

CITY OF LOS ANGELES

CALIFORNIA

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JANET LINDO
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
INTERIM GENERAL MANAGER

www.EmpowerLA.org

MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING

TUESDAY, SEPTEMBER 4, 2012 – 6:00 P.M.

**THOMAS BRADLEY GLOBAL AWARENESS MAGNET
AUDITORIUM
3875 DUBLIN AVENUE
LOS ANGELES, CA 90008**

COMMISSIONERS PRESENT

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

ABSENT

Carlene Davis
Daniel Gatica

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 6:06 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant. Commissioner Lucks arrived at 6:09 p.m.

3. Approval of the Minutes of the Special Meeting of August 7, 2012. (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/08-07-12_DRAFT_MEETING_MINUTES.pdf

ACTION: Commissioner Epperhart moved that the Minutes of the Special Meeting of August 7, 2012, be approved as written. Commissioner Shaffer seconded the Motion.

Vote: Ayes – 4 (Park, Shaffer, Epperhart and Mack).

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: Ivan Spiegel.

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

ACTION: None.

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.

- Department working on Region 2 elections for Saturday,
- Elections will be held every week until the end of October,
- Elections team has deadlines every week in terms of candidate filing,
- Region 2 has 67 open seats, 122 candidates
- Region 3 has 101 open seats, 158 candidates
- Region 4 has 149 open seats, 175 candidates
- Region 5 has 108 open seats, 137 candidates
- Funding – has a tracker of demand warrants and auto deducts that is public.
- The tracker shows any City check request from Neighborhood Councils so Neighborhood Councils will know what is going on with the funding. The tracker also shows the Department what is coming in and how fast a demand warrant is getting paid.
- Two weeks turnaround on demand warrant paid out,
- Controller Office, City Administrative Officer and Chief Legislative Analyst has been very supportive of the online platform that the Department would like to implement,
- Putting together a pilot for the online demand warrant submissions,
- The Controller's Office agreed to accept scanned receipts initially for the submission, but just like purchase card reconciliation, the Department will need original receipts ultimately to be delivered to the Department.
- Grievance policy - met with Councilmember Parks' office on Friday, he was very open to revisiting the policy as prepared with Councilmember Krekorian. Councilmember Parks is interested also in how to streamline the funding processes.

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

ACTION: Interim General Manager, Grayce Liu, provided an election update in Agenda Item No. 6, General Manager's Report.

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

ACTION: Rule and Standards Committee – Commissioner Park reported that a final draft of the Rules, Standards and Best Practice document was completed and will be presented to the Commissioners for review and approval in agenda item no. 10.

Outreach Committee – Commissioner Mack reported that the committee concluded the first phase of the work to implement a citywide publicity and outreach campaign to raise awareness of Neighborhood Councils and encourage participation by stakeholders by implementing the EmpowerLA award to celebrate the 10 year anniversary of the Neighborhood Council system.

Neighborhood Council Plan Review Committee – Commissioner Epperhart reported that at the Commission retreat on September 27 he hopes to have a comprehensive plan detailing the process for how to proceed with reviewing the ordinance and hopefully rewriting the ordinance. He urges everybody to think long and hard about what is in the ordinance (Plan), things that might be changed, should be changed and anything else that could help reform the Neighborhood Council system and make it work better, more transparently and more efficiently.

9. Verbal presentation from the Program Chair of the Neighborhood Council for Councils mentoring program. (5 minutes)

ACTION: Dee Olomajeye, Program Chair, Neighborhood Council for Councils (C4C), provided a verbal update on the mentoring program. The C4C program was put together by fellow Neighborhood Council members as an opportunity to support the Department and training each other and supporting one another in different aspects of the Neighborhood Council.

- Twelve members trained by both the Department and City Attorney.
- In the process of doing a lot more outreach to Neighborhood Councils, letting them know that the program exist.
- Main focus is preparing for lots of new Neighborhood Council members.
- NC101 training session is being finalized by Department and C4C.
- Train the trainer sessions will begin in the fall.
- Working on a curriculum.
- Website being put together.
- Next step is to move into the mentoring aspect (more personalized).
- C4C team split into mini teams assigned to regions.
- Partnership of the Neighborhood Councils and the Department.
- Goal is to work together in any way possible with Department resources and C4C resources.

Public comment received from: Ivan Spiegel.

10. Discussion and possible action in adopting rules and best practices guidelines that were developed 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.) (20 minutes)
http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Neighborhood_Council_Standards_Final_083012.pdf

ACTION: Commissioner Epperhart moved to adopt the rules and best practices guidelines document. Commissioner Lucks seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks and Mack).

Nays – 0

Motion passes unanimously.

Public comment received from: None.

11. Discussion and review the nominations and possible selection of the Empower LA award recipients. (20 minutes).

ACTION: Commissioner Mack gave an overview of the criteria and process for nominating and selecting the EmpowerLA award recipients.

Commissioner Epperhart moved that Mid City Neighborhood Council be selected as the EmpowerLA award recipient for the Central region. Commissioner Lucks seconded the motion.

Vote: Ayes – 4 (Park, Shaffer, Epperhart, and Lucks).

Nays – 0

Motion passes unanimously.

Commissioner Epperhart moved that Park Mesa Neighborhood Council be selected as the EmpowerLA award recipient for the South region. Commissioner Shaffer seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks, and Mack).

Nays – 0

Motion passes unanimously.

Commissioner Epperhart moved that Silverlake Neighborhood Council be selected as the EmpowerLA award recipient for the East region. Commissioner Mack seconded the motion.

Vote: Ayes – 4 (Shaffer, Epperhart, Lucks, and Mack).

Nays – 0

Motion passes unanimously.

Commissioner Epperhart moved that North Hills East Neighborhood Council be selected as the EmpowerLA award recipient for the North Valley region. Commissioner Lucks seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks, and Mack).

Nays – 0

Motion passes unanimously.

Commissioner Epperhart moved that Sherman Oaks Neighborhood Council be selected as the EmpowerLA award recipient for the South Valley region. Commissioner Lucks seconded the motion.

Vote: Ayes – 4 (Park, Epperhart, Lucks, and Mack).

Nays – 0

Motion passes unanimously.

Commissioner Lucks moved that Harbor Gateway North Neighborhood Council be selected as the EmpowerLA award recipient for the Harbor region. Commissioner Shaffer seconded the motion.

Vote: Ayes – 4 (Park, Shaffer, Lucks, and Mack).

Nays – 0

Motion passes unanimously.

Commissioner Epperhart moved that Mar Vista Neighborhood Council be selected as the EmpowerLA award recipient for the West region. Commissioner Shaffer seconded the motion.

Vote: Ayes – 4 (Park, Shaffer, Epperhart, and Mack).

Nays – 0

Motion passes unanimously.

12. Discussion and possible action by the Commission approving a Resolution to enter into contracts and delegate to the Department of Neighborhood Empowerment the ability to finalize and execute agreements on behalf of the Commission for the following: (Click on the link to view a copy of the document.) (10 minutes):

Education and Training Services contract with Blue Garnet Associates.

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/BlueGarnet_12-15_FinalContract_083112.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/BlueGarnet_RateSheet_082912.pdf

ACTION: Commissioner Shaffer moved to approve a Resolution to enter into contracts and delegate to the Department of Neighborhood Empowerment the ability to finalize and execute agreements on behalf of the Commission. Commissioner Epperhart seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks, and Mack).

Nays - 0

Motion passes unanimously.

Public comment received from: Jay Handal, Margo Harris, Dee Olomajeye, and Ivan Spiegel.

Education and Training Service contract with Beacon Management Group.

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Beacon_12-15_FinalContract_083112.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/BeaconRateSheet_082812.pdf

ACTION: Commissioner Shaffer moved to approve a Resolution to enter into contracts and delegate to the Department of Neighborhood Empowerment the ability to finalize

and execute agreements on behalf of the Commission. Commissioner Epperhart seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks, and Mack).

Nays - 0

Motion passes unanimously.

Temporary Staffing Services contract with AppleOne.

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/AppleOne_12-15_Contract_Final_083112.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/AppleOne_RateCharges_Final_083012.pdf

ACTION: Commissioner Epperhart moved to approve a Resolution to enter into contracts and delegate to the Department of Neighborhood Empowerment the ability to finalize and execute agreements on behalf of the Commission. Commissioner Shaffer seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks, and Mack).

Nays - 0

Motion passes unanimously.

Temporary Staffing Services contract with Lloyd Staffing

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/LloydStaffing_12-15_FinalContract_083112.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/LloydStaffing_RateCharges_Final_08-30-12.pdf

ACTION: Commissioner Epperhart moved to approve a Resolution to enter into contracts and delegate to the Department of Neighborhood Empowerment the ability to finalize and execute agreements on behalf of the Commission. Commissioner Shaffer seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks, and Mack).

Nays - 0

Motion passes unanimously.

Temporary Staffing Services contract with Partners In Diversity, Inc.

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/PartnersInDiversity_12-15_FinalContract_083112.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/PartnersInDiversity_RateCharges_Final_08-30-12.pdf

ACTION: Commissioner Epperhart moved to approve a Resolution to enter into contracts and delegate to the Department of Neighborhood Empowerment the ability to finalize and execute agreements on behalf of the Commission. Commissioner Shaffer seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, and Mack).

Nays - 0

Abstention - 1 (Lucks)

Motion passes.

13. PUBLIC HEARING: Determination regarding the bylaw amendment application filed by the Arroyo Seco Neighborhood Council requesting a Board Structure Change for 19 Board seats to 21 Board seats through the addition of 2 At Large

seats for factual basis stakeholders to run and vote for on the Board. (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/ArroyoSecoNC_BoardStructureChangeRequest_Recommendation_083012.pdf

ACTION: Commissioner Epperhart moved that the determination regarding the bylaw amendment application filed by the Arroyo Seco Neighborhood Council requesting a Board Structure Change for 19 Board seats to 21 Board seats through the addition of 2 At Large seats for factual basis stakeholders to run and vote for on the Board be approved.

Commissioner Shaffer seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks, and Mack).

Nays - 0

Motion passes unanimously.

14. 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. (Click on the link to view a copy of the document.) (15 minutes)

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/StakeholderDefinition_AgendaItemNo14_083112.pdf

ACTION: Agenda Item was taken off calendar.

15. 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. (15 minutes)

ACTION: Agenda Item was taken off calendar.

16. 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. (Click on the link to view a copy of the document.) (15 minutes)

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/EarlyNotification_Ltr_Mayor_083112.pdf

http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/EarlyNotification_Letter_CityCouncil_083112.pdf

ACTION: Agenda Item was taken off calendar. Commissioner Epperhart moved that agenda Item Nos. 14, 15, and 16, be postponed to the next Commission meeting agenda. Commissioner Lucks seconded the motion.

Vote: Ayes – 5 (Park, Shaffer, Epperhart, Lucks, and Mack).

Nays - 0

Motion passes unanimously.

17. Recognition and presentation of 10 Year Anniversary Certificate to the Watts Neighborhood Council, and the Greater Echo Park Elysian Neighborhood Council. (10 minutes)

ACTION: Agenda item was taken out of order after agenda item no. 13. Watts Neighborhood Council was recognized and presented their 10 Year Anniversary Certificate.

18. Discussion with various South 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. (20 minutes)

ACTION: Agenda item was taken out of order after agenda item no. 13. Margo Harris, Watts Neighborhood Council, and Allan DiCastro, Mid City Neighborhood Council, discussed their Neighborhood Council's operations and best practices with the Commission.

19. 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.

20. 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: None.

21. Adjourn

ACTION: Commissioner Mack moved that the meeting be adjourned at 8:40 p.m. Commissioner Lucks seconded the motion.

Vote: Ayes – 5

Nays – 0

Motion passes unanimously.