LACDA
Los Angeles County Development Authority

"We build better lives and better neighborhoods."

AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, AUGUST 19, 2026, 12:00 PM

Primary location:
851 Via Carmelitos
Long Beach, California 90805

Alternate location (teleconference only):
West Hollywood Library
Study Room C
652 N San Vicente Blvd
West Hollywood, California 90069

To join via phone, dial **(747) 200-6781**, then enter **525 710 562#** when prompted.
Click here to join the meeting

1. **Call to Order**

2. **Roll Call**

Zella Knight, Chair
James Brooks, Vice Chair
Tara Barauskas
Mary Canoy
Crystal Clark
Renee Contreras
Connor Lock
Ruthie Myers
Takao Suzuki
Anna Swett
Pamela Williams

3. **Reading and Approval of the Minutes of the Previous Meeting(s)**

Regular Meeting of June 17, 2026

4. **Report of the Executive Director**

5. **Presentations**

Rental Assistance Demonstration Program Update

Presentation from In God's Hands

6. **Public Comments** (3 minutes each speaker)

Regular Agenda

7. **Contracts for Public Housing Unit Cleaning Services**

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute two one-year Contracts for public housing unit cleaning services (Contracts) with Lush Suds, LLC and Figueroa's Maintenance Services, in the shared total amount of up to $250,000, using program funds included in the LACDA's approved Fiscal Year 2026-2027 budget and future budget years, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with a shared annual compensation of $250,000, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services, and increase the annual shared compensation by up to $25,000 (10%) per year as needed for unforeseen costs.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate any of the Contracts for convenience.

Find that approval of Contracts to provide public housing unit cleaning services is exempt from the California Environmental Quality Act (CEQA).

8. **Housing Advisory Committee Bylaws**

Proposed revisions to the Bylaws of the Los Angeles County Housing Advisory Committee to comply with California law on teleconferenced meetings and other updates.

9. **Commissioner Comments or Suggestions for Future Agenda Items**

Access to the agenda and supporting documents are available on the LACDA website. Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Advisory Committee meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Committee, are available if requested at least four business days prior to the meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the LACDA by phone at (626) 586-1855 from 8:00 a.m. to 6:00 p.m., Monday through Thursday, or by e-mail at nick.teske@lacda.org.

MINUTES FOR THE REGULAR MEETING OF THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY HOUSING ADVISORY COMMITTEE

Wednesday, June 17, 2026

The meeting was convened at LACDA Headquarters, located at 700 West Main Street in Alhambra, California.

Digest of the meeting. The Minutes are being reported seriatim.

The meeting was called to order by Commissioner Knight at 12:12 p.m.

Roll Call	Present	Absent
Zella Knight	X	
Ruthie Myers	X	
Tara Barauskas		X
James Brooks	X	
Mary Canoy	X	
Crystal Clark		X
Renee Contreras		X
Connor Lock	X	
Takao Suzuki	X	
Anna Swett	X	
Pamela Williams	X	

Agenda Item No. 3 – Reading and Approval of the Minutes of the Previous Meeting

On motion by Commissioner Lock, seconded by Commissioner Suzuki, with Commissioner Williams abstaining, the minutes of the Regular Meeting of May 17, 2026, were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Chief of Programs Tracie Mann reported on recent news that the newly created Task Force to Eliminate Fraud, led by Vice President JD Vance, has wiped out Federal funding to the Los Angeles Homeless Services Authority (LAHSA), specifically, Continuum of Care (CoC) funding. The U.S. Department of Housing and Urban Development (HUD) informed LAHSA leadership on June 11, 2026, that it was immediately suspending LAHSA's participation in Federal programs while HUD's inspector general investigates potential misconduct involving the agency and its leadership. HUD noted that LAHSA has received nearly $1 billion in federal funding since 2021 and argued that the agency's failures have become too severe to ignore.

This move impacts LAHSA's ability to submit an application for the Fiscal Year 2026 CoC Notice of Funding Opportunity (NOFO), on behalf of the Los Angeles CoC, that was issued earlier this month. In this NOFO, HUD stated that it will support organizations that facilitate treatment and recovery and prohibit funding for the widespread use of illicit drugs and distribution of paraphernalia. Individuals with HIV/AIDS and those with substance use disorders will no longer be considered as having a qualified disability.

HUD is making resources available for housing assistance paired with wraparound services to advance recovery and self-sufficiency for homeless Americans. This includes a $1.3 billion investment in new projects, with a priority for Transitional Housing and Supportive Service projects. The FY 2026 CoC NOFO application is due to HUD by August 26, 2026, which does not allow sufficient time to officially establish a replacement CoC for submitting the application, unless HUD is already working on establishing an entity other than LAHSA. Executive Director Emilio Salas has been in numerous meetings with the Housing Authority of the City of Los Angeles (HACLA) and the County to talk through viable alternatives for applying for our CoC grants.

Tracie reported that the 21st Century ROAD to Housing Act passed the Senate with an 87-8 vote and was on its way to the House for a final vote. The final version of the legislation came after negotiations between House Speaker Mike Johnson and Senate Majority Leader John Thune, and some further revisions after the bill previously passed both the House and the Senate. Notably, this latest version did not change the most controversial provision, which is a ban on large investors purchasing single-family homes. That provision, which was inserted into the bill after the President demanded it, had strong support among some populist Democrats but faced skepticism from free-market advocates. The House version of the bill significantly eased the ban by removing a provision that would have required investors in build-to-rent homes to sell those houses within seven years. That edit survived in the latest Senate version of the bill, but other sections were added back to the legislation following the latest round of leadership-level talks. One such provision was the measure authored by Senators John Kennedy and Elizabeth Warren to steer Federal grants to localities that permit greater housing construction and away from areas that fail to build.

Tracie reported that on April 28, 2026, HUD released the Equal Access to Housing in HUD Programs Proposed Rule, which seeks to remove references to “gender identity” and “sexual orientation” from several housing regulations, replacing them with “sex” assigned at birth. LACDA does not plan to submit comments on this proposed rule, as it is another example of a proposed rule that could place a responding PHA in jeopardy of losing funding if submitting comments contrary to the proposed rule’s intent.

Tracie reported that the Office of Management and Budget (OMB) has proposed a wide-ranging rule aimed at reworking the federal funding award process for local governments, organizations, and institutions. Building on previous executive orders, specifically Executive Order 14332, “Improving Oversight of Federal Grantmaking", the regulation would allow federal agencies to terminate grants when the award no longer advances Federal agency priorities or the national interest, or withhold funds from organizations promoting specific diversity concepts while placing greater emphasis on political appointees’ roles in the grantmaking process. The proposal had a 45-day comment period, with comments due by July 13, 2026, before a target implementation date of October 1, 2026. The LADCA was working with County Counsel to submit comments and to ensure comments are aligned with the County's position.

Finally, Tracie reported that the LACDA received HUD approval of our Emergency Housing Voucher (EHV) waiver request to streamline the transition of EHV families to the Housing Choice Voucher (HCV) program. This approval ensures a seamless process for LACDA staff to do their administrative work on the back end, without requiring the EHV families to provide any documentation.

Agenda Item No. 5 – Public Comments

None

Agenda Item No. 6 – Adopt, Advertise, and Award Construction Contract for the Antelope Valley Office Rehabilitation Project

On motion by Commissioner Myers, seconded by Commissioner Canoy, the following was approved:

Recommend that the Board of Commissioners:

Find that the Antelope Valley Office Rehabilitation Project (Project) is exempt from the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the records pertaining to the Project.

Adopt the plans and specifications that are on file with the LACDA's Construction and Asset Management Division for the Project with a construction cost not-to-exceed $12,250,000.

Instruct the Executive Officer of the Board to advertise for bids in accordance with the Instruction Sheet for Publishing Legal Advertisement that are to be received and opened on August 18, 2026.

Delegate authority to the Executive Director or designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has satisfied all conditions for contract award. Upon such determination, delegate authority to the Executive Director or designee to award and execute a construction contract, in the form previously approved by County Counsel, with the responsible contractor with the lowest responsive bid not-to-exceed $12,250,000 or exceeding the estimated cost by no more than 15 percent if additional funds have been identified; and to establish the effective date of the contracts upon receipt by the LACDA of acceptable performance and payment bonds and evidence of required contractor insurance.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the contract: (a) to extend the date and time for the receipt of bids consistent with the requirements of California Public Contract code, Section 4104.5; (b) to allow for substitutions of subcontractors and relief of bidders upon determination of the grounds set forth in California Public Contract Code, Sections 4100 et seq. and 5100 et seq., respectively; (c) to approve and execute change orders within the same monetary limits delegated to the LACDA's Executive Director; (d) to amend the contract; to terminate the contract for convenience; to terminate the contractor's right to proceed with the performance of the contract; (e) to accept projects and file notices upon completion of the projects; (f) to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; (g) to accept the Project upon its final completion; (h) to grant extensions of time on the Project, as applicable, and (j) to assess and collect liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications.

Agenda Item No. 7 – Adopt a Unit Price Catalog and Specifications, Advertise, and Award 18 Job Order Contracts for the Repair, Remodel, Refurbishment, and Maintenance of Various Properties

On motion by Commissioner Myers, seconded by Commissioner Canoy, the following was approved:

Recommend that the Board of Commissioners:

Find that the adoption of the Job Order Contract (JOC) unit price book from The Gordian Group, Inc., dated April 2026, approval for advertisement for bids, and the proposed award of JOCs and related actions are not a project under the California Environmental Quality Act (CEQA) for the reasons stated in this Board letter and in the records pertaining to the JOCs.

Adopt the JOC Construction Task Catalog and Technical Specifications prepared by The Gordian Group, Inc., dated April 2026.

Direct the Executive Officer of the Board to advertise for bids to be received and opened on August 17, 2026, using The Gordian Group, Inc.'s JOC System for 18 separate JOCs (numbered 144 to 161) in accordance with the Notice For Bids.

Delegate authority to the Executive Director or designee to make the determination that a bid is nonresponsive and to reject a bid on that basis; to award to the next lowest responsive and responsible bidder; to waive inconsequential and nonmaterial deficiencies in bids submitted; and to determine, in accordance with the applicable contract and bid documents, whether the apparent lowest responsive and responsible bidder has satisfied all conditions for contract award. Upon such determination, delegate authority to the Executive Director or designee to award and execute 18 JOCs, each not to exceed $6,402,606, in the form previously approved by County Counsel; and to establish the effective date of the contracts upon receipt by the LACDA of acceptable performance and payment bonds and evidence of required contractor insurance.

With respect to JOCs 144 to 161, authorize the Executive Director or designee, subject to a finding of exemption under CEQA, to issue work orders for projects that are subject and not subject to the State Public Contract Code including maintenance work, as applicable, not to exceed $6,402,606 per work order; subject to the limitation that the aggregate amount of all work orders issued under a particular JOC does not exceed the $6,402,606 maximum contract amount of the JOC.

Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the JOCs, to amend the JOCs; to terminate any of the 18 JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; to accept projects and file notices upon completion of the projects; to release retention money withheld pursuant to the applicable provisions of the Public Contract Code; to grant extensions of time on projects, as applicable, and assess and collect liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications.

Agenda Item No. 8 – Commissioner Comments or Suggestions for Future Agenda Items

Commissioner Knight requested that the Housing Advisory Committee receive regular reports from the active resident councils at the LACDA's public housing developments.

The meeting was adjourned at 12:56 p.m.

Respectfully submitted,

EMILIO SALAS
Executive Director
Secretary-Treasurer

LACDA
Los Angeles County Development Authority

August 19, 2026

TO: Housing Advisory Committee

FROM: Medina Johnson-Jennings, Director
Housing Assistance Division

Medina Johnson-Jennings

SUBJECT: FSS PROGRAM UPDATE – JULY 2026

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher and Public Housing participants achieve economic independence and self-sufficiency.

ACTIVITIES

NUMBER CURRENTLY ENROLLED	325	**As of August 1, 2026**, there were 297 Housing Choice Voucher (HCV) and 28 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	5	(4) Housing Choice Voucher (HCV) and (1) for Public Housing (PH).
CONTRACTS EXPIRED	2	FSS contracts expired for Housing Choice Voucher and Self-terminated (HCV) (2) and (0) for Public Housing (PH).
REASONS FOR CONTRACTS EXPIRED		Employment (0); ITSP (0); Welfare-free (0); Self-Terminated (2)
DIRECT ASSISTANCE REFERRALS	872 926 963 382 377 425 227 245 0 687 744 0	Job Referrals Work Source/Job Fairs Educational/Vocational/Job Training Financial Literacy Home Ownership Counseling Credit Repair Other/Utility/Legal Aid/Childcare Services Computer Training Small Business Youth Services Other: Community Resource Events Free Tax Prep Pop-up Sites
OUTREACH & COMMUNITY EVENT	1	7/28/26: Program Coordinating Committee Meeting – AV 8/1/2026: Harbor Hills Back to School Jam
GRADUATIONS	4	(4) Request for Graduation for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).

2025 Graduates	34	**CY 2025**, there were (24) Housing Choice Voucher (HCV) and (10) Public Housing (PH) FSS graduates.
Transitioned out of Housing Subsidy	4	(3) Housing Choice Voucher (HCV) and (1) for Public Housing (PH).
Homeownership	1	(1) Housing Choice Voucher (HCV) and (0) for Public Housing (PH)
Family Services/Goal Completion	1 0 6 11 26 12 0 0 31 29 0 0	GED High School Post Secondary Vocational/Job Training Job Search/Job Placement Job Retention Transportation Health Services Mentoring (Credit and Budget counseling) Homeownership Counseling Individual Development Account (IDA) Child Care
2026 YTD Graduates	16	CY 2026, there were (16) Housing Choice Voucher and (0) Public Housing (PH) FSS graduates
Transitioned out of Housing Subsidy	2	(2) Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
Homeownership	0	(0) Housing Choice Voucher (HCV) and (0) for Public Housing (PH)
Family Services/Goal Completion	0 0 4 5 13 5 0 0 13 13 0 0	GED High School Post Secondary Vocational/Job Training Job Search/Job Placement Job Retention Transportation Health Services Mentoring (Credit and Budget counseling) Homeownership Counseling Individual Development Account (IDA) Child Care

If you have any questions, please feel free to contact me at (626) 586-1670.

August 19, 2026

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

CONTRACTS FOR PUBLIC HOUSING UNIT CLEANING SERVICES
(ALL DISTRICTS)

SUBJECT

This letter recommends approval of two Contracts with Lush Suds, LLC and Figueroa's Maintenance Services, to provide public housing unit cleaning services on an as-needed basis to 68 public and affordable housing developments managed by the Los Angeles County Development Authority (LACDA).

IT IS RECOMMENDED THAT THE COMMITTEE RECOMMEND THAT THE BOARD OF COMMISSIONERS:

1. Authorize the Executive Director or designee to execute two one-year Contracts for public housing unit cleaning services (Contracts) with Lush Suds, LLC and Figueroa's Maintenance Services, in the shared total amount of up to $250,000, using program funds included in the LACDA's approved Fiscal Year 2026-2027 budget and future budget years, to be effective following approval as to form by County Counsel and execution by all parties.

2. Authorize the Executive Director or designee to execute amendments to the Contracts, following approval as to form by County Counsel, to extend the term for an additional four years, in one-year increments, with a shared annual compensation of $250,000, using funds to be included in the LACDA's annual budget approval process.

3. Authorize the Executive Director or designee to amend the Contracts to modify the Statement of Work, add services, and increase the annual shared compensation by up to $25,000 (10%) per year as needed for unforeseen costs.

4. Authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contracts, to terminate any of the Contracts for convenience.

5. Find that approval of Contracts to provide public housing unit cleaning services is exempt from the California Environmental Quality Act (CEQA), as described herein, for the reasons stated in this Board letter and the record of the project.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of this action is to approve two Contracts for public housing unit cleaning services for the LACDA. These services will provide the LACDA with public housing unit cleaning on an as-needed basis for residential public housing developments.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund.

The cost for the first year of service will be up to $250,000 using funds included in the LACDA's approved Fiscal Year 2026-2027 budget and future budget years.

If extended, the cost of the second through the fifth year of the Contracts will remain at the same annual amount of up to $250,000, using program funds to be included in the LACDA's annual budget approval process.

A 10% contingency, in the amount of $25,000 per year, is also being set for any additional needed public housing unit cleaning services. If both Contracts are fully extended, the total Contract and contingency amount for all five years will be $1,375,000.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

These Contracts will primarily be federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Skills and Training to Achieve Readiness for Tomorrow (START) Program implemented by the County of Los Angeles. Instead, Lush Suds, LLC and Figueroa's Maintenance Services will comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

ENVIRONMENTAL DOCUMENTATION

The proposed action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not have a physical impact on or result in any physical changes to the environment. The action is exempt from the provisions of CEQA pursuant to section 15301 of the State CEQA Guidelines because it involves activities that do not have the potential for causing a significant effect on the environment.

CONTRACTING PROCESS

On April 29, 2026, an Invitation for Bids (IFB), Public Housing Unit Cleaning Services, Solicitation Number LACDA26-047, was conducted to identify contractors to provide public housing unit cleaning services to the LACDA. The IFB solicitation was posted on both LACDA's OpenGov portal as well as on the County's WebVen website.

On May 26, 2026, 25 bids were received by the submission deadline. The two lowest, most responsive and responsible bidders are being recommended for the Contract Awards. The Summary of Outreach Activities is provided in Attachment A.

IMPACT ON CURRENT PROJECT SERVICES

Approval of the proposed Contracts will provide the LACDA with public housing unit cleaning services necessary to maintain LACDA properties. These services will facilitate as needed professional, efficient, and cost-effective cleaning maintenance of LACDA properties.

Respectfully submitted,

EMILIO SALAS
Executive Director

Enclosure

ATTACHMENT A

Summary of Outreach Activities

Public Housing Unit Cleaning Services

On April 29, 2026, an Information for Bids (IFB) process was initiated to identify contractors to provide public housing unit cleaning services for the LACDA.

A. Announcement

An announcement was posted on the County's WebVen and LACDA's OpenGov website.

B. Distribution of Notices

The LACDA's OpenGov portal was used to notify 109 contractors to visit the LACDA's OpenGov portal and download the solicitation package. In addition, contractors on the County's Webven were directed to download the solicitation package from the LACDA's OpenGov portal.

C. Bid Results

On May 26, 2026, 25 bids were received. Bidders were required to provide bids based on providing complete public housing unit cleaning services on an as-needed basis. After review of the lowest bids, the second lowest bidder was determined non-responsive. Therefore, Lush Suds, LLC and Figueroa's Maintenance Services, as the lowest and third lowest most responsive and responsible bidders, are being recommended for the Contract awards. Because the services are federally funded, price preferences were not applied for Local Small Business Enterprise (LSBE) status.

	Bid Amount
Lush Suds	$ 39,076.58
Best Kept Janitorial	$ 42,677.29
Figueroa's Maintenance Services	$ 46,332.38
Connected community partners	$ 52,760.15
Aujrel Pittman And Associates	$ 54,027.55
Marisol Lopez	$ 57,703.50
Vanessa's Cleaning Services	$ 61,243.54
PREMIER PROPERTY PRESERVATION, LLC	$ 62,227.70
Premium Personnel Services	$ 62,261.75
Perfect Touch Auto Detailing Inc.	$ 68,503.62
PICAVI, LLC dba Clean as a Whistle LA	$ 73,887.95

A and F Cleaning Services LLC	$ 84,395.45
CM Simple Janitorial LLC	$ 87,401.67
Coast 2 Coast Preservations, Inc.	$ 88,461.90
Profoundly Pristine, LLC	$ 89,034.10
Alan Wong	$ 90,147.35
RSB INNOVATIONS INC.	$ 90,831.78
Nava's Cleaning Service LLC	$ 95,434.50
City 2 city cleaning services	$105,631.00
The clean houz cleaning LLC	$106,055.95
ULTIMATE MAINTENANCE SERVICES	$106,831.10
All Bright Cleaning	$121,312.65
Mid-City Maintenance Services Inc	$131,288.90
Vested Solutions Janitorial, LLC	$136,521.75
One Silver Serve, LLC.	$372,763.80

August 19, 2026

TO: Housing Advisory Committee

FROM: Tracie Mann, Chief of Programs

SUBJECT: HOUSING ADVISORY COMMITTEE BYLAWS

The attached revisions to Housing Advisory Committee Bylaws reflect recent changes to California law on teleconferenced meetings, as well as other corrections and updates. The most significant revisions include:

- All votes must be by rollcall.
- Members are limited to two remote meetings per year.
- Members participating remotely must always appear on camera.
- Members participating remotely count toward quorum.

The Bylaws include the Selection Procedures, Meeting Conduct Policy, and Conflict of Interest Policy as Exhibits. The revised Bylaws are recommended for adoption by your Committee.

Attachment

BYLAWS OF THE LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE

The Los Angeles County Housing Advisory Committee (Housing Advisory Committee) is the review and advisory body to the Board of Commissioners of the Los Angeles County Development Authority (LACDA). It oversees administration of the Housing Choice Voucher (Section 8) Program and residential properties owned and managed by the LACDA. Members are appointed and serve at the pleasure of the Los Angeles County Board of Supervisors.

The Housing Advisory Committee is a legislative body subject to the Ralph M. Brown Act (the Brown Act), Section 54950, and the California Public Records Act, Section 6250, of the Government Code. The Brown Act requires that Housing Advisory Committee agendas be posted 72 hours before each meeting and that meetings be open to the public, except closed or emergency sessions, defined in Section 6.4 and Section 6.5 of the Bylaws.

These Bylaws have been adopted by the Housing Advisory Committee and include by reference all policies and procedures that are exhibits to this document.

INTRODUCTION 1.0

Section 1.1 Name of Committee: The Housing Advisory Committee is named pursuant to Section 34120.5 of the Health and Safety Code and Los Angeles County Ordinance No. 2019-0017.

Section 1.2 Office of Committee: The main office of the LACDA is at 700 W. Main Street, Alhambra, CA 91801.

DUTIES AND POWERS 2.0

Section 2.1 Responsibilities: Housing Advisory Committee members review and provide recommendations on agenda items *before* a vote of the LACDA Board of Commissioners. Exceptions include: matters initiated by the Board of Supervisors or LACDA Board of Commissioners, such as: Board motions; items expressly excluded by Board resolution; emergency matters; and items excluded based on County Counsel opinion.

The Housing Advisory Committee may also concur with agenda items *after* a vote by the LACDA Board of Commissioners, such as an emergency matter that could not be postponed to the next regular meeting.

Matters reviewed by the Housing Advisory Committee include: tenant concerns; contract awards; annual budgets; funding applications; housing development plans; reports and other areas of responsibility delegated by the Board.

Section 2.2 Tenant Disputes: The Housing Advisory Committee has the authority to hear and resolve tenant complaints and its decisions are final.

Section 2.3 Operating Procedures: The Housing Advisory Committee may adopt and amend operating rules (Bylaws) that include: the time and place of holding meetings; procedures for election of officers; officer responsibilities; codes of conduct; and related policies and procedures.

COMMISSIONERS 3.0

Section 3.1 Number of Commissioners: The Housing Advisory Committee consists of 11 members ("Commissioners") appointed by the Board of Supervisors, per County Ordinance No. 2019-0017, adopted on April 9, 2019.

Section 3.2 Non-Tenant Commissioners (5): The five members of the Board of Supervisors each select a representative to serve on the Housing Advisory Committee. Non-Tenant Commissioners may have a combination of experience and education in property acquisition, housing development, construction, financing, marketing, residential property management and related areas.

Section 3.3 Tenant Commissioners (5): Five Tenant Commissioners live in residential properties owned or managed by the LACDA or are participants in the Section 8 Program of the LACDA. At least two Tenant Commissioners live in LACDA-owned or managed properties. Tenant Commissioners must be at least 18 years old and one must be at least 62 years old. Tenant Commissioners must show interest in serving their communities and the ability to represent tenant interests.

Section 3.4 Homeless or Formerly Homeless Commissioner (1): One member will be homeless or formerly homeless~~. There is no requirement that this individual~~, and also live in LACDA-owned or managed property or participate in the Section 8 Program. This individual will be at least 18 years old and able to represent the interests of homeless people.

Section 3.5 Selection and Appointment: LACDA staff conducts a screening to select candidates for initial appointment and to fill vacancies for Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

The names of qualified candidates are provided to the Executive Director who reviews the qualifications of the candidates and makes a recommendation to the Board of Supervisors.

The Executive Director may also recommend second term appointments, based on satisfactory performance, without conducting another selection process. See *Exhibit A, Selection Procedures.*

Each of the five members of the Board of Supervisors selects candidates to fill initial appointments and vacancies for Non-Tenant Commissioners.

The Board of Supervisors approves all appointments by a vote taken at a scheduled meeting.

Section 3.6 Terms: Tenant Commissioners and Homeless and Formerly Homeless Commissioners serve for two years from the date of appointment.

Non-Tenant Commissioners serve for four years from the date of appointment.

Section 3.7 Automatic Terminations: Any Housing Advisory Committee member, other than an ex officio (non-voting) member, who fails to attend three consecutive Commission meetings, unless excused by members of the Committee, is subject to automatic termination in accordance with Section 5.12.050 of the Los Angeles County Code. The Secretary-Treasurer will remind members of this provision after the second consecutive absence and advise the appointing officer. After the third consecutive absence, the Committee shall notify the appointing officer of the vacancy and the appointing officer immediately shall appoint a member to fill the vacancy.

Any Housing Advisory Committee member, other than ex officio (non-voting) member, who fails to attend and/or is tardy to five Committee meetings in a calendar year is subject to automatic termination. The Secretary-Treasurer will remind members of this provision after the fourth absence and/or tardy in a calendar year. After the fifth absence or tardy, the Committee shall notify the appointing officer of the vacancy and the appointing officer immediately shall appoint a member to fill the vacancy.

Tenant Commissioners who cease to reside in LACDA-owned or managed properties or who no longer participate in the Section 8 Program of the LACDA, are automatically disqualified from serving on the Housing Advisory Committee.

Section 3.8 Vacancies: When a vacancy occurs for any reason other than the end of a term of office, a successor is appointed to fill the unexpired term of a Non-Tenant Commissioner, Tenant Commissioner or a Homeless or Formerly Homeless Commissioner.

The LACDA may conduct a selection process to identify a successor, according to Section 3.5 Selection and Appointment. The Executive Director may waive conducting a new recruitment if a qualified candidate has been identified through a recent selection process.

When a vacancy occurs for a Non-Tenant Commissioner, the appropriate member of the Board of Supervisors recommends a replacement.

All appointments to fill vacancies are approved by a vote of the Board of Supervisors at a scheduled meeting.

OFFICERS 4.0

Section 4.1 Officers: Officers of the Housing Advisory Committee include the Chair, Vice Chair and Secretary-Treasurer. The Chair and the Vice Chair are elected by the members. The Executive Director of the LACDA serves as Secretary-Treasurer and is an ex-officio (non-voting) member of the Housing Advisory Committee.

Section 4.2 Chair: The Chair presides at all meetings and executes documents for the Housing Advisory Committee.

Section 4.3 Vice Chair: In the absence of the Chair, the Vice Chair assumes the duties and responsibilities of the Chair.

Section 4.4 Secretary-Treasurer: The Secretary-Treasurer prepares the agendas and minutes, maintains records, issues meeting notices and performs other administrative duties for the Housing Advisory Committee.

Section 4.5 Election of Chair and Vice Chair: The Housing Advisory Committee at its December meeting each year or as soon as possible thereafter, elects a Chair and Vice Chair from the members.

Nominations are made by the members and a voice vote is taken. ~~Voting may also be by secret paper ballot, if requested by one of the members.~~ Nominees must receive a majority of votes cast by those at the meeting to be elected.

The new Chair and Vice Chair take office at the next regular meeting.

Section 4.6 Term of Chair and Vice Chair: The Chair and Vice Chair serve terms of one year or until the next election of officers is conducted.

If the Chair leaves office before the term expires, the Vice Chair fills the unexpired term. A new Vice Chair is elected by the members to fill the unexpired term.

If the Vice Chair cannot complete his or her term, an election is held to fill the vacancy.

COMPENSATION 5.0

Section 5.1 Meeting Attendance: Housing Advisory Committee members receive stipends for meetings attended, not exceeding ~~52~~ 12 meetings in one calendar year.

Mileage reimbursements are also provided for transportation related to Housing Advisory Committee duties. Reimbursement rates are set by the Board of Supervisors.

Section 5.2 Travel and Other Reimbursements: Traveling on Housing Advisory Committee business must comply with requirements of the Board of Supervisors and LACDA policies. Travel must be approved in advance by the Executive Director.

Housing Advisory Committee members are reimbursed for travel expenses needed to perform their duties. This may include conference attendance, sub-committee meetings, ceremonies and similar functions. Claims may be filed for expenses such as conference fees, transportation, meals, lodging and related expenses, in accordance with the LACDA's Administrative Travel Policy. ~~See *Exhibit B, Travel Policy*~~.

MEETINGS 6.0

Section 6.1 Regular Meetings: Regular meetings of the Housing Advisory Committee are held the ~~fourth~~ third Wednesday of each month at noon. Meetings are open to the public, except closed sessions (defined below). Meetings may be rescheduled by a majority vote of the members.

Section 6.2 Adjourned Meetings: The Housing Advisory Committee may adjourn any meeting to a time and place specified in the order of the adjournment, in accordance with the Brown Act.

Section 6.3 Special Meetings: Special meetings may be called by the Chair or by a majority of the members, in accordance with the Brown Act.

Section 6.4 Closed Sessions: Closed sessions may be called by the Chair to discuss personnel matters, pending legislation, real estate transactions and other sensitive subjects. Closed sessions are subject to Brown Act requirements.

Section 6.5 Emergency Sessions: Emergency sessions may be called by the Chair to address unforeseen events such as natural disasters, civil unrest and other emergencies. Brown Act requirements will be carried out as soon as possible following the unforeseen event that resulted in the emergency session.

Section 6.6 Time and Place: Meetings are held at a time and place convenient to most LACDA constituents and in a public room large enough to accommodate the number of people who are reasonably expected to attend. Meetings will also be teleconferenced to allow members of the public and Commissioners to attend remotely as needed.

Section 6.7 Absences and Tardiness: Attendance at Housing Advisory Committee meetings is the duty of each member in order to fully engage in conducting LACDA business. It is also expected that Housing Advisory Committee members arrive on time for meetings and other official functions in order not to disrupt the proceedings.

Housing Advisory Committee members who are excessively absent or tardy are subject to Section 3.7 Automatic Termination.

Section 6.8 Remote Participation: Commissioners may participate remotely up to two meetings per year for just cause, as defined under California Government Code Section 54953.8.3. Commissioners participating remotely must always appear on camera during the meeting, unless they need to participate off camera due a physical condition related to disability, as defined in Section 12102 of Title 42 of the United States Code.

Section 6.9~~8~~ Public Notices: Notices of regular, adjourned, special meetings and closed sessions must be published no later than 72 hours before the meeting to comply with the Brown Act. Notices must be posted on the LACDA website and at its administrative offices. Notices may also be included in information provided to constituents.

Section 6.10~~9~~ Public Comments at Meetings: Meetings are open to the public, except closed sessions (defined above). The public may address the Housing Advisory Committee on agenda items by making a request to the Secretary-Treasurer before the meeting is called to order. The Chair may limit discussion on any item, depending on the number of people who request to speak and the length and complexity of the agenda.

Section 6.11~~0~~ Manner of Voting: A majority of members must be present for a vote to be taken. Voting is by voice vote~~, unless a ballot vote is requested by a member~~.

Roll call votes are ~~not~~ required for all votes at teleconferenced meetings pursuant to California Government Code Section 54953 ~~unless prescribed by law or requested by a member~~. ~~Inaudible roll call votes are recorded as “aye” votes~~.

Section 6.12~~1~~ Meeting Conduct: Everyone present at a meeting must conduct themselves in a manner that does not impede the orderly progress of Housing Advisory Committee business. Standards for appropriate meeting conduct apply to Commissioners, guests, members of the public and staff. See *Exhibit ~~C~~B, Meeting Conduct.*

FINANCIAL DISCLOSURES 7.0

Section 7.1 Economic Interests: The State of California Government Code, Section 8100 of the Political Reform Act, requires Housing Advisory Committee members to file statements of economic interest ~~by April 1st of~~ each year.

Section 7.2 Conflicts of Interest: The Housing Advisory Committee complies with conflict of interest requirements of the Political Reform Act and the California Code of Regulations, Section 18730, and any related amendments adopted by the Fair Political Practices Commission. The Housing Advisory Committee also complies with its adopted *Conflict of Interest Policy*, provided as Exhibit ~~D~~C.

AMENDMENTS TO BYLAWS 8.0

Section 8.1 Amendments to Bylaws: The Bylaws of the Housing Advisory Committee can only be amended by approval of two-thirds of the members at a regular or special meeting.

QUORUM 9.0

Section 9.1 Quorum: A quorum consists of a majority of the sitting Housing Advisory Committee members. If there are vacancies on the Housing Advisory Committee, a majority of the active members must be present to conduct a meeting. Members participating remotely are counted toward the quorum.

COMMITTEES 10.0

Section 10.1 Ad Hoc Committees: The Chair may create ad hoc committees to carry out temporary responsibilities for a limited time.

Section 10.2 Standing Committees: The Chair may appoint standing committees when there is a continuing need to oversee certain areas, such as finance and programs. Standing committees provide regular reports to the committee of the whole. They are subject to Brown Act requirements.

END OF BYLAWS

EXHIBIT A

PROCEDURES FOR SELECTION AND APPOINTMENT OF TENANT AND HOMELESS COMMISSIONERS TO HOUSING ADVISORY COMMITTEE

I. PURPOSE

The purpose of the Los Angeles County Housing Advisory Committee is to serve as the advisory body to the Board of Commissioners of the Los Angeles County Development Authority (LACDA).

The Housing Advisory Committee consists of 11 members. Each of the five members of the County Board of Supervisors (the Board) selects one individual to serve as a Non-Tenant Commissioner. There are also five Tenant Commissioners and one Homeless or Formerly Homeless Commissioner. All Commissioners are appointed by and serve at the pleasure of the Board.

The following describes procedures for the selection and appointment of Tenant Commissioners and the Homeless or Formerly Homeless Commissioner.

II. TENANT COMMISSIONER ELIGIBILITY

Tenant Commissioners must live in LACDA-owned or managed properties or participate in the Housing Choice Voucher (Section 8) Program. At least two Tenant Commissioners will live in LACDA-owned or managed properties.

Tenant Commissioners must be at least 18 years old. One must be at least 62 years old, if there is a qualified resident of this age available to serve.

Tenant Commissioners must be housing program participants in good standing. They will have showed interest in serving their communities and the ability to represent tenant interests.

III. HOMELESS OR FORMERLY HOMELESS COMMISSIONER ELIGIBILITY

Individuals who are homeless or formerly homeless may serve on the Housing Advisory Committee. They may be participants in homeless assistance programs administered by the LACDA, receive help from other public agencies or receive no assistance. ~~There is no requirement that they~~They must also live in LACDA-owned or managed properties or participate in the Section 8 Program.

Individuals who serve as a Homeless or Formerly Homeless Commissioner satisfy the requirements of the LACDA's ~~Shelter Plus~~Continuum of Care Program.

The Homeless or Formerly Homeless Commissioner will be at least 18 years old and have the ability to represent the interests of homeless people.

IV. RECRUITMENT ANNOUNCEMENTS

The LACDA will announce Housing Advisory Committee vacancies by including notices on the agency website and tenant newsletters, posting notices on bulletin boards at administrative offices and housing sites, and using other means to reach the desired populations.

If a vacancy exists for a Homeless or Formerly Homeless Commissioner, notices will be sent to agencies that provide homeless assistance. Homeless programs administered by the LACDA may also refer candidates.

Announcements will be mailed to tenants at LACDA-owned or managed properties and to Section 8 participants. The mailing will provide information about the LACDA, duties of the Housing Advisory Committee members and instructions on how to apply.

V. APPLICATION PROCESS

A special telephone line will be established for applicants to call to request application packages. The packages will include a cover letter explaining the process, a description of duties and responsibilities, an application and return envelope.

The completed application and one letter of recommendation must be returned to the LACDA by the deadline stated in the telephone announcement and printed materials. The telephone number of the person making the recommendation must be included.

LACDA staff will screen the applications for accuracy, completeness, appropriate background and experience. Staff will also verify the status of persons applying to serve as a Homeless or Formerly Homeless Commissioner by calling or requesting a statement in writing from a shelter provider, case worker or other reliable source. Qualified applicants may be invited for interviews by a Selection Committee.

If no qualified applicants are identified or if no applications are received, the LACDA will start a new recruitment process.

VI. SELECTION COMMITTEE

The Executive Director will appoint a ~~five~~three-member Selection Committee, which may consist of the following: Non-Tenant Commissioner; Resident Council Officer or Tenant Advisory Board Member; LACDA Property Supervisor or Manager; ~~and a~~ County Chief Executive Office representative.

The Selection Committee will interview and evaluate each candidate, using an evaluation form with categories that help determine the individual's ability to fulfill the duties and responsibilities of the position. These categories may include: quality of responses to interview questions; participation in community activities; leadership activities or responsible positions held; ability to participate in daytime meetings; and other related experience and qualifications.

LACDA staff will collect the evaluation forms and rank the candidates according to the ratings assigned by the Selection Committee. **Qualified candidates may be subject to criminal background checks.**

The names of candidates with satisfactory backgrounds will be submitted to the Executive Director, in ranked order based on their qualifications.

The Executive Director will send a memorandum to the Board providing the names of candidates being recommended for appointment. A copy will also be sent to the Executive Office of the Board to facilitate the appointment process.

VII. APPOINTMENTS, TERMS OF OFFICE AND VACANCIES

Unless a Board member objects to a candidate, the Executive Office of the Board will schedule approval of the appointment(s) on a Board agenda.

Tenant Commissioners and Homeless or Formerly Homeless Commissioners serve two-year terms from the date of appointment.

All vacancies are filled by Board appointment. When a term expires, a successor is appointed for two years. If a vacancy occurs for reasons other than an expired term, a successor is appointed for the remainder of the term.

END OF SELECTION PROCEDURES

EXHIBIT B

LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE MEETING CONDUCT POLICY

I. PURPOSE

This policy provides guidelines for acceptable conduct at Housing Advisory Committee meetings. It applies to Commissioners, guests, members of the public and staff.

II. INAPPROPRIATE BEHAVIOR

Inappropriate behavior includes: contemptuous or insolent acts toward the Commissioners, staff, guests, the public or others present at a meeting; a breach of the peace, such as boisterous or violent conduct; disobedience of any lawful order of the Chair, such as an order to be seated or to refrain from addressing the Housing Advisory Committee and others; any other interference with a meeting.

III. PENALTIES FOR INAPPROPRIATE BEHAVIOR

When inappropriate behavior occurs, the Chair may call the disruptive person to order, including giving an order for the person to be seated, to refrain from addressing the Housing Advisory Committee and others present, or to leave the meeting.

In order to penalize a Commissioner for misbehavior, a majority of the Housing Advisory Committee must vote on a motion to impose the penalty. The motion may: instruct the member to apologize; instruct the member to leave for the rest of the meeting; censure the member; recommend that the Board of Supervisors suspend the member's rights for a time; or recommend the member be expelled from the Housing Advisory Committee.

Anyone can be removed from the meeting room because of inappropriate behavior. The Chair has the power to remove a non-member, and this person has no right to appeal the decision. A majority vote of the Housing Advisory Committee is required to remove a Commissioner from the meeting room for inappropriate behavior.

The Housing Advisory Committee may vote to censure a member, the purpose of which is to warn the member that if certain behavior continues, the next step will to recommend expulsion of the member to the Board of Supervisors. The Board of Supervisors will make the final determination on whether the offending member remains in office.

IV. CELLULAR PHONES AND OTHER EQUIPMENT

Electronic and other equipment are not permitted at Housing Advisory Committee meetings if they disrupt the conduct of business. Cellular phones are only allowed it they remain in "silent mode" during the meeting. Other equipment, such as cameras and recording equipment are allowed, if not disruptive. Improper use of electronic and other equipment may result in removal from the meeting or other penalties described in *Section III,* Penalties for *Inappropriate Behavior.*

END OF MEETING CONDUCT POLICY

EXHIBIT C

LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE CONFLICT OF INTEREST POLICY

I. PURPOSE

This policy provides guidelines to help ensure that members of the Housing Advisory Committee do not engage in or attempt to influence any Housing Advisory Committee decision in which he or she has personal financial interest.

This policy complies with the Political Reform Act (Government Code, Section 81000, *et seq)* which requires that state and local government agencies adopt conflict of interest codes. It also complies with 2 California Code of Regulations, Section 18730, and all related amendments adopted by the Fair Political Practices Commission of the State of California.

The Executive Director of the LACDA oversees this policy. The LACDA's Human Resources Unit is responsible for collecting and filing the conflict of interest documents required by the Board of Supervisors (the Board) from each Commissioner.

II. PROHIBITED BEHAVIOR

Government Code, Section 87100, states: "No public official at any level of state or local Government shall make, participate in making or in any way attempt to use his official position to influence a government decision in which he knows or has reason to know he has a financial interest."

During the tenure of each Commissioner, certain actions are prohibited to avoid conflicts of interest. Prohibited behavior includes, but is not limited to the following:

a. Engaging in private employment or delivering services for private interests which may interfere with the proper performance of official duties, or which give the appearance that independent judgment or actions in the performance of official duties would be impaired.

b. Without legal authorization, using official influence, the insignia of the office, disclosing information (either confidential or not generally known or readily available to the public) about the property, government or business of the LACDA to further or influence any private financial interest.

c. Appearing on behalf of or trying to influence any agency, committee or official body of the LACDA to benefit any private financial interest, except for appearances as a member of the public for self-representation on matters involving his or her personal interests.

d. Knowingly participating in any LACDA decision that could impact his or her personal financial interests, except in cases where the decision generally applies to all or a significant portion of the public or LACDA residents or participants.

e. Soliciting or accepting, directly or indirectly any gift, gratuity, favor, discount not available to members of the public, entertainment, loan or other things of value, from any organization or individual doing business with the LACDA.

Examples of conflicts of interest include: committing to a vendor to cast a vote approving a LACDA contract award in exchange for gifts, gratuities or other benefit provided by the vendor to the Commissioner; trying to influence a LACDA employee to provide a favorable property inspection report, when the Commissioner has an interest in the property.

III. PROCEDURES TO AVOID CONFLICTS OF INTEREST

The Executive Office of the Board each year sends to each Commissioner a copy of the *Statement of Economic Interests Form 700 (Form 700).* The form is completed by each Commissioner to disclose conflict of interest information.

a. Requirements for Filing *Form 700*

Each year, the Executive Office of the Board provides the *Form 700* to each Commissioner. It requests data on reportable investments, real property holdings, business positions held and income received during the prior calendar year.

Commissioners appointed at other times during the year will receive Form 700 as part of the appointment process. Commissioners who resign or who reach the end of their terms of office must file a Leaving Office Statement, required by the Fair Political Practices Commission.

The Board or the State of California may impose a fine on Commissioners who failure to complete and return *Form 700,* as requested.

Commissioners are responsible for reporting to the Executive Director any significant changes that occur after filing Form 700. Notice of changes should be provided within 15 days of the time they occur or as soon as possible. Commissioners should contact the Executive Director if clarification is needed about what constitutes a significant change. The Board may remove a member from the Housing Advisory Committee for knowingly failing to report or concealing significant changes.

b. Voting on LACDA Matters

Commissioners must not knowingly participate or try to influence any LACDA decision that could impact his or her personal financial interests or result in other personal benefit, except for decisions that apply in a similar way to all or a significant portion of the public, or LACDA residents or participants. On learning of a possible conflict, the Commissioner must make the facts known to the Executive Director.

In some situations, a Commissioner may have to publicly announce his or her financial interest, refrain from any LACDA discussion of the item, and leave the meeting room while the item is discussed. However, this does not prevent the Commissioner from addressing the Housing Advisory Committee as a member of the public.

If a Commissioner excuses himself or herself from a vote because of a conflict of interest, the member cannot be counted as part of the meeting quorum. If the excused Commissioner is necessary for a quorum, the Housing Advisory Committee must postpone voting on the item until there is a quorum of members without conflicts of interest related to the subject matter.

IV. VIOLATIONS

Violations of this *Conflict of Interest Policy* may be pursued at the discretion of the Board and the Fair Political Practices Commission.

END OF CONFLICT OF INTEREST POLICY