

# CITY OF LOS ANGELES

CALIFORNIA

## BOARD OF NEIGHBORHOOD COMMISSIONERS

**VACANT**  
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**LEONARD SHAFFER**  
VICE PRESIDENT

**LYDIA GRANT**  
**LINDA LUCKS**  
**ARNETTA MACK**  
**KAREN MACK**  
**VICTOR MEDINA**  
**OLIVIA RUBIO**

JANET LINDO  
Executive Administrative Assistant  
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**GRAYCE LIU**  
GENERAL MANAGER

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## MINUTES

### BOARD OF NEIGHBORHOOD COMMISSIONERS

#### REGULAR MEETING

**MONDAY, NOVEMBER 18, 2013 – 1:00 P.M.**

**CITY HALL, 10TH FLOOR CONFERENCE CENTER  
ROOM 1060, 200 NORTH SPRING STREET  
LOS ANGELES, CA 90012**

#### COMMISSIONERS PRESENT

Leonard Shaffer, Vice President  
Lydia Grant  
Linda Lucks  
Karen Mack  
Victor Medina  
Olivia Rubio

#### ABSENT

Arnetta Mack

#### DEPARTMENT STAFF PRESENT

Grayce Liu, General Manager  
Joseph Hari, Senior Project Coordinator  
Glen Bailey, Citywide Election Administrator  
Janet Lindo, Executive Administrative Assistant

#### CITY ATTORNEY REPRESENTATIVE

Carmen Hawkins, Deputy City Attorney

1. Introduction (5 minutes)

**ACTION: Vice President Shaffer gave the introduction.**

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

**ACTION: Vice President Shaffer called the meeting to order at 1:06 p.m. Commission roll was called by Janet Lindo.**

3. Approval of the Minutes of the Regular Meeting of November 5, 2013. (Click on the link to view a copy of the document.) (3 minutes)  
[http://empowerla.org/wp-content/uploads/2013/11/11-05-13\\_draft\\_MINUTES\\_COMMISSION-MEETING.pdf](http://empowerla.org/wp-content/uploads/2013/11/11-05-13_draft_MINUTES_COMMISSION-MEETING.pdf)

**ACTION: Commissioner Medina moved the Minutes of the Regular meeting of November 5, 2013, to be amended with corrections on page 5 to read “amended motion passes” and approved as amended. Commissioner Grant seconded the Motion.**

**VOTE: Ayes – 6  
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:**

**Tereza Yenmyan – President, East Hollywood Neighborhood Council. Has been with Neighborhood Councils for one year. She is a new board member and new president.**

5. Verbal update from a representative of the Office of the Mayor Eric Garcetti, 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. Briefing on survey regarding NC Plan Review Committee recommendations.

(Click on the link to take the survey)

<https://www.surveymonkey.com/s/8motions>

(Click on the link to view the survey)

[http://empowerla.org/wp-content/uploads/2013/11/Survey\\_8-motions\\_text.pdf](http://empowerla.org/wp-content/uploads/2013/11/Survey_8-motions_text.pdf)

**ACTION: Grayce Liu, gave the General Manager’s report.**

**Glenn Bailey, Citywide Elections Administrator, gave an update on the Neighborhood Council elections.**

- **Made appointment of Independent Election Administrators (IEA) to serve the various regions.**
- **Regional meetings are scheduled for tonight for region one, tomorrow night for region two and next Monday for region three.**
- **Deadline coming up this Friday for the Election Procedures Stipulation Worksheet.**

- **The first region's election will be held on March 1, 2014.**
- **Vote by mail will open up 90 days before the elections which will be early December.**
- **Candidate filing in mid-December.**
- **General Manager is asking Neighborhood Councils to start preparing a transition/legacy book from one board to another.**
- **Field – no changes in terms of Neighborhood Councils in exhaustive efforts, remains North Hills West and MacArthur Park Neighborhood Councils.**
- **Funding – tomorrow the change in the checking account ordinance will go before City Council.**

7. Commission Committee Reports. (10 minutes)

1. Ad Hoc Committee re Standards and Outreach (Members: Mack-Chair, Lucks, and Shaffer)
2. Ad Hoc Committee re ability of the Board of Neighborhood Commissioners to enforce citywide policies (Members: Shaffer, Chair, Grant, and Lucks)

**ACTION: Vice President Shaffer proposed the following questions to Deputy City Attorney, Carmen Hawkins to take back and conference with the City Attorneys.**

- **If we had a policy such as our posting policy, whatever that may be when we finally come up with something whether that as a method of enforcement or implementation, we could say that that policy, whatever that may be might be, would be appended to the bylaws of each Neighborhood Council, and the advantage of that would be that if it is not done then it falls as a grievance. We have this new grievance procedure coming and that could then be Neighborhood Councils judging Neighborhood Councils. The same would go with training whether or not we could implement a policy that says something such as failure to take sexual harassment and workplace violence would result in the suspension of a board member until such time and whether that could be part of or appended to the bylaws.**
- **Here's a real one the City Attorney would have to let us know with the thing you just discussed was the outreach plan. What happens if a Neighborhood Council doesn't bother to send one in, would we be allowed to say in one way or another that money could be spent on administrative things rent, phone, things of that nature, but nothing else. Could we do that without interfering with the Department? Not saying that the money wouldn't be allocated, they just couldn't spend it. Would there be some way we could do that that would cause them to bring these into place? I think what we are looking at is that it would be Neighborhood Councils judging Neighborhood Councils for not doing these things rather than City Council making rules, us making some big stick rules or something like that, cause we really like the idea of Neighborhood Councils judging themselves through the grievance procedure and such.**

**So that's the ideas and I am going to ask that the City Attorney come back with what their thoughts are on those and any suggestions that they might have with regards to those types of things.**

8. Previously, the Commission established Regional Standing Committees to provide recommendations to the Commission regarding improvements to the Citywide System of Neighborhood Councils. The Regional Standing Committees, also known as the Neighborhood Council (NC) Plan Review Committees, have forwarded their recommendations to the Commission for review and action. The Commission may be acting on the following recommendations:

- 1) Training and Leadership Development

NC Plan Review Committees' Recommendation:

Neighborhood Council board members be required to complete Ethics, Financial Policy, Sexual Harassment, and ADA Compliance training, and that the Department offer classes including, but not limited to leadership, City government basics, parliamentary procedures, land use, and candidate training.

There be a citywide standard period of time from date of seating, not to exceed 90 days, that a Board member will have to pass the required training, and that this be enforced by the Neighborhood Council bylaws, which shall prohibit voting on any matter coming before the Neighborhood Council board. Inability of any board member(s) to vote for failure to timely complete training will not affect quorum.

(Possible Action by the Commission on this recommendation, including but not limited to drafting a communication or Resolution to the City regarding types of required trainings and possible consequences for those who do not complete trainings.)

**ACTION:**

**Public comment received from:**

**Glenn Bailey – President, Encino Neighborhood Council, there's a little bit of confusion on some people part where the bylaws references not voting for anything and the funding training requirement when coupled with ethics says you can't vote for funding matters. We could think about sinking this all up so we are all implementing it all the same way.**

**Kathy Delle Donne – President, Tarzana Neighborhood Council, provided a letter to the Commission regarding the Plan Review Committee Recommendations that were adopted by the Governing Board on October 30, 2013.**

**Joseph Hari – I want to help with a little background information on this particular item. The reason it was taken out and put under possible action was because of the timeliness of it. This is one of the eight motions being floated out there for Neighborhood Councils to get feedback in. We pulled this out because tomorrow Education and Neighborhoods is looking at this issue. From all indications, it doesn't seem like necessarily there is going to be any type of action in E&N tomorrow on creating any kind of mandate for training regarding sexual harassment issues, but just in case it goes there, the Commission if it is your purview, if you're interested in weighing in on it, we wanted to give you that opportunity to do so.**

9. Previously, the Commission established Regional Standing Committees to provide recommendations to the Commission regarding improvements to the Citywide System of Neighborhood Councils. The Regional Standing Committees have forwarded their recommendations to the Commission for review and action. PUBLIC HEARING on the following recommendations from the Regional Standing Committees: (20 minutes)

1) Elections

NC Plan Review Committees' Recommendation:

The Department of Neighborhood Empowerment is to be permanently placed in charge of administering elections.

2) Early Notification System

NC Plan Review Committees' Recommendation:

An Early Notification System be established by each City department, commission, and the City Council, and its committees to provide Neighborhood Councils with a minimum of 60 days notice of any proposed action.

For any proposed ballot measure or ordinance Neighborhood Councils must receive at least 60 days' notice.

3) Initiation of Council files

NC Plan Review Committees' Recommendation:

Neighborhood Councils should have the right to open Council files. No Neighborhood Council board member shall be required to file a financial disclosure form for a Neighborhood Council to open a Council file. There shall be no limit on the number of Council files that a Neighborhood Council may open each year.

4) Review of delivery of City services

NC Plan Review Committees' Recommendation:

The Board of Neighborhood Commissioners, with the aid and advice of citywide Neighborhood Councils, will adopt policies establishing best practices for monitoring the delivery of City services.

5) Community Impact Statements

NC Plan Review Committees' Recommendation:

City agendas should once again include the full text of the brief Community Impact Statement from each Neighborhood Council submitting one, with links to any background materials that were provided as support. Any time a Community Impact Statement is, for whatever reason removed from a subsequent agenda, the City Clerk will send a notice to the Neighborhood Council.

6) Neighborhood Councils presenting at public meetings

NC Plan Review Committees' Recommendation:

Official Neighborhood Council or Neighborhood Council Alliance representatives addressing the City Council, its committees, City commissions, and boards be granted up to 5 minutes of presentation time separate from general public comment, to present the official view of the Neighborhood Council Board or Alliance. Neighborhood Councils should receive priority as City entities and be called for comment before general public comment.

**ACTION: None.**

**Public comment received from:**

**Glenn Bailey – no. 2 – 60 days' notice to Neighborhood Council – this was prompted by a couple of issues 1) proposed sales tax increase that was on the ballot, the Neighborhood Councils were not apprised of to be able to weigh in. 2) most recently in January where a motion was introduced for a three billion dollar street repair bond on a Friday, waived out of Committee and considered before full Council the following Wednesday for to be put on the May ballot with LAANC meeting intervening between those times allowed Neighborhood Councils in that forum to say hey this is not what our expectations were in terms of neighborhood engagement. That's two examples of why this is so important when it's something that's being considered for a ballot measure that it be an absolute minimum of 60 days, we're talking about hundreds of millions of dollars, in the case of the street measure, billions of dollars. No. 5 – it's important that the City Clerk affirmatively notify Neighborhood Councils when there is a change with the community impact statements. No. 6 – it's our intention that Neighborhood Councils or alliances that have taken a position on such a matter that's agendaize before these committees or commissions that we be incorporated in as part of that early on presentation, certainly before public comment. We be treated as part of the City family.**

10. Discussion and possible action regarding extending the time for Board action in order to give Neighborhood Councils additional time to weigh in on agenda items 8.1 and 9.1-6. (10 minutes)

**ACTION: Commissioner Lucks moved that the date for replying to the survey both by individuals and by boards be extended to December 12, 2013. Commissioner Karen Mack seconded the motion.**

**VOTE: Ayes – 6  
Nays – 0**

**Motion passes unanimously.**

11. Discussion and possible action changing the Commission's regular meeting days.  
(10 minutes)

**ACTION: Commissioner Lucks moved to postpone this agenda item indefinitely. Commissioner Medina seconded the motion.**

**VOTE: Ayes – 6  
Nays – 0**

**Motion passes unanimously.**

12. Election of officers for President and Vice President for the Board of Neighborhood Commissioners. (10 minutes)

**ACTION: Commissioner Shaffer moved that Commissioner Karen Mack be elected as President of the Board of Neighborhood Commissioners. Commissioner Lucks seconded the Motion.**

**VOTE: Ayes – 6  
Nays – 0**

**Motion passes unanimously.**

**Commissioner Rubio moved that Commissioner Shaffer be elected as Vice President of the Board of Neighborhood Commissioners. Commissioner Lucks seconded the Motion.**

**VOTE: Ayes – 6  
Nays – 0**

**Motion passes unanimously.**

13. 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.**

14. 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:**

**Glenn Bailey – I want to take this opportunity to invite all of the Commissioners, City Attorney office and Grayce is already invited to the Valley Alliance of Neighborhood Councils annual holiday mixer that's going to be held on December 12 at 5:30 at CBS Studios.**

**Pete Nicholas – residential stakeholder, Rampart Village Neighborhood Council, would like you to soon add on to an agenda for consideration the policy for how you handle stakeholders living on one side or the other of a street or boulevard where that is the boundary between Neighborhood Councils.**

15. Adjourn

**Commissioner Medina moved that the meeting be adjourned at 2:50 p.m. Commissioner Lucks seconded the motion.**

**VOTE: Ayes – 6  
Nays – 0**

**Motion passes unanimously**

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