



**CITY OF
LOS ANGELES
CALIFORNIA**



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WEST HILLS NEIGHBORHOOD COUNCIL

JOINT BOARD AND HOMELESSNESS COMMITTEE ONLINE AND TELEPHONIC MEETING AGENDA

MONDAY, JANUARY 10, 2022 @ 6:00 P.M.

In conformity with the September 16, 2021 enactment of California Assembly Bill 361 (Rivas) and due to concerns over Covid-19, the West Hills Neighborhood Council meeting will be conducted entirely with a call-in option or internet based service option. All are invited to attend and participate.

This meeting of the West Hills Neighborhood Council Homelessness Committee will be conducted online via Zoom Webinar and telephonically. All are invited to attend and participate.

To attend online via Zoom Webinar, Click or paste the following link into your browser: <https://zoom.us/j/91106636778>

To call in by phone, dial (669) 900-6833, then punch in this Webinar code when prompted: **911 0663 6778** then press #.

This meeting is open to the public. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting; only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

- | | | |
|----|---|------------|
| 1. | Call to order | 1 Minute |
| 2. | Establish a quorum | 1 Minute |
| 3. | Review and approve September 20, 2021 Minutes | 5 Minutes |
| 4. | Comments from the Co-Chairs | 5 Minutes |
| 5. | Public comment | 10 Minutes |
| 6. | Discussion and possible action on the West Hills Neighborhood Council's Homelessness Committee | 10 Minutes |
| | <ul style="list-style-type: none"> • Brad Vanderhoof report on site availability | |
| 7. | Report on LAHSA – Homeless Count, January 25, 2022 | 15 Minutes |
| | <ul style="list-style-type: none"> • Guest Speaker, Ms. Corrine Ho, Community Relations Coordinator Service Planning Area 2 • Volunteers needed | |
| 8. | Discussion and possible action on sending a letter to LAHSA requesting that the dropping off and collection of the materials should be done by a LAHSA Representative. | 10 Minutes |

9. Discussion and possible action on requesting a report from LAHSA

15 Minutes

- Beds available in Service Planning Area (“SPA”) 2 – A SPA is simply a specific geographic region within Los Angeles County. Due to the large size of LA County, 4, 300 square miles, the county is divided in 8 SPAS. For more information please see the attached map
- After the Count – The numbers of unhoused individuals/families are calculated for each city. How do the Neighborhood Councils, benefit from the funds by LAHSA and what plans are in place to help the unhoused population

10. Meeting adjournment – Next meeting is February 14, 2022 at 6:00 p.m.

1 Minute

Public input at Neighborhood Council meetings: When prompted by the presiding officer, members of the public may address the committee on any agenda item before the committee takes an action on the item by punching in *9 (if calling in by phone) or by clicking on the “raise hand” button (if participating online through Zoom) and waiting to be recognized. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on matters not appearing on the agenda that are within the committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Ralph M. Brown Act, the committee is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of said committee.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, city law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics@lacity.org. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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Public Access of Records: In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the meeting where such writing was considered or by contacting the WHNC’s executive director via email at michelle.ritchie@westhillsnc.org Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC’s process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.westhillsnc.org

Servicios De Traduccion: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Michelle.Ritchie@westhillsnc.org



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JOINT HOMELESSNESS COMMITTEE/BOARD MEETING MINUTES

September 20, 2021
Telephonic and Web Meeting
Revised September 20, 2021

Attendance: Aida Abkarians, Esperanza Butler, Saif Mogri, Steve Randall, Myrl Schreiberman (arrived 6:15 PM) Joan Trent, and Brad Vanderhoof

Other Board Members in Attendance: Tariq El-Atrache

Guests: Briana Godina, Corinne Ho (LAHSA SPA 2), Zach Volet, and Christina Walsh

Committee Co-chair Aida Abkarians called the meeting to order at 6:01 PM. A quorum was established.

The August meeting minutes were approved.

Chair Comments: None

Public Comment: Zach Volet said there was a Brown Act violation at the last WVNAH meeting.

Numbers refer to agenda items.

6. Meeting with the following regarding new laws and regulations, housing encampments in the Valley and distributions of the HHH money • Ron Galperin – LA City Controller • Councilmember John Lee • Ken Craft • Kari McNamee – LAPD Senior Lead Officer • Jesse Gabriel – 45th District Assemblymember • Scott Schmerelson – LAUSD School Board Member • Tanaz Golshan – Mayor's Office, West Valley Field Representative • Brad Sherman's Office, Representative: Aida said city officials want a face-to-face meeting when that is allowed (probably December). Zach Volet said the list does not include anyone doing homeless outreach directly. Christina Walsh said it is important to invite unhoused people to speak.

Myrl Schreiberman arrived.

Tariq El-Atrache and Myrl Schreiberman discussed a previous suggestion to include individuals experiencing homelessness on the committee.

7. West Hills Neighborhood Council participation in the 2022 Homeless Count: Corinne Ho discussed the homeless count. The count is mandated by the U.S. Department of Housing and Urban Development (HUD). The count will take place at night in January 2022. It is a point in time count. The difference for this count is it will be digital and data will be downloaded immediately using an app. Corinne then gave a short history of the Los Angeles Housing Services Authority (LAHSA). The target is 40 volunteers in West Hills. It is not clear if a deployment site will be needed. Corrine answered questions concerning the accuracy of the count.

8. Report on the West Valley Neighborhood Alliance on Homelessness • WVNAH is an alliance of community leaders and Neighborhood Councils in the West San Fernando Valley. The focus of the alliance was on issues surrounding homelessness for educational and informational purposes. However, the WVNAH has become political and our Council cannot be involved in political organizations: Aida Abkarians said the group is becoming political and the City Attorney needs to advise if neighborhood council groups can participate. Christina Walsh described WVNAH as an advocacy group.

Committee Co-chair Aida Abkarians adjourned the meeting at 7:01 PM.

The next meeting of this committee is on Monday October 18, 2021 at 6:00 PM. Webinar and telephonic.



Community Health Services

- About Us
- Public Health Centers
- Service Planning Areas (SPAs)
- SPA 1: Antelope Valley
- SPA 2: San Fernando Valley
- SPA 3: San Gabriel Valley
- SPA 4: Metro LA
- SPA 5: West
- SPA 6: South
- SPA 7: East
- SPA 8: South Bay
- Area Health Offices

Contact Information

Community Health Services
 Los Angeles County
 Department of Public Health
 241 N. Figueroa Street
 Los Angeles, CA 90012
 (213) 240-8251



What is a Service Planning Area?

A Service Planning Area, or SPA, is simply a specific geographic region within Los Angeles County.

Due to the large size of LA County (4,300 square miles), it has been divided into 8 geographic areas. These distinct regions allow the Department of Public Health to develop and provide more relevant public health and clinical services targeted to the specific health needs of the residents in these different areas.

- 1 Antelope Valley
- 2 San Fernando Valley
- 3 San Gabriel Valley
- 4 Metro
- 5 West
- 6 South
- 7 East
- 8 South Bay (includes Catalina Island)

Our Vision:
 Communities that promote and sustain healthy living

Find Your Service Planning Area

Enter Your ZIP code

Long Beach and Pasadena

The cities of Long Beach and Pasadena are not served by the Los Angeles County Department of Public Health, as each of these cities has its own health department.

Long Beach Department of Health
 2525 Grand Avenue
 Long Beach, CA 90815
 (562) 570-4000
 (562) 570-4499 (24-hour hotline)
www.longbeach.gov/health

Pasadena Public Health Department
 1845 N. Fair Oaks Avenue
 Pasadena, CA 91103
 (626) 744-6005
www.ci.pasadena.ca.us/publichealth

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GREATER LOS ANGELES HOMELESS COUNT
2022 Street Count Community Agreement
Updated as of November 2, 2021

This Community Agreement for Partners (Community Agreement) sets forth roles and responsibilities between the Los Angeles Homeless Services Authority (LAHSA) and the Community Partner (Partner) during the annual Greater Los Angeles Homeless Count.

BACKGROUND

LAHSA is a joint powers authority, formed by the City and County of Los Angeles in 1993, to address the problems of homelessness in Los Angeles. LAHSA is the lead agency of the Los Angeles Continuum of Care (LA CoC). The LA CoC includes 85 cities and the unincorporated areas of Los Angeles County, excluding only the cities of Glendale, Long Beach and Pasadena, as each of those three cities operate their own independent Continuums.

The Community Agreement is specific to the Street Count Component of the Homeless Count. For more info on other components of the Homeless Count please see the latest Methodology Report:
<https://www.lahsa.org/documents?id=4658-usc-2020-homeless-count-methodology-report>

The 2020 Homeless Count was the largest such undertaking in the country, benefitting from the support of more than 8,000 volunteers. The data gathered from the 2020 Homeless Count is extremely valuable. It supplies government agencies, service providers and housing providers with a reliable estimate of the homeless population in the City and County of Los Angeles, including sub-regions such as Service Planning Areas (SPAs), Supervisorial Districts (SDs), and Council Districts (CDs). It also provides an array of demographic information.

This Community Agreement gives cities, communities, and other stakeholders the opportunity to ensure that the collection of local data is completed with a high confidence level because of your local knowledge. Full enumeration of every agreed-upon census tract within each city/community area provides more granular data and can substantially aid efforts to evaluate existing homeless services and plan for future measures to address local homelessness in your community.

I. PARTNER RESPONSIBILITIES

To ensure a successful enumeration of people experiencing homelessness, the Community Partner will be responsible for providing the following:

A. Street Count

1. Follow the methodology approved by LAHSA
2. Count all the census tracts in the Community Partner's jurisdiction and unincorporated areas agreed upon.
3. If needed, count additional census tracts that may be assigned to the Community Partner's deployment site due to distance, and/or lack of deployment centers in a community nearby. LAHSA will inform Community Partner within two weeks of Street Count night.

4. To achieve continuous, reliable counts of unsheltered people experiencing homelessness, it is strongly encouraged that at least 30-days prior to the Homeless Count, your city/community area does not target people experiencing homelessness to conduct clean-ups, as doing so would impact the accuracy of the Homeless Count.

B. Deployment Site

A Deployment Site is a location within your area, on the day of the street count, from which volunteers will be deployed to perform the Homeless Count, which meets the following requirements:

1. ADA accessible location
2. Follow all state, county, or local city safety standards and precautions in place at the time of the Street Count, including (but not limited to) use of personal protective equipment and social distancing;
3. Provide a safe environment for volunteers and deployment site staff, including:
 - a. Having most or all of the activities outdoors with:
 - i. Sufficient sources of power, lighting
 - ii. Access to restrooms
 - iii. Accommodate inclement/cold/windy weather
 - or
 - b. Having most or all of the activities indoors:
 - i. In a facility large enough to provide social distancing
 - ii. Provides well ventilation
 - iii. Follows other safety protocols in place at the Street Count
4. Outdoor parking to accommodate the maximum number of volunteers expected
5. Assist with logistics and coordinating access to the deployment site during the Street Count

C. Deployment Site Coordinator

Partner provides a Deployment Site Coordinator who has the following responsibilities/duties:

1. Directing operations at a volunteer Deployment Site including site set-up
2. Ensuring volunteers are deployed in teams
3. Recruiting Deployment Site Coordinator Assistant(s) to assist with Deployment Site Coordinator tasks and responsibilities
4. Tracking and checking all volunteer teams to ensure that they return in a timely manner
5. Answering volunteer questions
6. Ensuring all volunteers contact information, waiver forms, are completed
7. Coordinating pick-up and drop-off of all Homeless Count materials with LAHSA
8. Communicating and coordinating with the LAHSA Community Relations Coordinator
9. Participating in trainings and ensuring other appropriate volunteer-staff attend trainings to support the successful implementation of the Homeless Count
10. In coordination with LAHSA, ensuring that volunteer waivers are signed
11. Coordinating with LAHSA Community Relations Coordinators regarding ADA requests from volunteers

12. Due to the responsibilities of this role, each Deployment Site Coordinator will be given access to volunteer personal contact information and agrees to not use this information for any purpose other than homeless count planning.
13. Due to the responsibilities of this role, each Deployment Site Coordinator will be given access to homeless count data and agrees to not duplicate or allow duplication of such data (including but not limited to copies, pictures, or transcribing data from electronic or paper tally sheets, supporting materials, emails, texts, and any other documentation) by anyone other than a designated LAHSA representative or employee.
14. Ensuring that each adult volunteer completes and signs a release and waiver (Exhibit D), indemnifying LAHSA and your city/community area from any liability during their participation on the day of the Homeless Count.

D. Volunteer Recruitment

Partner agrees to support Volunteer Recruitment activities:

1. Recruiting for the city/community area
2. Communicating that, depending upon deployment needs on the day of the Homeless Count, volunteers may be asked to be deployed to conduct Homeless Count activities outside of or adjacent to the city/community area

II. **LAHSA RESPONSIBILITIES**

To ensure a successful enumeration of homeless persons across the LA CoC, LAHSA will be responsible for the following:

1. Managing, directing, and overseeing the planning, logistics, documentation, coordination and execution of Homeless Count activities
2. Training for the Deployment Site Coordinators and Homeless Count volunteers. Deployment Site Coordinators will receive training on Homeless Count preparation, data collection, safety procedures and other relevant training, as needed. Volunteers will receive training on standard enumeration and safety procedures
3. Materials and supplies (Note: electronic devices like tablets and smartphones will not be provided)
4. Providing ongoing guidance, tools, and assistance to Deployment Site Coordinators and other relevant volunteers
5. Providing Community Partner, the Census Tracts to be counted for the agreed upon jurisdiction;
6. Providing Partners, within two weeks of Street Count night, if additional census tracts may need to be covered due to distance between deployment center and/or lack of deployment center in another community
7. Providing an estimate of the minimum number of volunteers needed to successfully complete the Homeless Count based upon the number of census tracts to be enumerated in this Community Agreement area (EXHIBIT A)
8. Providing support with volunteer outreach, recruitment, and tracking
9. Coordinating the requests for reasonable ADA accommodations
10. Coordinating for language interpretation services, if requested

11. Providing an onsite security guard, if requested by the Deployment Site Coordinator
12. Coordinating the presence of a Homeless Count App Point Person at each deployment location

III. COMMUNITY AGREEMENT COMMITMENT

The Greater Los Angeles Homeless Count is conducted within the last 10 days of January each year. The execution of this agreement by an authorized official of your city- or community- or organization signifies a commitment to participate in the Community Agreement Program and to fulfill all of the responsibilities expected of Partners as specified in this agreement.

A. Single and Multi-Year Community Partner Options

Partners may participate as a Homeless Count Partner for one or three years for Homeless Counts 2022 through 2024. The Community Agreement will be reviewed on an annual basis and be updated if necessary.

- Single-year - Option
Partners may participate as a Homeless Count Partner for a single year.
- Three-year - Option

1. Homeless Count Dates

Dates are tentative and subject to change:

- 2022: January 25, 26, 27
- 2023 (tentative): January 24, 25, 26
- 2024 (tentative): January 23, 24, 25

B. Termination of Community Agreement

Should either LAHSA or the Community Agreement Partner choose to decline to participate for any reason, this party agrees to submit that request by a written notice four months prior to the date of the Homeless Count.

IV. RELEASE OF DATA

Homeless Count data gathered on the day of the Count shall not be duplicated (including but not limited to copies, pictures, or transcribing data from electronic or paper tally sheets, supporting materials, emails, texts, and any other documentation) by any party other than LAHSA. The data collected on the night of the Count is only one part of the final number and therefore should not be shared to avoid misinformation.

LAHSA will submit its analysis to the U.S. Department of Housing and Urban Development and will publicly release the results in the summer. Data related to the Homeless Count results may be released by Community Agreement Partners, however, it must be taken from the final results published by LAHSA. Only these finalized results give the accurate picture of people experiencing homelessness in the region.

Any and all data releases **MUST** give recognition to LAHSA.

RELEASE, INDEMNITY, AND WAIVER OF LIABILITY (used when you are partnering with a public entity)

Each of the parties to this Agreement is a public entity. In contemplation of the provisions of Section 895.2 of the Government Code of the State of California imposing certain tort liability jointly upon public entities solely by reason that such entities are parties to an Agreement as defined by Section 895 of said Code, the parties hereto, as between themselves, pursuant to the authorization contained in Sections 895.4 and 895.6 of said Code, will each assume the full liability imposed upon it, or any of its officers, agents or employees, by law, for injury caused by any negligent or wrongful act or omission occurring in the performance of this Agreement to the same extent that such liability would be imposed in the absence of Section 895.2 of said Code. To achieve the above-stated purpose, each party indemnifies and holds harmless the other party for any loss, costs, or expenses that may be imposed upon such other party by virtue of said Section 895.2. In the event of third-party loss caused by negligence, wrongful act or omission of either party, each party shall bear financial responsibility in proportion to its percentage of fault, as may be mutually agreed or judicially determined. The provisions of Section 2778 of the California Civil Code regarding interpretation of indemnity agreements are hereby incorporated. The provisions of this paragraph survive expiration or termination of this Agreement.

The Community Agreement Partner and the LAHSA have caused this Agreement to be executed by their duly authorized representatives.

Responsibility	Name of Community Partner	Name and Title of Authorized Contact	Email of Contact	Phone of Contact	Community Partner for 2022	Community Partner for 3 years (2022-2024)
Community Partner responsibilities						
1. Deployment Site						
2. Deployment Site Coordinator						
3. Volunteer Recruitment						



For: LOS ANGELES HOMELESS SERVICES AUTHORITY (LAHSA)

By: _____
Heidi Marston, Executive Director

Day: _____

For: COMMUNITY AGREEMENT PARTNER

By: _____
Name

By: _____
Title

By: _____
Signature

By: _____
Phone and Email

Day: _____

LIST OF EXHIBITS

- EXHIBIT A Approved Census Tracts and Maps of City/Community Area
- EXHIBIT B Deployment Site Worksheet
- EXHIBIT C Deployment Site Coordinator Contact Sheet
- EXHIBIT D RELEASE, INDEMNITY, AND WAIVER OF LIABILITY – Homeless Count 2022 Waiver

EXHIBIT A

APPROVED CENSUS TRACTS

The below table lists the census tracts that have been approved for enumeration:

Census Tract(s)
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
12.
13.
14.
15.

All specific City/Area Census tract information can be obtained from your Community Relations Coordinator: _____

EXHIBIT B
 DEPLOYMENT SITE WORKSHEET

City/Community Area/Name: _____

Count Day: _____

Deployment Site	Location	Site Name		
		Address		
	SPA			
	Capacities	Volunteer Capacity		
		Parking Address (if different from location)		
		Special Parking Instructions		
		# Volunteers		
	# Tracts		Internet or Wi-Fi Available?	
			_____Y _____N	
	Security from LAHSA needed?			
	_____Y _____N			
	Deployment Site Access Provider	Name		
		Email		
Work #		Mobile #		

EXHIBIT C

DEPLOYMENT SITE COORDINATOR CONTACT SHEET

Designated Contacts	Deployment Site Coordinator	Name	
		Email	
	Work #		Mobile #
	Assistant Deployment Site Coordinator	Name	
		Email	
	Work #		Mobile #
Other Deployment Site Volunteer Staff	Name		
	Email		
Work#		Mobile#	

EXHIBIT D

2022 HOMELESS (STREET) COUNT RELEASE, INDEMNITY AND WAIVER OF LIABILITY AGREEMENT FOR VOLUNTEERS

I. TERMS OF PARTICIPATION IN HOMELESS (STREET) COUNT

- A.** I understand and agree that the Los Angeles Homeless Services Authority (LAHSA) will be conducting the 2022 Greater Los Angeles Homeless Count (2022 Homeless Count), and that I may volunteer to assist in this important community effort as set forth in this Agreement. As a 2022 Homeless Count volunteer, I also understand that my behavior and actions will be expected to be morally responsible and ethical.
- B.** I understand and agree that my services are temporary, and therefore I will only be participating on the date(s) of January 25, 26, and/or 27, 2022 from 8:00 p.m., (unless another time has been specified) until my Count shift is finished (approximately between 12:00 a.m. and 2:00 a.m., unless another time is specified). I further understand that I am eligible to participate on all consecutive dates.
- C.** I understand and agree that I must complete the virtual training session prior or on the date of the Count as a requirement to participate in the Count.
- D.** I understand and agree that I will not receive any monetary compensation for attending the virtual training session, nor will I receive monetary compensation for participating in the Count.
- E.** I understand and agree that I am responsible for my own transportation to/from the site of the Count.

II. ASSUMPTION OF RISKS

- A.** I understand and agree that my participation in the Count carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary based on the walking and/or driving route and associated activities, but the risks range from minor to major injuries.
- B.** I acknowledge the contagious nature of COVID-19 and that the Center for Disease Control and Prevention (“CDC”), government officials and public health authorities recommend wearing a mask and practicing social distancing. I acknowledge that I must comply with LAHSA’s instructions, and I agree to wear a mask at all times, covering my nose and mouth, and I will practice social distancing while participating in the Count. If I do not feel well on the night of the Count, I understand that I should stay home to minimize any risk to others. I further acknowledge that LAHSA cannot guarantee that I will not become infected with COVID-19.

III. RELEASE, INDEMNITY, AND WAIVER OF LIABILITY

- A.** I understand and agree that my participation in the training and Count is voluntary, and as such, I, for myself, my heirs, personal representatives or assigns, do hereby forever waive, discharge, and release LAHSA and any of its employees, agents, officers, stakeholders, and volunteers from any and all claims, lawsuits and causes of action, and liability, including negligence, resulting in personal injury, accidents or illnesses (including death), and property loss arising from participation in the training and Count.
- B.** I agree to indemnify and hold LAHSA and any of its employees, agents, officers, stakeholders, and volunteers harmless from any and all loss or claims, actions, suits, procedures, costs, expenses, damages and liabilities, including injury to person or property, arising from or in any way related to my participation in the training and Count.

IV. PHOTOGRAPHIC RELEASE

- A.** I hereby grant permission and convey to LAHSA all rights, titles, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice for use by LAHSA in connection with the provision of volunteer services. I hereby waive any right that I may have to inspect or approve the finished product or products.

I have carefully read this Agreement and fully understand both its terms and that participation in the Count is a voluntary, non-work-related activity. I understand that I am giving up my right to sue and acknowledge that I am signing this Agreement freely and voluntarily. I intend, by my signature below, to grant a complete and unconditional release of all liability to the greatest extent allowed by law. Without reservations I would like to participate in the 2022 Homeless Street Count.

Volunteer Name: _____ email: _____
Print Name

Volunteer Signature: _____ Date: _____
Signature