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| **BOARD OF NEIGHBORHOOD COMMISSIONERS**    **LEONARD SHAFFER**  President    **JOY ATKINSON**  vice President    **MAGGIE DARETT-QUIROZ**  **JOSH LAFARGA**  **DEBBIE WEHBE**  **EVE SINCLAIR**  **ELI LIPMEN**    **TELEPHONE:** (213) 978-1551 | CITY OF LOS ANGELES  **CALIFORNIA**    **ERIC GARCETTI**  **MAYOR** | 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: [EmpowerLA@lacity.org](mailto:EmpowerLA@lacity.org)    **GRAYCE LIU**  GENERAL MANAGER    [www.EmpowerLA.org](http://www.empowerla.org) |

# **BOARD OF NEIGHBORHOOD COMMISSIONERS**

# **REGULAR MEETING MINUTES - APPROVED**

**Monday, April 17, 2017 1:00 PM**

**LOCATION: City Hall, 10th Fl. Conference, Room 1050**

**200 N Spring St. Los Angeles, CA 90012**

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The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. The amount of time for each agenda item is to be determined by the Chair at each meeting. Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. If multiple speaker cards are submitted on one agenda item, preference will be granted to members of the public who have not spoken previously during the meeting, either during general public comment or on another agenda item.

A member of the public wishing to speak on more than one agenda item at a single meeting shall limit his or her remarks to a total of five (5) minutes per meeting. Comments by members of the public who have submitted multiple speaker cards and want to speak on all items for up to five minutes at one time can choose to speak during the Multiple Agenda Items Comment period. Members of the public who choose to speak during the Multiple Agenda Items period will be given the opportunity to also speak during General Public Comments.

Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Public comment is limited to 15 minutes maximum. No individual speaker will be allowed more than 3 minutes, unless presiding officer of the Board decides differently.

The agenda is posted for public review in Main Street Lobby of City Hall East at 200 North Main Street and at 20th Floor, City Hall, 200 North Spring Street, Los Angeles. As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. The Agenda and Report(s) related to an agenda item will be available for review at www.Empowerla.org. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department at (213) 978-1551.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 días de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 978-1551.

1. [1:15] Introduction (5 minutes)
2. [1:18] Call to Order and Commission roll call (1 minute)

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| **Commissioner** | **Present** | **Absent** |
| **Shaffer** | **X** |  |
| **Atkinson** | **X** |  |
| **Darett-Quiroz** |  | **X** |
| **Lafarga** |  | **X** |
| **Lipmen** |  | **X** |
| **Sinclair** | **X** |  |
| **Wehbe** | **X** |  |

**Note: Commission Lipmen arrived at 1;21 pm.**

1. [1:19]Discussion with Neighborhood Council representatives on any Neighborhood Council Resolution or Community Impact Statement filed with the City Clerk which relates to any agenda item listed or being considered on this agenda for the Board of Neighborhood Commissioners.
2. [1:20] Multiple Agenda Items Comment – Comments by members of the public who have submitted multiple speaker cards and want to speak on all items for up to five minutes at one time can choose to speak during the Multiple Agenda Items Comment period. Members of the public who choose to speak during the Multiple Agenda Items period will be given the opportunity to also speak during General Public Comments.
3. [1:20]Approval of the Minutes of the Meeting of 03/30/17. <http://empowerla.org/wp-content/uploads/2017/04/Board-of-Neighborhood-Commissioners-Special-Meeting-Minutes-03.30.17-DRAFT.pdf> (3 minutes)

**Public Comment:** None

**Action:** Motion to approve the Minutes of the Meeting of 03/30/17.

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| **VOTE** | **Mover** | **Wehbe** | **Second** | **Atkinson** |
|  |  |  |  |  |
| **Commissioner** | **Ayes** | **Nays** | **Abstention** | **Absent** |
| **Shaffer** | **X** |  |  |  |
| **Atkinson** | **X** |  |  |  |
| **Darett-Quiroz** |  |  |  |  |
| **Lafarga** |  |  |  |  |
| **Lipmen** |  |  |  |  |
| **Sinclair** | **X** |  |  |  |
| **Wehbe** | **X** |  |  |  |
| **Total** | **4** |  |  |  |
|  |  |  |  |  |
| **Motion** | **Carries** | **X** | **Fails** |  |

1. [1:21]Approval of the Minutes of the Meeting of 04/04/17. <http://empowerla.org/wp-content/uploads/2017/04/Board-of-Neighborhood-Commissioners-Regual-Meeting-Minutes-04.04.17-DRAFT.pdf> (3 minutes)

**Public Comment:** None

**Action:** Motion to approve Minutes of the Meeting of 04/04/17.

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| **VOTE** | **Mover** | **Atkinson** | **Second** | **Sinclair** |
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| **Commissioner** | **Ayes** | **Nays** | **Abstention** | **Absent** |
| **Shaffer** | **X** |  |  |  |
| **Atkinson** | **X** |  |  |  |
| **Darett-Quiroz** |  |  |  |  |
| **Lafarga** |  |  |  |  |
| **Lipmen** | **X** |  |  |  |
| **Sinclair** | **X** |  |  |  |
| **Wehbe** | **X** |  |  |  |
| **Total** | **5** |  |  |  |
|  |  |  |  |  |
| **Motion** | **Carries** | **X** | **Fails** |  |

1. [1:22]Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

**Public Comment:** None

1. [1:23 ]Verbal updates from representatives of the Los Angeles Neighborhood Council Budget Advocates. Neighborhood Council Budget Advocates provide input to the City on the City’s Budget. Additional information regarding the Budget Advocates is available at <http://ncbala.com/>. (10 minutes).

**Public Comment:** Glenn Bailey provided commentary regarding Budget day. Commissioner Atkinson asked for dates of Budget Day. Mike Fong, from the Department, provided clarification on Commissioner invitation to Budget Day.

1. [1:25 ]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:** Linda Valencia provided commentary regarding ASNC and Hermon subdivision boundaries. Martha Benedict provided commentary regarding ASNC and Hermon subdivision boundaries. Commissioner Shaffer invited those who spoke on subdivision boundaries back to future meeting where Hermon boundaries will be considered. Glenn Bailey provided commentary requesting Commission add council file numbers to agenda items and other non-agenda items. Wayne from Encino provided commentary regarding SRNC subdivision election’s use of online voting.

1. [1:39]General Manager’s Report. (10 minutes)
   1. Briefing on Departmental activities.
   2. Staffing, budget, elections and other operational matters.
   3. Update on recent elections.

Mike Fong, from the Department, provided Department updates on, Staffing levels, Homelessness Civic U, Budget day and subdivision elections. Commissioner Shaffer requested information on number of paper ballots vs online. Commissioner Wehbe provided commentary regarding EHNC’s placement of EE. Commissioner Lipmen inquired on Grievance panel for Election challenges and requested a report back regarding the use of Online voting. Mike Fong provided response and update. Commissioner Lipmen also spoke to the number of newspaper coverage of elections and voting turnout levels. Commissioner Shaffer asked for clarification on the number signatures required if applying formation committee’s requirement to outreach to affected Neighborhood Councils. Mike Fong provided response to question.

**Public Comment:** Glenn Bailey provided commentary regarding subdivision elections and requested DWP MOU renewal be placed on BoNC agenda. General Jeff provided commentary regarding SRNC subdivision election. Wayne from Encino provided commentary on SRNC election statistics and alleged online voting fraud.

1. [2:01]Discussion with Leyla Campos, Office of City Clerk Neighborhood Council Funding Program Manager, and other funding staff members regarding Neighborhood Council Funding updates.

Leyla Campos and Andrew Choi, City Clerk, provided update and presentation. Commissioner Atkinson asked if all NCs have been notified regarding dates? Leyla Campos provided response. Commissioner Sinclair asked for downtime from June 11th date to turn-on date of July 1st. Andrew Choi and Leyla Campos provided response. Commissioner Lipmen asked for the option to pilot test with certain number of NCs before going live on July 1st. Leyla Campos provided response. Commissioner Lipmen requested for an FAQ be established for potential issues for end users. Andrew Choi provided response to Commissioner Lipmen. Leyla Campos provided additional commentary on training. Commissioner Wehbe provided commentary on new platform, training and NC notification to treasurers? Leyla Campos provided response. Commissioner Wehbe asked about training length. Commissioner Atkinson asked for training dates be sent to Commission. Commissioner Shaffer asked if cut-off was set on a Sunday and what is the plan for unexpected expenses? Commissioner Shaffer asked for clarification of why current checking accounts are required to be closed why so early. Commissioner Shaffer asked for clarification on implementation of online platform and portal. Asked if it is in place or is it being developed. Leyla Campos provided update. Commissioner Shaffer inquired on MER generation and submission process. Leyla Campos and Andrew Choi provided response. Commissioner Shaffer asked about outreach of training locations, dates and times. Leyla Campos provided response. Commissioner Shaffer asked for the start date of trainings and the possibility of having the online portal available for the training. Commissioner asked for Plan B for July 1st in the event new platform does not go live. Commissioner asked if a simulator was available prior to cut-off date of June 11th. Commissioner Shaffer asked for outreach to NCs who may require additional unexpected expenses after June 11th.

**Public Comment:**  Wayne from Encino provided commentary on process.

1. [2:41]Discussion and possible action to approve Hollywood United Neighborhood Council Bylaw Amendment Adjustment for an adjustment to their Western Boundary: Cahuenga Ave., at Hollywood Blvd., to the 101 Freeway north along the eastern side of the John Anson Ford Theater property line, through Lake Hollywood to include the Lake Hollywood Neighborhood Association and north to the Hollywood sign. <https://empowerla.org/wp-content/uploads/2017/04/HUNC-Bylaw-Amendment-Request-Documents-Boundary-Adj.pdf> (10 minutes)

Mike Fong provided Department report proposed bylaw amendment application and recommendation to approve NC’s request to amend. George Skarpelos, from HUNC provided report on Bylaw Amendment application. Commissioner Lipmen asked for clarification on outreach to affected Neighborhood Council and why it was not successful. Commissioner Wehbe requested clarification to on HUNC’s outreach to affected NCs. Commissioner Sinclair requested clarification on examples of shared oversight of Ford Theater. Commissioner Lipmen requested clarification of proposed boundaries. Commissioner Shaffer inquired of staff on the boundary amendment how application conforms to Article 6, 2a of (application?) Mike Fong provided response to Commissioner Shaffer. Commissioner Shaffer disclosed conversation with County Supervisor Kuehl regarding application. Commissioner Lipmen provided additional commentary on proposed / current NC boundaries. Possible Ford Theater maybe an orphan area and request further clarification from DoNE. Commissioner Shaffer read Article 6, 2b of the Plan and time limitations of application. Commissioner Atkinson asked if any homeowners are affected. Commissioner Wehbe provided additional commentary. Commissioner Atkinson provided commentary on lack of Leadership training.

Commissioner Atkinson motioned to overrule chair and timekeeper records time was expired. Commissioner Atkinson moved, Commissioner Sinclair second. Commissioners Atkinson, Lipmen, Sinclair, Wehbe voted yes and Commissioner Shaffer voted no.

**Public Comment:** Olga Garay – provided commentary on request to have item tabled. Wayne from Encino provided commentary.

**Action:** Motion to table until May 15th BONC Meeting.

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| **VOTE** | **Mover** | **Atkinson** | **Second** | **Sinclair** |
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| **Commissioner** | **Ayes** | **Nays** | **Abstention** | **Absent** |
| **Shaffer** | **X** |  |  |  |
| **Atkinson** | **X** |  |  |  |
| **Darett-Quiroz** |  |  |  |  |
| **Lafarga** |  |  |  |  |
| **Lipmen** | **X** |  |  |  |
| **Sinclair** | **X** |  |  |  |
| **Wehbe** | **X** |  |  |  |
| **Total** |  |  |  |  |
|  |  |  |  |  |
| **Motion** | **Carries** | **X** | **Fails** |  |

1. [3:37 ]Discussion and possible action to approve Hollywood United Neighborhood Council Board Amendment Application which modifies the Board Structure with the removal of the appointed seat of Historian / Parliamentarian and replaces with one additional Elected Unclassified Stakeholder Status seat.  
   <https://empowerla.org/wp-content/uploads/2017/04/HUNC-Bylaw-Amendment-Request-Documents-Seat-Mod.pdf> (10 minutes)

George S VP of HUNC provided update/background to application. Commissioner Wehbe requested clarification on process to approve the bylaws without the insertion of the BoNC minute keeping policy. Commissioner Atkinson asked why not keep existing seat instead of deleting and adding additional seats. Commissioner Wehbe provided a point of clarification on HUNC intent to change seat.

Mike Fong provided Department update and recommendation to approve application as submitted.

**Public Comment:** None. (Wayne waived)

**Action:** Motion to approve Hollywood United Neighborhood Council Board Amendment Application which modifies the Board Structure with the removal of the appointed seat of Historian / Parliamentarian and replaces with one additional Elected Unclassified Stakeholder Status seat.

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| **VOTE** | **Mover** | **Wehbe** | **Second** | **Atkinson** |
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| **Commissioner** | **Ayes** | **Nays** | **Abstention** | **Absent** |
| **Shaffer** | **X** |  |  |  |
| **Atkinson** | **X** |  |  |  |
| **Darett-Quiroz** |  |  |  |  |
| **Lafarga** |  |  |  |  |
| **Lipmen** | **X** |  |  |  |
| **Sinclair** | **X** |  |  |  |
| **Wehbe** | **X** |  |  |  |
| **Total** | **5** |  |  |  |
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| **Motion** | **Carries** | **X** | **Fails** |  |

1. [3:47]Discussion and possible action to approve proposed Palms Neighborhood Council Bylaw Amendment Application to replace three (3) area-specific business seats to two (2) at-large business seats and add one (1) youth representative seat aged 14-23 years. <http://empowerla.org/wp-content/uploads/2017/04/PalmsNC-Bylaw-Amendment-Request-Documents-Seat-Mod.pdf> (10 minutes)

Nick Greif provided update/background to application. (Commissioner Wehbe not in mtg as of 3:52.) Commissioner asked for clarification on structure change. Jasmine Elbabary provide Department report and recommendation to approve application. Commissioner Atkinson provided commentary on application. Commissioner Sinclair provided commentary and requested clarification from applicant regarding minimum voting age. Commissioner Lipmen disclosed his former board member of PalmsNC.

**Public Comment:** Wayne from Encino provided commentary.

**Action:** Motion to approve proposed Palms Neighborhood Council Bylaw Amendment Application to replace three (3) area-specific business seats to two (2) at-large business seats and add one (1) youth representative seat aged 14-23 years.

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| **VOTE** | **Mover** | **Sinclair** | **Second** | **Atkinson** |
|  |  |  |  |  |
| **Commissioner** | **Ayes** | **Nays** | **Abstention** | **Absent** |
| **Shaffer** | **x** |  |  |  |
| **Atkinson** | **x** |  |  |  |
| **Darett-Quiroz** |  |  |  |  |
| **Lafarga** |  |  |  |  |
| **Lipmen** | **x** |  |  |  |
| **Sinclair** | **x** |  |  |  |
| **Wehbe** |  |  | **x** |  |
| **Total** | **4** |  |  |  |
|  |  |  |  |  |
| **Motion** | **Carries** | **X** | **Fails** |  |

**Note: Commissioner Wehbe not in meeting as of 3:52.**

1. [3:59]Discussion and possible action to approve Glassell Park Neighborhood Council Bylaw Amendment Application to change their board structure by changing the specialty seats: 1-Faith-Based Representative, 3-Business Representatives, 2-Organizational Representatives, and 1-Education Representative to At-Large Representative seats. The new board structure for the Glassell Park Neighborhood Council would be 7 Area Representatives and 8 At-Large Representatives. <https://empowerla.org/wp-content/uploads/2017/04/GPNC-Bylaw-Amendment-Request-Documents-Seat-Mod.pdf> (10 minutes)

Benjamin Disinger provided update / background to application. Thomas Soong, DoNE, provided report and recommendation to approve application. Commissioner Atkinson provided commentary and asked how the NC will address outreach to all stakeholders. Benjamin Disigner provided response. Commissioner Lipmen asked if NC was aware of the stakeholders could apply to seats.

**Public Comment:** Wayne from Encino provided commentary.

**Action:** Motion to approve Glassell Park Neighborhood Council Bylaw Amendment Application to change their board structure by changing the specialty seats: 1-Faith-Based Representative, 3-Business Representatives, 2-Organizational Representatives, and 1-Education Representative to At-Large Representative seats. The new board structure for the Glassell Park Neighborhood Council would be 7 Area Representatives and 8 At-Large Representatives.

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| **VOTE** | **Mover** | **Sinclair** | **Second** | **Wehbe** |
|  |  |  |  |  |
| **Commissioner** | **Ayes** | **Nays** | **Abstention** | **Absent** |
| **Shaffer** | **X** |  |  |  |
| **Atkinson** | **X** |  |  |  |
| **Darett-Quiroz** |  |  |  |  |
| **Lafarga** |  |  |  |  |
| **Lipmen** | **X** |  |  |  |
| **Sinclair** | **X** |  |  |  |
| **Wehbe** | **X** |  |  |  |
| **Total** | **5** |  |  |  |
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| **Motion** | **Carries** | **X** | **Fails** |  |

**Note: Commissioner Wehbe returned at 4:04 pm.**

1. [ 4:11 ]Discussion and possible action regarding Board of Neighborhood Commissioner’s Newsletter. (10 minutes)

**Public Comment:**

1. [4;11 ]Commission Business - Comment from Commissioners on subject matters within the Board’s jurisdiction. (15 minutes)
2. Comment on Commissioners’ own activities/brief announcements.
3. Brief response to statements made or questions posed by persons exercising their general public comment rights/ask staff questions for clarification.
4. Introduce new issues for consideration by the Commission at its next meeting and direct staff to place on the agenda.
5. Ask staff to research issues and report back to the Commission at a future time.

Commissioner Lipmen asked for agenda item ( ) to be placed on upcoming agenda. Also asked for creation of Ad Hoc to analyze the subdivision policy with respect to funding of NCs with a large number of stakeholders vs newly subdivided NCs with smaller number of stakeholders.

Commissioner Wehbe asked for clarification of application process for boundaries adjustments and potential use of ENS to all affected stakeholders. Mike Fong responded

**Public Comment:** Joe (Hermon NC) provided commentary NC lack of code of civility.

1. [ 4:34 ]Adjourn

**Action:** Motion to adjourn

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| **VOTE** | **Mover** | Mover | **Second** | Second |
|  |  |  |  |  |
| **Commissioner** | **Ayes** | **Nays** | **Abstention** | **Absent** |
| **Shaffer** | **X** |  |  |  |
| **Atkinson** | **X** |  |  |  |
| **Darett-Quiroz** |  |  |  |  |
| **Lafarga** |  |  |  |  |
| **Lipmen** | **X** |  |  |  |
| **Sinclair** | **X** |  |  |  |
| **Wehbe** | **X** |  |  |  |
| **Total** | **X** |  |  |  |
|  |  |  |  |  |
| **Motion** | **Carries** |  | **Fails** |  |

**Future Board of Neighborhood Commissioners Meetings** (INFORMATION ONLY) *(Please note: The items listed below are tentative and may be subject to change.* You are encouraged to visit the City's website at [www.lacity.or](http://h/)g to view Commission agendas and [subscribe](http://lacity.org/government/Subscriptions/CommissionCommitteeBoard/index.htm) through the City’s Early Notification System Subscription page to receive the Commission’s agendas via email.)

* Regular Meeting on May 2, 2017 at 6:00 pm – Location: Canoga Park Community Center, 7248 Owensmouth Ave. Canoga Park, CA 91303
* Regular Meeting on May 15, 2017 at 1:00 pm – City Hall, 10th Floor Conference Center, Room 1050, 200 North Spring St, Los Angeles, CA 90012
* Regular Meeting on June 6, 2017 at 6:00 pm – Location TBD: Harbor Area
* Regular Meeting on June 19, 2017 at 1:00 pm – City Hall, 10th Floor Conference Center, Room 1050, 200 North Spring St, Los Angeles, CA 90012

**FINALIZATION OF BOARD ACTION:**

**Per City Charter Section 245, the Board’s determination shall become final at the expiration of the next five meeting days of the Council during which the City Council has convened in regular session, unless the City Council acts within that timeframe by a two-thirds vote to bring the action before them or to waive review of the action**.

**EXHAUSTION OF ADMINISTRATIVE REMEDIES:**

**If you challenge these agenda items in court, you may be limited to raising only those issues you or someone else raised at the public hearing or in written correspondence on these matters delivered to this agency at or prior to the public hearing. California Code of Civil Procedure Section 1094.6 governs the time in which a party may seek judicial review of this determination. Under that provision, a petitioner may seek judicial review of any decision of the City pursuant to California Code of Civil Procedure Section 1094.5 only if the petition for Writ of Mandate pursuant to that section is filed no later than the 90th day following the date on which the City's decision became final.**

**RECONSIDERATION:**

**The Commission may make a MOTION TO RECONSIDER and alter its action taken on any item listed on this agenda at any time during this meeting, or make a MOTION TO RECONSIDER at its next regular meeting as indicated below:**

**If the Commission moves and approves a Motion for Reconsideration at the *initial* meeting wherein an action was taken, then the underlying item may be reconsidered at that time.**

**If the Commission moves and approves a Motion for Reconsideration at *the next regular meeting* then consideration of the item may *only* occur at this regularly scheduled meeting if the item for consideration has been placed on that meeting’s agenda. If the underlying item for reconsideration has not been placed on the agenda for that next regular meeting, then it shall be considered at a subsequent meeting pursuant to the Ralph M. Brown Act.**

**PUBLIC ACCESS OF RECORDS:**

**"In compliance with Government Code Section 54957.5, non-exempt writings that are distributed to a majority or all of the Board of Neighborhood Commissioners in advance of their meetings, may be viewed at the office of the Department of Neighborhood Empowerment, located at City Hall, 20TH Floor, 200 North Spring Street, Los Angeles, California 90012, by clicking on the Department's Web site at** [**http://www.EmpowerLA.org**](http://h/) **or at the Commission meeting. In addition, if you would like a copy of any record related to an item on the agenda, contact the Department at (213) 978-1551 or via e-mail:** [**Commission@EmpowerLA.org.**](mailto:Commission@EmpowerLA.org)