

ADOPTED 06/17/13

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

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GRAYCE LIU
GENERAL MANAGER

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MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING

TUESDAY, JUNE 4, 2013 – 6:00 P.M.

**FELICIA MAHOOD MULTIPURPOSE CENTER
COMMUNITY ROOM
11338 SANTA MONICA BOULEVARD
Los Angeles, CA 90028**

COMMISSIONERS PRESENT

Paul Park, President
Leonard Shaffer, Vice President
Douglas Epperhart
Linda Lucks
Arnetta Mack
Karen Mack

ABSENT

Daniel Gatica

DEPARTMENT STAFF PRESENT

Grayce Liu, General Manager
Joseph Hari, Project Coordinator
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 6:05 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant. Commissioner Karen Mack arrived at 6:17 p.m.

3. Approval of the Minutes of the Regular Meeting of May 20, 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/05-20-13_draft_COMMISSION_MINUTES.pdf

ACTION: Commissioner Shaffer moved approval of the Minutes of the meeting of May 20, 2013, as written. Commissioner Lucks seconded the Motion.

**VOTE: Ayes – 5
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)

Public comment received from:

Ivan Spiegel – we had a Los Angeles Neighborhood Council Coalition (LANCC) meeting on Saturday. We had two of the three elected there and they both were very positive about working with Neighborhood Councils and what they were going to do in getting us included, putting us on panels so this is a real big step for us. Along with Herb Wesson coming to the meeting before and saying he was going to make sure we were on commissions and committees, stuff like that. However, the big guy didn't show up he cancelled at the last minute. This is the second time he has done something like that at LANCC. It's a little worrisome that he doesn't take us seriously and I hope it doesn't forebode where we are going for the next four years or eight years. I'd like to ask the Commissioners, I would think that in terms of outreach and advocacy this would be part of your role, maybe to schedule a meeting with the Mayor as a Commission, to tell him how important it is that he start working with the Neighborhood Councils because his record with his councils as a City Councilman has not been exactly stellar. Please would you guys break the ice and let's get something happening there?

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 trying to get everything finished before the close of the fiscal year.
- Demand Warrants – we have approximately 1.3 million dollars in Demand Warrants that we are trying to pay out before the Controller’s deadline for closing out all the funding systems in the City, by June 21st.
- We will be launching the new funding program. City Council passed the ordinance, but it doesn’t take effect until mid-July. In the meantime we will still be doing all the prep work. When the ordinance becomes effective they can immediately start using the accounts. The accounts will include a debit/credit card that will be combined with an online banking system as well.
- You will be seeing schedules for online training and live trainings for the new system that will start in mid-June and go probably to mid-July. We will have a new manual as well so that hopefully the transition can be as smooth as possible for everybody.
- Funding deadline - purchase card deadline on June 14th at noon, our time, PST.
- Field – still going out and supporting the Neighborhood Councils that need assistance. We do that with our partners in Council for Councils as well as the Valley Alliance Neighborhood Council Resource Board. They are assisting us with 12 Neighborhood Councils across the city.
- The last training for the advocacy portion that we have been doing these past several months is going to be on June 28 which is a Saturday and that is going to be down in the Harbor area. We will have representatives from the Port as well as General Services Division (GSD) to talk about their work and we will be giving training on the Council Files system and how to track council files.
- By the end of this month we will be putting every Neighborhood Council on the Council Referral Memorandum, which is a City Council daily memorandum that goes out and tells you all the council files that have been introduced and where they are going, whether to City Council or various committees. That is something that Councilmember Parks was really keen on us providing to the Neighborhood Councils so they would have that information so they could track all the issues in the city.
- One last part of that advocacy training is our local advocates, so we will likely have somebody from Councilmember Buscaino’s office come and talk about the legislative process. Commissioner Epperhart will be assisting on that as well in terms of local advocacy and how to successfully lobby.
- Exhaustive Efforts – 1 Neighborhood Council, Voices of 90037 is still in exhaustive efforts. They are poised to be out of exhaustive efforts hopefully by the end of this month. They have one last thing to complete in the exhaustive efforts process.
- Bylaws – we did have a June 1st bylaws deadline. We are hoping to complete all bylaws that have been turned in to the Department by the end of this month and get it back to the Neighborhood Councils. There are some that will come to the Commission because they have a board structure change or a boundary adjustment. We will be scheduling that for the next meetings for your review.
- Elections – we are also prepping for elections for spring of 2014. We are prepping a RFP for online voting for some Neighborhood Councils that expressed interest in doing online voting component for next spring.

- **Outreach – we are looking into doing various modes of outreach. We are getting a lot of outreach materials printed up. We are looking at how to get government to reach out more to the stakeholder on a technology level.**

7. Discussion and motion to retroactively amend the Olympic Park Neighborhood Council contract with the Los Angeles Neighborhood Initiative (LANI) to extend the terms of the contract from December 31, 2012, to December 31, 2013. (Click on the link to view a copy of the document.) (10 minutes)

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/LANI_LOA_SuppAgreement.pdf

ACTION: Commissioner Karen Mack recused herself from this agenda item due to a conflict of interest on this issue. She is the President of the Board of the Los Angeles Neighborhood Initiative (LANI).

Commissioner Shaffer moved to retroactively amend the Olympic Park Neighborhood Council contract with the Los Angeles Neighborhood Initiative (LANI) to extend the terms of the contract from December 31, 2012, to December 31, 2013. Commissioner Lucks seconded the motion.

**VOTE: Ayes – 5
Nays – 0
Recusal - 1**

Motion passes.

8. Recognition and presentation of 10 Year Anniversary Certificates to the West Los Angeles Neighborhood Council and the Del Rey Neighborhood Council. (10 minutes)

ACTION: West Los Angeles Neighborhood Council and the Del Rey Neighborhood Council were recognized and presented their 10 Year Anniversary Certificate.

9. Discussion with various West area Neighborhood Council representatives who wish to report concerns, operations, and best practices. Neighborhood Council representatives should complete their questionnaire in advance of the meeting. This matter will last a maximum of 20 minutes and the time will be divided among those representatives wishing to speak. (Click on the link to view a copy of the document.) (20 minutes)

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/BEST_PRACTICES_NC_CVR_LTR_QUESTIONNAIRE_05-28-13.pdf

ACTION: West area Neighborhood Council representatives gave reports on their Neighborhood Council to the Commission.

10. Commission Committee Reports. (10 minutes)
 1. Ad Hoc Committee re Standards and Outreach (Members: Mack-Chair, Park, and Lucks)
 2. Neighborhood Council Plan Review Committee (Members: Epperhart-Chair, and Shaffer)

ACTION: None.

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11. 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.

12. 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: None.

13. Adjourn

ACTION: Commissioner Lucks moved that the meeting be adjourned at 7:35 p.m. Commissioner Mack seconded the motion.

**VOTE: Ayes – 6
Nays – 0**

Motion passes unanimously.

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