



GOVERNING BOARD MEETING

Tuesday, June 21, 2022, 8:30 AM

MEETING INFORMATION AND ACCOMMODATION

This meeting will take place remotely in accordance with Government Code section 54953(e) *et seq.* (AB 361) and Resolution 21-01, adopted by the Las Virgenes-Malibu Council of Governments Governing Board (COG Governing Board) on October 19, 2021.

To follow the provisions in AB 361 and ensure the safety of the COG Governing Board, staff and the public for the purpose of limiting the risk of COVID-19, in-person public participation at the meeting will not be allowed. To allow for public participation, the COG Governing Board will conduct its meeting through Zoom Video Communications. Members of the public can observe and participate in the meeting. To observe the meeting, download Zoom on any phone, tablet, or computer device and enter the following meeting link:

<https://us02web.zoom.us/j/85419250636?pwd=QW83Yk1SVFdldlOVpnTytIR00rSmdkZz09>

Meeting ID: 854 1925 0636 • Passcode: 554321

A public agenda packet is available on the COG's website lvmcog.org. Members of the Public who wish to comment on matters before the Governing Board have two options: 1. Make comments limited to three minutes during the Public Comment Period, or 2. Submit an email with their written comments limited to 1,000 characters to terry@lvmcog.org no later than 12:00 p.m. on Monday, June 20, 2022. The email address will remain open during the meeting for providing public comment during the meeting. Emails received during the meeting will be read out loud at the appropriate time during the meeting provided they are received before the Board takes action on an item (or can be read during general public comment). For any questions regarding the virtual meeting, please contact terry@lvmcog.org.

AGENDA

1. CALL TO ORDER

Governing Board Members:

Karen Farrer, Malibu, President
Eniko Gold, Hidden Hills, Vice President
Chris Anstead, Agoura Hills
Kelly Honig, Westlake Village
Alicia Weintraub, Calabasas

2. APPROVAL OF THE AGENDA

3. PUBLIC COMMENT PERIOD

Public comments are limited to three minutes per speaker. Pursuant to California Government Code Section 54954.2, the Governing Board is prohibited from discussing or taking immediate action on any item not on the agenda unless it can be demonstrated that the item is of an emergency nature, or the need to take action arose subsequent to the posting of the agenda.

4. CONSENT CALENDAR

Consent Calendar items will be approved in one motion unless removed for separate discussion or action.

- A. May 17, 2022 Draft Meeting Notes – Attachment (page 4-6)
- B. June 2022 Financial Statement – Attachment (page 7-8)

Recommended Action: Approve Consent Calendar

5. INFORMATION ITEMS

- A. Executive Director’s Report – Attachment (page 9-10)
- B. Update on Campus Kilpartick – Supervisor Kuehl’s staff will provide an update.
- C. Emergency Communications – Captain Seetoo, Lost Hills Sheriff’s Station, Chief Smith, LA County Fire and Kevin McGowan, Director, LA County Office of Emergency Management will make the presentation.
- D. City Reports on Covid: Agoura Hills, Calabasas, Hidden Hills, Malibu and Westlake Village

6. PUBLIC SAFETY, LEGISLATIVE AND AGENCY PARTNER UPDATES

- A. Los Angeles County Sheriff’s Department
- B. Los Angeles County Fire Department
- C. League of Cities
- D. Updates from Legislative Staff and Agency Partners (page 11-15)

7. ACTION ITEMS

- A. Homeless Grant Funding Statement of Work – Attachment (page 16-24)
Recommended Action: Approve the proposed scope of work and funding for the 2022-23 County grant for Regional Homelessness Coordination and Cities Innovation Fund, and delegate authority to the Executive Director to execute the final contract with the County.
- B. COG 2022-2023 Budget – Attachment (page 25-30)
Recommended Action:

C. Returning to In-Person/Hybrid Meetings

Recommended Action: That the Governing Board discuss and take such action as deemed appropriate, and otherwise provide direction to staff.

8. GENERAL COMMENTS AND REQUEST FOR FUTURE AGENDA ITEM

9. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATOR

Government Code Section 54957.6

Agency Negotiator: Council of Governments President

Unrepresented Employee: Executive Director

Public Employee Performance Evaluation Gov. Code §54957

Title: Executive Director

10. FUTURE MEETING DATES

- Technical Advisory Committee: August 3, 2022, 8:30 AM
- Governing Board: August 16, 2022, 8:30 AM

10. ADJOURNMENT

**Draft Meeting Notes
Governing Board Meeting
VIRTUAL MEETING - VARIOUS LOCATIONS
May 17, 2022**

The Governing Board conducted the virtual meeting, via Zoom, and in accordance with California Governor Newsom's Executive Orders N-20-20 and N-35-20 and COVID-19 pandemic protocols.

1 – Call to Order: President Karen Farrer called the meeting to order at 8:32 AM.

Roll Call of Governing Board members present:

Karen Farrer, Malibu, President
Eniko Gold, Hidden Hills, Vice President
Denis Weber, Agoura Hills Alternate
Kelly Honig, Westlake Village
Davis Shapiro, Calabasas Alternate

The following non-voting city elected officials participated in the meeting:

Ray Pearl, Mayor Pro Tem, Westlake Village

2 – Approval of Agenda:

President Farrer announced that there was a request to move item 7.B up on the agenda for discussion/action following the item 5.A.

ACTION: President Farrer moved to approve the revised Agenda. Denis Weber seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Farrer, Vice President Gold and Governing Board members, Honig, Shapiro and Weber.

NOES: None.

3 – Public Comment Period: The Executive Director stated that he had not received any public comments. No one participating in the meeting offered public comments.

4 – Consent Calendar: The Executive Director noted a minor error in the April 19, 2022 Meeting Notes that was changed after the agenda was posted. The revised Meeting Notes were presented. 4.A. Revised Meeting Notes from April 19, 2022; and 4.B. May 2022 Financial Statement.

ACTION: Denis Weber moved to approve the Consent Calendar. Kelly Honig seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Farrer, Vice President Gold and Governing Board members, Honig, Shapiro and Weber.

NOES: None.

5.A. – Executive Director’s Report: The Executive Director highlighted his report. No action was taken by the Governing Board.

7.B. – Returning to In-Person Meetings: The Executive Director briefed the Governing Board on his tour of the LA County DPW office space located in Calabasas that could accommodate hybrid COG meetings. There was a consensus to continue meeting virtually and revisit the issue at future COG meetings.

5.B – Update on Campus Kilpatrick – Veronica Pawlowski, Justice Deputy to Supervisor Kuehl, provided a status update on Campus Kilpatrick. She noted the video that she sent out. There was discussion about a possible tour of the facility. Ms. Pawlowski will determine when and how many people can be accommodated on a tour. President Farrer thanked her for the update. No action was taken by the Governing Board.

5.C – Update from David Shapiro, SCAG Regional Council, Mayor Pro Tem, Calabasas: David Shapiro provided his SCAG update and noted AB 1445 as a bill the COG should be following. President Farrer thanked him for the SCAG update. No action was taken by the Governing Board.

5.D – COVID Update: The city managers and Governing Board provided an update from their respective cities. No action was taken by the Governing Board.

6.A – Los Angeles County Sheriff’s Department: A Lost Hills/Malibu Station representative was not present.

6.B – Los Angeles County Fire Department: Megan Currier was present and presented an update.

6.C – Cal Cities: Jeff Kiernan provided a legislative update.

6.D – Updates from Area Legislators and Agencies: Tessa Charnofsky, Supervisor Kuehl’s District Director; Aurelia Freidman, Congressman Lieu; and Nancy Frawley, Assemblymember Irwin, all provided updates.

7.A – Homeless Administrative Assistant Contract: The Executive Director stated that he had interviewed several candidates and was recommending Jessica Flores for the position. He outlined the duties of this part time position and noted that the position would be funded through the COG’s LA County Homeless Grant.

ACTION: Kelly Honig moved to approve the contract with Jessica Flores. Denis Weber seconded. The Motion carried 5-0, by the following roll call vote:

AYES: President Farrer, Vice President Gold and Governing Board members, Honig, Shapiro and Weber.

NOES: None.

8. – Comments and Request for Future Agenda Items: There were no comments or requests for future agenda items.

9. – Future Meeting Dates: President Farrer noted the dates for the June 2022 Technical Advisory Committee and Governing Board meetings. She also announced that traditionally the COG goes dark in August but she requested that the COG not hold meetings in July, instead. The Governing Board members agreed.

10. – Adjournment: President Farrer adjourned the meeting at 9:47 AM.

Respectfully submitted,

Terry Dipple
Executive Director

Governing Board Agenda Report

DATE: June 21, 2022
TO: Governing Board and Alternates
FROM: Terry Dipple, Executive Director
SUBJECT: Executive Director's Report

OVERVIEW

The purpose of this report is to update the Governing Board and Alternates on the status of COG projects and other items of interest.

Election Results for Metro Board Member Ara Najarian – Ara Najarian is currently in fourth place with the top three candidates being elected to the Glendale City Council. There are an estimated 300,000 ballots that remain to be counted in the County that could change the Glendale results. Ara Najarian is supposed to take over as Metro Board Chair on July 1, 2022.

Grant to Update the COG's Hazard Mitigation Plan –The COG received a Request for Information regarding the grant application that was submitted to CalOES to update the COG's Hazard Mitigation Plan (HMP). I had a meeting with CalOES staff to review the additional information requested and will make the necessary changes to finalize the application before it is forwarded to FEMA for final review and approval. The current HMP expires in August 2024. While it might seem early to start the process now, it has taken 18-24 months to do the previous updates and get them approved by CalOES and FEMA. If the COG receives approval for a grant, I will prepare a Request for Proposal to solicit proposals from qualified consultants to prepare the HMP.

COG Homeless Working Group – The COG's Homeless Working Group will be meeting on June 27, 2022 to discuss issues related to funding allocations for homelessness. The Homeless Working Group will also receive an update from Gabriel Graham on his activities and be introduced to Jessica Flores, the COG's new part-time administrative assistant. Reports and updates will be provided by LAHSA and area homeless service providers serving the COG cities. I will be accompanying Jessica Flores for a ride along with Gabriel, prior to the Homeless Working Group meeting.

COG Highway Working Group – I have been holding individual meetings with members of the COG's Highway Working Group to discuss the next phase of Measure M funding and the additional \$12 million in Measure R funds that Supervisor Kuehl committed to allocating to the COG cities in 2022. I recently confirmed with Supervisor Kuehl's Metro

transportation deputy that the Supervisor is fully committed to the additional Measure R funding. The project list for the COG's 9th Year of Measure M funding will be presented to the TAC and Governing Board in September 2022. Once approved by the COG, it will go to the Metro Board for approval in January 2023.

Quarterly Executive Directors Meeting with SCAG – The Subregional executive directors will be holding their quarterly meeting with Kome Ahise, Executive Director on June 22, 2022.

COG Executive Directors Monthly Check-In with Metro CEO Stephanie Wiggins – Regular monthly meeting with LA County COG executive directors and the CEO are proving to be very productive.

Metro Project Updates – I continue to meet regularly with Metro Highway and Active Transportation staff to discuss the status of COG projects.

COG's Homeless Outreach Coordinator – Gabriel continues to provide weekly updates on his assistance to people experiencing homelessness in the region.

Agenda Item 6.D

To: LVMCOG Governing Board and Executive Director
Subject: SCAG Update June 2022
From: Rachel Wagner, SCAG Regional Affairs Officer; wagner@scag.ca.gov

HIGHLIGHTS FROM THE June 2nd REGIONAL COUNCIL MEETING

ACTION

REGIONAL COUNCIL ADOPTS POLICY DEVELOPMENT FRAMEWORK FOR CONNECT SOCAL 2024

SCAG's next Regional Transportation Plan/Sustainable Communities Strategy, Connect SoCal 2024, will be prepared over the next two years in anticipation of an April 2024 adoption date. Today, the Regional Council adopted the Policy Development Framework for Connect SoCal 2024 which includes the plan's preliminary vision and goals, key policy priorities, including those identified by the board since 2020, and an outline of the focus and responsibility of each Policy Committee and the following three new subcommittees.

- Next Generation Infrastructure
- Resilience & Conservation
- Racial Equity & Regional Planning

These new subcommittees will help dive deeper into key areas for Connect SoCal to make recommendations on how to address these emerging issues within Connect SoCal 2024. The subcommittees will include members from each county with participation from invited business or civic leaders and practitioners with unique and valuable perspectives.

SCAG will now establish the subcommittees and prepare a more detailed agenda outlook for each of the Policy Committees to illustrate the progression of policy discussions leading up to plan analysis and production in summer 2023. For more information on Connect SoCal, visit scag.ca.gov/connect-social.

INFORMATION

UPDATES ON REGIONAL HOUSING NEEDS ASSESSMENT: STATE AUDIT & SCAG REFORM RECOMMENDATIONS

In a presentation to the Regional Council today, SCAG staff provided an update on the findings of the California State Auditor on the California Department of Housing and Community

Development's (HCD) Regional Housing Needs Assessment (RHNA) and the process for developing SCAG's RHNA reform recommendations.

STATE AUDIT

In October 2021, the California State Joint Legislative Audit Committee approved an emergency audit to examine HCD's regional determination process for the RHNA. The request for an audit was based on an assertion that "the public has almost no information on the formula that HCD uses to calculate these initial numbers," citing confusion and mistrust among regional planning bodies and local jurisdictions, and the need for an independent and objective review of the process.

The findings conclude that HCD made several errors regarding data calculations and does not have a sufficient management review process. The audit found that lack of sufficient review and associated errors in the determination process risks eroding public confidence in HCD's ability to address the state's housing needs. Several of the audit's findings suggest that HCD understated regional determination for regions included in the audit, and possibly others. The Auditor provided several recommendations to the State Legislature, HCD and California Department of Finance to address these errors and inaccuracies in the process, including:

- Institute a process to ensure staff performs multiple reviews of data in its assessments.
- Establish a formal process to document its consideration of all factors required by state law.
- Perform a formal analysis of healthy vacancy rates and historical trends.
- Develop a formal process to review the appropriateness of councils of governments' proposed comparable regions.

SCAG RHNA REFORM RECOMMENDATIONS

During and after the 6th cycle RHNA process, a number of elected officials and stakeholders requested that SCAG pursue reforms at the State to the RHNA and Housing Element process. HCD, in collaboration with the Office of Planning and Research, is required by law to conduct a RHNA reform outreach process and make recommendations to the legislature by Dec. 31. In response, SCAG plans to develop recommendations for consideration as part of HCD's RHNA reform stakeholder input process.

In the coming months, SCAG will hold a series of meetings with stakeholders to collect input on topics for RHNA reform, including the Housing Working Group on July 19 and the Technical Working Group on July 21. SCAG will also hold two special meetings of the Community, Economic and Human Development Committee to conduct a public input session on RHNA reform as well as get input from committee members. Based on these input sessions, staff will develop recommendations on RHNA reform and present them to both the Community, Economic and Human Development Committee and Regional Council. For more information on SCAG's RHNA program, visit scag.ca.gov/rhna.

NEWS FROM THE PRESIDENT

MESSAGE FROM PRESIDENT HARNIK

Today marked the first meeting of the Regional Council with newly elected SCAG President Jan Harnik. President Harnik has outlined her priorities to include accelerating housing development and addressing broadband connectivity to meet the goals of Connect SoCal 2024 as a part of SCAG's long-range vision that aligns future housing and mobility needs with economic and environmental goals. With new housing funding sources from the state, including Regional Early Action Planning (REAP) 2.0, President Harnik is

confident that SCAG will play a leading role in supporting housing development and mobility options in the region and align funding with other adjacent and immediate needs, such as utilities and broadband infrastructure.

NEW MEMBERS AND COMMITTEE APPOINTMENTS

President Harnik welcome new Regional Council Members and announced appointments to SCAG's Legislative/Communications and Membership Committee:

REGIONAL COUNCIL

- Claudia Bill-de la Peña, Thousand Oaks, District 46
- Margaret Clark, Rosemead, District 32
- Denise Diaz, South Gate, District 25
- Keith Eich, La Cañada Flintridge, District 36
- Jess Talamantes, Burbank, District 42

LEGISLATIVE/COMMUNICATIONS AND MEMBERSHIP COMMITTEE

- Peggy Huang, Transportation Corridor Agencies, Chair
- Jose Luis Solache, Lynwood, District 26, Vice-Chair
- Cindy Allen, Long Beach, District 30
- Claudia Bill-de la Peña, Thousand Oaks, District 46
- Lorrie Brown, Ventura, District 47
- Margaret Finlay, Duarte, District 35
- Alex Fisch, Culver City, District 41
- Curt Hagman, San Bernardino County
- Jan Harnik, Riverside County Transportation Commission
- Patricia Lock Dawson, Riverside, District 68
- Clint Lorimore, Eastvale, District 4
- Ray Marquez, Chino Hills, District 10
- Michael Posey, Huntington Beach, District 64
- Deborah Robertson, Rialto, District 8
- David J. Shapiro, Calabasas, District 44
- Cheryl Viegas-Walker, El Centro, District 1

- Donald Wagner, Orange County
- Alan Wapner, San Bernardino County Transportation Authority

SCAG LEADERSHIP SHARES REGION'S HOUSING & TRANSPORTATION PRIORITIES

President Harnik and members of the Regional Council had the pleasure of hosting a recent meeting with Senate Transportation Committee Chair Lena Gonzalez (D-Long Beach) to discuss our region's housing and transportation budget priorities, such as the Regional Council's support for an augmentation to the Infill Infrastructure Grant program and using budget surplus dollars to fully fund the Active Transportation Program. Chair Gonzalez shared information on a number of her priorities as well, such as Senate Bill 1104, which would establish the Office of Freight within the Governor's Office of Business and Economic Development to serve as the coordinating entity to steer the growth, competitiveness and sustainability for freight and ports across the state.

NEWS FROM THE EXECUTIVE DIRECTOR

REAP 2.0 DRAFT PROGRAM DEVELOPMENT FRAMEWORK OUTREACH

Through April and May, SCAG's Regional Early Action Planning Grants of 2021 (REAP 2.0) Draft Program Development Framework was widely shared with the public through email blasts, newsletters and two virtual information sessions, as well as on the SCAG website. The public comment period was open from April 19 to May 19. Six public comment letters were received during the comment period from the City of Los Angeles, Coachella Valley Association of Governments, and the Gateway Cities, South Bay Cities, San Gabriel Valley and Ventura councils of governments. Based on the comments received, SCAG generated a summary of themes and hosted an information session to share feedback. SCAG presented the final Program Development Framework to the Executive/Administration Committee in June and will seek adoption by the Regional Council in July.

For more information about the REAP 2.0 program, visit scag.ca.gov/reap2021.

CONNECT SOCAL LOCAL DATA EXCHANGE UPDATE/ REGIONAL DATA

PLATFORM SCAG introduced the Local Data Exchange (LDX) process to serve as an extensive data exchange process with local jurisdictions to support Connect SoCal 2024 development. SCAG will engage in the LDX process to gather the most updated information available from local jurisdictions covering land use and growth to help understand how the region is developing and the extent to which we are meeting our climate goals. Over the course of 2022, SCAG's Local Information Services Team (LIST) plans to meet one-on-one (for 90 minutes) with all 197 local jurisdictions to discuss maps in their local context, provide background on the development of Connect SoCal 2024 and provide training on available tools in Regional Data Platform (RDP) to local jurisdictions. Detailed information about the LDX process can be found in a letter that was sent via email to all Planning Directors in the region on May 23. For Orange, Riverside and San Bernardino County jurisdictions, these meetings will be initiated by the subregional councils of government. For Imperial, Los Angeles and Ventura County jurisdictions, please select a meeting time at your earliest convenience. The RDP is a

revolutionary system for collaborative data sharing and planning designed to facilitate better planning at all levels – from cities and counties of all sizes up to the region as a whole. The platform includes publicly available resources and tools, which can be accessible to both the public and local jurisdictions. Cities and counties in the SCAG region can also take advantage of complementary GIS licenses. To date, more than 130 jurisdictions have received these licenses to support their local planning activities.

If you would like to explore the RDP or take part in the LDX process, contact the Local Information Services Team at list@scag.ca.gov or visit the Regional Hub at hub.scag.ca.gov. The full Executive Director's Report and past reports will be available on the SCAG website.

UPCOMING MEETINGS

June

16th Equity Working Group 21st Legislative/Communications and Membership Committee 23rd Safe & Active Streets Working Group 28th Transportation Conformity Working Group 29th Regional Transit Technical Advisory Committee 30th Executive/Administration Committee Retreat

July

1st Executive/Administration Committee Retreat 6th Executive/Administration Committee 7th Regional Council & Policy Committees 19th Housing Working Group 19th Legislative/Communications and Membership Committee 21st Technical Working Group 26th Transportation Conformity Working Group 27th Modeling Task Force

Governing Board Agenda Report

DATE: June 21, 2022
TO: Governing Board and Alternates
FROM: Terry Dipple, Executive Director
SUBJECT: County Grant for Regional Homelessness Coordination

RECOMMENDED ACTION

Approve the proposed scope of work and funding for the 2022-23 County grant for Regional Homelessness Coordination and Cities Innovation Fund, and delegate authority to the Executive Director to execute the final contract with the County.

BACKGROUND

The County makes an annual investment of Measure H Strategy E7 funding to the COGs for Regional Homelessness Coordination. The County also invested \$6.0 million through the 2020 COG Innovation Fund program to facilitate a regional approach in preventing and combatting homelessness in Los Angeles County. The COG received funds from the 2020 COG Innovation Fund program, which the Governing Board opted to use the funds for Gabriel Graham's position as the COG's Homeless Outreach Coordinator.

Building on the success of these programs, the County provided an additional allocation of funding to the COGs based on the previous homeless count for Regional Homelessness Coordination and Innovation Fund Program for 2021-22.

The County is currently in the process of programming additional funding for 2022-23 and is working with the COG on a contract amendment to continue regional homelessness coordination and for the Innovation Fund program for the period between July 1, 2022 through June 30, 2023. Over the past few months, the COG and our Homeless Working Group have worked with the County to provide revisions to the scope of work for the new funding. Refer to the newly proposed Scope of Work in the attached contract.

ATTACHMENT: Statement of Work

**STATEMENT OF WORK
LAS VIRGENES-MALIBU COUNCIL OF GOVERNMENTS
REGIONAL HOMELESSNESS COORDINATION AND INNOVATION FUNDS**

I. Overview

Homelessness is a regional crisis. As such, one of the top priorities of the Chief Executive Office's Homeless Initiative (CEO-HI) is to continue strengthening the collaboration between the County and diverse stakeholders, including the 88 cities in Los Angeles County. Since cities have jurisdiction over planning/land use activities and have the insight to support locally specific solutions, cities play a unique role in our countywide efforts to prevent and combat homelessness. The Councils of Governments (COGs) have a unique and important role in facilitating a regional approach with their member cities to address homelessness.

The Las Virgenes-Malibu COG (LVMCOG) is a joint powers authority created by the cities of Agoura Hills, Calabasas, Hidden Hills, Malibu and Westlake Village (located in Supervisorial District 3). The LVMCOG Governing Board is comprised of elected officials from each of the LVMCOG's member cities and serves as the primary governing body taking actions to support endeavors aimed at maximizing the quality of life and productivity of the region.

On July 13, 2021, the Board of Supervisors unanimously approved the Fiscal Year (FY) 2021-22 Homeless Initiative Funding Recommendations, which included funding for COGs in Homeless Initiative Strategy E7: Strengthen the Coordinated Entry System, for (1) Regional Homelessness Coordination and (2) Innovation. These funds are intended to be used to support COGs and cities for activities that align with the approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. On April 20, 2021, the Board directed the CEO-HI to reassess the Measure H strategies and make recommendations to improve or modify existing strategies to address the ever-changing homeless crisis. This SOW may be modified based on the outcomes of the re-assessment process. Additional funding will be recommended during the FY 2022-23 Homeless Initiative Funding Recommendations process for both cities and COGs to continue their work to address homelessness.

This Statement of Work (SOW) is in two parts:

- **Part I: Information on the required deliverables for Regional Homelessness Coordination Funds.** The Las Virgenes-Malibu COG will conduct the activities to support the member cities in regional engagement and city plan implementation. The LVMCOG will receive ~~\$90,000~~\$34,500 in Regional Homelessness Coordination Funds.
- **Part II. Information on the required deliverables for Innovation Funds.** COGs should use these funds to support cities to implement activities that align with the

approved Homeless Initiative Action Plan to Prevent and Combat Homelessness. These tasks are to be separate from and not duplicative of work funded for Regional Homelessness Coordination. The LVMCOG will receive ~~\$285~~\$28595,000 in Innovation Funds.

Innovation Funds Methodology: LVMCOG Homeless Working Group (HWG) consisting of city staff from each of the five cities held several meetings to discuss homeless grant funds and programs. In addition, the LVMCOG Governing Board and city managers provided input. LVMCOG Executive Director held individual meetings to obtain additional input.

The maximum contract amount is not to exceed ~~\$375,000~~\$375,000~~129,500~~.

II. Objective

LVMCOG will use this funding to manage the tasks described below, including coordinating with cities to participate in interjurisdictional activities and meetings and facilitating a regional approach to prevent and combat homelessness in Los Angeles County.

III. Tasks/Deliverables

Part 1: Regional Homelessness Coordination Services

Task 1: Outreach and Coordination

Program Description:

The LVMCOG will retain one full time contractor (Outreach Coordinator) who will provide outreach services. Primary scope of duty will include, but not be limited to:

- Communicate regularly with designated city staff from LVMCOG cities who will report instances where unhoused individuals and families may need assistance and/or resources.
- Work with city staff, public safety partners and homeless service providers to assist homeless people in response to requests received while performing outreach duties.
- Provide linkages to resources available for the homeless population. Provide referrals to any needed services including health, mental health, education, employment, vocational training. Serve as an advocate or liaison to other organizations as needed.
- Participate in Coordinated Entry System (CES) and regional case conferencing meetings.
- Participate in LVMCOG Governing Board, Technical Advisory Committee and Homeless Working Group meetings and provide follow up as needed.
- Provide a weekly update that details activities assisting unhoused individuals and responding to requests related to the same.
- Represent LVMCOG at Service Planning Area (SPA) 2 and 5 meetings with service providers.
- Attend other meetings, as directed by LVMCOG.

	Deliverables/Performance Targets	Timeline
1.a	Submit quarterly updates to LVMCOG detailing interaction with unhoused individuals, provide resources. Metrics/Targets to include the following monthly deliverables: <ul style="list-style-type: none">• Engage at least 36 unduplicated homeless clients• Refer at least 15 unduplicated individuals to prevention services• Refer at least 15 unduplicated individuals to interim housing• Refer at least 15 unduplicated individuals to permanent housing• Refer at least 15 unduplicated individuals to health and mental health services• Refer at least 15 unduplicated individuals to education, employment and vocation training opportunities	Quarterly
1.b	Provide semi-annual recommendations to enhance regional outreach coordination serving the COG catchment area	Quarterly
1.c	Attend at least two (2) local and regional meetings quarterly	Quarterly
1.d	Participate in the monthly CES and Case Conferencing meetings.	Monthly

Task 2: City Coordination (Priority Area 2)

Program Description: LVMCOG Executive Director will facilitate collaboration between Los Angeles County, COG Cities and Communities to work together to combat and prevent homelessness in the Las Virgenes-Malibu Region.

LVMCOG Executive Director, Administrative Assistant and Outreach Coordinator will work with cities, non-profit service providers, other community organizations, congregations, and members of the public to ensure the effective coordination of homeless services within the continuum of care, consistent with policies adopted by the cities.

LVMCOG will attend local stakeholder coalition meetings, as needed, to ensure there is effective collaboration across the entire region.

	Deliverables/Performance Targets	Timeline
2.a	Communicate weekly with designated city staff from LVMCOG cities who report instances where unhoused individuals and families may need assistance and/or resources. Narrative to be provided in the quarterly report	Quarterly
2.b	Work with city staff, public safety partners and homeless service providers on a weekly basis to assist homeless people in response to requests received while performing outreach duties. Narrative to be provided in the quarterly report	Quarterly
2.cd	Participate in LVMCOG Governing Board and Technical Advisory Committee and provide follow up, as needed. Narrative to be provided in the quarterly report	Quarterly
2.d	Convene COG Homeless Working Group meetings to discuss merging issues and opportunities	Quarterly
2.e.	Develop a regional homelessness plan	June <u>December</u> 2022

Part 2: Innovation Funds

Task 3: Administrative Support (Priority Area 2)

Program Description: The LVMCOG will retain a part time contractor (Administrative Assistant) who will assist the LVMCOG Executive Director (COG ED) with homeless-

related administrative tasks pertaining to Innovative Fund related matters. The Administrative Assistant will assist the COG ED:

- Coordinate meetings with the LVMCOG Homeless Working Group and prepare meeting minutes. Meeting summary will be included in the quarterly report.
- Prepare and disseminate information; and handling requests for information from the LVMCOG Governing Board, LVMCOG Technical Advisory Committee, County Homeless Initiative Team, homeless service providers and community members.
- Prepare County Homeless Initiative quarterly reports and invoices, statement of work and assist in handling requests for information from the LVMCOG Governing Board, LVMCOG Technical Advisory Committee, Team, homeless service providers and community members.
- Maintain database of Service Planning Area stakeholders and resources in homeless services and update, as needed.
- Obtain input from cities about the County's Homeless Initiative strategies, programs and Measure H implementation and the County's approved strategies and submit comments annually to the County.
- Provide administrative support to the COG Outreach Coordinator

	Deliverables/Performance Targets	Timeline
3.a	Prepare and submit monthly invoices to the County	Quarterly
3.b	Prepare and submit quarterly reports to the County	Quarterly
3.c	Maintain database of SPA stakeholders and resources	Monthly
3.d	Prepare Homeless Working Group meeting minutes. Narrative to be included in the progress report.	Quarterly

Task 5: Client Assistance/Flex Fund (Priority Area 2)

Program Description: The LVMCOG will retain a sub-contractor to implement a 6-month pilot program to provide direct assistance to the individuals and families who are homeless or are at risk of becoming homeless to secure and retain housing. Such assistance may include, but not be limited to, transportation, public storage, family reunification, crisis and emergency housing, utility assistance, car repair, etc. The pilot program will serve at least 50 people during the contract term.

	Deliverables/Performance Targets	Timeline
5.a	Execute a contract with a service provider	April -July 2022
5.b	Develop program guidelines and procedures that align with the Coordinated Entry System	April -July 2022
5.c	Engage COG member cities to increase their awareness of the program. Narrative to be provided in the quarterly report	Quarterly

5.d	<p>Serve at least 25 unduplicated clients quarterly.</p> <p>Monthly metrics to include, but not be limited to:</p> <ul style="list-style-type: none"> • # of unduplicated referrals • # of unduplicated participants that retain their housing • # of unduplicated participants that transition directly to other permanent housing • # of unduplicated participants that did not enter any homeless services programs within six months of exiting the prevention program (retention) 	Quarterly
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IV. Reporting, Documentation, and Invoices

The COG shall provide quarterly reports, complete on-line surveys, and submit invoices, describing progress made on items in the Tasks listed above. A final report will be due to the County prior to contract expiration describing the outcomes for all Tasks.

- A. Provide copy of the any subcontracted agreements necessary to implement the funded program in advance for County approval.
 - i. Within 60 days of contract execution
- B. Submit invoices monthly to the County CEO-HI.
 - i. Invoices will not be paid without the associated report describing progress made during the invoicing period
- C. Submit Quarterly Reports and supporting documents.
- D. Submit Final Report
 - i. Prior to contract expiration

All reports and invoices shall be submitted to the County CEO-HI. Invoices will not be paid without the associated report and must be submitted to the following three email addresses:

CEO-HI COG Lead:
 Ashlee Oh, Principal Analyst- AOh@ceo.lacounty.gov
 With copies to:
hiadmin@ceo.lacounty.gov
HomelessInitiativeCities@lacounty.gov

EXHIBIT B

**PRICING SCHEDULE
LAS VIRGENES-MALIBU COUNCIL OF GOVERNMENTS
REGIONAL HOMELESSNESS COORDINATION AND INNOVATION FUNDING**

Maximum Contract Amount Not to Exceed: \$375,000

Up to \$90,000 of the total contract budget is to be paid by County for LVMCOG Regional Homelessness Coordination costs. Up to \$285,000 of the total contract budget is to be paid by County for LVMCOG Innovation costs. The County may pay up to \$55,125 of the total amount of this Contract upon submission to and County approval of subcontracts necessary to perform contract services to County.

When the Board approves future Fiscal Year funding allocations for Measure H, the contract may be amended to increase the contract budget.

REGIONAL HOMELESSNESS COORDINATION PROGRAM BUDGET*

STAFFING COSTS			
Position	FTE/Months	Rate	Total
Outreach Coordinator	1.0 FTE/ 9.5 months	\$5,500/ month	\$52,250
STAFFING COSTS			\$52,250
OPERATIONS COSTS			
Mileage (\$400/mo.)			\$3,800
Cellular phone services cost (\$100/mo.)			\$950
PROGRAM OPERATION COSTS			\$4,625
Early Deliverable (draft sub-contract and Homeless Resources)			\$33,000
REGIONAL HOMELESSNESS COORDINATION SUBTOTAL			\$90,000

INNOVATION FUNDS PROGRAM BUDGET*

STAFFING COSTS			
Position	FTE/Months	Rate	Total
Outreach Coordinator	1.0 FTE/2.5 months	\$5,500/ month	\$13,750
Administrative Assistant	12 months	\$1000/mo.	\$12,000
STAFFING COSTS			\$25,750
OPERATIONS COSTS			
Mileage (\$400/mo.) for Coordinator			\$1,000
Cellular phone services cost (\$100/mo.) for Coordinator			\$250
Client Assistance/Flex Fund			\$20,000
Project Pending			\$216,000
PROGRAM OPERATIONS COSTS			\$237,250
Early Deliverable (Draft sub contract)			\$22,000
INNOVATION FUNDS SUBTOTAL			\$285,000
Total Regional Coordination and Innovation Funds			\$375,000

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*Changes within line items and/or categories require written authorization from the County Project Manager. Written authorization may be defined to include letter, email, and fax. A contract amendment is not required for changes within line items and/or categories, not to exceed the maximum contract amount.

Governing Board Agenda Report

DATE: June 21, 2022
TO: Governing Board Delegates and Alternates
FROM: Terry Dipple, Executive Director
SUBJECT: Proposed Annual Budget for Fiscal Year 2022/2023

OVERVIEW

I am pleased to present the proposed annual budget for Fiscal Year 2022-2023 to the Governing Board of the Las Virgenes-Malibu Council of Governments. The budget provides detailed information about anticipated revenues and planned expenditures for the upcoming fiscal year and demonstrates how available resources are allocated based on the Governing Board's priorities and objectives, which serve as the guiding principles. The budget was developed using conservative estimates and account information provided by the City of Agoura Hills Finance Department, which acts as the COG Treasurer. The proposed Fiscal Year 2022/2023 budget is attached, as Exhibit A.

RECOMMENDED ACTION

The Technical Advisory Committee reviewed the proposed annual budget for Fiscal Year 2022/2023 at the June 1, 2022 meeting and recommended approval to the Governing Board.

SUMMARY OF FISCAL YEAR 2022/2023 REVENUES

Fiscal Year 2022/2023 Projected Revenue: \$373,341

- Member Dues 125,000
- County Grant for Outreach Coordinator 72,000
- COG/Metro MOU for Board Deputy 107,091
- Metro Meas. M Planning Reimbursement 57,250
- County Grant for Homeless Admin Support 12,000

The Proposed Annual Budget for Fiscal Year 2022/2023 includes maintaining current COG dues at \$25,000. Additional revenue includes: \$72,000 from Los Angeles County for the COG's homeless outreach coordinator and \$12,000 for homeless administrative support; \$107,091 for COG/Metro annual MOU for Maureen Micheline who serves as Deputy to Ara Najarian, Metro Board; and \$57,250 from Los Angeles County Metropolitan Transportation Authority (Metro) for Measure M Subregional planning and programing work that is done by the COG's Executive Director.

SUMMARY OF FISCAL YEAR 2022/2023 EXPENSES

Fiscal Year 2022/2023 Projected Expenses: \$364,478

Expenses in the Proposed Annual Budget for Fiscal Year 2022/2023 include the Executive Director, Homeless Outreach Coordinator, homeless administrative support, Metro Board Deputy, COG officers and directors' liability insurance and COG counsel. The Executive Director's current contract is \$170,000 and he is requesting a 5% increase to be discussed with the Governing Board in Closed Session. The COG acts as a facilitator for payment to Ara Najarian's, Metro Board Deputy, Maureen Micheline. Under the current MOU, the COG receives \$107,091 and retains a 3% administrative fee. Maureen Micheline is paid \$103,878. This arrangement has been in place since January 1, 2015. Metro is considering an amendment to the MOU with the COG due to additional commitments and expenses that are anticipated for the Board Deputy/Consultant as Ara Najarian will take over as Metro Board Chair on July 1, 2022. Additional minor expenses for Fiscal Year 2022/2023 include \$4,100 for the COG's liability insurance and \$2,500 for legal services.

BUDGET HIGHLIGHTS FROM 2021/2022

This last year saw many accomplishments for the COG including:

Measure M 5-Year Project List Approved by Metro – The Governing Board approved the COG's original Measure M 5-Year Project list in 2018. The project list contained \$57.9 million for projects in all five COG cities and the County. The goal of the COG's Measure R and M projects is to improve the operation and safety of the region's highways by reducing vehicular delays and improving the safety for both motorists and pedestrians. This 30-year program is funded with the Measure R and M sales tax approved by L. A. County voters in 2008 and 2016. Since 2008, the COG has received more than \$160 million for city and county projects and is expected to receive approximately \$300 million more over the 30-year life of Measure R and M.

Measure R Adjustments – The COG continues to work with the cities to make any Measure R Adjustments to projects that received Measure R funds. The Measure R Adjustments are approved annually by the COG and forwarded to Metro staff.

Elections and Appointments – The COG made the following appointments: Steve Uhring, was appointed the COG representative to the Santa Monica Bay Restoration Commission and Dennis Washburn was reappointed as the COG representative to the Metro San Fernando Valley Service Council.

Goals and Priorities – The Governing Board continues to focus on transportation funding, homeless and emergency preparedness. The Governing Board continued to continue holding meetings with area legislators.

Stormwater/Measure W – The Executive Director participates in the North Santa Monica Bay Watershed Steering Committee meetings, which receives 50% of the funding allocation from Measure W – the county-wide Safe Clean Water measure. Forty percent of the funds collected go back to cities for local projects.

Homelessness – The COG's outreach coordinator continues to work closely with the cities, County, public safety and nonprofit service providers to assist people experiencing homelessness. In addition, he participates in the COG's regular Homeless Working Group meetings. While the outreach coordinator's efforts have been well received by the cities and have contributed to individuals receiving service and housing, it should be noted that not all individuals experiencing homelessness want assistance or services.

Legislative and Agency Briefings – In keeping with the goals and priorities of the Governing Board, the COG held regular meetings with area legislators. Senator Stern and Assemblymembers Irwin and Gabriel joined the Governing Board meetings to discuss the 2021 legislative session. The COG and TAC continue to receive monthly briefings from Jeff Kiernan, Cal Cities, Ginny Brideau, Metro Community Liaison, Tessa Charnofsky from Supervisor Kuehl's office, Jeremy Wolf, district director for Senator Stern and Aurelia Friedman from Congressman Lieu's office. In addition, Senator Ben Allen, joined a COG meeting to introduce himself as the senator who will represent the COG cities beginning in December 2022 as a result of the new redistricting plan.

Los Angeles County COG Executive Directors – The Executive Director continues to meet regularly and participates in a monthly virtual meeting with the other Los Angeles County COG Executive Directors. These meetings and the working relationship between the Executive Directors has increased the individual and collective influence of all of the COGs.

Metro Policy Advisory Council and Northern Cities Corridor – The Executive Director continues to serve on the Metro Policy Advisory Council and participates in the Northern Cities Corridor meetings, chaired by Ara Najarian, the COG's representative on the Metro Board.

SCAG – Rachel Wagner, SCAG, regularly attends Governing Board and TAC meetings. In addition, the Executive Director continues to attend quarterly meetings with SCAG Executive Director, Kome Ajise, and Executive Directors from the other COGs in the SCAG region.

COVID-19 Pandemic – The TAC and Governing Board meetings continue to be held virtually. The Governing Board and city managers regularly share their respective responses to the COVID-19 pandemic at the TAC and COG meetings.

Public Safety – The Technical Advisory Committee and Governing Board continue to receive regular briefings from the Lost Hills Station Commander, Chief Drew Smith, Los Angeles County Fire Department and Kevin McGowan, Director, Los Angeles County Office of Emergency Management.

COG Website – The COG’s website continues to provide the latest information about COG meetings and projects. It should be noted that Karlo Gorgin, IT staff from the City of Calabasas, assists in posting agendas and updating information on the website.

ESTIMATED FISCAL YEAR 2022/2023 REVENUE: \$373,341

Revenue in the Proposed Annual Budget for Fiscal Year 2022/2023 Budget proposes to maintain a balanced budget. Member dues will be maintained at \$25,000 for a total of \$125,000. Additional revenue includes: \$72,000 from Los Angeles County for the COG’s homeless outreach coordinator, \$12,000 from Los Angeles County for the COG’s new homelessness administrative support, \$107,091 for COG/Metro annual MOU for Maureen Micheline who serves as Deputy to Ara Najarian, Metro Board and \$57,250 is projected from Los Angeles County Metropolitan Transportation Authority (Metro) for Measure M Subregional planning and programing.

ESTIMATED FISCAL YEAR 2022/2023 EXPENDITURES: \$364,478

Executive Director: The COG Executive Director current salary is \$170,000. The Executive Director implements the policies and directives of the Governing Board while managing and coordinating the programs and activities of the COG. The Executive Director is an independent contractor and does not receive benefits. He is not reimbursed for overhead costs and is responsible for normal business expenses.

Metro Board Consultant: The Metro Board Deputy/Consultant provides administrative assistance and support for Ara Najarian, who is the COG’s representative on the Metro Board of Directors. The Metro Board Deputy/Consultant is an independent contractor, not an employee of the COG. The Metro Board Consultant does not receive benefits, is not reimbursed for overhead costs and is responsible for normal business expenses. The COG receives \$107,091 from Metro for Maureen Micheline, Board Deputy/Consultant. The COG retains a 3% administrative fee and the Metro Board Deputy/Consultant receives \$103,878.

Outreach Coordinator: Gabriel Graham was hired effective March 18, 2020 to serve as the COG’s Homeless Outreach Coordinator. The Governing Board increased his contract beginning July 2021 to \$69,000, which includes monthly payments of \$5,250 plus \$400/car allowance and \$100/ phone allowance. Los Angeles County agreed to include \$70,000 in the 22/23 contract for the outreach coordinator position. It is anticipated that additional grant funding will be available for this position.

Homeless Administrative Support: Jessica Flores was hired effective June 1, 2022 to serve as part-time administrative support for the COG. Her responsibilities include homeless grant invoicing and reporting to the County. In addition, she will support the Executive Director and the COG's Homeless Working Group. The monthly amount is \$1,000 and the COG will be reimbursed \$12,000 annually through the County Homeless Grant.

Legal Counsel: The COG contracts with Laurence Wiener, Richard, Watson and Gershon, for legal services. Mr. Wiener has been the COG counsel since formation. The COG did not incur any legal expenses in Fiscal Year 21/22. However, the COG does incur legal expenses from time to time for various legal services. The proposed Budget includes \$2,500 for legal services.

Insurance: The Budget includes \$4,100 for the COG's liability insurance for the Executive Director, Metro Board Consultant and outreach coordinator along with errors and omissions insurance for the Governing Board and Technical Advisory Committee. The actual cost for insurance in Fiscal Year 2021/2022 was \$3,918. The insurance premium is obtained through Alvarado Pacific Insurance Services, a commercial broker.

Outstanding Obligation: The COG joined the California Joint Powers Insurance Authority in 2003 to obtain liability and errors and omissions insurance coverage. The initial membership increased from \$2,500 to almost \$11,000, in 2011. At that point, the Governing Board voted to withdraw from CJPIA and obtain insurance through a commercial broker. Although the COG incurred no claims with CJPIA, it remains financially responsible for its allocated share of pooled claims and claim-related expenses attributable to the coverage years in which the COG participated in the Authority's risk sharing programs. The COG's current retrospective deposit liability is estimated to be \$30,000, which is a result of large claims against other agencies that were in the same insurance pool. Several years ago, CJPIA indicated it would be requesting agencies with a retrospective deposit liability to pay off the balance in three annual installments but the COG has not been invoiced.

EXHIBIT A

**Las Virgenes-Malibu COG Proposed Annual Budget
Fiscal Year 2022/2023**

Projected 2021/2022 Ending Balance		29,203
Accrued (Est. Metro & LA County 4 th Quarter Reimbursements)		27,000
Projected Revenue		373,341
City Dues @ \$25,000	125,000	
Metro for Board Deputy/Consultant	107,091	
Metro Meas. M Planning Reimbursement	57,250*(1)	
LA County Homeless Grant (Gabriel)	72,000	
LA County Homeless Grant (Admin. Support)	12,000	
Total Revenue (including ending balance & accrued)		429,544
Projected Expenses		364,478
Executive Director	170,000*(2)	
Metro Board Deputy/Consultant	103,878*(3)	
Homeless Outreach Coordinator	72,000*(4)	
Homeless Admin. Support	12,000	
Liability Insurance	4,100	
COG Counsel	2,500	
Projected 22/23 Ending Balance		65,066

Budget Notes*

- 1) The COG is reimbursed by Metro for the Executive Director's Measure M planning and programming activities.
- 2) The Executive Director will be requesting a 5% increase in his annual contract, which equals \$8,500. The request will be discussed during his evaluation with the Governing Board on June 21, 2022.
- 3) The COG is reimbursed through a MOU with Metro for Maureen Micheline's position as Board Deputy to Ara Najarian, Metro Board.
- 4) The County is including an increase in the COG's homeless grant contract that will provide for an increase for Gabriel Graham's contract effective July 1, 2022, which would take his annual compensation from \$69,000 to \$72,000, including his current \$400/mo. car allowance and \$100/mo. phone allowance.