

**CITY OF LOS ANGELES  
CALIFORNIA**

**BOARD OF NEIGHBORHOOD  
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**BOARD OF NEIGHBORHOOD COMMISSIONERS**

**SPECIAL MEETING MINUTES - APPROVED**

**Tuesday, April 14, 2020 1:00 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. [1:07 PM] Introduction (5 minutes)
2. [1:12 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. [1:14 PM] Approval of the Minutes of the Regular Meeting & Town Hall Meeting of 03/03/2020. [[Board of Neighborhood Commissioner Regular Meeting Minutes 03.03.2020-DRAFT](#)]

Public comment: None.

Action: Commissioner Atkinson made a motion to approve the Regular Meeting & Town Hall Meeting Minutes of 3/03/2020 with the stated corrections to spelling of public commenter names. Commissioner Darett-Quiroz seconded the motion. Motion was approved.

VOTE	Mover	Atkinson	Second	Darett-Quiroz
<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>	

4. [1:19 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: Joy Fletcher and Cindy Cleghorn

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5. [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 two minutes. (15 minutes)

Public comment: Matt Warsinger, Glenn Bailey, Liliana Sanchez, Joyce Fletcher, David Uebersax, Eryn Block, John DiGregorio

6. [1:47 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

7. [1:48 PM] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

Public comment: None

8. [1:50 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: Michael Schneider, Robin Greenberg, Matt Worsinger, Scott Epstein, Eryn Block, Glenn Bailey, John DiGregorio, Joyce Fletcher

Commissioner comment: Commissioner Daret-Quiroz, Commissioner Atkinson, Commissioner Shaffer

9. [2:27 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: John DiGregorio and Glenn Bailey

10. [2:33 PM] General Manager's Report. (10 minutes)
- Briefing on Department Operations during the coronavirus declared emergency.
  - Staffing, budget, elections and other operational matters.

Department of Neighborhood Empowerment (D.O.N.E.) comments: Raquel Beltrán, General Manager reported we have appreciated the patience of the community during this unprecedented time. The department has been working to prepare and move the Neighborhood Council System into a virtual meeting environment. On April 8, 2020 the Department provided an update to neighborhood councils, describing the impact on the Neighborhood Council System. Previous letters regarding the impact on the Neighborhood Council System meetings were sent on March 12, 2020 and March 27, 2020. The April 8th letter informed board members of the department preparing to shift neighborhood council board meetings to a virtual meeting environment beginning on May 1, 2020. Since the Mayor issued the declaration of emergency of on March 4, 2020 the department has made an effort to support neighborhood council presidents, chairs, and board members. Our mission during this period of time has been to assist neighborhood councils to seek accurate information about

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the emergency, provide neighborhood councils tools that could be shared with their communities and in accordance with the Mayor's Executive Orders to stay safe, "Safer at Home". The current emergency required changes not only to the day to day operations of the City of Los Angeles, but also the State and City public meeting roles. Those changes included considerations that could be given to jurisdictions in the State to hold public meetings using virtual platforms. That impacted the Neighborhood Council System and concurrently the Department's entire operation. One of the responsibilities of the department is to find and to plan for a citywide system of neighborhood councils, implement and oversee compliance with City ordinances and regulations related to the Neighborhood Council System. At this time there are no regulations or procedures associated with a uniform administration of virtual meetings. The department is creating those procedures. The department has launched an industrious effort to develop new protocols for neighborhood council meetings while we ourselves are following the Mayor's 'Safer at Home' Executive Order. The EmpowerLA Virtual Governance Plan and the related training for the plan involves researching City procedures and protocols for the City Council, City Boards and Commission meetings and adapting them to the Neighborhood Council System. We have identified resources to train presidents, chairs, and board members on how to run successful virtual meetings. We have created a portal with resources, tools and online trainings that you will be able to use and continue to use after the COVID-19 pandemic. The later addresses a priority request from board members during the Neighborhood Council Listening Tour. The department is developing a process to enable neighborhood councils to hold virtual meetings using City approved platforms. We are drafting procedures, protocols and instructions on the management of virtual meetings adapted from those created for the City Council. We are developing an EmpowerLA Virtual Governance Training to support your transition to a virtual meeting model. The projected launch of the Neighborhood Council Virtual Governance System is May 1, 2020. Until the EmpowerLA Virtual Governance Plan is implemented system-wide, the department is limiting its direct neighborhood council support and will not be able to provide support to neighborhood council meetings at this time. This was communicated early on, to the Neighborhood Council System on March 27, 2020, advising what limitations the department had as it related to providing direct neighborhood council support. The Neighborhood Empowerment Advocates have been working to continue to provide support in areas we thought were manageable during this pandemic. We are going to continue to provide that level of support for board members needing assistance with the completion of mandatory trainings (Code of Conduct, Funding and Ethics), assist presidents and chairs with the development of their plan submittals for the use of now five thousand dollars (\$5,000.00) in emergency funds, to keep boards apprised of the City Council meetings, and to assist with management of temporary bylaws advisory committees. We have received City Council approval to consider rolling the balance of funds that may exist in neighborhood council accounts at the end of the current fiscal year. At the April 7, 2020 City Council meeting Councilmember David Ryu along with Councilmember Paul Koretz and Mike Bonin introduced a motion which was seconded by Councilmember Marqueece Harris-Dawson instructing the City Clerk and the Department of Neighborhood Empowerment to allow neighborhood councils to rollover the entire remaining balance each neighborhood council might have at the end of the fiscal year. If that is approved, as of today's report, the this would represent two point five million dollars (\$2,500,000.00) for neighborhood councils that would be rolled over into the next fiscal year. The department is tracking the activities of the neighborhood councils. What was heard today is a small representation of the fabulous work that neighborhood councils have been doing since the beginning of the pandemic. Before the Commission today is a request for approval of the Neighborhood Council Virtual Governance Training. A brief timeline of the work that has been done begins with the March 4, 2020 declared emergency by Mayor Garcetti. On March 17, 2020 we held a webinar with all neighborhood council board members. We were the first in the City to use the Zoom platform and were happy to secure the support of Mayor Garcetti who was very interested in having communication with the Neighborhood Council System and was generous with his time at this webinar. Two (2) days later on March 19, 2020 we began transitioning the entire department to telecommuting and during that period of time we held our first Round Table with the neighborhood council presidents in South Los Angeles. On March 19, 2020 we started creating

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a tracking system to log the work of the neighborhood council volunteer hours and the support they are giving their communities. On March 27, 2020, we secured approval of the release of almost half a million dollars (\$500,000.00) to the Neighborhood Council System by virtue of increasing the authority of presidents during times of a declared emergency. Also, on March 27, 2020 we sent communication to the neighborhood councils explaining what our operational limitations were going to be as it related to not being able to support neighborhood council board meetings until we could establish a uniform virtual meeting system for the neighborhood councils. We also defined in that communication the level of support that we would be able to provide. On April 2, 2020 we received the Information Technology Agency recommendations for holding virtual meetings for City Commissions and the City Council. On April 7, 2020 we secured support from City Council to at least consider rolling over funds into the next fiscal year. On April 9, 2020 we piloted the Virtual Governance Training covering how to manage a successful virtual meeting using parliamentary procedures in a Brown Act environment. We have adapted the Information Technology Agency protocols to draft and design the EmpowerLA Virtual Governance Plan and related protocols for the Neighborhood Council System. Today we are having the first meeting of the Board of Neighborhood Commissioners with the assistance of staff on the back end and by providing individual support and training to each of the commissioners. It is our hope that if Agenda Item 11 is approved that we would launch the training process by first sending a survey to neighborhood council board members that would be used to inform us about the kind of support they would like to receive from the department. What we have heard today during public comment mirrors what our assumptions were when we began to develop a virtual governance plan. The trainings we want to have will provide two (2) trainings for neighborhood councils (1 morning session and 1 evening session) followed by a training specifically for boards and chairs. The EmpowerLA Virtual Governance Plan is based on seven (7) guiding principles: 1. Understand global efforts are concurrently focused on lessening the spread and will continue to be the case for months to come, 2 The pandemic has forever changed experiences for customers, employees, and communities, 3 Once the immediate threat of the virus has passed we'll need to assess how the virus has changed how we think and behave, 4 During Neighborhood Council 2019-2020 Listening Tour a survey was sent to eighty-nine (89) neighborhood council boards, a combined 47% of board members identified Governance & Parliamentary Training and Outreach Support as being the highest priority you have and what you would like to see from the department, 5 Consideration can be given to the various technology applications that can be selected for the administration of virtual meetings. The technology selected by the Information Technology Agency is Zoom, 6 There are varying levels of comfort, accessibility, and familiarity with tech tools. Adequate training and clear guidance will be required to ensure equitable access to the neighborhood council virtual meetings, 7 Effective communication strategies are necessary to engage residents in neighborhood council virtual meetings. These are the guiding principles of the plan. We have transitions taking place in the Department. Sevak Paramazian has accepted a promotion at the Personnel Department. When he leaves the department will have zero systems personnel. Brett Shears will also be leaving the department. The department has three (3) employees or ten percent (10%) of the staff working as Disaster Service Workers. The department is currently operating at seventy percent (70%) capacity. We have been doing the best job that we can and appreciate all of the support of the board members, employees and Commissioners. The Mayor's Office is aware of and regularly asks about the work of the neighborhood councils during this pandemic. The Mayor's State of the City will be broadcast at 5pm on Sunday, April 19, 2020.

Public Comment: Julianna Lassleben, Joyce Fletcher, Glenn Bailey, and Anthony Braswell (unable to unmute)

Commissioner Comments: Commissioner Vo-Ramirez, Commissioner Lipmen, Commissioner Daret-Quiroz

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11. [3:21 PM] Discussion and possible action regarding the approval of Empower LA's Virtual Governance Training to neighborhood councils. Amount to be approved would be no more than \$30,000 ([See attached](#))

Public Comment: Glenn Bailey

Commissioner Comments: Commissioner Atkinson, Commissioner Shaffer and Commissioner Vo-Ramirez

**Action:** Motion made by Commissioner Shaffer to approve the Empower LA's Virtual Governance Training to neighborhood councils for a total fee of \$24,890.00. The motion to approve was seconded by Commissioner Atkinson. The motion passed unanimously.

VOTE	Mover	Shaffer	Second	Atkinson
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	

12. [3:53 PM] Discussion and possible action regarding reconsideration of agenda item 12 ([Uniform Removal Policy – 2020.02.27](#)) from the Board of Neighborhood Commissioners meeting agenda of March 3, 2020.

Public Comment: Joyce Fletcher

Commissioner Comments: None

**Action:** Motion made by Commissioner Shaffer to reconsider agenda item 12 ([Uniform Removal Policy – 2020.02.27](#)) from the Board of Neighborhood Commissioners meeting agenda of March 3, 2020, The motion to reconsider was seconded by Commissioner Darett-Quiroz. The motion passed unanimously.

VOTE	Mover	Shaffer	Second	Darett-Quiroz
<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>	

13. [4:04 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 by neighborhood councils. Reasons for establishing a policy would include openness and fairness 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 stakeholders provide feedback to staff and the commission. (See attachment – [Uniform Removal Policy – 2020 04 14](#))

Public comment: Glenn Bailey, Joyce Fletcher and Julianna Lessleben

Commissioner comments: Commissioner Shaffer and Commissioner Atkinson

**Action:** Commissioner Shaffer moved approve the Board of Neighborhood Commissioners A Uniform Policy for Board Member Removal dated April 14, 2020. The motion to approve was seconded by Commissioner Atkinson. The motion passed unanimously.

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>6</b>			<b>1</b>
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	



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14. [4:34: 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.

Board comments:

Public Comment: None.

Commissioner Comment: None

15. [4:45 PM] Adjourn

Action: Commissioner Wehbe made a motion to adjourn the meeting. Commissioner Darett-Quiroz seconded the motion. Motion was approved.

VOTE	Mover	Shaffer	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 on Monday, May 18, 2020 at 1:00pm – Zoom Webinar – Connection Information TBD.
- Regular Meeting on Tuesday, June 2, 2020 at 6pm – West Los Angeles Area - West Los Angeles Municipal Building (CD11), 1645 Corinth Ave, Los Angeles 90025
- 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:**

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).