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CALIFORNIA**

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BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING MINUTES-APPROVED

Tuesday, May 02, 2017 6:00 PM

LOCATION: Canoga Park Community Center

7248 Owensmouth Ave., Canoga Park, CA 91303

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 Public Forum 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. [6:53] Introduction (5 minutes)
2. [6:57] Call to Order and Commission roll call (1 minute)

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

3. [6:57] 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.

Public Comment: None

4. [6:57] 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.

Public Comment: None

5. [6:58] Approval of the Minutes of the Meeting of 04/17/2017. <http://empowerla.org/wp-content/uploads/2017/04/Board%20of%20Neighborhood%20Commissioners%20Regual%20Meeting%20Minutes%2004.17.17-DRAFT.pdf> (3 minutes)

Public Comment: None

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

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

6. [6:58] Commemoration of 15 year anniversary of the certification of the following Neighborhood Councils: (20 minutes)
- Canoga Park Neighborhood Council
 - Van Nuys Neighborhood Council
 - Woodland Hills – Warner Center Neighborhood Council

Public Comment: None

Grayce Liu introduced Kevin Taylor from Mayor’s Office addressed and recognized Neighborhood Councils. Commissioner Shaffer addressed and recognized Neighborhood Councils. Canoga Park Neighborhood Council (CPNC) introduced to receive the certificate. Corrine Ho addressed and thanked Commissioners and introduced Founding President of CPNC, Ron Clary. Ron Clary addressed Commissioners. Jessica Irias, from CPNC, addressed Commissioners.

Grayce Liu introduced Woodland Hills-Warner Center Neighborhood Council (WHWCNC) – Not present to receive award.

Grayce Liu introduced Van Nuys Neighborhood Council (VNNC) for recognition. Jason Ackerman addressed Commissioners. Quirino De la Cuesta addressed Commissioners.

7. [7:32] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

Public Comment: None

8. [7:32] Discussion with various South Valley Area Neighborhood Council representatives who wish to report concerns, operations, and best practices. Neighborhood Council representatives should complete their questionnaires in advance of the meeting. (Click on the link to view a copy of the document.) <https://empowerla.org/wp-content/uploads/2015/10/Best-Practices-Questionnaire.pdf> This matter will last a maximum of 20 minutes and the time will be divided among those representatives wishing to speak. (20 minutes).

Public Comment: Jill Stewart provided commentary regarding General Plan updates. Expressed concerns City is privately discussing updates and believes update should be discussed in public hearings.

Commissioner Shaffer stated the City is coming to Neighborhood Councils in the South Valley especially for the Encino Tarzana Community Plan. They are outreaching.

Commissioner Lipmen provided brief update on Homelessness Civic University. Once topic discussed was affordable housing and stated there were Neighborhood Councils Homelessness Liaisons present who have been interested in this topic.

9. [7:38] 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: None

10. [7:38] 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: Wayne from Encino provided commentary on process service on CM Wesson. Jason Ackerman provided commentary on Homelessness Civic University Plan to address homelessness and recommended City develop podcast or audio books of City documents. Sharon Brewer requested update on Funding policy and why City Clerk is not present to provide update. Expressed concerns regarding some Neighborhood Council's funding documents not available for public review and excessive missing Monthly Expense Reports. Also spoke about RNC bylaw amendment application with respect to BM removal process.

11. [7:48] General Manager's Report. (10 minutes)
 - a. Briefing on Departmental activities.
 - b. Staffing, budget, elections and other operational matters.

- c. Subdivision updates.
- d. Boundary Amendment Application (procedures/outreach to affected neighboring NCs.)

Grayce Liu, General Manager, provided update report. Department focus has been on four major Budget items, 1st item, additional funding for Neighborhood Council online training materials; 2nd item, Emergency Management Department (EMD) collaboration for the budget to request for emergency bins, jump start program and emergency communications. This also includes a separate \$30,000 increase to the budget for NC Congress, ELA Awards and Budget Advocates; 3rd item election outreach, \$380,000 requested to provide a more robust candidate outreach. Stated only \$106,000 was funded for Elections which equates to approximately \$1,100.00 per Neighborhood Council which is insufficient to do a robust election outreach. Part of the funding request was for Online Voting.

Status update on Election timing due to budget constraints. Possible move elections from 2018 to 2019. If pushed, Department provided different option for funding online voting to continue building platform, if City Council approved, for voter registration to do a more robust voter registration.

4th item requested was Department's request set aside 25% of any Neighborhood Council unspent funds for the creation of a special fund "Equity Fund" for use by NC if additional funds are needed for expenses such as translation services, outreach.

Subdivision update on Hermon certification special meeting is scheduled for May 25th. Update on SRNC Challenge Hearing scheduled for May 3rd.

Provided update on NC boundary amendment application process. Both NCs are notified of amendments and requested to submit an amendment application unless it is an overlap area, the other NC is notified to take any action.

Commissioner Atkinson asked if justification for increase in funding for outreach voting is based on Neighborhood Councils needed assistance in doing elections outreach. General Manger Liu stated NC were very vocal in post-election town halls as why they were being forced to find competition. Commissioner Atkinson stated the need for additional Department outreach to help NC grow in participation and not just election of officers.

Commissioner Atkinson asked for clarification of "Equity Fund" being used for election outreach.

Commissioner Lipmen provided commentary in favor of "Equity Fund" for NC use especially for use of translation services and childcare. Expressed concern on pushing elections out additional year. Grayce Liu provided additional commentary on elections.

Commissioner Lipmen provided comment on upcoming citywide election and projected \$6M to be used.

Commissioner Wehbe requested update on HUNC boundary adjustment outreach. Deputy City Attorney (DCA) Hawkins advised and instructed Commissioners to not

engage in outside information on subdivision matters that may come before them.

Commissioner Atkinson commented on election process and the need for a potential Board Member orientation before running as candidate for an NC seat.

Grayce Liu stated she would research with City Attorney's office. Commissioner Atkinson express frustration with City Attorney not providing guidance on how to do's instead of not able to do. Deputy City Attorney Hawkins requested to address Commissioner Atkinson commentary and stated under the Charter, Plan and Admin Code which defines roles of the Commission. The perceived lack of training is due to past cuts in staffing levels, but now the Department has additional staff, they may be able to provided additional trainings.

Commissioner asked DCA if policy can be implemented to provide candidate orientation.

Commissioner Shaffer provided comments on Equity Fund and asked for process by Department for distribution of equitable funds. GM Grayce Liu provided response and stated involving Neighborhood Councils to establish process.

Commissioner Shaffer asked about new staff training and NC executive officers, specifically on Brown Act and how to run a meeting. GM Liu stated additional trainings will be made available to staff in order to assist Neighborhood Councils.

Public Comment: Glenn Bailey provided commentary on Department's use of ENS for SRNC challenges. Concerns on extension of elections to 2020. Grayce Liu provided list of NC in favor of extension. Wayne from Encino provided commentary. Jason Ackerman provided commentary on use of Roberts Rule of Order or Democratic Rules of Order. Corrine Ho provided commentary on training and in support of executive board training.

12. [7:22] Discussion and possible action to approve Sylmar Neighborhood Council Bylaw Amendment Application to replace one (1) Industrial Representative and one (1) Faith Based Representative with two (2) At-Large Representatives who live, work, own property or declare a stake within Sylmar Neighborhood Council Boundaries. <http://empowerla.org/wp-content/uploads/2017/04/SNC%20Bylaw%20Amendment%20Request%20Documents.pdf> (10 minutes)

Vanessa Serrano provided Department update, background and Department's recommendation to approve.

Commissioner Atkinson requested clarification on definition of Industrial Representative. Diane Valencia, from SNC, provided clarification and definition of Industrial Representative Seat. Commissioner Lipmen requested clarification of name change of retail seat to business owner seat. Diane Valencia, from SNC, provided clarification and explanation for the purpose to modify retail seat to business owner seat to be more inclusive.

Public Comment: Wayne from Encino provided commentary.

Action: Motion to approve Sylmar Neighborhood Council Bylaw Amendment Application to replace one (1) Industrial Representative and one (1) Faith Based Representative with two (2) At-Large Representatives who live, work,

own property or declare a stake within Sylmar Neighborhood Council Boundaries.

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

13. [8:38] Discussion and possible action to approve Northridge East Neighborhood Council Bylaw Amendment Application to increase the maximum age of the Youth Board Member seat from “less than eighteen (18) to “less than twenty-one (21) years of age at the time the Stakeholder is appointed. <http://empowerla.org/wp-content/uploads/2017/04/NENC%20Bylaw%20Amendment%20Request%20Documents.pdf> (10 minutes)

Semee Park provide Department report and recommendation to approve application.

Commissioner Lipmen asked for clarification on CSUN seat and how is it different from existing CSUN Member seat. Semee Park and Glenn Bailey, president of NENC, provided clarification of CSUN seat which is for students.

Public Comment: Wayne from Encino provided commentary.

Action: Motion to approve Northridge East Neighborhood Council Bylaw Amendment Application to increase the maximum age of the Youth Board Member seat from “less than eighteen (18) to “less than twenty-one (21) years of age at the time the Stakeholder is appointed.

VOTE	Mover	Atkinson	Second	Lipmen
Commissioner	Ayes	Nays	Abstention	Absent
Shaffer	X			
Atkinson	X			
Lipmen	X			
Wehbe	X			
Total	4			
Motion	Carries	X	Fails	

14. [8:48] Discussion and possible action on report from the Ad Hoc Committee on NC Elections (CF 15-1022-S2) regarding the recommendations of the Department of Neighborhood Empowerment. (10 minutes)

Commissioner Lipmen provided Ad Hoc update report. Ad Hoc Committee would like Commission to consider policy change in the youth participation in Neighborhood Councils and draft a letter to City Council regarding CF 15-1022-S2 and the budget recommendations.

Commissioner Shaffer supports request to Department establish process and supports Ad Hoc recommendations regarding online voting.

Grayce Liu, GM thanked commissioners for proposal by Ad Hoc and expressed concerns making online voting as an option. Commissioner Lipmen responded to GM Liu.

Commissioner Atkinson asked Commissioner Lipmen, if public will still have option to cast paper ballot why not both have.

Commissioner Wehbe support Commissioner Lipmen's comments regarding online voting.

Commissioner Shaffer asked for clarification on issue of id documents being uploaded and intent of process for uploading personal info. Also commented NC voted against online voting and education for NCs to understand online voting by Everyone Counts.

Commissioner Lipmen provided update on Ad Hoc recommendation on NC minimum voting age.

Public Comment: Glenn Bailey provided commentary on issues with online voting. Wayne from Encino provided commentary.

Action: None

VOTE	Mover	Mover	Second	Second
Commissioner	Ayes	Nays	Abstention	Absent
Shaffer				
Atkinson				
Lipmen				
Wehbe				
Total				
Motion	Carries		Fails	

15. [9:26] Discussion and possible action regarding Board of Neighborhood Commissioner’s Newsletter. (10 minutes)

Public Comment: None

Action: None

VOTE	Mover	Mover	Second	Second
Commissioner	Ayes	Nays	Abstention	Absent
Shaffer				
Atkinson				
Lipmen				
Wehbe				
Total				
Motion	Carries		Fails	

16. [9:26] Commission Business - Comment from Commissioners on subject matters within the Board's jurisdiction. (15 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.

Commissioner Lipmen provided report on attendance of Homelessness Civic U.
 Commissioner Shaffer reported on tree planting event on May 18th.

17. [9:32] Adjourn

VOTE	Mover	Lipmen	Second	Atkinson
Commissioner	Ayes	Nays	Abstention	Absent
Shaffer				
Atkinson				
Lipmen				
Wehbe				
Total				
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.org to view Commission agendas and subscribe through the City's Early Notification System Subscription page to receive the Commission's agendas via email.)

- 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 2, 2017 at 6:00 pm – Location: Kaiser Permanente Conference Center, Room A2, 25964 S. Normandie (at Permanente Way), Harbor City, CA. 90710
- 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> 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.