

CITY OF LOS ANGELES

CALIFORNIA

BOARD OF NEIGHBORHOOD COMMISSIONERS

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PAUL PARK
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JANET LINDO
Executive Administrative Assistant
TELEPHONE: (213) 485-1360



ANTONIO R. VILLARAIGOSA
MAYOR

DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

334-B EAST SECOND STREET
LOS ANGELES, CA 90012

TELEPHONE: (213) 485-1360
TOLL-FREE: 3-1-1
FAX: (213) 485-4608
E-MAIL: dona@lacity.org

BONGHWAN (BH) KIM, MPA
GENERAL MANAGER

www.EmpowerLA.org

BOARD OF NEIGHBORHOOD COMMISSIONERS

SPECIAL MEETING AGENDA

TUESDAY, JANUARY 10, 2012 – 6:00 P.M.

**ARMINTA ELEMENTARY SCHOOL - AUDITORIUM
11530 STRATHERN STREET
NORTH HOLLYWOOD, CA 91605**

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. Comments from the public on agenda items will be heard only when the respective item is being considered. 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 2 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 334-B East Second 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. 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 Commission Executive Assistant at (213) 485-1360 OR toll-free at 3-1-1.

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) 485-1360.

1. Introduction (5 minutes)
2. Call to Order and Commission roll call. (1 minute)

BOARD OF NEIGHBORHOOD COMMISSIONERS
SPECIAL MEETING AGENDA
TUESDAY, JANUARY 10, 2012
PAGE 2 OF 4

3. Approval of the Minutes of the Special Meeting of December 6, 2011. (3 minutes)
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)
5. Verbal update from a representative of the Office of the Mayor Antonio Villaraigosa, Neighborhood and Community Services. (10 minutes)
6. General Manager's Report (10 minutes)
 1. Briefing on Departmental activities.
 2. Staffing, budget and other operational matters.
7. Discussion and possible action to support the Department's application to become an approved Volunteers in Service to America (VISTA) sponsor in order to support Neighborhood Council partnerships with non-profit organizations and others to address anti-poverty issues in their communities. This is a federal program of the Corporation for National and Community Service. VISTA provides full time members to public agencies and other community organizations to create and expand programs that bring low income individuals and communities out of poverty. (10 minutes)
8. Discussion and possible action by the Commission regarding Neighborhood Council elections including an update from the Department on the recent status of Neighborhood Council elections. (30 minutes)
9. Discussion and possible adoption of a Commission work plan. The proposed motions are as follows: Resolve, the Board of Neighborhood Commissioners, in conjunction with the Department of Neighborhood Empowerment and Neighborhood Councils, adopt a plan of work for 2012 consisting of the following:
 1. To establish a set of standards to guide Neighborhood Council operations and provide a uniform measure of competence for Neighborhood Council officers, board members and volunteers.
 2. To devise and implement a leadership development program to improve and extend the skills of Neighborhood Council officers, board members and other volunteers.
 3. To devise and implement a citywide publicity and outreach campaign to raise awareness of Neighborhood Councils and encourage participation by stakeholders.
 4. To review the Plan for a Citywide System of Neighborhood Councils (Plan) in its entirety and propose amendments to the Plan to eliminate inconsistencies, clarify vague or confusing language, and offer a complete and comprehensive directive for Neighborhood Councils. The desired outcome is a clear and comprehensive Plan that will be more accessible and useful for guiding Neighborhood Councils. (30 minutes)

BOARD OF NEIGHBORHOOD COMMISSIONERS
SPECIAL MEETING AGENDA
TUESDAY, JANUARY 10, 2012
PAGE 3 OF 4

10. Recognition and presentation of certificates to South Valley area Neighborhood Councils reaching their 10 Year Anniversary: West Hills Neighborhood Council, and Woodland Hills Warner Center Neighborhood Council. (20 Minutes)
 11. Discussion with various South Valley 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)
 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.
 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 two minutes. (15 minutes)
 14. Adjourn
-

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 and subscribe to the Commission's agendas through the Early Notification System.)

- Regular meeting on Monday, January 16, 2012, **CANCELLED.**
- Regular meeting on Tuesday, February 7, 2012, in the South Planning area, in the Central Alameda Neighborhood Council area.
- Regular meeting on Monday, February 20, 2012, **CANCELLED.**
- Regular meeting on Tuesday, March 6, 2012, in the North Valley Planning area, in the Northridge West Neighborhood Council area.

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:

BOARD OF NEIGHBORHOOD COMMISSIONERS
SPECIAL MEETING AGENDA
TUESDAY, JANUARY 10, 2012
PAGE 4 OF 4

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 334-B East Second Street, Los Angeles, California 90012, by clicking on the Department's website 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, please contact Janet Lindo, Executive Administrative Assistant, at (213) 847-7084 or via e-mail: janet.lindo@lacity.org."

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TELEPHONE: (213) 485-1360
TOLL-FREE: 3-1-1
FAX: (213) 485-4808
E-MAIL: done@lacity.org

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MINUTES

BOARD OF NEIGHBORHOOD COMMISSIONERS

SPECIAL MEETING AGENDA

TUESDAY, DECEMBER 6, 2011 – 6:00 P.M.

THE PLAZA AT CABRILLO MARINA
CABRILLO PLAZA BERTH 28
SAN PEDRO, CA 90731

COMMISSIONERS PRESENT

Daniel Gatica, President
Carlene Davis, Vice President
Douglas Epperhart
Linda Lucks
Karen Mack
Leonard Shaffer

ABSENT

Paul Park

DEPARTMENT STAFF PRESENT

BongHwan Kim, General Manager
Janet Lindo, Executive Administrative Assistant

CITY ATTORNEY REPRESENTATIVE

Carmen Hawkins, Deputy City Attorney
Rita Venegas, Deputy City Attorney

1. Introduction (5 minutes)

ACTION: President Gatica gave the introduction.

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

ACTION: President Gatica, called the meeting to order at 6:23 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant. Commission Vice President Davis arrived at 6:39 p.m.

3. Approval of the Minutes of the Regular Meeting of November 21, 2011. (3 minutes)

ACTION: Commissioner Shaffer requested that the November 21, 2011, Minutes reflect a change under Agenda Item No. 9, Public Comment, Public Hearing, Historic Highland Park, Dr. Stanley W. Moore's comment: objects to the use of Ad Hoc Committees as opposed to Standing Committees.

Commissioner Shaffer moved that the Minutes of the Regular Meeting of November 21, 2011, be approved with the stated change.

Commissioner Mack seconded the Motion.

Vote: Ayes – 4 (Commissioners Gatica, Epperhart, Mack, Shaffer)

Nays – 0

Abstention – 1 (Commissioner Lucks)

Motion passes.

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)

ACTION: Public comment received from:

Linda Alexander – Central San Pedro Neighborhood Council, congratulate Commissioner Epperhart on his appointment to the Commission.

Robert Gelfand – welcome Commissioner Shaffer to the Commission.

Grant Reed – congratulate Commissioner Epperhart for his appointment to the Commission.

June Burlingame Smith – President of Coastal San Pedro Neighborhood Council, welcome the Commission and is happy that Commissioner Epperhart is on the Commission.

Ivan Spiegel – welcome Commissioner Epperhart to the Commission. Money and elections, cost of elections has not been mentioned. Ask the Commission to have folks put a price tag to the election options.

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: The General Manager provided the following updates regarding Departmental activities, budget and staffing:

- University Partnerships – Loyola Marymount University (LMU) Professor of Political Science has created some internships for students. Five Neighborhood Councils applied for an intern for two quarters.

- **Reform Motions** – are going forward. Arts, Parks, and Neighborhoods (APN) Committee will begin hearing the report backs at their next meeting. At that meeting they will probably take up the matter of Neighborhood Council elections.
- **Budget** - budget due to Mayor's Office, Friday, December 9, 2011. A place holder figure was put into the budget for elections. The Department is asking for \$635,000 to conduct the elections. All City Departments are requested to offer 6% and 12% cuts to the Mayor's Office and that would include Neighborhood Council funds.

7. Discussion and possible action amending the Commission's Rules of Order, Rule number 3, regarding the dates, times and locations for the regular meetings of the Board of Neighborhood Commissioners. (10 minutes)

ACTION: Commissioner Lucks moved amending the Commission's Rules of Order, Rule number 3, regarding the dates, times and locations for the regular meetings of the Board of Neighborhood Commissioners.

Commissioner Davis seconded the Motion.

Vote: Ayes – 6, Nays – 0

Motion passes unanimously.

8. Recognition and presentation of certificates to Harbor area Neighborhood Councils reaching their 10 Year Anniversary: Central San Pedro Neighborhood Council, Coastal San Pedro Neighborhood Council, Harbor City Neighborhood Council, Northwest San Pedro Neighborhood Council, and Wilmington Neighborhood Council. (20 Minutes)

ACTION: The Commission and the Department recognized and presented 10 Year Anniversary certificates to representatives of the Central San Pedro Neighborhood Council, Coastal San Pedro Neighborhood Council, Harbor City Neighborhood Council, Northwest San Pedro Neighborhood Council, and Wilmington Neighborhood Council.

9. 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. (20 minutes)

ACTION: The following Neighborhood Council representatives presented information regarding their Neighborhood Council:

June Burlingame Smith, President, Coastal San Pedro Neighborhood Council - the key to working together is good training, an emphasis on outreach, reach out and support other area Neighborhood Councils, community events, treat each other with respect.

Diana Nave, President, Northwest San Pedro Neighborhood Council – the Neighborhood Council has never had a contentious meeting in 10 years, stagger terms, straight and up front with people when they consider running for the board about expectations of the board, have a strong committee system. Outreach – the three presidents rode in the San Pedro Holiday Parade, sponsors Candy Cane Lane and Halloween activity at Peck Park, annual board retreat, leveraging and partnership is key.

BOARD OF NEIGHBORHOOD COMMISSIONERS
SPECIAL MEETING MINUTES
TUESDAY, DECEMBER 6, 2011
PAGE 4 OF 6

Linda Alexander, President, and Carrie Scofield, Central San Pedro Neighborhood Council, board elects the officers, extending outreach and stakeholder participation, a heavy focus on the downtown area, supports the arts, focusing on having a stronger, more effective voice with the Commission and the Department.

Nelson Williams, holds the Church Caucus seat for the Wilmington Neighborhood Council, he devised a pilot program, COACH (Coalition of Area Churches), based on getting the church leaders together in the Wilmington community and forming some type of foundation. The foundation will be based on a board structure with a youth leadership program. COACH will identify men and women of the community with specialized skills in the event of a disaster or emergency.

Joan Jacobs, representative, Harbor Gateway North Neighborhood Council, yearly retreats for setting goals and to go over what goals have been achieved in the previous year, conducted emergency preparedness training, PLUM Committee meets one time a month, major outreach was their elections where they had the highest number of participants who voted in the Harbor area.

10. The August 16, 2011, motions proposed several reforms to the Neighborhood Council system and requested that City staff report back on the trainings that should be provided to Neighborhood Council board members, a system for a regional grievance/complaint process, methods for increasing self-governance by Neighborhood Councils, and improvements to the Neighborhood Council Funding Program. Discussion and possible action regarding staff report back on the following City Council motions. (40 minutes)

(a.) Motion regarding training. (See: <http://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=11-1017>.)

ACTION: Commissioner Lucks moved that the Board of Neighborhood Commissioners accept the Department's recommendation regarding training (10a) as it is written.

Commissioner Shaffer seconded the Motion.

Commissioner Epperhart moved that Commissioner Lucks' motion be withdrawn.

Commissioner Lucks was not willing to withdraw her motion.

Commissioner Epperhart offered a substitute motion and moved that the Board of Neighborhood Commissioners commends the Department of Neighborhood Empowerment for its work on these reports and looks forward to working with the Department and Neighborhood Councils, as well as the City Council to develop the details of how we will approach these motions.

Commissioner Shaffer seconded the substitute motion.

After discussion by the Commission, Commissioner Epperhart withdrew the substitute motion.

Commissioner Shaffer offered an amendment to the original motion and moved that the Board of Neighborhood Commissioners accept and support the report and further look forward to greater clarification and specification of means and methods to effectuate training within the Neighborhood Council system.

Commissioner Davis seconded the amended Motion.

Vote: Ayes – 5 (Gatica, Davis, Lucks, Mack, Shaffer)

Nays – 1 (Epperhart)

Motion as amended passes.

Original Motion

Commissioner Lucks moved that the Board of Neighborhood Commissioners accept the Department's recommendation regarding training (10a) as it is written.

Vote: Ayes – 5 (Gatica, Davis, Lucks, Mack, Shaffer)

Nays – 1 (Epperhart)

Motion passes.

(b.) Motion regarding regional complaint panels. (See: <http://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=11-1018>.)

(c.) Motion regarding greater autonomy and self-governance for Neighborhood Councils. (See: <http://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=11-1019>.)

(d.) Motion regarding improvements to the Neighborhood Council Funding Program. (See: <http://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=11-1020>.)

Public comment received from:

Ivan Spiegel – How much are these reports going to cost us? Training, leadership training is so important. Can you mandate training? Ask the Commission to pass a motion to approve the Department report.

11. 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.

BOARD OF NEIGHBORHOOD COMMISSIONERS
SPECIAL MEETING MINUTES
TUESDAY, DECEMBER 6, 2011
PAGE 6 OF 6

4. Ask staff to research issues and report back to the Commission at a future time.

ACTION: Commissioners Lucks, Mack, and Shaffer gave a summary of the Arts, Park, & Neighborhood Committee (APN) meeting they attended.

- A lot of angry people attended the meeting
- General tenor of the discussion, however they are done to support elections of Neighborhood Council in 2012
- Not to force an extension of terms
- Disagreement as to whether Neighborhood Councils could opt out or not opt out of the process.
- Councilmember Krekorian seemed very supportive of the idea that something needs to be done to bring about the ability for Neighborhood Councils to have elections or a selection process.
- It was disappointing that Councilmember Krekorian was the only one present at the meeting.
- Commissioner Epperhart submitted a proposal for a Board of Neighborhood Commissioners Work Plan for 2012, would like for it to be added to the next meeting agenda.

12. 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.

13. Adjourn

ACTION: Commissioner Lucks moved that the meeting be adjourned at 9:34 p.m. Commissioner Epperhart seconded the Motion.

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Concept Paper for Six VISTA Volunteers

The Department of Neighborhood Empowerment is writing a concept paper to be submitted to the State Office for the Corporation for National and Community Service. This concept paper is due February 28, 2012. We are requesting six VISTA volunteers. If the concept paper is approved we will be invited to submit a full application. If the full application is approved the VISTA Volunteers will start in July, 2012.

AmeriCorps VISTA is the national service program designed specifically to fight poverty. Authorized in 1964 and founded as Volunteers in Service to America in 1965, VISTA was incorporated into the AmeriCorps network of programs in 1993. VISTA has been on the front lines in the fight against poverty in America for more than 45 years. VISTA members commit to serve full-time for a year at a nonprofit organization or local government agency (www.americorps.gov/vista).

The Projects:

The Project we are proposing will focus in South Los Angeles and will include two community gardens and a program that will aim at identifying and assisting homeless people in pre-identified areas of South Los Angeles. These projects have been identified in coordination with the Community Health Councils and Community Build, the two partnering organizations where four of the six VISTA Volunteers will be placed. The other two Volunteers will be placed in our Department, and their jobs will be to assist staff currently involved with Neighborhood Councils in areas where these two projects will be operating.

Signature Requirement:

A requirement for the Concept is that "The person who signs this form must be the applicant's legal representative. A copy of the governing body's authorization for this official representative to sign must be on file in the applicant's office."