

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

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BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING MINUTES

TUESDAY, OCTOBER 6, 2015 - 6:00 P.M.

LOCATION: GOODWILL INDUSTRIES AUDITORIUM

342 North San Fernando Road

LOS ANGELES, CA 90031

These minutes state who attended the meeting and the actions taken. For more detailed information, the full audio is online at EmpowerLA.org.

1. Introduction (5 minutes) Commission President Shaffer presided over the meeting.
2. Call to Order and Commission roll call (1 minute) Meeting called to order at 6:07pm.

COMMISSIONERS PRESENT

Shaffer
Atkinson
Mack
Lipmen
Rubio
Grant (Arrived at 6:15pm)

ABSENT

LaFarga

There was a quorum of 4 Commissioners

3. 6:12pm Approval of the Minutes of the Regular Meeting of 9/21/2015. (Click on the link to view a copy of the document.)

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<https://empowerla.org/wp-content/uploads/2015/10/Board-of-Neighborhood-Commissioners-Regular-Meeting-Minutes-Draft-09.21.151.pdf> (3 minutes)

Public Comment

None

ACTION: Motion to approve the Minutes of the Regular Meeting of September 21, 2015.

VOTE	Mover	Mack	Second	Atkinson
Commissioner	Ayes	Nays	Abstention	Absent
Atkinson	x			
Grant				x
Lipmen	x			
LaFarga				x
Mack	x			
Rubio	x			
Shaffer	x			
Total	5			2
Motion	Carries	x	Fails	

- 6:13pm Verbal updates from representatives of the Mayor and Los Angeles City Council (10 minutes).

No updates.

- 6:14pm Discussion with various East 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. 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.) <https://empowerla.org/wp-content/uploads/2015/10/Best-Practices-Questionnaire.pdf> (20 minutes).

Public Comment

Jesse Saucedo
 Vera Padilla

- 6:35pm 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

Dr. Tom Williams
Linda Demmers

7. 6:44pm General Manager's Report. (10 minutes)
 1. Briefing on Departmental activities.
 2. Staffing, budget and other operational matters.
 3. Report on City Council action regarding Council President Herb Wesson's motion CF 15-0524.
 - **Elections:** We kicked off the Election Season at the Congress and have hired Jay Handal as the Neighborhood Council Election Administrator and Lisa Cahan Davis as the Online Voting Outreach Coordinator. Jay will be training and supervising the Independent Election Administrators that will be conducting elections in the 12 Service Regions during the months of April, May, and June of 2016. Lisa will be focused on supporting the 35 Councils that are conducting Online Voting with outreach strategies, tactics, and tools.
 - **Stip Sheets:** Neighborhood Councils have until this Friday to return their Elections Stipulation Worksheet which includes Board decisions on Election and Outreach Chairs, Election Location, and Polling Hours. So far 7 councils have returned the worksheet. Staff will be reaching out to councils by email and phone to get the worksheets completed.
 - **UCLA** is sending Interns to work with the Department for seven weeks per quarter, creating a series of EngageLA tools that include "How-Tos" for community members on how LA works and where things come from and how to engage with City Hall. Last quarter we had two students. They had such a good time that the Professor is sending twelve students this quarter.
 - **E-signatures via DocuSign:** Piloting E-signatures for Neighborhood Council contracts and leases. Many thanks to the City Clerk, ITA and City Attorney for assisting us with this.
 - **Exhaustive Efforts:** Echo Park Neighborhood Council.
 - **FY 16-17 Budget Request:** working on our budget request for next year and will be partnering with ITA for free Neighborhood Council basic website budget request and with City Clerk on possibly assisting with funding support for Monthly Expenditure Report reviews.
 - **Policy:** We started a new Council File Analysis where we will breakdown the basic elements of a Council File in order to assist Neighborhood Councils in voting on and submitting Community Impact Statements.

Public Comment

None

8. 7:09pm **PUBLIC HEARING:** Discussion and possible action to provide further clarification for the Neighborhood Council Stakeholder definition regarding the term "substantial and ongoing" for the Community Interest Stakeholder. (20 minutes)

Public Comment
Dr. Tom Williams

ACTION: No Action

9. 7:32pm **PUBLIC HEARING:** Discussion and possible action to adopt a Resolution that would either require Neighborhood Council boards and committees to keep written minutes and post the minutes to their website or outline a Best Practice for Neighborhood Councils to establish their own rules regarding minutes. (10 minutes)

Public Comment
Dr. Tom Williams
Carlos Montes

ACTION: No Action

10. 8:02pm Discussion and possible action in relation to the distribution of October Commission Newsletter.(15 minutes)

Public Comment
None

ACTION: No Action

11. 8:04pm **PUBLIC HEARING:** Discussion and possible action on how to address violations to the Neighborhood Council Board Member Code of Conduct Policy. (Click on the link to view a copy of the document) (20 minutes).<http://empowerla.org/wp-content/uploads/2015/03/Neighborhood-Council-Board-Member-Code-of-Conduct-Policy.pdf>

Public Comment
Carlos Montes
Paul Bowers

ACTION: No Action

12. 8:17pm 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.
 5. Update on 2015 LA Congress of Neighborhoods

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13. 8:33pm 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.

Public Comment
 Carlos Montes

14. 8:42pm Adjourn

ACTION: Motion to adjourn meeting.

VOTE	Mover	Mack	Second	Atkinson
Commissioner	Ayes	Nays	Abstention	Absent
Atkinson	x			
Grant	x			
Lipmen	x			
LaFarga				x
Mack	x			
Rubio	x			
Shaffer	x			
Total	6			1
Motion	Carries	x	Fails	