



EVG-h Workgroup 2.0 Meeting Agenda

Wednesday, June 8th, 2022

6:30 PM - 8:00 PM

<https://us02web.zoom.us/meeting/register/tZUkfu2uqjwpGtb4ALleqqm-sYL9fpKbeNYk>

Attendees: Adriana De La Cruz, Jenine Mancilla (intern from SEEDS program), Jennifer Ornelas (intern from SEEDS program), Suzanne Lewis, Vanessa Serrano (DONE), Celia Alcala, Hayley Geiger, Freddy Cupen-Ames, Doug Epperhart, Melanie Labrecque, Phyllis Ling, John DiGregorio

Staff: Commissioner Joy Atkinson, Commissioner Len Shaffer,

Facilitator: Josh Nadel, Lanira Murphy

I. New Addtendees were intoduiced

II. Workgroup membership was reviewed

1. <https://docs.google.com/spreadsheets/d/1Jio16ccl4hht68GO-OMo0G8ld-xuJQtIjMm24hFclOU/edit?usp=sharing>
2. Vanessa Serrano noted that DONE sent out email reminders to EVG-h workgroup members to confirm attendance. She added that they also made phone calls to try to confirm everyones attendance.
3. Celia Alcala noted that she was categorized in the wrong NC in the above spreadsheet. Her NC is Harbor Gateway South.
4. Josh added that work group diversity could really help with knowledge of a wide range of skills (computer knowledge, age diversity so we can get input from a wider and more diverse range of residents)

C. Brief Summaries of 3 Subgroups

- **Protocols, Communications & Logistics** - Each Subgroups worked on a few action items in their meetings last week

D. SEED SCHOLARS Introduction - Freddy Cupen-Ames introduced the two interns from the Social Equity Engagement Geodata Scholars (SEEDS) Program. He said that they'll be with us for 10 weeks.

- Jennifer Ornales and Jannine Mancilla introduced themselves and gave us a brief explanation of their diverse backgrounds.

II. Action Items

A. Protocols & Procedures - Doug & Glen Co-Chairs

- Doug went through the EVG Meeting Protocols the subgroup drafted. Emphasized the main points:
 - Introduction: brings up the major points about the legislation that's before the Senate and State Assembly.
 - With the brown act, we will still have required in-person meetings. The teleconferencing provision is optional (up to NC, Board Commissioners, or possible City Council)
 - The protocols take everything in the legislation + a little more (a lot of it has to do with prepwork, ex: things that should be done before the meeting begins, if teleconferencing is chosen) Agenda should show the names of board members who would be attending remotely.
 - Quorum needs to be present in person (**critical!**)
 - Once members commit to meeting in-person, minds cannot be changed unless there is just cause.
 - Doug recommends anyone who is not on the board and is attending remotely, should check in online ahead of time.
 - Doug went through the things that the preceding officer should announce before and during the meeting.
 - Meeting should be conducted in a way that is equal to all members of the meeting (virtual and in person)
 - All votes have to be by role call. Teleconferencing must provide a video stream and a means for public comment remotely.

- If anything happens that's within the "purview of control of The Board," the meeting should be suspended (not canceled) until we get the work in.
- Doug recommended that we do a preceding officer training for the pilot meeting.
- Doug recommended that phone numbers should be provided with each other's phone numbers so that if a technical issue occurs, it can be reported and troubleshooted asap.
 - Josh suggested an email that goes out to the meeting specialist.
- Josh and Doug recommend that the meetings be recorded. At the conclusion of the meeting the preceding officer should bring up the recording. This was added to the doc.
- Doug added that equipment should be checked at the end of every meeting.
- In the event of a technical malfunction and if meeting needs to be suspended, the board should consider:
 - How long should we let the meeting roll before it is canceled or rescheduled?
 - If meeting doesn't work virtually, meeting discussions HAVE TO HALT. No discussions without our virtual members present.
- Josh asked the subgroup that wrote the doc also create a decision tree that could be given to NC's (list of controversial things that would be difficult for an NC to deal with)
- **Checklist (Doug, Glenn & Melanie)**
- Best practices checklist
- **Two Track Meeting Discussion**
- **Policy considerations:**
 - a. **Zoom required as a Platform (Josh, Lanira & DONE)**
 - b. **Should "Video Always On" be included in the "Required" part of Procedures? (DONE)**
- Doug said that it is that board members should always have their camera on. He thinks this is best practice. Acknowledges that some may be uncomfortable sharing their location. Glen agrees that this

is best practice. He added that bandwidth may not allow video on at all times. He thinks this should be strongly recommended, but not required.

- Melanie suggested that cameras should always be on while voting.
- Celia disagreed with this recommendation. She noted that her board is small, and many are not technologically skilled enough to manage the camera setting, and many call in. She also noted that many of the members of her board are elderly, and have health issues and protective covid protocols that conflict with being able to meet in person. For this reason, the camera on recommendation should be reconsidered.
- Suzane agrees with Celia, highlighting that we should be mindful of those who are more vulnerable to the risks of covid.

a. Are there other proposed policies to consider?

- Josh recommended that all questions and concerns are sent to Doug and Glenn in order to consolidate the concerns and talk them through at the next subgroup meeting.

B. Health & Safety Considerations

1. Report or Checklist (Melanie & Adrianna)

<https://docs.google.com/document/d/1p-BcRPb0FF74f4-0NcNWrNOYA7Ks7XEyRbRmeJo937I/edit?usp=sharing>

<https://docs.google.com/document/d/1ozltsFFaN3yKC9Tz98DYkdrxclW7z9aE/edit?usp=sharing&oid=118124428838767704417&rtpof=true&sd=true>

Melanie and Adriana gave a summary of what they put together in the **Health & Safety Protocols** subgroup meeting:

- Melanie started off by saying each NC should have someone that is designated to moderating the rules. Each venue's health requirements are different, and rules should be adjusted as needed based on the venue requirements.
 - She suggested maybe we could have LAPD at the door enforcing the rules. Mask weaning as best practice. Hand sanitation & social distancing is also recommended.
 - DIY purifier to purify the air and try to decrease covid emission. Melanie said they use these in schools.
 - No food during meetings. Cross contamination. All food needs to be

sealed by vendor.

- Microphones need to be cleaned after each use.
- Adriana's suggestions from the **Health & Safety subgroup** meeting:
 - Introductory section: refer to LA County guidelines.
 - First thing to consider is weather NC's should have a self check for board & community members to make sure that if you're symptomatic within a certain timeframe, the recommendation is to stay at home.
 - Social distancing & vaccination requirements/enforcements may correspond with venue rules.
 - If a rule moderator is needed, we could have them stand by the door to make sure everyone complies.
 - Outdoor maskiing is encouraged.
 - Handwashing signage to encourage sanitation.
 - Ventillation of an enclosed space.
 - Advanced communication to post guidelines.
 - CDC guidelines & links are posted in her doc.
- Josh asked for these two docs to be consolidated in the next **Health & Safety** meeting
- John stresses how we will decide jurisdiction or responsibility for enforcement. How will NC's enforce these rules?
- Commissioner Shaffer said that anyone who meets in a city facility, must follow city rules. He asks that if NC's are holding city meetings, does it have to take place in a city facility? If so, city rules are applied and must be enforced.
 - Josh said this should be reflected in the **Rules & Procedures** doc

C. Pilot Program - Working Group needs to answer these items

1. Size - 6-14

- a. Ideal amount of NC's for pilot program; 1-2 per commissioner
- b. Commissioner Atkinson recommended we have 2 commissioners from each region. Commissioner Shaffer agrees

2. Application Process - Survey and ???

3. Department Support during Pilot Program - Expectations
4. Who will be responsible for writing the formal description for the 6/20 BONC meeting?

D. Surveys

1. Pilot Program Application Survey
(<https://forms.gle/SgqSVXc6njiNNedR6>) - John

John described the survey he made:

- Imperative that a high level survey is sent out:
 - **Key questions:** Confirmed meeting place, certified ADA compliant? Does your venue have health and safety protocols in place? Wifi access? Video equipment? Are you interested in taking part of the pilot program?
- John recommends this be sent out in the next week or two for best results.
- Commissioner Atkinson asked if the participating NC's are selected based on readiness, and if so, will we be selecting NC's that are all prepared to take on hybrid meetings, or will there be some NC's that are not prepared? This will give us a better gauge on how to troubleshoot technical issues or how to help some NC's be better prepared for hybrid meetings.
 - She recommends that the selected NC's be pretty much ready to go for the hybrid meetings.
- Doug recalls that they talked about this. Weather they will choose large or small NC's, are councils technically capable?
 - Recommends that we pick the least capable boards, so that everyone is able to participate.
- Josh said we should have a mix. They will speak more on this at the subgroup meeting.
- John believes it's incredibly important to span the entire range of NC's, and even include those who aren't interested.
- **Weighted Scale on answers (Josh & John):**
 - **Raw answer score - Yes = 10, Maybe = 3, No = 0 (except Health questions where Y & N are reversed)**

- **NC Desires to Join - 100% of raw score**
 - **Confirmed Venue - 90% of raw score**
 - **ADA Compliant - 70% of raw score**
 - **Health & Safety Requirements - 40% of raw score**
 - **Wi-Fi capabilities - 60% of raw score**
 - **NC owns some usable equipment - 50% of raw score**
2. **Equipment Survey from Pilot Program Acceptees (Josh, Hayley, & Elias)**
 3. **SEED SCHOLAR Program & how the EVG Working Group will assist (Josh, Hayley, & Elias) -**
<https://forms.gle/iE1Z9yn6uNF9kNLV6>
- Commissioner Atkinson recommends that the SEED SCHOLAR program send survey to all NC members requesting feedback on the proposed guidelines for hybrid meetings. She foresees negative feedback.

E. Brown Act Changes

1. **Discussion on AB1944 & AB2449 (Doug & Raquel)
Effective January 2023 (applies to both if adopted)**
 - **AB 1944 allows teleconferencing as an option in addition to (and not in place of) in-person meetings,**
 - **Agenda must identify members participating remotely,**
 - **Agenda must be updated if additional members choose to participate remotely after 72-hour notice has been posted,**
 - **Addresses and public access to remote board member locations do not have to be identified if the board votes (by majority) to not make them public,**
 - **A quorum of the board must be present in a single, publicly-accessible, location,**
 - **Video stream must be available to the public,**
 - **Means of public comment via online and/or phone required.**
 - **In addition to many of the provisions in AB 1944, AB 2449 requires board members to publicly state the reason they wish to attend remotely, video must be on, they must state if there are people over the age of 18 with them at their remote**

location and their relationship to the board member. Also, board members may not attend remotely for more than three consecutive meetings.

AB1944 - Fact Sheet (Amended Version) -

<https://drive.google.com/file/d/1G91nJI8e-B8i2PawDVEktue8zXa9jcf5/view?usp=sharing>

AB2449 - Fact Sheet (Amended Version) -

<https://drive.google.com/file/d/1QfBtCBWojEIVGVEnUV0KmrVQrtVESgqxh/view?usp=sharing>

2. Discussion of operational implications

3. Further language changes recommendations

I. General Board Meeting v Committee Meetings

II. Committee Meeting Brown Act standards in general

- Commissioner Shaffer questions whether it's time to get NC's out from under the Brown Act, and have the city enact its own open meeting ordinance applying to NC's. He believes it's time to look into this as an answer for meeting attendance concerns and problems.

F. Equipment

1. Equipment Purchase Considerations

- a. Recommended picks > specifications
- b. Commissioner Shaffer says that specifications should be added to the list of recommended picks
- c. Glen says we should consider lease

- **I. Specifications vs Recommended models (DONE document link)**

- **II. Size of Board - how to account for scale**

- Consider how much equipment we need for various board sizes

- **III Size of Meeting Venue - how to account for scale**

- Scale of meeting venue considerations

2. Funding - Fixed Cost - One Time Equipment costs for Pilot Program

- What are the best solutions for this?
3. **Funding - Fixed Cost - One Time Equipment costs for Full 99 NC Program**
https://docs.google.com/document/d/12rW5sxmeCcdwPvM21ap7kqHgyYk8bv-QOZ5_x1whHRQ/edit?usp=sharing for short descriptions)
- I. City Council gives a one-time cash deposit for the NCs to purchase their own equipment (Melanie)
 - II. City Council finds grants to pay for the equipment (Melanie)
 - III. City Council uses Council Funds to pay for the NCs in their respective Districts (Melanie)
 - IV. City Council buys a list of equipment that each NC submits (Melanie)
 - V. NCs purchase and shared a pool of equipment (Glenn)
 - VI. City Council floats a 0% loan payable over 5-10 years to NCs (Josh)
 - VII. City Council finds corporate sponsorship from a large local tech firm (Josh)
 - VIII. NCs pay for the full cost upfront (Josh)
 - Melanie suggested a few other models of funding (in below doc)
 - Melanie highlighted that it should be equitable for all NC's to participate
 - John believes that a one time request to fund the purchase of this equipment on an NC basis is the way to go. The specifications of the equipment should be unilateral. We should push hard.
 - Commissioner Shaffer pointed out the advantages of a lease.
 - Doug says City Council should fund the pilot program. He added that we could create a pool of spare equipment to combat technical malfunctions for all NC's.
4. **Funding - Variable Costs - Per Meeting costs**
<https://docs.google.com/document/d/1qKEIFrsZ7pFqOHuKhBEv2BxQsYabfC-KfreFc7L7INA/edit?usp=sharing> for short

descriptions)

I. Paying Specialists from NC funds (Melanie)

- Melanie said that specialists could be the best option to support technical endeavors and troubleshoot problems. She said this proposed an annual cost of \$2,900
- An opportunity to show that the city council is progressive

II. Board Member and/or Community Member does the job

(Josh)

III. RFP Process (DONE)

- Glenn said this is a city process and takes some time. The sooner we are able to get started the better, and even then we might not get it done in time.
- Raquel thinks this process should be pursued regardless of what we decide.

G. Communications (John)

- They will put together sample communications for next meeting.

H. Promoting the Hybrid System

- held off

III. Meetings

1. Next General Meeting

- a. Josh says we need to get a lot of these concepts finished & more detailed.
- b. Glenn said we should meet next month to consider the possibility of NC's receiving nearly 10k in August, and how that could potentially pay for the equipment.
- c. **Friday 6-17-22 @ 5:30 PM to 7:00 PM**

2. Next Subgroup Meetings

- a. **P&P - Monday 6-13-22 @ 11:30 AM to 1:00 PM**
- b. **Comms. - Wed. 6-15-22 @ 11:30 AM to 1:00 PM**
- c. **Logistics - Thurs. 6-16-22 @ 6:30 PM to 8:00 PM**

IV. Adjournment

Adjournment at 8:39pm

GROUND RULES

- **Mute All Electronic Devices – to vibrate if necessary**
- **All speakers will be “stacked” in the order they “raised” their hand ● Keep comments concise and “on” subject**
- **Be Honest in Your Comments, however:**
 - **Please Respect Others as They Wish To Be Respected**
 - **Act Professionally**
- **Be Aware of Others**
- **Please Listen Carefully to Others**