP 2 grant closeout process, HP 3 quarter eight and expenditure report submissions, and the audit of HP 3 from the Department of Finance were provided. HP budget revision requests were mentioned but were further discussed in agenda item 5.3.

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, Office of Access & Inclusion

At its March 20, 2024, meeting, the LSTFC determined that CCWRO remained noncompliant with the federal requirements of its HP 3 grant. The LSTFC required, beginning in January 2024, that CCWRO submit expenditures documentation monthly, to receive its remaining HP 3 funds until the LSTFC finds CCWRO is in full compliance. Staff reviewed CCWRO's submitted documentation, but concerns remain about some of the materials submitted.

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 March 29, 2024, and CCWRO remains noncompliant with federal grant requirements.

FURTHER RESOLVED, that the Committee recommends continuing to require CCWRO to submit allocation reports and staff time sheets each month 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; and its

FURTHER RESOLVED, that the analysis staff has conducted, in addition to staff’s ongoing review of reimbursement expenditures, satisfies the LSTFC requirement for CCWRO to participate in a second HP 3 desk review in 2024.

Moved by Isken, seconded by Sandville.

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

Noes – (0)

Abstain – (0)

Absent – (1) Mahoney

Motion carries.

5.2 Report on 2021/2022–2024 Homelessness Prevention (HP 3 Formula and RFP) Grant Spending and Services in 2021–2023

Presenter: Jennifer Zelnick, Senior Program Analyst, Office of Access & Inclusion

Staff reported on grantees’ progress towards achieving proposed deliverables and spending for all 98 HP 3 formula and competitive grants. Grantees reported spending 88 percent of two-thirds of their total grant allocation by the end of 2023. Grantees that spent less than 75 percent or completed less than 75 percent of their proposed grant deliverables were contacted for explanations and provided technical assistance. Common reasons for being below the 75 percent threshold included staffing vacancies, service delays, and low demand for services.

5.3 Action on 2021–2023 Homelessness Prevention (HP 2 Formula), 2022–2024 Homelessness Prevention (HP 3 RFP), and 2023–2024 Homelessness Prevention (HP 4) Budget and Deliverable Revision Requests

Presenter: Jennifer Zelnick, Senior Program Analyst, Office of Access & Inclusion

HP 2, 3, and 4 budget and deliverable revision requests submitted by grantees. Three requests require LSTFC approval: an HP 2 formula budget revision request, an HP 4 budget revision request, and an HP 3 RFP deliverable revision request.

RESOLVED, that the Legal Services Trust Fund Commission (LSTFC) Homelessness Prevention Funds Committee (Committee) recommends to the LSTFC that it approve Youth Law Center’s late 2021–2023 Homelessness Prevention Formula Grant budget revision request as described in staff’s memo and Attachment A, dated May 20, 2024; and it is

FURTHER RESOLVED, that the Committee recommends to the LSTFC that it approve Community Legal Services in East Palo Alto’s 2023–2024 Homelessness Prevention Grant budget revision request as described in staff’s memo and Attachment A, dated May 20, 2024, and it is

FURTHER RESOLVED, that the Committee recommends to the LSTFC that it approve San Luis Obispo Legal Assistance Foundation’s (SLOLAF’s) 2022–2024 Homeless Prevention Competitive Grant deliverables expansion request as described in staff’s memo and Attachment B, dated May 20, 2024. The Committee recommends to the LSTFC that it not approve SLOLAF’s request to decrease its cases closed.

Moved by Isken, seconded by Sandville

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

Noes – (0)

Abstain – (0)

Absent – (1) Mahoney

Motion carries

ADJOURN