

## **EVG Working Group Protocols and Procedures**

### NOTES

Subcommittee meeting

6.1.22

Meeting called to order: 11:35P

Welcome/ Opening Remarks: Josh Nadel

Selection of Co-Chairs Volunteered: Doug Epperhart and Glenn Bailey

Assignment of Note Taker: Adriana De La Cruz

### Introductions

#### Attendees:

Josh Nadel Co-Chair of Main group (Palms)

Doug Epperhart - subgroup Co-Chair (Coastal San Pedro)

Glenn Bailey - subgroup Co-Chair (Encino)

Adriana De La Crua - note taker (Del Rey)

Melanie LaBrecque (Northwest San Pedro)

Gibson Nyambura (DONE) Equity Officer

Freddy Cupen-Ames (NEA) tech team facilitator

Jose Galdamez (DONE) NEA

Brian Allen (Granada Hills North)

Elias. (Central Alameda)

Raquel Beltran (DONE Director)

Hayley Geiger (student)

Phyllis Ling (Historic Cultural North)

Vanessa Serrano (DONE)

2 meetings of each of these subgroups could be more.

AGENDA Review

Ground Rules discussed

EVG subgroup protocols - scope of work

Meeting Norms and Agenda agreement

Protocols discussion items

COVID Vaccination Status, PPE and social distancing

EVG meeting protocols (General & Committee)

Safety Issues

Surveys from NC's on venues (ADA and WiFi as a minimum requirements)

Raquel: AB 2449 both of these bills allow for teleconferencing in a medical emergency

Doug: Quorum of the legislative body must be present in person (HYBRID) authorizes this

Can have teleconferencing if a quorum of the legislative body.

Those participating remotely do not need to disclose from the location where they are participating remotely

Public will be afforded the opportunity to give public comments as well.

Did not need to disclose the physical location of those (body)

Not saying a hybrid is required

Josh: Is comment from the public a mandatory requirement for the public

Not required to have a hybrid meeting (only the in person aspect must be present)

Glenn: Effective JANUARY 1 after passing unless there is an urgency clause

Raquel: according to this there is a sunset clause of 2028.

Glenn: as things stands we do not need to be concerned when the GOVERNOR signs

Raquel: There are organizations both in favor and in protest of the legislation last amended MAY 23rd.

AB 1944 Amends the brown act that requires we display the physical location of where they are meeting remotely. Clearly identified from the agenda. They are not requirements just says if you chose to take action

Raquel: this is the one that means the agenda lists if they plan to participate remotely. If it says that they will be participating in person then changes their mind then the agenda needs to be amended and resent posted - does not require if you sent an agenda 72hrs in advance - you have to issue a new agenda - the 72 hr requirement doesn't mean it will jeopardize the compliance to special meetings but do have to send this out - doesn't not take into account ENS notification which the DEPT will need to help with this

Josh: Both authors of the BILL would be willing to be able to review any suggested changes. This subgroup can work with the dept and city attorneys that can create a document to send to the authors to help (willing to listen to what our needs are)

Raquel: BONC is waiting to hear back from me Chair/Vice Chair tomorrow it the agenda posting deadline for BONC - they are waiting to hear from me about me on these assembly bills - if there is something this subgroup would like to suggest - I can include it in what I shall submit to BONC by tomorrow's deadline

Doug: I will prepare a summary bullet points of both Assembly Bills to share with the group (if you break it down there are probably 4-5 points of it)

Glenn: The NET benefits of both assembly bills, is the ability for board members to be able to join in remotely. Last I checked I did a search and there has not been a council file opened up on both of these as yet

Josh: When I was speaking to the authors of the Bill, when you teleconference those persons who are participating remotely which is not in your area.

Doug: This may be a suggestion we make to that emphasizes not to reveal the location of those logging in remotely

Brian: I believe that the issue applies to individuals for those that are part of the minimum quorum. This is how I interpret this.

Doug: We can check on this. Survey Results on NC venues and WiFi's:

Raquel: still a work in progress. The consultant that was hired as to how many site inspections were completed. I am trying to get clarity on the DOD is in place with this. Will circle back on this as not all NC's have replied to the survey.

Melanie: did you say a survey was sent to all NC's

Raquel: we have been working on this

Melanie: I have not received the survey

Raquel: it was a google form referencing the same document

Melanie: more like a questionnaire then yes we did reply to this

Doug: Our NC did this for almost a year now. The only reply we got back on this was when we followed up on this directly.

Raquel: I would like to know what response or contact each NC received from the consultant. The assumption is that this contact (consultant) should communicate back to each NC - only signing off if each facility is ADA compliant.

Doug: We had it done six months ago, so I recommend

Glenn: How many NCs responded to the request of who would help with the site inspection?

Raquel: 70 responded to the survey request for the name of the contact person on that NC to complete the site inspection

Doug: Do you have WiFi access as opposed to having WiFi

Josh: Happy to share with the co-chairs prior to our second meeting to edit the survey and this group can review this. Regarding agenda Item A - Item B - Item C goes in with A

Raquel: I have an update for you - this information came in after this agenda was set - would like to share this information with you. Today we will be onboarding two students from CAL STATE LA and we interviewed students on Friday. This program pays students to do DATA work with us. The project I have been able to get approved is 10 weeks working as a cohort to conduct and survey NC's on 2 items: the readiness to return to in-person - the other is redness to launch hybrid meetings. With this subcommittee's help we need that the questions to be presented to each NC would be created to help make this survey on the subject be accomplished.

Josh: I think it's good to build a relationship with these professors to create future assistance.

Raquel: Haylee and Elias will be attending part of this sub group for this purpose.

Glenn: I do think that the input of all the subcommittee's should be shared with these two individuals (forward it to you Raquel). I suggest the NEA may at least include this with their monthly updates (JUNE) frankly if they are able to get a quick answer- they can accomplish this. Those NC's that meet at schools with WIFI that restrict access to each NC board for use.

Raquel: So each NEA asks the board NC if the facility they plan to use has access to wifi.

Raquel: Let me talk with my team (not all NC's are created equal and NEA have access to their board)

Josh: I was going to save this for the logistics subgroup regarding WIFI - have asked staff from the Deputy Mayor and was referred to DAWN director of technology and inclusion works in ITA - as to how they can help this working group. There can be some funds and programs from the state or fed - maybe there is something interesting there.

Raquel: If we are going to have hybrid meetings it's going to be a complex path to a solution. However, the person we are working with relates to the interns, the chief data officer. There is a lot going on in the city from multiple departments relating to this topic

Doug: We have established a work of Haylee, Elias and Josh for survey creations.

Raquel: Can Freddy share something from item D

Doug: We are asking about where NC's meet regarding ADA, security and remote access and WIFI availability

Freddy: The consultant is trying to do the best they can as quickly as possible. There are some NC's that have yet to reply to the survey. That number is about 26 NC that have yet to respond to our vendor. This map gets updates of the information as to the contact and the NC (this is our

data visualization) there are 2/3 site evaluators (site inspectors). It is fairly quick if everything is in compliance. One question is not regarding WIFI but only ADA accessible.

Doug: Our future survey with regards to WIFI accessibility will be very important

Doug: Is there anything else on this (are we done with this can we go to the next agenda items)

Questions on item A: covid protocols

Adriana: Recommend someone other than the board to deal with this assignment

Raquel: What I ask of the group is to propose what this procedure should look like - as there are more question than answers - what I suggest is that the group propose what these protocols should look like

Doug: Depends on the current status of the county and state at the time each NC gets back to meeting in person

Melanie: Right now the county has rolled out and we have to be cognizance of the local guidelines - this situation will be fluid and we will need to be able to juggle things on the fly and we need to be really flexible

Haylee: I was thinking someone said we need security or someone to check - but here is not checking in a WLA dance studio and there is non compliance so there are different things in place protocols

Doug: Yesterday I walked in the LA public library and no security guard or patron not wearing masks except the clerk who was wearing a mask checking out books

Josh: Just part of the proposal - safest for us to say the venue should determine what the status is and the venue should monitor this as we rent

this from them and take the burden off of us as we are at the mercy of the venue and following the protocols they have in place. Maybe we as a group can think outside of this meeting what kind of guidelines would work. Write it down and we can assemble things under each - we can start putting ideas to words and collect it and what they are going to do.

Doug: This is what I said at the beginning - ideally at the end of this we can create a checklist for each NC to be able to review the checklist.

Glenn: So I know vaccination status - first of all I am concerned about having diff rules for diff NC's depending where they are meetings - and we should chime in on this - and it is going to be a moving target - the private facilities have chairs that may not be moved

Doug: I would point out the ventilation can be an issue such as a police community room with no windows

Glenn: Review if there is proper ventilation of any space for their intended meeting space

Doug: In addition to LAPD we have port police if we need assistance in Coastal San Pedro  
Safety protocols: Melanie and Adriana

Doug: I think what is intended here is what we have to do before the meeting and what we do during (two audiences remote and unperson for public comment as well as board members).

Josh: Adding to this list - set up to clean up and what's in between - two diff sets of tasks assignments - we should try to simulate an unperson meeting.

Freddy: Should our tech team provide you what was needed

Josh: Yes if you have a checklist this would be great to know what is needed from the last session of the EVG group

Doug: We start 15mins before and we do a test with those stakeholders to test public comment - I would like President and Vice Presidents to be able to do this train them

Melanie: I don't know what other NC's have food - those things we have to think about regarding COVID protocols - this is why you are in charge of health and safety.

Josh: Who would volunteer for meeting protocols

Doug: I will volunteer for this

Melanie: Will volunteer for this

Glenn: Not sure what this would entail - yes I would volunteer for this if it deals with how to run a meeting (hybrid) how to raise a point of order (Glenn and Melanie and Me)

Josh: We will definitely be scheduling our next set of meetings on JUNE 8th. Not exclusive teams.

Doug: Go out and speak to fellow board members and others if possible there are no dumb questions  
I will send out a quick bullet point on this on the assembly bills

Glenn: Not sure if I am the only one who can help with this - but I don't mind to reach out to the 26 NC's that have not replied \_ don't mind helping with this - just have Freddy forward the list to Doug and myself

Doug: If this is it for everybody we are past 1pm and I want to thank you all - I look forward to working well with everyone

Josh: Thank you all

Freddy: Moving forward there will be a chat enabled

Meeting Adjourned: 1:10PM