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CALIFORNIA**

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**BOARD OF NEIGHBORHOOD COMMISSIONERS**

**REGULAR MEETING MINUTES - APPROVED**

**Tuesday, May 05, 2020 6:00 PM**

**Zoom Meeting Online or By Telephone**

**Dial (669) 900-9128 to Join the Meeting**

**Then Enter This Webinar ID: 282 042 583 and Press #**

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IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF NEIGHBORHOOD COMMISSIONERS MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Commission must dial (669) 900-9128, and enter 282 042 583 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

The amount of time for public comment on 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 requests for public comment 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. Members of the public who want to speak on multiple agenda items for up to five (5) 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 Comment.

Comments from the public on other matters not appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. General Public Comment is limited to 15 minutes maximum. No individual speaker will be allowed more than two (2) minutes during General Public Comment, unless presiding officer of the Board decides differently.

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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. 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.

The agenda is posted for public review in the Main Street Lobby of City Hall East at 200 North Main Street. The Agenda and report(s) related to an agenda item will be available for review at [www.Empowerla.org](http://www.Empowerla.org).

Telecommunication Relay Services

Telecommunications Relay Service is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. If you have limitations hearing or speaking a specially-trained Communications Assistant (CA) can relay telephone conversations for all of your calls. In California, dial **711** to reach the California Relay Service (CRS). If you prefer having your calls immediately answered in your mode of communication, dial one of the toll-free modality- and language-specific numbers below. The call will be routed to the CRS provider.

Type of Call	Language	Toll-free 800 Number
TTY/VCO/HCO to Voice	English	1-800-735-2929
	Spanish	1-800-855-3000
Voice to TTY/VCO/HCO	English	1-800-735-2922
	Spanish	1-800-855-3000
From or to Speech-to- Speech	English & Spanish	1-800-854-7784

Federal regulations specify very strict confidentiality requirements for CAs of all Relay services. No part of the conversation that takes place between callers is revealed or recorded in written, verbal, or any other form. CRS CAs do not participate in the conversation and acquire no benefit from information relayed.

Notice to Paid Representatives If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](http://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org).

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. [6:05 PM] Introduction (5 minutes)

Commissioner Wehbe, Chaired the meeting until 6:36pm. At that time Commissioner Lipmen became the Chair of the meeting.

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2. [6:06 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	

Commissioner Vo-Ramirez joined the meeting at 6:11pm.

3. [6:10 PM] Approval of the Minutes of the Special Meeting of 04/14/2020. [\[Board of Neighborhood Commissioner Special Meeting Minutes 04.14.2020-DRAFT\]](#)

Public comment: None.

Action: Commissioner Shaffer made a motion to approve the Special Meeting Minutes of 4/14/2020. Commissioner Darett-Quiroz seconded the motion. Motion was approved.

VOTE	Mover	Shaffer	Second	Darett-Quiroz
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	

4. [6:11 PM] Multiple Agenda Items Comment – Comments by members of the public who 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. (15 minutes)

Public comment: Cindy Cleghorn

5. [6:17 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

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allowed more than two minutes. (15 minutes)

Public comment: Gina Thornburg, Cindy Cleghorn, Glenn Bailey, Gemma Marquez, Brian Allen and Danielle Sandoval

Commissioner comment: Commissioner Shaffer, Commissioner Atkinson

6. [6:38 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 comment: None

Commissioner comment: Commissioner Shaffer

7. [6:38 PM] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

City representative comment: Lisa Payne, Office of the Mayor, Director of Public Engagement

Public comment: Cindy Cleghorn and Glenn Bailey

Commissioner comment: Commissioner Lipmen, Commissioner Shaffer and Commissioner Daret-Quiroz

8. [6:53 PM] Discussion with various Neighborhood Council representatives who wish to report stories of success, best practices and/or opportunities for outreach and collaboration in regards to the COVID-19 pandemic and the Stay At Home order in the City of Los Angeles. This matter will last a maximum of 30 minutes and the time will be divided among those representatives wishing to speak. (30 minutes).

Public comment: Glenn Bailey

Commissioner comment: Commissioner Lipmen

9. [6:59 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 Advocate comment: Brian Allen and Glenn Bailey

Commissioner comment: Commissioner Lipmen

10. [7:09 PM] General Manager's Report. (10 minutes)
  - a. Briefing on Department Operations during the coronavirus declared emergency.
  - b. Staffing, budget, elections and other operational matters.

Department of Neighborhood Empowerment (D.O.N.E.) comments: Raquel Beltrán, General Manager thanked the neighborhood councils for their patience during this unprecedented time. Neighborhood councils have been flexible in their efforts to adapt to the circumstances given social distancing and all of the Executive

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Orders that were released by Mayor Garcetti. We appreciate their engagement with us during this period of time. Since the Mayor issued the COVID-19 declared emergency the department made a concerted effort to give all neighborhood councils as much information as was available to us about the pandemic as a whole and also about some of the governance issues that needed to be considered as we looked at modifications to the Brown Act. This was happening at a time when the department was operating at seventy (70) percent capacity pre-COVID-19 and continues to operate at seventy (70) percent capacity with more than twenty (20) percent of the staff participating as Disaster Service Workers since the COVID-19 declared emergency began. We see an increase in the number of employees that will be providing services as Disaster Service Workers as the demand for City employees to do that has increased significantly. The department is proud of adhering to its own self-imposed May 1, 2020 deadline rollout of the EmpowerLA Virtual Governance in the Neighborhood Council System. The department drafted procedures, protocols, and instructions for the management of virtual meetings that were adapted from those created for the City Council. The EmpowerLA Virtual Governance plan took into consideration guidance from the Information Technology Agency, Department on Disability, Office of the City Clerk, and Office of the City Attorney. The Virtual Governance Plan and its related webinars and trainings provided opportunities for neighborhood councils to begin to transition. Mrs. Beltrán thanked Susan Leahy and her team for organizing the EmpowerLA Virtual Governance parliamentary webinars with five hundred (500) neighborhood council leaders in attendance (non-duplicated count). This was followed by two (2) department trainings on running a virtual meeting in a Brown Act environment, with three hundred (300) board members in attendance. The department provided training to eight hundred (800) people in five (5) days. Mrs. Beltrán Thanked members of the department that spearheaded this project and pulled together the protocols, trainings and webinars including: Seme Park, Gibson Nyambura, Jose Galdamez, Sevak Paramazian and the rest of the team for their leadership. There will be a need to update the protocols continually as we receive additional guidance from the Information Technology Agency in order to be in compliance with the Brown Act. Neighborhood Empowerment Advocates have been working with neighborhood council board members to ensure they are completing the Code of Conduct, Funding and Ethics trainings. Over the last six (6) weeks a team of staff members have sent emails and made six hundred (600) telephone calls to board members whose training will be expiring. Our goal was to make a concerted effort to notify members about the trainings. When we began this effort there were three hundred (300) individuals with expired Code of Conduct training and now there are one hundred thirty nine (139) people with expired Code of Conduct training. The Office of the City Attorney, Neighborhood Council Advice Division has agreed to hold an Ethics Training Webinar in May 2020 with translators available in multiple languages. Council File 20-0416, Rollover of entire remaining balance of neighborhood councils, is the item for consideration before the City Council and the department is in support of this item. The department has extended the Bylaws Amendment due date to Friday, June 5, 2020. There have been four (4) or five (5) neighborhood council meetings since May 1, 2020. Nearly, two hundred thousand dollars (\$200,000.00) was expended by neighborhood councils in Emergency Funding for COVID-19 related spending while it was available. The department surveyed neighborhood council board members as we were preparing the EmpowerLA Virtual Governance Plan for the Neighborhood Council System. We received data from two hundred ninety (290) neighborhood council board members who chose to respond to the survey. Thirty seven (37) percent had two (2) to four (4) years of service on the board. Thirty (30) percent had about a year of service on their board. Less than eighteen (18) percent of respondents had ten (10) or more years on their board. The survey had two (2) objectives: 1. Measure the digital proficiency of board members, and 2. Poll board members perceptions of their governance proficiency. In terms of governance less than thirty (30) percent of respondents feel confident about their boards' transition to virtual meetings. Sixty seven (67) percent of respondents expressed a general degree of comfort with Roberts Rules of Order. Eleven (11) percent considered themselves proficient or experts of Roberts Rules of Order. Ninety (90) percent of board members will access virtual meetings using a computer or laptop. We have had some board members indicate they don't have access to those devices and have pre-paid phone plans. The department is in the process of

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contacting Zoom to see how much it would cost to modify the subscription we have to include a feature that adds a 1(800) number to the plan so that we can make it available to all of you in the Neighborhood Council System. Forty nine (49) percent are somewhat or very concerned about the board's ability to comply with the Brown Act, ADA regulations and their own Bylaws. Fifty six (56) percent are somewhat or very concerned about the board's ability to equitably support board members and the public. Ninety (90) percent of respondents expressed having support from their neighborhood council president and chair.

Public Comment: Gina Thornburg, Cecilia Fernandez, Glenn Bailey, Brian Allen, and Liliana Sanchez

Commissioner Comment: Commissioner Atkinson, Commissioner Shaffer and Commissioner Daret-Quiroz

11. [7:59 PM] Discussion and possible action on Bylaws Amendment and Board Structure Change for the Harbor Gateway South Neighborhood Council. Harbor Gateway South Neighborhood Council is requesting to modify its Board structure by **reducing its total Board size** from fifteen (15) to nine (9) members by:

1. **Reducing** the Member at Large seats from ten (10) to four (4).

The Department report recommends that the Board of Neighborhood Commissioners:

**FIND** the Harbor Gateway South Neighborhood Council's (HGSNC) request to change their Board structure consistent with the principles governing a Certified Neighborhood Council's purpose and operations per Article VI, Section 3(c) of the Plan for a Citywide System of Neighborhood Councils, and

**APPROVE** the change to the Harbor Gateway South Neighborhood Council's bylaws.

[\[HGSNC BAC Form For Proposed Bylaw Changes 03092020\]](#), [\[HGSNC Bylaw Changes For Proposed Bylaw Changes 03092020f\]](#), [\[HGSNC Bylaws Amendment Application 03092020.\]](#)

Public Comment: Octaviano Rios, Cecilia Fernandez, Adriana De La Cruz and Celia Alcalá

Commissioner Comments: Commissioner Shaffer, Commissioner Wehbe, Commissioner Regalado and Commissioner Atkinson.

**Action:** Motion made by Commissioner Regalado to approve. The motion to approve was seconded by Commissioner Atkinson. The motion passed unanimously.

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VOTE	Mover	Regalado	Second	Atkinson
<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>7</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

12. [8:35 PM] Discussion and possible action for BONC to support Council File 20-0416 regarding the possible rollover of the entirety of any balance remaining in their accounts on June 30, 2020, into each Neighborhood Council’s funds for Fiscal Year 2020-21.

Public Comment: Gina Thornburg, Glenn Bailey and Adriana De La Cruz

Commissioner Comments: Commissioner Lipmen, Commissioner Vo Ramirez and Commissioner Shaffer

**Action:** Motion made by Commissioner Vo Ramirez to support Council File 20-0416. The motion to support Council File 20-0416 was seconded by Commissioner Shaffer. The motion passed unanimously.

VOTE	Mover	Vo-Ramirez	Second	Shaffer
<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>7</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

13. [8:57: 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

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- 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.

Public Comment: Adriana De La Cruz

Commissioner Comment: Commissioner Shaffer and Commissioner Wehbe

14. [9:05 PM] Adjourn

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

VOTE	Mover	Shaffer	Second	Atkinson
<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>7</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

**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 on Tuesday, June 2, 2020 at 6pm – Zoom Webinar – Connection Information TBD.
- Regular Meeting on Monday, June 15, 2020 at 1:00pm – City Hall, 200 North Spring Street, 10<sup>th</sup> Floor, Room 1060, Los Angeles CA 90012.
- Regular Meeting on Tuesday, July 7, 2020 at 6pm – Central Area - Controller's Large Conference Room, City Hall East, Room 351, 200 N Main Street, 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:**



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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, 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).