

# CITY OF LOS ANGELES

CALIFORNIA

## 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



**ANTONIO R. VILLARAIGOSA**  
MAYOR

## DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

20<sup>th</sup> 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: [done@lacity.org](mailto:done@lacity.org)

**GRAYCE LIU**  
GENERAL MANAGER

[www.EmpowerLA.org](http://www.EmpowerLA.org)

## MINUTES

### BOARD OF NEIGHBORHOOD COMMISSIONERS

### SPECIAL MEETING

**MONDAY, MARCH 4, 2013 – 6:00 P.M.**

**HOLLYWOOD ADVENTIST CHURCH  
FELLOWSHIP HALL  
1711 NORTH VAN NESS AVENUE  
LOS ANGELES, CA 90028**

#### COMMISSIONERS PRESENT

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

#### ABSENT

Daniel Gatica

#### DEPARTMENT STAFF PRESENT

Stephen Box, Acting Senior Project Coordinator  
Janet Lindo, Executive Administrative Assistant

#### CITY ATTORNEY REPRESENTATIVE

Alois Phillips, 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 6:10 p.m. Commission roll was called by Janet Lindo, Executive Administrative Assistant.**

3. Approval of the Minutes of the Regular Meeting of February 5, 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/02-05-13\\_draft\\_REGULAR\\_COMMISSION\\_MEETING\\_MINUTES.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/02-05-13_draft_REGULAR_COMMISSION_MEETING_MINUTES.pdf)

**ACTION: Commissioner Lucks moved approval of the Minutes of the meeting of February 5, 2013, as written. Commissioner Shaffer 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: Eddie White – President, Westlake North Neighborhood Council. Praise to Betty Wong Oyama and Thomas Soong for sitting down with him personally and going through stuff step by step and making it possible for the holiday program to happen. Mr. White wanted to present certificates from Supervisor, First District, Gloria Molina's office to Betty and Thomas.**

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.
  3. Verbal report on Arleta Neighborhood Council adopting an orphan area.

**ACTION: Acting Senior Project Coordinator, Stephen Box, gave a verbal update on Departmental activities, staffing, budget and other operational matters, in the absence of General Manager, Grayce Liu.**

- **04-01-13 Reconciliation deadlines for Neighborhood Council funding – letters went out to the Neighborhood Councils on Friday, March 1.**
- **05-15-13 Demand Warrants deadline because the end of fiscal year is coming.**
- **06-01-13 Neighborhood Council bylaws revision deadline. With elections coming in Spring 2014, right now Neighborhood Councils have an opportunity to revise their bylaws.**
- **06-14-13 Purchase Card (P-Card) deadline. Neighborhood Councils will not be able to use their P-Card.**
- **Progress is being made as far as coming off Demand Warrants and going to a checking account relationship with Wells Fargo bank.**
- **Wednesday night at 7:00 p.m., at City Hall in Public Works the Economic Development Initiative town hall will be taking place with Neighborhood Council leaders from around the City. Miguel Santana, City Administrative Officer (CAO) and Gerry Miller, Chief Legislative Analyst (CLA) will both be in attendance.**

- **Commissioner Epperhart made a formal request, the Wilmington Neighborhood Council elects only three of its board members, the others are chosen by caucus. Commissioner Epperhart would like from the Department, for each of the board members of Wilmington to know when the caucus that chose them was held, the number of people who participated and what outreach, if any, was done. He want to find out how that system works.**
- **Arleta, on the topic of adopting an orphan area, want to take that back to the board and to the community for further discussion.**

7. Commission Ad Hoc Committee Reports. (10 minutes)
  1. Neighborhood Council Plan Review Committee (Members: Epperhart-Chair, and Shaffer)
  2. Standards Outreach Committee (Members: Mack-Chair, Park, and Lucks)

**ACTION: None.**

8. Recognition and presentation of 10 Year Anniversary Certificates to the, MacArthur Park Neighborhood Council, Pico Union Neighborhood Council, and the Wilshire Center-Koreatown Neighborhood Council. (10 minutes)

**ACTION: No Central Area Neighborhood Council representatives present.**

9. Discussion with various Central 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\\_QUESTIONNAIRE\\_02-12-13.pdf](http://done.lacity.org/dnn/portals/0/documents/LEARN/About_the_commission/BEST_PRACTICES_NC_CVR_LTR_QUESTIONNAIRE_02-12-13.pdf)

**ACTION: No Central Area Neighborhood Council representatives present.**

10. 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: None.**

11. 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)

**ACTION: No public comments received.**

12. Adjourn

**ACTION: Commissioner Epperhart moved that the meeting be adjourned at 7:18 p.m. Commissioner Shaffer seconded the motion.**

**####**