



# AGENDA

FOR THE REGULAR MEETING OF THE  
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE  
WEDNESDAY, NOVEMBER 17, 2021, 12:00 PM

TELECONFERENCE CALL-IN NUMBER: (747) 200-6781  
CONFERENCE ID: 928 734 548#

To join via phone, dial (747) 200-6781, then enter 928 734 548# when prompted.

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1. **Call to Order**

2. **Roll Call**

- Ruthie Myers, Chair
- Zella Knight, Vice Chair
- James Brooks
- Mary Canoy
- Renee Contreras
- Connor Lock
- Elda Mendez-Lemus
- Takao Suzuki
- Anna Swett
- Pamela Williams

3. **Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of October 27, 2021

4. **Report of the Executive Director**

5. **Presentations**

6. **Public Comments**



Administrative Office  
700 West Main Street, Alhambra, CA 91801  
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas  
Commissioners: Hilda L. Solis, Holly J. Mitchell, Sheila Kuehl, Janice Hahn, Kathryn Barger

## **Regular Agenda**

### **7. Approval of Contract for Pest Control Services (All Districts)**

Recommend that the Board of Commissioners:

Authorize the Executive Director, or his designee, to execute a one-year Contract and all related documents with Innovative Pest Solutions for pest control services in an amount not to exceed \$304,000, using program funds included in the LACDA's approved Fiscal Year 2021-2022 budget.

Authorize the Executive Director, or his designee, to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with the same annual compensation not to exceed \$304,000 per year, contingent upon satisfactory performance and continued funding, using funds to be included in the LACDA's annual budget approval process.

Authorize the Executive Director, or his designee, upon his determination and as necessary and appropriate under terms of the Contract, to amend the Contract to add or delete services, add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for additional services.

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

Find that approval of a Contract with the Contractor is exempt from the California Environmental Quality Act (CEQA) because it does not have the potential for causing a significant effect on the environment.

### **8. 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 Commission, are available if requested at least four (4) 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](mailto:nick.teske@lacda.org).

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

Wednesday, October 27, 2021.

The meeting was convened via teleconference.

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

The meeting was called to order by Commissioner Knight at 12:01 p.m.

<b><u>Roll Call</u></b>	<b><u>Present</u></b>	<b><u>Absent</u></b>
Ruthie Myers		X
Zella Knight	X	
James Brooks	X	
Mary Canoy	X	
Renee Contreras	X	
Elda Mendez-Lemus		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 Brooks, seconded by Commissioner Williams, with Commissioner Lock abstaining, the minutes of the Regular Meeting of September 22, 2021 were approved as presented.

**Agenda Item No. 4 – Report of the Executive Director**

Executive Director Emilio Salas welcomed the meeting attendees and introduced Commissioner Lock as the new appointee from the Fourth Supervisorial District. Emilio reported that the LACDA received an allocation of 73 vouchers for emancipated foster youth from the U.S. Department of Housing and Urban Development under the Foster Youth to Independence initiative.

Emilio provided an update on the State Rent Relief program. As of the week prior to this meeting, the State had paid out approximately \$308 million of the \$330 of the Emergency Rental Assistance Program funding (ERA1) allocated to Los Angeles County under the Consolidated Appropriations Act, 2021. The State has obligated over \$500 million, with approximately \$571 million requested from tenants and landlords, meaning that they will begin drawing from the second tranche of \$211 million (ERAP2) allocated under the American Rescue Plan Act of 2021. The U.S. Department of the Treasury has also announced that they will reallocate funds from jurisdictions that have not used all their funds, which could provide additional funds for Los Angeles County. Because the State’s

program is already oversubscribed, they have stopped offering funds for utility assistance and are directing applicants to other resources for help with utilities. The State will also prioritize tenants at or below 30% of Area Median Income or those at risk of eviction. Although they are oversubscribed, the State will continue accepting applications, in part because tenants are required to have applied for rental assistance in order to qualify for eviction protections.

Emilio provided an update on the Board's COVID-19 vaccination mandate for County and LACDA employees. The LACDA has contracted with a third-party vendor to provide testing and vaccination tracking services. The vendor will provide an online portal for employees to register their vaccination status or to apply for medical or religious exemption, in which case weekly testing will be required.

Emilio reported that the LACDA reopened its public lobbies at the beginning of October 2021. The LACDA lobbies and offices are open to members of the public by appointment only, in order to control the number of people in the lobbies at any given time and allow for physical distancing. We hope to maintain a version of this system in the long-term, in order to encourage clients to conduct as much business as possible online or over the phone, and to avoid unnecessary trips to the Alhambra office.

Emilio provided an update on the Emergency Housing Voucher (EHV) program. The LACDA received an allocation of over 2,000 vouchers under the American Rescue Plan, and the Housing Assistance Division have been bringing more staff onboard to administer the program. LACDA staff have also been working closely with the Los Angeles Homeless Services Authority to identify residents who are currently housed with local subsidies to transition them to the EHV program, in addition to other referrals for families and individuals who are homeless or in danger of becoming homeless. The EHV program requires that all referrals come through the Coordinated Entry System.

Emilio reported that the LACDA will be launching a commercial rent relief program for small businesses in late November 2021, to provide grants between \$5,000 and \$40,000. The program will target businesses in unincorporated areas of the County with nine or fewer employees and less than \$1 million in annual revenues.

#### **Agenda Item No. 5 - Presentations**

Family Self-Sufficiency Program Graduate – Keyausha Dupree

#### **Agenda Item No. 6 - Public Comments**

Patricia McAllister

**Agenda Item No. 7 – Authorize Funding Agreements and Budget Incorporation for Supplemental County Funds (All Districts)**

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

Recommend that the Board of Commissioners:

Authorize the Executive Director or designee to execute and/or amend the necessary funding agreements with the County for the following:

- a. Affordable Housing Trust Fund in the amount of \$75,000,000 to be used for special needs and affordable housing development and program administration, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
- b. Measure H – Strategy B4 in the amount of \$11,105,000 to be used for Homeless Initiatives strategies, and to incorporate \$3,183,000 of these funds, currently not included, into the LACDA's approved FY 2021-2022 budget.
- c. Affirmatively Furthering Fair Housing Program in the amount of \$5,000,000 to be used for fair housing activities, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
- d. Foster Youth Project in the amount of \$500,000 to be used for the City of Lancaster acquisition of parcels for the SOS Village, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.
- e. West LA Veterans Affairs (VA) Campus North Village Qualified Infill Area (QIA) project in the amount of \$100,000 to be used for grant administration and monitoring, and to incorporate these funds into the LACDA's approved FY 2021-2022 budget.

Find that acceptance of supplemental funds for the LACDA's FY 2021-2022 budget is not subject to the California Environmental Quality Act (CEQA) because the action is not defined as a project under CEQA.

**Agenda Item No. 8 – Award Two Job Order Contracts and Approve a Construction Task Catalog (All Districts)**

On motion by Commissioner Canoy, seconded by Commissioner Lock, with Commissioner Williams abstaining, the following was approved:

Recommend that the Board of Commissioners:

Find that the proposed actions are not a project under the California Environmental Quality Act (CEQA) for the reasons stated in the record.

Adopt the April 2021 Job Order Contract (JOC) Construction Task Catalog.

Approve and award JOC 65 and JOC 66 to Thomasville Construction, Inc. the apparent lowest responsive and responsible bidder, for an amount not to exceed \$5,000,000.00 for each JOC, to be financed through various funding sources included in LACDA's approved Fiscal Year 2021-2022 budget and to be included in the Fiscal Year 2022-2023 budget.

Authorize the Executive Director or designee to execute JOCs 65 and 66, previously approved as to form by County Counsel, and to establish the effective date following receipt of approved Faithful Performance and Payment for Labor and Materials Bonds filed by Thomasville Construction, Inc.

With respect to projects not governed by the State Public Contract Code, including maintenance work and federally funded projects, authorize the Executive Director or designee to issue work orders under the JOC in a per-contract aggregate amount not to exceed the maximum amount.

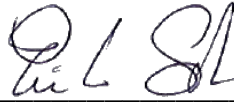
Authorize the Executive Director or designee upon his determination and as necessary and appropriate under the terms of the JOCs, to amend the JOCs; to terminate either of the JOCs for convenience; to terminate the contractor's right to proceed with the performance of the JOCs; to determine and collect sums as liquidated damages in accordance with provisions stated in the JOCs for each calendar day that the Contractor shall be in default on an individual work order; to accept Projects and file notices upon final 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 Project, as applicable, and assess liquidated damages as authorized under Government Code Section 53069.85 and the contract specifications for each JOC.

Authorize the Executive Director or designee to determine, on a case-by-case-basis, that a JOC work order shall be exempt from the application of the County's Local Targeted Worker Hire Policy, provided that the Executive Director, or designee, first determines that the JOC work order will be funded in whole or in part by federal funds, which prohibit geographic preferences.

**Agenda Item No. 9 - Commissioner Comments or Suggestions for Future Agenda Items**

The meeting was adjourned at 1:09 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas", written in a cursive style.

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EMILIO SALAS  
Executive Director  
Secretary–Treasurer



November 17, 2021

TO: Housing Advisory Committee  
 FROM: Tracie Mann, Director *[Signature]*  
 Housing Assistance Division

**RE: FSS PROGRAM UPDATE – OCTOBER 2021**

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**

<b>NUMBER CURRENTLY ENROLLED</b>	372	<b>As of November 1, 2021</b> , there were 314 Housing Choice Voucher (HCV) and 58 Public Housing (PH) FSS participants.
<b>NEW ENROLLMENTS</b>	3	(3) FSS participants enrolled for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
<b>CONTRACTS EXPIRED</b>	3	(3) FSS contracts expired for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
<b>DIRECT ASSISTANCE REFERRALS</b>	2268 777 502 433 402 305 296 124 58 0 0 0	Job Referrals Work Source/Job Fairs Other/Utility/Legal Aid/Covid-19/Child Care Services Home Ownership Counseling Educational/Vocational/Job Training Credit Repair Financial Literacy Computer Training Youth Services LACDA Home Ownership Program Small Business Scholarship
<b>OUTREACH &amp; COMMUNITY EVENT</b>	1	AVPH Home Visitation Coalition
<b>GRADUATIONS</b>	1	(1) Request for Graduation for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).

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

Attachment



## FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled in the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date in the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



November 17, 2021

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

Dear Commissioners:

**APPROVAL OF CONTRACT FOR PEST CONTROL SERVICES  
(ALL DISTRICTS)**

**SUBJECT**

This letter recommends approval for a contract with Innovative Pest Solutions to provide pest control services to the Los Angeles County Development Authority (LACDA) on an as-needed basis.

**IT IS RECOMMENDED THAT THE COMMITTEE:**

1. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute a one-year Contract and all related documents with Innovative Pest Solutions for pest control services in an amount not to exceed \$304,000, using program funds included in the LACDA's approved Fiscal Year 2021-2022 budget.
2. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, to execute amendments to the Contract, following approval as to form by County Counsel, to extend the term for a maximum of four additional years, in one-year increments, with the same annual compensation not to exceed \$304,000 per year, contingent upon satisfactory performance and continued funding, using funds to be included in the LACDA's annual budget approval process.



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3. Recommend that the Board of Commissioners authorize the Executive Director, or his designee, upon his determination and as necessary and appropriate under terms of the Contract, to amend the Contract to add or delete services, add or delete sites, modify the scope of work, and increase the annual compensation by up to 10% as needed for additional services.
4. Recommend that the Board of Commissioners authorize the Executive Director or designee, upon his determination and as necessary and appropriate under the terms of the Contract, to terminate the Contract for convenience.
5. Recommend that the Board of Commissioners find that approval of a Contract with the Contractor is exempt from the California Environmental Quality Act (CEQA) because it does not have the potential for causing a significant effect on the environment.

#### **PURPOSE /JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of this contract with Innovative Pest Solutions is to provide pest control services at the LACDA's administrative buildings and public housing developments.

#### **FISCAL IMPACT/FINANCING**

There is no impact on the County General Fund. The Contract will be funded with up to \$304,000 of program funds allocated by the U.S. Department of Housing and Urban Development (HUD) and other Federal, State, and County funds included in the LACDA's approved Fiscal Year 2021-2022 budget.

After the first year, the LACDA may extend the Contract for up to four additional years, in one-year increments, at the same annual compensation as the first year, contingent upon satisfactory performance and availability of funds. Funds for years two through five of the Contract, if extended, will be requested in the LACDA's annual budget approval process.

#### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The LACDA maintains many administrative buildings and 68 housing developments that include over 3,229 residential units throughout the County of Los Angeles. Innovative Pest Solutions will provide routine pest control services at the LACDA's various administrative and public housing development locations utilizing a State of California-approved integrated pest management technique system. The routine pest control services include monthly interior and exterior spray for the South Whittier Community Resource Center, the Business Technology Center, the family units, and the senior units as well as quarterly and semi-annually spray and bait stations replacement services as specified by the LACDA in the Contract.

In addition, Innovative Pest Solutions will provide other pest control services on an as needed basis including but not limited to flea control, roach control, bed bug treatment, bee hive services, wasp nest services, rodent control, moth control, stray cat trapping, and termite control.

These services are being federally funded, and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the General Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Innovative Pest Solutions 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 HUD assistance be directed to low- and very low-income persons, particularly to persons who are recipients of HUD housing assistance.

The Contract contains all the latest applicable Board-mandated provisions, including those pertaining to contractor responsibility and debarment, Child Support program, the Safely Surrendered Baby Law, Compliance with County of Los Angeles Policy of Equity, Zero Tolerance Human Trafficking, and Fair Chance Employment Practice.

### **ENVIRONMENTAL DOCUMENTATION**

Pursuant to Title 24 of the Code of Federal Regulations, Section 58.35 (b) (3), this action is excluded from the National Environmental Policy Act (NEPA) because it involves activities that will not alter existing environmental conditions. The action is exempt from the provisions of CEQA pursuant to State CEQA Guidelines 15301 because it involves maintenance activities and does not have the potential for causing a significant effect on the environment.

### **CONTRACTING PROCESS**

On August 12, 2021, the LACDA issued an Invitation for Bids (IFB) for Pest Control Services, Solicitation Number LACDA21-024, to identify vendors to provide pest control services for the LACDA on an as-needed basis. The IFB solicitation package was posted on the LACDA website and L.A. County WebVen for 19 days.

On August 31, 2021, two bids were received. Innovative Pest Solutions is determined to be the lowest, responsive and responsible bidder based on the evaluation criteria set forth in the IFB and is being recommended for the Contract award. The Summary of Outreach Activities is included as Attachment A.

**IMPACT ON CURRENT PROGRAM**

The proposed contract will allow the LACDA to continue to provide needed pest control services for the LACDA's administrative buildings and public housing developments located within Los Angeles County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas". The signature is stylized and cursive.

EMILIO SALAS  
Executive Director

Enclosures

## ATTACHMENT A

### Summary of Outreach Activities Pest Control Services

On August 12, 2021, the following outreach was initiated to identify a company to provide pest control services to the Los Angeles County Development Authority (LACDA) on an as-needed basis.

#### A. Announcement and Distribution of Invitation for Bids (IFB)

On August 12, 2021, announcements were posted on the LACDA's and County WebVen websites for 19 days and released over 71 email notices to pest control services companies identified on both websites. In the solicitation for pest control services, 29 companies downloaded a copy of the solicitation package.

#### B. Invitation For Bids Results

On August 31, 2021, two bids for pest control services were submitted and publicly opened as follows. The bid amounts were the monthly fee of the routine pest control services for the LACDA's administrative buildings and housing development units.

<u>Bidders</u>	<u>Bid Amount</u>
1. Innovative Pest Solutions	\$6,711
2. Agricultural Pest Control Services	\$37,602

Innovative Pest Solutions was determined to be the lowest, responsive and responsible bidder based on the evaluation criteria set forth in the IFB and was recommended for the Contract award.

#### C. Minority/Woman Ownership

<u>Name</u>	<u>Ownership</u>
1. Innovative Pest Solutions	Minority
2. Agricultural Pest Control Services	Non-Minority

The LACDA conducts ongoing outreach to include minorities and women in the contract award process, including: providing information at local and national conferences; conducting seminars for minorities and women regarding programs and services; advertising in newspapers to invite placement on the vendor list; and mailing information to associations representing minorities and women. The above information has been voluntarily provided to the LACDA. The recommended award of Contract is being made in accordance with the LACDA's policies and federal regulations, and without regard to race, creed, color, or gender.