

CITY OF LOS ANGELES  
CALIFORNIA

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Executive Administrative Assistant  
TELEPHONE: (213) 978-1551



ANTONIO R. VILLARAIGOSA  
MAYOR

DEPARTMENT OF  
NEIGHBORHOOD EMPOWERMENT

20<sup>th</sup> 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](mailto:done@lacity.org)

GRAYCE LIU  
INTERIM GENERAL MANAGER

[www.EmpowerLA.org](http://www.EmpowerLA.org)

MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

SPECIAL MEETING

TUESDAY, AUGUST 7, 2012 – 1:00 P.M.

CITY HALL, 10<sup>TH</sup> 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

Carlene Davis  
Daniel Gatica  
Linda Lucks

DEPARTMENT STAFF PRESENT

Grayce Liu, Interim General Manager  
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 1:10 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant.

3. Approval of the Minutes of the Special Meeting of July 16, 2012. (Click on the link to view a copy of the document.)

[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/07-16-12\\_SPECIAL\\_MEETING\\_DRAFT\\_MINUTES.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/07-16-12_SPECIAL_MEETING_DRAFT_MINUTES.pdf) (3 minutes)

**ACTION: Commissioner Epperhart moved that the Minutes of the Special Meeting of July 16, 2012, be approved as written. Commissioner Mack 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 two minutes. (15 minutes)

**Public comment received from: Lisa Baca, and Leonard Delpit.**

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

**ACTION: Yolanda Fuentes-Miranda, Associate Director, Neighborhood and Community Services, provided an update.**

- **Congratulated and welcome new Interim General Manager, Grayce Liu.**
- **Congratulated and welcomed new Commission President, Paul Park, and Vice President, Leonard Shaffer.**
- **Deputy Mayor, Larry Frank, has been appointed as Deputy Chief of Staff. Torie Osborn is the new Deputy Mayor who will be working with the Department and is looking forward to meeting the Commission and Neighborhood Council leaders at the next Commission meeting.**

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

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

- The Funding staff have worked really hard in moving out Demand Warrants for the encumbered funds from last fiscal year that are not election related.
- Starting this week the Funding staff is working on all the new Demand Warrants for this current fiscal year
- The current Department website is Empowerla.org. The last previous website is still up for us to make sure all of the information is captured before it is taken down.
- The Department is receiving board rosters updates from all of the election work and will be updating Neighborhood Council board rosters for all the Neighborhood Councils.

7. 2012 Neighborhood Council election update from the Department of Neighborhood Empowerment. (10 minutes)

**ACTION: Interim General Manager, Grayce Liu, and Stephen Box provided an update regarding 2012 Neighborhood Council elections.**

- **Northeast Valley - Region 1 Elections**
- **1,016 folks came out to vote**
- **1.2% increase in voters from 2010**
- **No. of candidate per seat had a difference of 42% from 2010**
- **Voters to open seats 29.84% increase this election cycle**
- **Posted election surveys in order to capture information about how the voters found the election process and what issues the stakeholders are concerned**

**about. We were able to compile, based on the surveys, information for each Neighborhood Council to let them know what their voters were concerned about.**

- **As each voter left, they got a sticker that says, “I Empowered LA”.**
- **We were able to lay down some great outreach strategies – public events, advertising, that will last well beyond the elections.**
- **Regional connectivity resulted in two Neighborhood Councils having record turnouts for their elections.**
- **Interpreters were on site for the bilingual Neighborhood Councils, as well as translated materials.**
- **Volunteers from all over the City participated in the elections which gives greater connectivity not just as a region, but as a City.**
- **There are over 50 candidates in Region 2.**
- **There are over 1,000 stakeholders, the data is being captured to give to the Neighborhood Councils so they can invite them to their first meeting.**

8. Commission Committee Reports (20 minutes)
  1. Rules and Standards Committee.
  2. Outreach Committee.
  3. Neighborhood Council Plan Review Committee.

**ACTION: None.**

9. Discussion and possible action establishing an awards program that will recognize outstanding Neighborhood Council accomplishments, entitled "Neighborhood Council Excellence Awards". The Commission will also consider adopting rules for this program and establish the selection criteria for annually recognizing Neighborhood Councils that best achieve their mission to promote citizen participation in government and make government more responsive to local needs. (Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/Empower LA Call for Nominations.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Empower_LA_Call_for_Nominations.pdf)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/Empower LA Awards Criteria Selection Procedures.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Empower_LA_Awards_Criteria_Selection_Procedures.pdf)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/Empower LA Awards Nomination Form.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Empower_LA_Awards_Nomination_Form.pdf) (20 minutes)

**ACTION: Commissioner Epperhart moved that the Commission adopt the criteria and the selection process and the outreach efforts with respect to the Empower LA Awards with the amendment that we take out the criteria that restrict awarding Neighborhood Councils in consecutive years. Commissioner Shaffer seconded the motion.**

**Vote: Ayes –4  
Nays –0**

**Motion passes unanimously.**

10. PUBLIC HEARING: Determination regarding the bylaw amendment application filed by the North Hills West Neighborhood Council requesting a Board Structure Change for a reduction in the Residential Stakeholder Board seat from 6 to 5 and the General Stakeholder Board seat from 7 to 5. (Click on the link to view a copy of the document.)  
[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/NHWNC BoardStructureChangeRequest Recommendation\\_072512.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/NHWNC_BoardStructureChangeRequest_Recommendation_072512.pdf) (10 minutes)

**ACTION: Commissioner Epperhart moved that this agenda item be postponed until the first Commission meeting in October. Commissioner Shaffer seconded the motion**

**Vote: Ayes –4  
Nays –0**

**Motion passes unanimously.**

**Public comment received from: Glenn Bailey.**

11. Discussion regarding the definition of a "stakeholder" and whether the Commission should further define the terms "lives, works or owns property." (See Plan, art. II, § 1.) This will include a discussion on whether the Commission will establish minimum criteria for persons living, working or owning property in a neighborhood in order for those persons to be considered eligible stakeholders. (20 minutes)

**ACTION: None.**

**Public Comment received from: Glenn Bailey, and Dr. Priscilla Reed.**

12. Discussion regarding the amount of time allocated to public speakers at City Council, City Council committees, City Commissions and Board meetings, including possible action recommending to the City Council, its Committees, City Commissions and Boards that official Neighborhood Council representatives should be granted up to 5 minutes of speaking time when presenting the view of their board. (20 minutes)

**ACTION: None.**

**Public comment received from: Hector Arzate, Glenn Bailey.**

13. Discussion and possible action sending a communication to the Mayor, City Council, all City Commissions, City Boards and all City Departments recommending greater interaction with Neighborhood Councils, including a request that City Council, City Commissions, City Boards and the City Departments establish a method for regularly communicating with Neighborhood Councils, that information on important issues be sent to Neighborhood Councils as soon as possible, e.g., 60 days prior to the scheduled hearing so that Neighborhood Councils have the opportunity to reach out to their stakeholders and take a position on the matter, and City Departments should establish a liaison who will communicate directly with Neighborhood Councils.

**ACTION: None.**

**Public comment received from: Hector Arzate, Glenn Bailey, Frank Mihkin, and Dr. Priscilla Reed.**

14. PUBLIC HEARING: The Commission would like to hear from Neighborhood Councils regarding establishing a set of standards to guide Neighborhood Council operations and provide a uniform measure of competence for Neighborhood Council officers, board members and volunteers. (Click on the link to view a copy of the document.)

[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/Neighborhood\\_Council\\_Standards\\_V2.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Neighborhood_Council_Standards_V2.pdf) (60 minutes)

**ACTION: None.**

**Public comment received from: Hector Arzate, Glenn Bailey.**

15. Commission Business - Comment from Commissioners on subject matters within the Board's jurisdiction. (20 minutes)

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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.
5. Discussion and possible action regarding setting a date for a Board of Neighborhood Commissioners' planning retreat. The proposed dates are: Monday, September 24 or Thursday, September 27, 2012.

**ACTION: Commissioner Epperhart moved that Thursday, September 27, 2012, be set for the Board of Neighborhood Commissioners' planning retreat.**

**Commissioner Shaffer seconded.**

**Vote: Ayes -4  
Nays -0**

**Motion passes unanimously.**

16. 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 two minutes. (15 minutes)

**ACTION: Public comment received from: Hector Arzate, Glenn Bailey, Jose Felix Larios, Margarita Lopez, and Dr. Priscilla Reed.**

17. Adjourn

**ACTION: Commissioner Epperhart moved that the meeting be adjourned at 3:51 p.m. Commissioner Mack seconded.**

**Vote: Ayes -4  
Nays -0**

**Motion passes unanimously.**

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