

**CITY OF LOS ANGELES
CALIFORNIA**

**BOARD OF NEIGHBORHOOD
COMMISSIONERS**

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BOARD OF NEIGHBORHOOD COMMISSIONERS

**SPECIAL MEETING & TOWN HALL
MEETING MINUTES - APPROVED**

Wednesday, October 2, 2019 6:00 PM

LOCATION: Kaiser Permanente, Large Conference Room

[25965 Normandie Ave., Harbor City, CA 90710](#)

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. The amount of time for each agenda item is to be determined by the Chair at each meeting. Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. If multiple speaker cards are submitted on one agenda item, preference will be granted to members of the public who have not spoken previously during the meeting, either during general public comment or on another agenda item.

A member of the public wishing to speak on more than one agenda item at a single meeting shall limit his or her remarks to a total of five (5) minutes per meeting. Comments by members of the public who have submitted multiple speaker cards and want to speak on all items for up to five minutes at one time can choose to speak during the Multiple Agenda Items Comment period. Members of the public who choose to speak during the Multiple Agenda Items period will be given the opportunity to also speak during General Public Comments.

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 3 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 20th Floor, City Hall, 200 North Spring 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. The Agenda and report(s) related to an agenda item will be available for review at

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

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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 Department at (213) 978-1551.

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) 978-1551.

1. [6:22 PM] Introduction (5 minutes)
2. [6:27 PM] Call to Order and Commission roll call (1 minute)

Commissioner	Present	Absent
Atkinson	x	
Lipmen	x	
Shaffer	x	
Darett-Quiroz		x
Wehbe	x	
Regalado	x	
Vo-Ramirez	x	

Note: Commissioner Lipmen arrived at 7:12pm. Commissioner Vo-Ramirez arrived at 7:29pm

3. [6:28 PM] Approval of the Minutes of the Regular Meeting of 9/16/19. [[Board of Neighborhood Commissioner Regular Meeting Minutes 9.16.19-DRAFT](#)]

Action: Motion made by Commissioner Atkinson and seconded by Commissioner Regalado to approve the Minutes of the Regular Meeting on 9/16/19. Motion passed.

VOTE	Mover	Atkinson	Second	Regalado
Commissioner	Ayes	Nays	Abstain	Absent
Atkinson	x			
Lipmen				x
Shaffer	x			
Darett-Quiroz				
Wehbe	x			
Regalado	x			
Vo-Ramirez				
Total				
Motion	Carries		Fails	

4. [6:29 PM] Discussion with Neighborhood Council representatives on any Neighborhood Council

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Resolution or Community Impact Statement filed with the City Clerk which relates to any agenda item listed or being considered on this agenda for the Board of Neighborhood Commissioners.

Public comments: None

Neighborhood Councils comments: None

5. [6:31 PM] Multiple Agenda Items Comment – Comments by members of the public who have submitted multiple speaker cards and want to speak on all items for up to five minutes at one time can choose to speak during the Multiple Agenda Items Comment period. Members of the public who choose to speak during the Multiple Agenda Items period will be given the opportunity to also speak during General Public Comments.

Public comments: Laurie Jacobs, Linda Alexander

Commissioner comments: Commissioner Joy Atkinson

6. [6:40 PM] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

City representative comments: None

7. [6:42 PM] Discussion with various Harbor 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. (Click on the link to view a copy of the document [[Best Practices Questionnaire](#)]) This matter will last a maximum of 20 minutes and the time will be divided among those representatives wishing to speak. (20 minutes).

Public comments: Doug Epperhart

8. [6:43 PM] Verbal updates from representatives of the Los Angeles Neighborhood Council Budget Advocates. Neighborhood Council Budget Advocates provide input to the City on the City's Budget. Additional information regarding the Budget Advocates is available at <http://ncbala.com/>. (10 minutes).

Budget Advocates comments: Danielle Sandoval

Public comments: None

Commissioner comments: Commissioner Joy Atkinson

9. [6:54 PM] 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. (15minutes)

Public comments: Rosalie Preston, Valerie Contreras, Cecilia Fernandez, Maria Couch, Lu Watson, David Matthews, James Preston Allen

10. [7:03 PM] General Manager's Report. (10 minutes)

- Briefing on Departmental activities.
 - Staffing, budget, elections and other operational matters.
- Public comments:

Commissioners comments: Commissioner Len Shaffer

Raquel Beltran, General Manager, Department of Neighborhood Empowerment (D.O.N.E.), congratulated the 2019 Congress of Neighborhood Planning Committee for a successful event. Mrs. Beltrán continues to visit neighborhood councils on the listening tour, with ten percent visited as of today. After each neighborhood council visit a survey will be sent electronically to the elected members of the neighborhood council Board. The listening tour also includes speaking with each member of the D.O.N.E. team. D.O.N.E. is in the process of preparing a response back to the Health, Education, Neighborhoods and Parks Committee of the City Council. D.O.N.E. is forming a communication team to refine the work being done and bring consistency to messaging and branding. Work is in progress on the Fiscal Year 2020-2021 Budget package to meet the draft budget deadline. Thomas Soong is working on bringing closure to the neighborhood council elections with a written report. D.ON.E. is in conversations with the Emergency Management Department to work on our participation with how neighborhood councils can support disaster preparedness. A demographic survey was sent to all neighborhood councils. Preliminary data has been received from the survey however D.O.N.E. would like to see more responses from all neighborhood councils. In the area of innovation D.O.N.E. is developing a web page titled “Know Your Data”. This page will overlay legislative and neighborhood council boundaries. On October 24, 2019 the results of the Office of Civic Engagement survey will be presented.

11. [7:23 PM] Discussion and possible action regarding training for the neighborhood council board members. Discussion may include creating policies for mandated leadership and conflict resolution for board members and candidates. It may also include request to Department of Neighborhood Empowerment for arrangement of standardized trainings as outlined by Administrative Code 22.801(h). The Department of Neighborhood Empowerment and the Board of Neighborhood Commissioners request that Neighborhood Council board members and stakeholders provide feedback to staff and commission. (See attachments - [Mandatory Leadership Training – DRAFT v3](#), [Dispute Resolution Program – DRAFT v3](#))

[Administrative Code: 22.801](#) Duties of the Department. The Department shall: (h) arrange training for department staff and neighborhood councils’ officers and staff, such as training in leadership, cultural awareness, dispute mediation, civics, communications, equipment utilization and any other training necessary to achieve the goals set forth in [Section 22.809](#)

Public comments: Christian Guzman, Doug Epperhart, Mike Etter, Rosalie Preston, James Preston Allen, Laurie Jacobs, Lori Arnold, Danielle Sandoval, David Matthews

Commissioners comments: Commissioner Lipmen, Commissioner Atkinson, Commissioner Shaffer, Commissioner Wehbe

12. [8:22 PM] Discussion and possible action regarding whether the Commission should consider a policy establishing a uniform process for the censure of Neighborhood Council board members. Reasons for establishing a policy would include openness, fairness, and a proper degree of procedural due process and provide consistent guidelines to Neighborhood Councils when enforcing provisions of their bylaws and other applicable policies regarding proper conduct of board members. The Department of Neighborhood Empowerment and the Board of Neighborhood Commissioners request Neighborhood Council board members and stakeholders provide feedback to staff and the commission. (See attachment – [Censure – DRAFT v2](#))

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Public comments: Christian Guzman, Deseray Sarcona, Lori Arnold, Maria Couch, Kori Schmidt, Doug Epperhart, Mike Etter, James P Allen, Pamela Thornton

Commission comments: Commissioner Lipmen, Commissioner Shaffer

- 13. [8:49 PM] Discussion and possible action regarding whether the Commission should consider a policy establishing a uniform process for the removal of Neighborhood Council board members. Reasons for establishing a policy would include openness, fairness, and a proper degree of procedural due process and provide consistent guidelines to Neighborhood Councils when enforcing provisions of their bylaws and other applicable policies regarding proper conduct of board members. The Department of Neighborhood Empowerment and the Board of Neighborhood Commissioners request Neighborhood Council board members and stakeholders provide feedback to staff and the commission. (See attachment – [Removal – DRAFT v2](#)).

Public comments: Deseray Sarcona, Lori Arnold, Mike Etter, Pamela Thornton, Doug Epperhart

Commission comments: Commissioner Shaffer, Commissioner Regalado

- 14. [9:10 PM] Commission Business - Comment from Commissioners on subject matters within the Board’s jurisdiction. (15 minutes)

- a. Comment on Commissioners’ own activities/brief announcements.
- b. Brief response to statements made or questions posed by persons exercising their general public comment rights/ask staff questions for clarification.
- c. Introduce new issues for consideration by the Commission at its next meeting and direct staff to place on the agenda.
- d. Ask staff to research issues and report back to the Commission at a future time.

Commissioner comments: None

Public comments: None

- 15. [9:12 PM] Adjourn]

Action: Commissioner Atkinson made a motion to adjourn the meeting. Commissioner Shaffer seconded the motion. Motion passed.

VOTE	Mover	Atkinson	Second	Shaffer
Commissioner	Ayes	Nays	Abstain	Absent
Atkinson	x			

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Lipmen	x			
Shaffer	x			
Darett-Quiroz				
Wehbe	x			x
Regalado	x			
Vo-Ramirez	x			
Total	6			1
Motion	Carries	x	Fails	

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 to view Commission agendas and [subscribe](#) through the City's Early Notification System Subscription page to receive the Commission's agendas via email.)*

- Regular Meeting & Commissioner Retreat on Monday, October 21, 2019 at 1:00 pm – Mercado La Paloma, 3655 S. Grand Ave, Suite 280 Los Angeles, CA 90007
- Regular Meeting & Town Hall on Tuesday, November 5, 2019 at 6:00 pm – Felicia Mahood Multipurpose Center, 11338 Santa Monica Blvd, Los Angeles, CA 90025.
- Regular Meeting on Monday, November 18, 2019 at 1:00 pm - City Hall, 10th Floor, Rm 1050, 200 N. Spring St., Los Angeles, CA 90012
- Regular Meeting & Town Hall on Tuesday, December 3, 2019 at 6:00 pm – City Hall, 3rd Floor, Rm 351, 200 N. Spring St., Los Angeles, CA 90012

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:

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 City Hall, 20TH Floor, 200 North Spring Street, Los Angeles, California 90012, by clicking on the Department's Web site 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, contact the Department at (213) 978-1551 or via e-mail: Commission@EmpowerLA.org.