

ADOPTED 11/18/13

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

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VICE PRESIDENT

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MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING

TUESDAY, NOVEMBER 5, 2013 – 6:00 P.M.

HALLDALE AVENUE SCHOOL – AUDITORIUM
21514 HALLDALE AVENUE
TORRANCE, CA 90501

COMMISSIONERS PRESENT

Leonard Shaffer, Vice President
Lydia Grant
Linda Lucks
Karen Mack
Victor Medina
Olivia Rubio

ABSENT

Arnetta Mack

DEPARTMENT STAFF PRESENT

Grayce Liu, General Manager
Joseph Hari, Project Coordinator

CITY ATTORNEY REPRESENTATIVE

Alois Phillips, Deputy City Attorney

1. Introduction (5 minutes)

ACTION: Vice President Shaffer gave the introduction.

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

ACTION: Vice President Shaffer called the meeting to order at 6:11 p.m. Commission roll was called by Joseph Hari. Commissioner Lucks arrived to the meeting at 6:15 p.m. Commissioner Karen Mack arrived to the meeting at 6:46 p.m.

3. Approval of the Minutes of the Regular Meeting of October 21, 2013. (Click on the link to view a copy of the document.) (3 minutes)
http://empowerla.org/wp-content/uploads/2013/10/10-21-13_DRAFT_COMMISSION-MINUTES.pdf

ACTION: Commissioner Medina moved approval of the Minutes of the Regular meeting of October 21, 2013, as written. Commissioner Grant 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:

Ray Regalado, President, Northwest San Pedro Neighborhood Council. I want to comment about a recent incident. About a week ago I got a call pretty late at night from an individual who represented himself from Spike T.V. He said he got my name from some list through the Neighborhood Council. Two things bothered me about that, someone who has nothing to do with the City got my personal home phone number and felt empowered enough to call me and then in turn he wanted to promote a show that had nothing to do with, as far as I am concerned, any kind of improvement or anything that had to do with Los Angeles or our neighborhood council or the area. I don't know where he got it, how he got it, but it bothered me that he did mention that it came from some source within the Neighborhood Council family.

Jane Tokubo, Vice President, Harbor Gateway South Neighborhood Council, gave an official welcome to the Commissioners on behalf of Miguel Cordova, the Neighborhood Council President.

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

ACTION: Octaviano Rios, Mayor Eric Garcetti's representative for the Harbor area welcomed the Commission to the Harbor area.

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 the General Manager's report.

- The Neighborhood Council database is public information. Staff is prohibited from providing private information to anybody outside the City.
- Funding – looking at January 1, 2014, implementation of the checking account system.
- Demand warrants are still being processed as well as the P-cards.

- **We do have some Neighborhood Councils who have not submitted monthly reconciliations. We will be following up with Neighborhood Councils to get into that cycle so that we can complete the transition into the new funding program.**
- **Field – we are continuing the support the Neighborhood Councils that require more support.**
- **North Hills West Neighborhood Council and MacArthur Park Neighborhood Council are in exhaustive efforts. We possibly also have Westlake North asking to be put into exhaustive efforts so that we can work with them more effectively in terms of their meeting operations.**
- **Field is also working with our outreach folks to present the connectivity EmpowerLA leadership academy workshops and there will be another one this Thursday on the west side. We have three more left.**
- **We are working with different agencies to try to help you build up your stakeholder registry. We are working with Nation Builder, which is an online platform that typically candidates use to access LA County or LA City registered voter database.**
- **We are working with the Mayor’s Office to launch an email campaign through Nation Builder which we hope to launch on November 19th with Mayor Garcetti introducing Neighborhood Councils to the registered voters in the LA County area that have provided us email addresses and then we will follow up with additional information to those that respond and then we will work with Neighborhood Councils to provide them the registered voters in their particular area so that they can also do outreach to them directly.**
- **Elections- we are expecting Neighborhood Councils to take action on their election stipulation worksheets that is due back to us on November 22. We are also recruiting for our independent election administrators as well as poll workers.**

7. Commission Committee Reports. (10 minutes)

1. Ad Hoc Committee re Standards and Outreach (Members: Mack-Chair, Lucks, and Shaffer)

ACTION: None.

8. Previously, the Commission established Regional Standing Committees to provide recommendations to the Commission regarding improvements to the Citywide System of Neighborhood Councils. The Regional Standing Committees, also known as the Neighborhood Council (NC) Plan Review Committees, have forwarded their recommendations to the Commission for review and action. The Commission may be acting on the following recommendations: (Click on the links to view copies of the documents.) (75 minutes)

http://empowerla.org/wp-content/uploads/2013/09/Feedback-on-Nine-Proposed-Neighborhood-Council-Plan-Review-Committee-Motions_09-26-13.pdf

http://empowerla.org/wp-content/uploads/2013/09/Attachment-A_SurveyResults_9-motions_09262013.pdf

http://empowerla.org/wp-content/uploads/2013/10/Attachment-B_Amended_NC-Resolutions_9-motions_092613.pdf

<http://empowerla.org/wp-content/uploads/2013/09/SurveyContent.pdf>

- 1) Brown Act and posting policies

NC Plan Review Committees' Recommendation:

Reaffirm support for the Brown Act for Neighborhood Councils and its single accessible 24 hour posting requirement, and reaffirm current board policies regarding electronic mail and website posting, with only one physical posting site as opposed to many. The email requirement shall specify that agendas be sent to "NCSupport" with the intent that the Department will post them to the City's agenda system.

AND

Neighborhood Councils that do not have a website must post in at least five (5) physical locations.

(Possible Action by the Commission on this recommendation, including but not limited to reviewing Commission Policy Number 2010-02 (Revised December 17, 2012 and signed January 14, 2013) regarding Neighborhood Council Posting Requirements, determining whether any amendments to the Policy should be enacted and/or requesting staff to prepare an amended policy for review and adoption at a future Commission hearing.) (Click on the link to view a copy of the document.)

http://empowerla.org/wp-content/uploads/2013/10/Neighborhood-Council-Agenda-Posting-Requirements_REV-12-17-12.pdf

ACTION: This agenda item was taken out of order, after agenda item no. 8.

Commissioner Lucks moved that the existing policy for the Board to post as is remain the same. Commissioner Karen Mack seconded the motion.

Commissioner Shaffer moved to amend the motion by stating that there be a single Brown Act physical posting site, further that the requirement that it be posted on a Neighborhood Council website, if they have one, and emailed to their stakeholder database, if they have one, within Brown Act time guidelines, further, that reaffirming they have to post with regards to regular special meetings of the board and excluding committee meetings, that they will submit a copy of the agenda to the Department of Neighborhood Empowerment and further make notice as stated earlier with regards to what the sites are and such as that, further that should they not have a website that they must continue to post in five physical locations.

Commissioner Shaffer withdrew his motion.

Commissioner Grant moved to amend the motion stating that Neighborhood Councils are required to have two physical postings plus their website, three physical postings if they do not have a website and one of those has to be a 24 hour posting.

Commissioner Lucks moved to postpone the motion to retain to January 27, 2014, such time as the Commission could work with the Department and Neighborhood Councils and stakeholders to develop a possible alternative plan that is flexible.

Commissioner Grant seconded the motion.

**VOTE: Ayes – 2 (Lucks, Karen Mack)
Nays – 4 (Grant, Medina, Rubio, Shaffer)**

Motion fails.

Commissioner Lucks moved to amend the motion by stating that the current posting policy remain the same until such time as an outreach policy is established.

A second to the motion was not received. The motion to amend dies for a lack of a second.

Commissioner Grant moved to amend the motion by stating a compromise on the postings such as the one she stated earlier which is if the Neighborhood Council has a website then they would do two physical postings, three if they do not have a website, one of those being 24 hours or until a time that the outreach plan is put into place.

**VOTE: Ayes – 3 (Lucks, Karen Mack, Rubio)
Nays – 3 (Grant, Medina, Shaffer)**

Motion fails.

Commissioner Medina moved to completely eliminate the current posting policy, adopt a new one which is posting in one location which is a Brown Act and that each Neighborhood Council is required at the beginning of the year, when requiring their funding, for them to submit their outreach plan.

Commissioner Shaffer moved to adopt the Plan Review Committee's recommendation that is to reaffirm support for the Brown Act for Neighborhood Councils and its single accessible 24 hour posting requirement, and reaffirm the Commission's policies regarding electronic mail and website posting, with only one physical posting site as opposed to many. The email requirement shall specify that agendas be sent to "NCsupport" with the intent that the Department will post them to the City's agenda system and Neighborhood Councils that do not have a website must post in at least five (5) physical locations.

Commissioner Medina seconded the motion.

Commissioner Medina moved to amend the motion by stating that the posting be within the Brown Act and posted on the website and also to include that each Neighborhood Council when submitting their yearly budget submit a proposed outreach plan for the following year to the Department.

Commissioner Grant seconded the amended motion.

**VOTE: Ayes – 5 (Grant, Lucks, Karen Mack, Medina, Shaffer)
Nays – 1 (Rubio)**

The amended motion passes.

Reaffirm support for the Brown Act for Neighborhood Councils and its single accessible 24 hour posting requirement and the posting be within the Brown Act and

posted on the website and to include that each Neighborhood Council when submitting their yearly budget submit a proposed outreach plan for the following year to the Department and reaffirm the Commission's policies regarding electronic mail and website posting, with only one physical posting site as opposed to many. The email requirement shall specify that agendas be sent to "NCSupport" with the intent that the Department will post them to the City's agenda system and Neighborhood Councils that do not have a website must post in at least five (5) physical locations.

Commissioner Grant moved to amend the motion to have two postings in the locations where the Neighborhood Councils do have a website, one Brown Act and one additional posting site with Brown Act time constraints (72 hours).

Commissioner Karen Mack seconded the motion to amend.

Reaffirm support for the Brown Act for Neighborhood Councils and its single accessible 24 hour posting requirement and one additional Brown Act time compliant posting be within the Brown Act and posted on the website and to include that each Neighborhood Council when submitting their yearly budget submit a proposed outreach plan for the following year to the Department and reaffirm the Commission's policies regarding electronic mail and website posting, with only one physical posting site as opposed to many. The email requirement shall specify that agendas be sent to "NCSupport" with the intent that the Department will post them to the City's agenda system and Neighborhood Councils that do not have a website must post in at least five (5) physical locations.

Commissioner Karen Mack moved to amend the amendment.

Reaffirm support for the Brown Act for Neighborhood Councils and its single accessible 24 hour posting requirement and two additional postings that are Brown Act time compliant posting be within the Brown Act and posted on the website and to include that each Neighborhood Council when submitting their yearly budget submit a proposed outreach plan for the following year to the Department and reaffirm the Commission's policies regarding electronic mail and website posting, with only one physical posting site as opposed to many. The email requirement shall specify that agendas be sent to "NCSupport" with the intent that the Department will post them to the City's agenda system and Neighborhood Councils that do not have a website must post in at least five (5) physical locations.

Commissioner Lucks seconded the amended motion.

VOTE: Ayes – 2 (Lucks, Karen Mack)
 Nays – 4 (Grant, Medina, Rubio, Shaffer)

Motion fails.

Commissioners Grant's amendment – two posting sites

VOTE: Ayes – 1 (Lucks)
 Nays – 5 (Grant, Karen Mack, Medina, Rubio, Shaffer)

Motion fails.

Main motion as amended by Commissioner Medina:

Reaffirm support for the Brown Act for Neighborhood Councils and its single accessible 24 hour posting requirement and the posting be within the Brown Act and posted on the website and to include that each Neighborhood Council when submitting their yearly budget submit a proposed outreach plan for the following year to the Department and reaffirm the Commission's policies regarding electronic mail and website posting, with only one physical posting site as opposed to many. The email requirement shall specify that agendas be sent to "NCSupport" with the intent that the Department will post them to the City's agenda system and Neighborhood Councils that do not have a website must post in at least five (5) physical locations.

**VOTE: Ayes – 3 (Grant, Medina, Shaffer)
Nays – 3 (Lucks, Karen Mack, Rubio)**

Motion fails.

Public comment received from:

Linda Alexander – our council has improved our website and expanded our email list over the past several years. We have put a lot of emphasis on that. We now have up to eight meetings a month. If you're going to post five places, five times for eight meetings that is forty times. Now tell me which of you would be willing to that for your council, to run around town to forty different locations. We are different, with different needs. I was hoping with a change in this Board would make a difference and we are very disappointed in your vote last month.

Saul Buenrostro – Pastor of Hope Network, for the better part of two years I have been trying to get here. This is my first time. I haven't seen a sign. Until I got an electronic email from Dito, that I was able to make it here. I walk the street at least once a week, throughout the weekend, for two to three hours, going door to door inviting people to church and I haven't seen a sign. I walk the area of Watts, Compton, doing evangelism. I haven't seen a sign.

Douglas Epperhart – I think the logical and common sense thing to do with this policy is to repeal it and be done with it. I think the fact that the policy exists in the first place is a bad example of micro-management on behalf of the Commission. The only smart thing to do with this policy is to get rid of it completely.

Peter Perez – Pastor, Praise Chapel we just opened here in Harbor Gateway. I got invited by going door to door and the person told me hey maybe if you want to make a difference in the community you should attend the meeting, not because I seen a sign, not because somebody outreached to me, but somebody gave me that suggestion. I think you guys are wasting a whole bunch of energy on trying to figure out how to outreach to the community, but there needs to be thought put into this and I feel that there is no thought put into this. It's just something you guys want to get rid of and let's do it, but I think it needs to be something that will reach the community.

Rosalie Preston, I am on the board of the Harbor Gateway North Neighborhood Council. I am the recording secretary and one of two people who post our agendas. I am responsible for three locations where I have to physically go and when you become a

more active Neighborhood Council and have a lot of committee meetings as we've been having in the last year and a half or so it just becomes very burdensome. Therefore I am supporting just having one official location that the public can view for 24 hours. Going to just one official posting will take a little of the burden off of Neighborhood Councils.

Olive Reed, President, Harbor City Neighborhood Council. I am speaking against this because we have a very small board and it's overwhelming with all the things we have to do. It's getting to be horrendous for my responsibilities to make sure that these things keep happening. We have very large banners that we put out on the weekend before our Wednesday evening meeting. The feedback that we get, people tell us that oh that's a reminder that there's a meeting on Wednesday evening, that's what brings people into our particular Neighborhood Council stakeholder meeting. It's just so much for people who are volunteers. Our banners are far more productive in getting people into the meeting.

Ivan Spiegel – I have a question here. This was passed last month, why is it back here? This cannot come back unless you reconsider it and there was no motion to reconsider on your agenda. I understand why people are having problems. I don't get why they keep throwing up Venice. Well it's o.k. for Venice to do it. No, it's not o.k. for Venice to do it. Venice does it because we built towards it. We decided we want to do things the right way and we did. If you don't like this posting, I would suggest to you that you leave it the way it is and allow Neighborhood Councils to come in with an outreach plan to the Department, to their NEA that can be approved as a substitute to the five postings.

9. Previously, the Commission established Regional Standing Committees to provide recommendations to the Commission regarding improvements to the Citywide System of Neighborhood Councils. The Regional Standing Committees have forwarded their recommendations to the Commission for review and action. PUBLIC HEARING on the following recommendations from the Regional Standing Committees: (20 minutes)

- 1) Elections

NC Plan Review Committees' Recommendation:

The Department of Neighborhood Empowerment is to be permanently placed in charge of administering elections.

- 2) Training and Leadership Development

NC Plan Review Committees' Recommendation:

- a. Neighborhood Council board members be required to complete Ethics, Financial Policy, Sexual Harassment, and ADA Compliance training, and that the Department offer classes including, but not limited to leadership, City government basics, parliamentary procedures, land use, and candidate training.

- b. There be a citywide standard period of time from date of seating, not to exceed 90 days, that a Board member will have to pass the required training, and that this be enforced by the Neighborhood Council bylaws, which shall prohibit voting on any matter coming before the Neighborhood Council board. Inability of any board member(s) to vote for failure to timely complete training will not affect quorum.

3) Early Notification System

NC Plan Review Committees' Recommendation:

An Early Notification System be established by each City department, commission, and the City Council, and its committees to provide Neighborhood Councils with a minimum of 60 days notice of any proposed action.

For any proposed ballot measure or ordinance Neighborhood Councils must receive at least 60 days notice.

4) Initiation of Council files

NC Plan Review Committees' Recommendation:

Neighborhood Councils should have the right to open Council files. No Neighborhood Council board member shall be required to file a financial disclosure form for a Neighborhood Council to open a Council file. There shall be no limit on the number of Council files that a Neighborhood Council may open each year.

5) Review of delivery of City services

NC Plan Review Committees' Recommendation:

The Board of Neighborhood Commissioners, with the aid and advice of citywide Neighborhood Councils, will adopt policies establishing best practices for monitoring the delivery of City services.

6) Community Impact Statements

NC Plan Review Committees' Recommendation:

City agendas should once again include the full text of the brief Community Impact Statement from each Neighborhood Council submitting one, with links to any background materials that were provided as support. Any time a Community Impact Statement is, for whatever reason removed from a subsequent agenda, the City Clerk will send a notice to the Neighborhood Council.

7) Neighborhood Councils presenting at public meetings

NC Plan Review Committees' Recommendation:

Official Neighborhood Council or Neighborhood Council Alliance representatives addressing the City Council, its committees, City commissions, and boards be granted up to 5 minutes of presentation time separate from general public comment, to present the official view of the Neighborhood Council Board or Alliance. Neighborhood Councils should receive priority as City entities and be called for comment before general public comment.

ACTION: None. This agenda item was taken out of order before agenda item no. 8.

Public comment received from:

Ivan Spiegel – this is about training. There is no question that board members need training and I am not talking about the mandatory ethics training. I am not talking about the sexual harassment, workplace violence, yes, they need that. When you see Neighborhood Councils that are in trouble, the first thing they say is, nobody told us that. So they get themselves in trouble. Please there should be mandatory board orientation training there should be mandatory leadership training for board leaders. It's really important that you mandate these things cause if you don't know nobody will take them. You have to force people to do this or they are not going to do it.

Linda Alexander, President, Central San Pedro Neighborhood Council, my concern is not the training, because there is a wide variety of needs in the city. My concern is packing this into 90 days. I guess I will feel o.k. if you tell me that the City Council has the same requirement.

10. Discussion with various Harbor 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://empowerla.org/wp-content/uploads/2013/10/BEST-PRACTICES_NC_-CVR-LTR_QUESTIONNAIRE_102113.pdf

ACTION: None.

11. Discussion and possible action changing the Commission's regular meeting days. (10 minutes)

ACTION: Commissioner Lucks moved to postpone this agenda item to the next regular meeting. Commissioner Grant seconded the motion.

**VOTE: Ayes – 6
Nays – 0**

Motion passes.

12. 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.

13. 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: None.

14. Adjourn

ACTION: Commissioner Medina moved that the meeting be adjourned at 9:07 p.m.

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