

ADOPTED 03/04/13

# CITY OF LOS ANGELES

CALIFORNIA



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## BOARD OF NEIGHBORHOOD COMMISSIONERS

PAUL PARK  
PRESIDENT

LEONARD SHAFFER  
VICE PRESIDENT

DOUGLAS EPPERHART  
DANIEL GATICA  
LINDA LUCKS  
KAREN MACK

JANET LINDO  
Executive Administrative Assistant  
TELEPHONE: (213) 978-1551

## MINUTES

### BOARD OF NEIGHBORHOOD COMMISSIONERS

### REGULAR MEETING

TUESDAY, FEBRUARY 5, 2013 – 6:00 P.M.

ERNEST LAWRENCE MIDDLE SCHOOL- LIBRARY  
10100 VARIEL AVENUE  
CHATSWORTH, CA 91311

#### COMMISSIONERS PRESENT

Paul Park, President  
Leonard Shaffer, Vice President  
Douglas Epperhart  
Linda Lucks  
Karen Mack

#### ABSENT

Daniel Gatica

#### DEPARTMENT STAFF PRESENT

Grayce Liu, General Manager  
Stephen Box, Acting Senior Project Coordinator  
Amelia Herrera-Robles, Neighborhood Empowerment Advocate  
Janet Lindo, Executive Administrative Assistant

#### CITY ATTORNEY REPRESENTATIVE

Carmen Hawkins, Deputy City Attorney

1. Introduction (5 minutes)

**ACTION: President Park gave the introduction.**

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

**ACTION: President Park called the meeting to order at 6:04 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant.**

3. Approval of the Minutes of the Special Meeting of January 14, 2013. (Click on the link to view a copy of the document.) (3 minutes)

[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/01-14-13\\_draft\\_SPECIAL\\_COMMISSION\\_MEETING\\_MINUTES.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/01-14-13_draft_SPECIAL_COMMISSION_MEETING_MINUTES.pdf)

**ACTION: Commissioner Epperhart moved approval of the Minutes of the Special Meeting of January 14, 2013, as written. Commissioner Lucks 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:**

**Diana Dixon Davis – Chatsworth Neighborhood Council was certified ten years ago at this location. Request that the Commission consider some way, somehow give access to petty cash.**

**Sharon Brewer – Her Neighborhood Council is not the best when notifying people of their meetings. If you want to stop fraud, you need to use the demand warrant.**

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

**ACTION: Yolanda Fuentes Miranda, Associate Director, Neighborhood and Community Services. On behalf of the Mayor, thank you for serving our Commission and hearing our constituents and Neighborhood Councils that are very important to us. The budget survey is out and we are asking you to reach out to your Neighborhood Councils and say please take the budget survey. The survey is due at the end of February.**

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 a verbal update on Departmental activities, staffing, budget and other operational matters.**

- Came to an agreement with the City Clerk on the 2014 administration of the elections. We will be co-administering the elections.
- The Department will be focusing on outreach with the Independent Election Administrators (IEA).
- The City Clerk will do the back office work: paperwork, qualifying candidates, and ballot preparation.
- Respective budgets will be prepared and moved forward with the City Administrator Office.
- A final post-election report is being prepared back to Education and Neighborhoods Committee (ENC) and will request that the Ordinance for the elections be changed to give the Department the authority to administer the elections with the assistance from the City Clerk.
- Funding – looking at overhauling the entire Funding Program. The Department's Consultant, Barker Khorasane, looked at the Department's program and is

recommending that we move to a checking account system, with proper oversight.

- Will also be presenting a report to the ENC on the Funding Program as it is, the problems and recommend that the Donations Ordinance that sunset a couple of years ago be reinstated with some minor adjustments to language that would allow Neighborhood Councils to open their own checking account for everything, as opposed to just donations.
- Want to let Neighborhood Councils to use up their allocations. There will be no encumbrances any money that is not used will be swept on July 1st.
- The monthly reconciliations for purchase cards, out of 95 Neighborhood Councils 65 Neighborhood Councils are late on one quarter or the other.
- Field Operations – we are now structured to work in the service areas that mimic the election regions.
- Staff working with General Services Division on obtaining identification badges for Neighborhood Council board members coming to City Hall.

7. Commission Ad Hoc Committee Reports. (10 minutes)

1. Neighborhood Council Plan Review Committee (Members: Epperhart-Chair, Shaffer, and Gatica)
2. Standards Outreach Committee (Members: Mack-Chair, Park, and Lucks)

**ACTION: None.**

**Public comment received from:**

**Sharon Brewer – when doing working groups people need to list what other groups they are part of like VANC and LAANC. The other connections need to be identified.**

**Joseph Riser – speaking as a surrogate for some people that are a little skeptical of the situation because of some things that have developed with the factual basis stakeholder issue.**

8. Discussion and possible action to select a replacement of the Neighborhood Council Plan Review Committee Chair for the Valley Area.

**ACTION: None.**

9. Recognition and presentation of 10 Year Anniversary Certificates to the Arleta Neighborhood Council, Chatsworth Neighborhood Council, Foothill Trails District Neighborhood Council, Granada Hills North Neighborhood Council, North Hills West Neighborhood Council, Porter Ranch Neighborhood Council, Sunland-Tujunga Neighborhood Council, and the Sylmar Neighborhood Council. (10 minutes)

**ACTION: Agenda item taken out of order. Moved up before agenda item no. 3. Arleta Neighborhood Council, Chatsworth Neighborhood Council, Granada Hills North Neighborhood Council, North Hills West Neighborhood Council, and Porter Ranch Neighborhood Council were recognized and presented their 10 Year Anniversary certificates.**

10. Discussion with various North 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. (Click on the link to view a copy of the document.) (20 minutes)

[http://done.lacity.org/dnn/portals/0/documents/LEARN/About\\_the\\_commission/Best Practices\\_NC\\_CVR\\_LTR\\_QUESTIONNAIRE080712.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/Best_Practices_NC_CVR_LTR_QUESTIONNAIRE080712.pdf)

**ACTION: Various Neighborhood Council representatives spoke before the Commission.**

11. Discussion and possible action regarding possible strategies in terms of getting proper notice for Neighborhood Councils. (15 minutes)

**ACTION: None.**

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: The Commission's Regular Meeting of March 5 is cancelled and a Special Meeting scheduled for Monday, March 4 in the Hollywood Hills West Neighborhood Council area.**

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:**

**Diana Dixon Davis – concerned about the stakeholder definition. Happy to hear the Department is considering checking accounts. School PTA could be a model.**

**James Kallas – three years ago the Commission asked the Department to ask three Neighborhood Councils, Arleta, Sun Valley and Pacoima Neighborhood Councils to accept an orphan area that was just east of Laurel Canyon Boulevard in the area where CD 6 office is located right now. Arleta Neighborhood Council decided to accept the group in their Neighborhood Council. The Commission can do what they need to do.**

14. Adjourn

**ACTION: Commissioner Epperhart moved that the meeting be adjourned at 8:22 p.m. Commissioner Shaffer seconded the motion.**

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