

CITY OF LOS ANGELES
CALIFORNIA

BOARD OF NEIGHBORHOOD
COMMISSIONERS

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BOARD OF NEIGHBORHOOD COMMISSIONERS

SPECIAL MEETING MINUTES - APPROVED

Tuesday, January 21, 2020 1:00 PM

LOCATION: City Hall, 10th Floor, Conference Room 1050

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

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.

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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. [1:16 PM] Introduction (5 minutes)
2. [1:20 PM] Call to Order and Commission roll call (1minute)

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

3. [1:21 PM] Approval of the Minutes of the Regular Meeting & Town Hall of 01/07/2020. [\[Board of Neighborhood Commissioner Regular Meeting & Town Hall Minutes 01.07.2020-APPROVED\]](#)

Action: Motion made by Commissioner Atkinson and seconded by Commissioner Shaffer to approve the Minutes of the Regular Meeting & Town Hall on 01/07/2020. Motion passed.

VOTE	Mover	Atkinson	Second	Shaffer
Commissioner	Ayes	Nays	Abstain	Absent
Atkinson	x			
Lipmen	x			
Shaffer	x			
Darett-Quiroz				x
Wehbe				x
Regalado				x
Vo-Ramirez	x			
Total	4			3
Motion	Carries	x	Fails	

4. [1:21 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

Neighborhood Councils comments: None

5. [1:21 PM] Multiple Agenda Items Comment – Comments by members of the public who have

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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. [1:35 PM] Verbal updates from representatives of the Mayor, Los Angeles City Council, and other City representatives. (10 minutes).

City representative comments: Melvin Canas, Office of the City Clerk

7. [1:21 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: None

Commissioner comments: None

8. [1:21 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: None

Commissioner comments: None

9. [1:22 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 Neighborhood Council Listening Tour is at 66 neighborhood councils visited. It is estimated the tour will be completed in March 2020. The first draft of the informal collection of qualitative data will be shared with HENPAR in February 2020. The Demographic Survey is complete and will be shared with the Board of Neighborhood Commissioners. When finalized the Demographic Survey will consist of aggregate data only and not include individual responses.

Michelle Lopez, was introduced as a new employee with D.O.N.E. and joined the department on January 21, 2020. Michelle joins the department with a tremendous amount of experience working at Public Works: Bureau of Sanitation and has both event planning and mentoring experience.

The next Homelessness Liaison meeting is scheduled for January 29, 2020 at 6:30pm, Controllers Conference Room at City Hall East, Room 351 and will include an update from the Office of the Mayor. Several neighborhood councils have signed up to participate in the Homelessness Count and many City Council offices are also organizing counts.

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The first LGBTQ+ Alliance meeting with 20 board members and stakeholders was held on January 15, 2020. She thanked Clint B. and Hayden Ashworth for their work on the LGBTQ+ Alliance.

The pilot and first meeting of the Data Literacy Workshop series is scheduled for January 22, 2020, 6pm, Exposition Park – Dr. Mary McLeod Bethune Regional Library. The data will help neighborhood councils in making data driven decisions. Part of the training will show participants how to use the data set in their decision making. The program is in alignment with the departments outreach goals and to work in partnership with neighborhood councils and share data. Commissioner Atkinson will be in attendance at the pilot Data Literacy Workshop. Mrs. Beltrán thanked all of the commissioners, board members and stakeholder for all of their work.

Mike Fong thanked Ann Marie Holman for her work and coordination on the LGBTQ+ Alliance meeting. The next LGBTQ+ Alliance meeting is scheduled for February 19, 2020, at the D.O.N.E. Large Conference Room, City Hall, 20th Floor, Room 2005.

Public comments: None

Commissioner comments: Commissioner Lipmen

10. [1:45 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: None

Commissioner comments: Commissioner Shaffer

11. [1:45 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 – BONC Policy – Resolution Process 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: None

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Commissioner comments: Commissioner Lipmen

12. [1:45 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 – [Proposed Censure Policy 12.17.19](#))

Public comments: None

Commissioner comments: Commissioner Shaffer

13. [1:45 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 – [Proposed Removal Policy – 12.17.19](#))

Public comments: None

Commissioner comments: Commissioner Shaffer

14. [1:59 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: 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.). (See the following attachments [North Westwood Department Report](#), [NWWNC Bylaw Amendment Application](#), [NWWNC Proposed Bylaw Revisions Article III](#) , [Westwood Gardens Park Map](#), [Westwood Recreation Center Map](#))

The Department recommends that the Board of Neighborhood Commissioners:

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

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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.

DENY the request to add Bad News Bears Ball Diamond as a shared facility.

Public comments: Maryann Jarr

Commissioner comments: Commissioner Lipmen

Action: Motion made by Commissioner Shaffer to 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. And to deny the request to add Bad News Bears Ball Diamond as a shared facility. The motion was seconded by Commissioner Atkinson. The motion was unanimously approved.

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			
Total	4			3
Motion	Carries	x	Fails	

15. [2:17 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

16. [2:28 PM]Adjourn

Action: Commissioner Vo-Ramirez made a motion to adjourn the meeting. Commissioner Shaffer seconded the motion. Motion passed.

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VOTE	Mover	Vo-Ramirez	Second	Shaffer
Commissioner	Ayes	Nays	Abstain	Absent
Atkinson	x			
Lipmen	x			
Shaffer	x			x
Darett-Quiroz				x
Wehbe				x
Regalado				x
Vo-Ramirez	x			
Total	4			3
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 & Town Hall on Tuesday, February 4, 2020, Boyle Heights Senior Citizen Center, 2839 East 3rd Street, Los Angeles, CA 90033
- Regular Meeting on Monday, February 17, 2020 at 1:00pm – **CANCELLED**
- Regular Meeting on Tuesday, March 3, 2020 at 6:00pm – North Valley 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

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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.



**Introduction to Data Community Workshop
January 22, 2020 - Expo Library (Community Room) - 6pm**

Agenda

1. Welcome from Councilmember Marqueece Harris-Dawson (TBC)
2. Welcome from Commissioner Joy Atkinson
3. Welcome from Raquel Beltran, GM of DONE
4. Short Moment to share interests and issues
5. Presentation:
 - a. OCE and Mayor's Data Team
 - b. Fundamentals on Data
 - c. Exploring City Data
 - d. 311, Open Data Portal, Geohub
 - e. Census 2020 Reminder: Presentation and Map
 - f. Neighborhood Councils Maps and Apps
6. Recap and suggested Homework
7. How to find the content of the workshop