

**CITY OF LOS ANGELES  
CALIFORNIA**

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

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

**Tuesday, January 07, 2020 6:00 PM**

**LOCATION: Vineyard Recreation/Senior Center**  
**[2942 Vineyard Avenue, Los Angeles, CA 90016](#)**

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

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. [6:26 PM] Introduction (5 minutes)
2. [6:32 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. [6:35 PM] Approval of the Minutes of the Regular Meeting of 12/16/19. [Board of Neighborhood Commissioner Regular Meeting Minutes 12.16.19-DRAFT]

Public comment: None.

Action: Commissioner Shaffer made a motion to approve the Minutes of the Regular Meeting of 12/16/19. Commissioner Wehbe 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				
Wehbe	X			
Regalado	X			
Vo-Ramirez	X			
Total	6			
Motion	Carries	X	Fails	

4. [6:36 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

5. [6:37 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 comment: Valerie Contreras

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

Public comment: None

7. [6:39 PM] Discussion with various South Los Angeles 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 comment: Albert Farias, Jaime Rabb, Thryeris Mason, Kathy Guyton, Margaret Peters, Leslie, Gina Fields, Chelsea, Danielle,

8. [7:43 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: Jennifer Goodie,

Public comment: None.

9. [7:51 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. (15 minutes)

Public comment: Valeria Contreras, Kahllid,

10. [8:45 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 the department has met multiple times with the Mayor's Office and CAO's Office regarding the proposed budget for Fiscal Year 20/21. Priority for DONE is to help mitigate liabilities with the city. More information about the budget will

be provided at future BONC meetings. Meetings to plan for the 2020 Congress of Neighborhoods in September have started. Data Literacy workshops will start January 2020 and more advanced data classes will come after. DONE has one vacancy and is looking to hire soon. Job descriptions and onboarding process will be amended for the NEA (Neighborhood Empowerment Advocates) and come out soon. The date for the EmpowerLA Awards dinner will be pushed back from it's usually month in March.

Board comments: Commissioner Atkinson asked how the Budget Advocates work with DONE on its budget. General Manager Beltran explained that they meet with DONE just like they meet with all city departments. Commissioner Wehbe asked that the commission be involved in the awards dinner. Commissioner Shaffer asks General Manager Beltran to explain what she is going to change with the NEA's job descriptions and the onboarding process.

Public Comment: None.

11. [7:56 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 – BONC Policy – NC Leadership 12.17.19](#))

[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: Gina Martinez, Lonella Enix,

Action: No action.

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

Motion	Carries		Fails	
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12. [8:19 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.

[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: None.

Action: No action.

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

13. [8:23 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 by neighborhood councils. 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-11-24-19](#))

Public Comment: Valerie Contreras

Action: No action

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

14. [8:27 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, 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-11-24-19](#))

Public Comment: Valerie Contreras, Kahllid,

Action: No action.

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

15. [8:34 PM] Discussion and possible action regarding the approval of the Walking Man, Inc. contract with the Department of Neighborhood Empowerment. Amount to be approved \$33,800.00. ([See attachment](#))

DONE comments: Tom Soong, Director of Outreach and Elections from DONE, presented the Walking Man contract.

Public Comment: None.

Action: Commissioner Vo-Ramirez made a motion to approve the contract for Walking Man, Inc. as presented and to allow the City Attorney to make any needed changes to properly effectuate it. Commissioner Regalado seconded the motion. Motion was approved.

VOTE	Mover	Vo-Ramirez	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				
Wehbe	X			
Regalado	X			
Vo-Ramirez	X			
<b>Total</b>	<b>6</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

16. [9:00 PM] Discussion and possible action regarding the approval of the Languages4You with the Department of Neighborhood Empowerment. Amount to be approved \$60,000. ([See attachment](#))

Board comments:

Public Comment: None.

Action: Commissioner Shaffer made a motion to approve the Languages4You contract as presented and be approved retroactive to October 1, 2019. Commissioner Regalado seconded the motion. Motion was approved.

VOTE	Mover	Shaffer	Second	Regalado
<b>Commissioner</b>	<b>Ayes</b>	<b>Nays</b>	<b>Abstain</b>	<b>Absent</b>

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<b>Atkinson</b>	<b>X</b>			
<b>Lipmen</b>	<b>X</b>			
<b>Shaffer</b>	<b>X</b>			
<b>Darett-Quiroz</b>				
<b>Wehbe</b>	<b>X</b>			
<b>Regalado</b>	<b>X</b>			
<b>Vo-Ramirez</b>	<b>X</b>			
<b>Total</b>	<b>6</b>			
<b>Motion</b>	<b>Carries</b>	<b>X</b>	<b>Fails</b>	

17. [9:08 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: Commissioner Atkinson attended the recent planning committee for the 2020 Congress of Neighborhoods.

Public Comment: None.

18. [9:11 PM] Adjourn

Public comment: None

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

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

- Special Meeting on Tuesday, January 21, 2020 at 1:00 pm – City Hall, 10<sup>th</sup> Floor, Rm 1060, 200 North Spring Street, Los Angeles, CA 90012
- Regular Meeting on Tuesday, February 4, 2020 at 6:00 pm – East LA Area TBD

**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:**

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"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).