

**MEMORANDUM OF UNDERSTANDING REGARDING  
ADMINISTRATIVE AND LEGAL SERVICES TO THE  
LOS ANGELES COUNTY AFFORDABLE HOUSING  
SOLUTIONS AGENCY**

This Memorandum of Understanding (MOU) is entered into by and between United Way of Greater Los Angeles (United Way), the Los Angeles County Affordable Housing Solutions Agency (LACAHSAs), and the County of Los Angeles (County) through the Executive Office of the Board of Supervisors, Commission Services (Commission Services). United Way, LACAHSAs, and the County are hereinafter sometimes referred to collectively as the "Parties" and individually as "Party."

**RECITALS**

**Whereas**, United Way sponsored Senate Bill (SB) 679, the legislation establishing LACAHSAs, and is the recipient of a grant from a private Foundation to support implementation of LACAHSAs, to develop new financial instruments for permanent housing construction;

**Whereas**, SB 679 was signed into law on September 28, 2022, and became effective on January 1, 2023, with a governing board comprised of 21 voting members and one non-voting member;

**Whereas**, LACAHSAs's purpose is to increase the supply of affordable housing in Los Angeles County by providing for significantly enhanced funding and technical assistance at a regional level for renter protections, affordable housing preservation, and new affordable housing production;

**Whereas**, under Government Code section 64711.4(a), LACAHSAs's Board shall appoint a full-time Chief Executive Officer, who shall act for LACAHSAs under its direction and perform those duties delegated by LACAHSAs;

**Whereas**, under Government Code section 64711.4(c), LACAHSAs's Board shall appoint general counsel;

**Whereas**, under Government Code section 64720(h), LACAHSAs may engage counsel and other professional services;

**Whereas**, under Government Code section 64720(i), LACAHSAs may enter into and perform all necessary contracts;

**Whereas**, under Government Code section 64720(k), LACAHSAs may hire staff, define their qualifications and duties, and provide a schedule of compensation for the performance of their duties;

**Whereas,** LACAHSa is desirous to engage the County's Commission Services to provide administrative services to LACAHSa for up to 12 months, during recruitment of a permanent Chief Executive Officer;

**Whereas,** LACAHSa is desirous to engage the services of the County's Office of the County Counsel (County Counsel) to provide legal services to LACAHSa for up to 12 months, during the recruitment and appointment of a general counsel;

**Whereas,** the County Board of Supervisors has delegated authority to Commission Services to enter into this agreement under Government Code sections 26227, 26520, and 26529 for Commission Services and County Counsel to provide the services contemplated herein;

**Whereas,** United Way will pay the County through Commission Services for administrative and supportive services and legal services provided to LACAHSa;

**Whereas,** this MOU has been considered and authorized by the LACAHSa Board; and

**Whereas,** this MOU sets forth the terms and conditions associated with services, costs, and other roles and responsibilities of the Parties.

**NOW, THEREFORE,** in consideration of the mutual benefits to be derived by the Parties, and of the promises contained in this MOU, the Parties agree as follows:

**Section 1.0 Term**

- 1.1. The effective date of this MOU shall be March 17, 2023. The term of this MOU is for one (1) year from the date of the last signatory with two (2) optional one (1) year extension periods.
- 1.2. The optional one (1) year extension periods of the MOU may be exercised by mutual written consent of the Parties.
- 1.3. This MOU may only be amended by mutual written consent of the Parties.
- 1.4. This MOU may be terminated, with or without cause, by any Party by giving the other Parties a 30-day written notice as provided in Section 5.0, Authorized Representatives and Notices, of this MOU.

## **Section 2.0 Responsibilities of Commission Services and County Counsel**

2.1 **Staffing Services.** Commission Services will provide all administrative and supportive services for LACAHSAs including, but not limited to, the following:

- (a) Prepare meeting agendas and schedule monthly meetings for every LACAHSAs meeting;
- (b) Attend LACAHSAs meetings and prepare minutes and serve parliamentary role;
- (c) Upload any audio, agendas, minutes, and supporting documents on the LACAHSAs website;
- (d) Maintain mailing list and rosters of the LACAHSAs Board members;
- (e) Provide copies of meeting's agendas, minutes, memos, press releases, announcements and supporting documents at LACAHSAs meetings;
- (f) Send requested agendas, minutes, supporting documents, and other notifications to all interested persons including LACAHSAs Board members, and stakeholders via electronic distribution or by mail;
- (g) Reserve meeting location for each LACAHSAs meeting, including a room for closed sessions, if needed;
- (h) Request set-up for room, audio equipment, computer, and other devices for presentations and provide technical support;
- (i) Host hybrid meetings via Web-ex or other video conference platforms for public participation;
- (j) Reserve parking, if feasible, for LACAHSAs Board members and presenters, if needed;
- (k) Create nameplates, public speaker cards, and sign-in sheets;
- (l) Monitor the [commserv@bos.lacounty.gov](mailto:commserv@bos.lacounty.gov) and LACAHSAs inbox for inquiries to LACAHSAs Board members and general public inquiries;
- (m) Provide quorum calls for each Board meeting;
- (n) Schedule orientation/training sessions on the basics of holding open meetings pursuant to the Ralph M. Brown Act, if needed;
- (o) Provide logistics for inviting presenters to Board meetings;
- (p) Process incoming mail and prepare responses;
- (q) Establish an annual Board meeting calendar on LACAHSAs website;
- (r) Prepare a status report and hold a meeting on a quarterly basis with the United Way on Commission Services administrative staff support; and
- (s) Provide all other necessary administrative staff support to the LACAHSAs Board, as needed.

2.2 **Legal Services.** County Counsel will provide legal services to LACAHSAs including, but not limited to, the following:

- (a) Review draft agendas pre-publication;
- (b) Attend LACAHSAs meetings and provide general legal guidance and support;
- (c) Provide legal advice to Commission Services related to Commission Services' provision of the above enumerated services;
- (d) Provide legal advice as requested by the LACAHSAs Board, its officers, or any subcommittee of the LACAHSAs Board; and

- (e) Attend other meetings, as requested.

### **Section 3.0 Funding**

- 3.1 The total maximum amount for the first year of this MOU is \$521,000.
- 3.2 United Way will pay Commission Services up to \$271,000 for providing administrative and supportive services to LACAHSAs for the first year of the MOU. Administrative services include staff time and supplies needed to fulfill the responsibilities listed in Section 2.1 of this MOU.
- 3.3 United Way will pay Commission Services up to \$250,000 for County Counsel legal services to LACAHSAs for the first year of the MOU. Legal services include time needed to fulfill the responsibilities listed in Section 2.2 of this MOU, pursuant to County Counsel's Billing Rate Reference Sheet Group III rates, which are adjusted annually on the fiscal year.
- 3.4 County Counsel will invoice Commission Services. Commission Services will invoice LACAHSAs for the County's services, both administrative and legal services, on a quarterly basis. Once approved by LACAHSAs, LACAHSAs will submit a request for payment to United Way. The first quarterly invoice will include all administrative and legal services incurred as of March 17, 2023, for the support of LACAHSAs prior to its inaugural meeting.
- 3.5 United Way will pay LACAHSAs within 2-weeks of receiving LACAHSAs's request for payment. LACAHSAs will pay Commission Services within 30 days of receiving the County's invoices.

### **Section 4. Audit and Record Retention**

- 4.1 Commission Services shall retain all documents related to this MOU for a period of five years after expiration/termination date of this MOU for auditing purposes. If an audit is conducted, Commission Services shall retain all documents related to this MOU for five additional years after completion of the audit.

**Section 5. Authorized Representatives and Notices**

5.1. The following individuals and their successors are designated by United Way, LACAHSAs and the County as the authorized representatives for the Parties for implementation of this MOU, and all correspondences and notices required by this MOU shall be considered given when made in writing and delivered, mailed, or e-mailed with confirmed receipt to these representatives of the Parties at the following addresses:

<b>United Way</b>	<b>County</b>
<p>Tommy Newman, Vice President, Public Policy            United Way of Greater Los Angeles            1150 S. Olive Street, Suite T500            Los Angeles, CA 90015            Direct: 213.808.6271   Cell: 323.829.0877            tnewman@unitedwayla.org</p> <p>and</p> <p>LiNing Recendez, Vice President, Finance            United Way of Greater Los Angeles            1150 S. Olive Street, Suite T500            Los Angeles, CA 90015            Direct : (213) 808-6399            lrecendez@unitedwayla.org</p>	<p>Lorayne Lingat            Assistant Executive Officer,            Board of Supervisors            500 W. Temple St., Suite 383            Los Angeles, CA 90012            (213) 974-1405            llingat@bos.lacounty.gov</p> <p>and</p> <p>Twila Kerr, Chief            Commission Services            500 W. Temple St., Suite 383            Los Angeles, CA 90012            (213) 974-1431            tkerr@bos.lacounty.gov</p>
<b>LACAHSAs</b>	
<p>Holly J. Mitchell, Chair            Los Angeles County Affordable Housing            Solutions Agency            Kenneth Hahn Hall of Administration            500 West Temple Street, Room B50-b            Los Angeles, CA 90012            Office: (213) 974-1431            commserv@bos.lacounty.gov</p>	

**Section 6. Indemnification**

6.1 In contemplation of the provisions of California Government Code section 895.2 imposing certain tort liability jointly upon public entities solely by reason of such entities being parties to an MOU as defined by section 895 of said Government Code, the County, United Way, and LACAHSa hereto, as between themselves, pursuant to the authorization contained in section 895.4 and 895.6 of said Government Code, will each assume the full liability that would be imposed upon it, or any of its officers, agents or employees by law for injury caused by negligent or wrongful act or omission, including any workers' compensation suits, Federal Fair Labor Standards Act, State wage or hour law violations, occurring in the performance of this MOU to the same extent that such a liability would be imposed in the absence of section 895.2 of said Government Code. To achieve the above-stated purpose, the County, LACAHSa, and United Way each indemnifies and holds harmless the other parties for any loss, cost, or expense that may be imposed upon such other parties solely by virtue of said section 895.2. The County, LACAHSa, and United Way agree to indemnify, defend and hold harmless each other against any and all liability, expense and claims arising from their respective acts or omissions. The provisions of section 2778 of the California Civil Code are incorporated herein as if fully set forth.

IN WITNESS WHEREOF, the Parties as authorized representatives of United Way of Greater Los Angeles, the Los Angeles County Affordable Housing Solutions Agency, and the Los Angeles County Executive Office of the Board of Supervisors, Commission Services hereto have caused this MOU to be executed, as follows:

**United Way of Greater Los Angeles**

By: *LiNing Recendez*  
LiNing Recendez (Aug 28, 2023 16:19 PDT)  
LiNing Recendez  
Vice President of Finance


Date: 8/28/2023

**Los Angeles County Affordable Housing Solutions Agency**

By: *Holly J. Mitchell /ig*  
Holly J. Mitchell /ig (Sep 6, 2023 13:22 PDT)  
Holly J. Mitchell  
Chair

Date: 9/6/2023


**Executive Office of the Board of Supervisors, Commission Services  
County of Los Angeles**

By:   
Lorayne Lingat (Sep 8, 2023 13:44 PDT)  
\_\_\_\_\_  
Celia Zavala  
Executive Officer

Date: 09/08/2023

**APPROVED AS TO FORM:**

**Office of County Counsel**  
Dawyn R. Harrison  
County Counsel

By:   
Adrienne Patterson (Sep 11, 2023 07:22 PDT)  
\_\_\_\_\_  
Deputy County Counsel

# LACAHSA MOU FINAL- Rev\_73123 (1) Irhm

Final Audit Report


2023-09-11

Created:	2023-09-06
By:	Twila Kerr (tkerr@bos.lacounty.gov)
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 Signer apatterson@counsel.lacounty.gov entered name at signing as Adrienne Patterson

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Signature Date: 2023-09-11 - 2:22:37 PM GMT - Time Source: server- IP address: 136.226.65.26



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