

**CITY OF LOS ANGELES  
CALIFORNIA**

**BOARD OF NEIGHBORHOOD  
COMMISSIONERS**

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Vice President

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## **BOARD OF NEIGHBORHOOD COMMISSIONERS**

### **REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED**

**Monday, November 18, 2019 1:00 PM**

**LOCATION: City Hall, 10th Fl. Conference Room 1050**

**[200 North Spring Street, Los Angeles, CA 90012](#)**

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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**

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED

Monday, November 18, 2019

Page 2 of 9

[www.Empowerla.org](http://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. [1:08 PM] Introduction (5 minutes)
2. [1:10 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	

3. [1:12 PM] Approval of the Minutes of the Regular Meeting of 11/05/19. [[Board of Neighborhood Commissioner Regular Meeting and Town Hall Meeting Minutes 11.05.19-DRAFT](#)]

Commissioner comments: Commissioner Shaffer

**Action:** Motion made by Commissioner Shaffer and seconded by Commissioner Wehbe to approve as amended the Minutes of the Regular Meeting and Town Hall Meeting on 11/05/19. Motion passed.

VOTE	Mover	Shaffer	Second	Wehbe
Commissioner	Ayes	Nays	Abstain	Absent
Atkinson	x			
Lipmen	x			
Shaffer	x			
Darett-Quiroz				x
Wehbe	x			
Regalado	x			
Vo-Ramirez	x			
<b>Total</b>	<b>6</b>			<b>1</b>
Motion	Carries	x	Fails	

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED

Monday, November 18, 2019

Page 3 of 9

4. [1:17 PM] Discussion with Neighborhood Council representatives on any Neighborhood Council 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

Commissioner comments: None

5. [1:17 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: None

Commissioner comments: None

6. [1:17 PM] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

City representative comments: None

Public comments: Wayne from Encino

7. [1:20 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: Jeffrey Malsmer, Region 3

Public comments: None

Commissioner comments: Commissioner Shaffer, Commissioner Wehbe

8. [1:25 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: Wayne from Encino,

Commissioner comments: None

9. [1:29 PM] General Manager's Report. (10 minutes)
  - a. Briefing on Departmental activities.
  - b. Staffing, budget, elections and other operational matters.

Department of Neighborhood Empowerment (D.O.N.E.) comments: Raquel Beltrán, General Manager, reported D.O.N.E. has been requested to provide support to neighborhood council members to form an LGBTQ+ Alliance. The department is nearing completion in defining the role

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED

Monday, November 18, 2019

Page 4 of 9

of the Neighborhood Council Ready Your LA Neighborhood (RYLAN) Liaison. The Mayor has set a goal of five RYLAN plans per neighborhood council. The draft, when ready, will be presented to the Neighborhood Council Emergency Preparedness Alliance. Currently, the department is preparing the Fiscal Year 2020-2021 Budget. With this budget the department is looking to address several areas: 1) Restructure the department to provide support to the Neighborhood Empowerment Advocates and the neighborhood councils, 2) Look at how grievances and complaints are addressed by forming a unit in the department dedicated to this, 3) Looking at centralizing translation interpreters, and 4) Build out the Office of Community Engagement Division that was been piloted this year. All City of Los Angeles departments are being asked to cut back in the proposed budget. As of November 15, 2019 Mrs. Beltrán has attended forty-four neighborhood councils on the Neighborhood Council Listening Tour.

Mike Fong, Director of Government and Policy, reported General Manager Raquel Beltrán has attended forty-four percent of neighborhood councils and over half of the alliances on her Listening Tour. Commissioner Lipmen, Commissioner Regalado, Raquel Beltrán and Mike Fong met with the Office of the City Clerk to discuss streamlining the neighborhood events request. As a result of the meeting D.O.N.E. and Commissioner Regalado set up an initial meeting with the Los Angeles County Department of Public Health to discuss how the City of Los Angeles can have a better working relationship. Mike welcomed Atziri Camarena to D.O.N.E. Mrs. Camarena will serve as a Neighborhood Empowerment Advocate in the Central and East regions of the City.

Commissioner comments: Commissioner Shaffer, Commissioner Lipmen, Commissioner Wehbe

10. [1:42 PM] Discussion and possible action regarding training for the neighborhood council board members. Discussion may include creating policies for mandated leadership 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 Attachment – Leadership Orientation v5 11052019](#))

[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: Hayden Ashworth

Commissioner comments: Commissioner Wehbe, Commissioner Lipmen, Commissioner Shaffer,

11. [1:53 PM] Discussion and possible action regarding dispute resolution for the neighborhood council board members. Discussion may include creating policies for mandated conflict resolution for board members. 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 attachment - Dispute Resolution v5 10282019](#))

[Administrative Code: 22.801](#) Duties of the Department. The Department shall: (h) arrange training

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED

Monday, November 18, 2019

Page 5 of 9

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: Hayden Ashworth

Commissioner comments: Commissioner Wehbe

12. [1:55 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 Motion-10-30-19](#))

Public comments: Hayden Ashworth

Commissioner comments: Commissioner Shaffer, Commissioner Regalado, Commissioner Atkinson, Commissioner Lipmen

13. [2:09 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 Policy Motion-10-30-19](#))

Public comments: Hayden Ashworth

Commissioner comments: Commissioner Shaffer,

14. [2:12 PM] Report and discussion on Board of Neighborhood Commissioners priorities identified at the October 21, 2019, Special Meeting – Planning Retreat.

Commissioner Lipmen reported he is working on a draft of the Board of Neighborhood Commissioners goals for 2020. The goals include: 1) Leadership development and orientation (4 pillars), 2) Streamlining policies and procedures enforcement, 3) Emergency Preparedness, and 4) Election and funding reform.

Public comments: None

Commissioner comments: Commissioner Shaffer, Commissioner Wehbe, Commissioner Vo-Ramirez

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED

Monday, November 18, 2019

Page 6 of 9

15. [2:20 PM] Discussion and possible action on Bylaws Amendment and Boundaries Adjustment for the North Westwood Neighborhood Council. North Westwood Neighborhood Council is requesting to modify their Bylaws by:

1. Submitting a boundary adjustment that shares facilities with the Westwood Neighborhood Council: Los Angeles Fire Department Station 37 (1090 Veteran Avenue), UCLA Outpatient Rehabilitation Services (1000 Veteran Avenue), the Westwood Branch Library (1246 Glendon Avenue), Westwood Recreation Center (which includes Westwood Park, Aidan’s Place, and Bad News Bears Field—1350 Sepulveda Blvd.) and Westwood Gardens Park (10853 Wellworth Ave. ).

The Department recommends that the Board of Neighborhood Commissioners:

1. **FIND** North Westwood Neighborhood Council’s request to change their boundaries consistent with the principles governing a Certified Neighborhood Councils’ purpose and operations per Article III 2(a) ii of the Plan for a Citywide System of Neighborhood Councils; and
2. **APPROVE** the change to the North Westwood Neighborhood Council’s bylaws to adjust its boundaries to share Westwood Recreation Center and Westwood Gardens Park with Westwood Neighborhood Council, as these facilities are designed for public use and are geographically compact and contiguous to NWWNC’s existing boundaries.

[\[NWWNC Area Map, NWWNC Department Report, NWWNC Approved Bylaws 091818, NWWNC Bylaw Amendment Application, NWWNC Proposed Bylaw Revisions Article III\]](#)

Note: After the posting of the agenda D.O.N.E. requested this agenda item be tabled until December 2019.

Commissioner comments: Commissioner Shaffer asked the department look at the neighborhood councils surrounding and in Griffith Park to evaluate how the park has been divided. Also, note if there are any shared assets that would assist with this agenda item.

**Action:** Motion made by Commissioner Shaffer and seconded by Commissioner Regalado to move to table this agenda item to December 3, 2019 or December 18, 2019.

VOTE	Mover	Shaffer	Second	Regalado
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>
Atkinson	x			
Lipmen	x			
Shaffer	x			
Darett-Quiroz				x
Wehbe	x			
Regalado	x			
Vo-Ramirez	x			
<b>Total</b>	<b>6</b>			<b>1</b>
<b>Motion</b>	<b>Carries</b>	<b>x</b>	<b>Fails</b>	

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED

Monday, November 18, 2019

Page 7 of 9

16. [2:21 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 Wehbe reported she worked with a student on what the Board of Neighborhood Commissioners does. She was also able to have the student attend a neighborhood council meeting with her.

Commissioner Shaffer reported an evacuation exercise was conducted at Hollywood Presbyterian in partnership with the Los Angeles Fire Department, Los Angeles Police Department and three neighborhood councils followed by a Preparedness Resources Fair.

Commissioner Atkinson attended the Congress of Neighborhood Committee and hopes to encourage more participation by under-represented neighborhood councils.

Commissioner Regalado reported in the Harbor area there are two parks (County/City) located adjacent to each other. A Wild Fest event was coordinated between both parks. A partnership was solidified with the Boys and Girls Club for pathways to employment. This program is focused on young people looking for Summer jobs as well as job interview preparation and resources. Looking to bring all Sustainability Committees together under one roof to speak with one voice as a region. Met with Los Angeles Unified School District local superintendent Mike Romero and highlighted the importance of local schools to work with their neighborhood councils.

Commissioner Vo-Ramirez recognized the Valley Emergency Preparedness Fair. Thanked all neighborhood councils that supported and participated at the fair during the course of an active fire. Staff were also thanked for being present and providing support to the venue. A Great Street Initiative grant was awarded for San Fernando Road and supporting the community's vision.

17. [2:39 PM] Adjourn

**Action:** Motion made by Commissioner Atkinson and seconded by Commissioner Vo-Ramirez to adjourn the meeting.

BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED

Monday, November 18, 2019

Page 8 of 9

VOTE	Mover	Atkinson	Second	Vo-Ramirez
Commissioner	Ayes	Nays	Abstain	Absent
Atkinson	x			
Lipmen	x			
Shaffer	x			
Darett-Quiroz				x
Wehbe	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](http://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 & Town Hall on Tuesday, December 3, 2019 at 6:00 pm – City Hall, 3<sup>rd</sup> Floor, Rm 351, 200 N. Spring St., Los Angeles, CA 90012
- Regular Meeting on Monday, December 16, 2019 at 1:00 pm - City Hall, 10<sup>th</sup> Floor, Rm 1050, 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:



BOARD OF NEIGHBORHOOD COMMISSIONERS

REGULAR MEETING & TOWN HALL MEETING MINUTES - APPROVED

Monday, November 18, 2019

Page 9 of 9

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, 20<sup>th</sup> 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](mailto:Commission@EmpowerLA.org).