1) **Approval of the Minutes of July 27, 2011**

   **ACTION:** The Board unanimously approved the Minutes of July 27, 2011.

2) **Los Angeles Housing Department (LAHD)**

   a. October 5, 2011 report requesting write-off of 20,262 uncollectible accounts receivable totaling $4,906,752.55 representing invoice amounts less than $5,000.

   **ACTION:** the Board unanimously approved the request from the LAHD to remove from its active accounts receivable the uncollectible amount of $4,906,752.55 representing 20,262 accounts less than $5,000 per account.

   b. October 5, 2011 report requesting write-off of 40 uncollectible accounts receivable totaling $348,664.69 representing invoice amounts equal to or more than $5,000.

   **ACTION:** There was no decision on this item as LAHD has withdrawn it from consideration.
Los Angeles Fire Department (LAFD)


**ACTION:** The Board has deferred the matter until the new policies and procedures to evaluate accounts covered under HIPAA can be put in place.

b. September 21, 2011 report requesting write-off of 2,294 uncollectible (fees and permits) accounts receivable totaling $1,019,580.68 representing invoice amounts less than $5,000.

**ACTION:** The Board unanimously approved the write off request from LAFD to remove from its active accounts receivable the uncollectible amount $1,019,580.68 representing 2,294 accounts less than $5,000.

c. September 21, 2011 report requesting write-off of five uncollectible (fees) accounts receivable totaling $49,620.45 representing invoice amounts equal to or more than $5,000.

**ACTION:** The Board unanimously recommends that the City Council approve the write off request from LAFD to remove from its active accounts receivables, five uncollectible accounts receivables totaling $49,620.45.

3) **Public Comments**

None

4) **Next Meeting**

Next scheduled meeting of the Board of Review will be held on Wednesday, October 26, 2011.

5) **Adjourned**

9:56 a.m.