

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

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Executive Administrative Assistant
TELEPHONE: (213) 978-1551



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 978-1551
TOLL-FREE: 3-1-1
FAX: (213) 978-1751
E-MAIL: done@lacity.org

GRAYCE LIU
GENERAL MANAGER

www.EmpowerLA.org

MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING

MONDAY, APRIL 15, 2013 – 1:00 P.M.

CITY HALL, 10TH FLOOR CONFERENCE CENTER
ROOM 1070, 200 NORTH SPRING STREET
LOS ANGELES, CA 90012

COMMISSIONERS PRESENT

Paul Park, President
Leonard Shaffer, Vice President
Douglas Epperhart
Karen Mack

ABSENT

Daniel Gatica
Linda Lucks

DEPARTMENT STAFF PRESENT

Grayce Liu, General Manager
Jeff Brill, Senior Management Analyst II
Stephen Box, Acting Senior Project Coordinator
Leyla Campos, Senior Project Coordinator
Joseph Hari, Neighborhood Empowerment Advocate
Janet Lindo, Executive Administrative Assistant

CITY ATTORNEY REPRESENTATIVE

Carmen Hawkins, Deputy City Attorney

1. Introduction (5 minutes)

ACTION: President Park gave the introduction.

2. Call to Order and Commission roll call. (1 minute)

ACTION: President Park called the meeting to order at 1:00 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant.

3. Approval of the Minutes of the Regular Meeting of April 2, 2013. (Click on the link to view a copy of the document.) (3 minutes)

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/04-02-13_draft_MEETING_MINUTES.pdf

ACTION: Commissioner Epperhart moved approval of the Minutes of the meeting of April 2, 2013, as written. Commissioner Shaffer seconded the Motion.

VOTE: Ayes – 4
Nays – 0

Motion passes unanimously.

4. General Public Comments - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. This agenda item will last a total of 15 minutes and no individual speaker will be allowed more than three minutes. (15 minutes)

ACTION: No speaker card received.

5. Verbal update from a representative of the Office of the Mayor Antonio Villaraigosa, Neighborhood and Community Services. (10 minutes)

ACTION: No representative present.

6. General Manager's Report. (10 minutes)
 1. Briefing on Departmental activities.
 2. Staffing, budget and other operational matters.

ACTION: General Manager, Grayce Liu, gave a verbal update on Departmental activities, staffing, budget and other operational matters.

- We are still on track for converting to a checking account system by July 1st.
- We wanted to have Neighborhood Councils input into some policies and procedures during this month however we are still trying to lock down the exact bank that we will use. We are looking at Wells Fargo because this is the bank the City contracts with, but we are still working out the actual details of the account system.
- I really want to thank our Funding staff led by Armando Ruiz, Funding Program Director, for really working hard on the reconciliations. When we first completed that project in terms of getting an idea of where we were, we had 71 Neighborhood Councils that were behind on reconciliations. As of the April 1st deadline we are down to 15 Neighborhood Councils that still have to provide the updated reconciliations to us, a significant increase.
- Upcoming deadlines: May 15 – demand warrant, June 14 – Purchase card usage
- We asked City Council to set up a separate fund for the Congress of Neighborhoods and the Budget Advocate work for next fiscal year. If they want to allocate funds from their current fiscal year into that special fund, it will not be swept at the end of this fiscal year. There is a cap of \$100,000 on that fund. We have a deadline of May 31st deadline to do Board Resolutions to request those funds be transferred from the Department.
- We are still supporting the Commission Plan Review Committees.
- We are still planning to do the elections Spring of 2014. We are hoping to work with Los Angeles Neighborhood Council Coalition (LANCC) and the Elections Task Force to try to get that started again so that we can start collaborating and start thinking about election outreach. We are telling Neighborhood Councils to please start your elections outreach. Along those lines, we are asking for Request for Proposals (RFP) for companies to provide online voting services as

a pilot program for the next election cycle. We are working with City Clerk to prepare that RFP.

- **Voices of 90037 is unofficially out of exhaustive efforts.**
- **Staff have been conducting board retreats.**
- **We have partnered with the City Attorneys Dispute Resolution Program.**
- **Continuing to work with Councils for Councils (C4C) and the Valley Resource Board.**

Public comment - Glenn Bailey – for the Annual Congress the challenge for Neighborhood Councils has been in the past is that we had to identify a specific vendor if we were doing expenditures during this fiscal year for next fiscal year. We had to know in advance that vendor. The advantage of this is that if we know how much money we want to contribute we don't have to worry about that, just decide the amount, put it in and have it transferred.

7. Discussion and possible action by the Commission approving Resolutions to enter into contracts and delegate to the Department of Neighborhood Empowerment the ability to finalize and execute the following contracts on behalf of the Commission: Translation and Interpretation Contracts namely: (click on the link to view a copy of the document.)

- Axiom Translation, LLC
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/AXIOM_pt1.pdf
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/AXIOM_pt2.pdf
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/AXIOM_pt3.pdf
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/AXIOM_pt4.pdf
- Excel Interpreting, LLC
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Excel_Interpreting_contract.pdf
- Interpreters Unlimited
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Interpreters_Unlimited_contract.pdf
- Language Line Services
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Language_Line_Services_contract.pdf

ACTION: Commissioner Mack moved that the Board of Neighborhood Commissioners approve and authorize the Department of Neighborhood Empowerment to execute the following professional services agreements, AXIOM Translations, LLC, EXCEL Interpreting, LLC, Interpreters Unlimited, Inc., and Language Line Services, to provide translation and interpretation services for the Department and the Neighborhood Councils. Commissioner Epperhart seconded the motion.

**VOTE: Ayes – 4
Nays – 0**

Motion passes unanimously.

8. Commission Committee Reports. (10 minutes)
 1. Ad Hoc Committee re Standards and Outreach (Members: Mack-Chair, Park, and Lucks)

ACTION: None.

9. Discussion regarding the recommendations from the Commission's Regional Plan Review Committees regarding Neighborhood Council election policies and procedures and Neighborhood Council boundary adjustment policies. (30 minutes)

ACTION: None.

Public comment - Glenn Bailey – at the Valley Regional Plan Review Committee there was a motion passed that request the participation of the Neighborhood Councils in the development of the policies and procedures (election manual) of the elections.

10. Commission Business - Comment from Commissioners on subject matters within the Board's jurisdiction. (20 minutes)
 1. Comment on Commissioners' own activities/brief announcements.
 2. Brief response to statements made or questions posed by persons exercising their general public comment rights/ask staff questions for clarification.
 3. Introduce new issues for consideration by the Commission at its next meeting and direct staff to place on the agenda.
 4. Ask staff to research issues and report back to the Commission at a future time.

ACTION: None.

11. General Public Comments - Comments from the public on non-agenda items within the Board's subject matter jurisdiction. This agenda item will last a total of 15 minutes and no individual speaker will be allowed more than three minutes. (15 minutes)

Public comment - Glenn Bailey – I want to invite the Commission to the Valley Alliance of Neighborhood Councils candidate forum on April 27 in the morning at CBS Studios. Eight Neighborhood Councils in the Valley are working to sponsor the 2013 Senior Symposium coming up this Saturday. LANCC has started a new Web site (LANCC.org). If you would like to review the Web site and submit any suggestions, please contact Glenn Bailey.

12. Adjourn

ACTION: Commissioner Epperhart moved that the meeting be adjourned at 1:50 p.m. Commissioner Mack seconded the motion.

**VOTE: Ayes – 4
Nays – 0**

Motion passes unanimously.

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