

June 2, 2022

EVG Work Group

COMMUNICATIONS Subcommittee

NOTES

Called to order:

6:36P

Participants:

Adriana De la Cruz (Del Rey NC)

Freddy Cupen Ames (DONE)

Josh Nadel, Chair of main EVG group (Palms)

Raquel Beltran (Director DONE)

John DiGregorio (Panorama City, Chair)

Doug Epperhart (Coastal San Pedro)

Glenn Bailey (Encino/Northridge)

Jennifer Ornelas

Lanira Murphy (Panorama City, Treasurer)

Melanie Labrecque (Northwest San Pedro)

1. Introductions
2. Selection of Chair/Co-Chair of subcommittee
 - a. John DiGregorio, Chair
3. Selection of Notetaker
 - a. Adriana De La Cruz
4. Agenda Review
 - a. Ground Rules
 - b. EVG-h Communication Subgroup Scope
 - c. Meeting Norms and Agenda Agreement
5. Protocols Discussion Items
 - a. City Council - Funding and help with Brown Act and AB2499 and AB1944
 - b. City Council - Partner to be their citizen advisory board for their own Hybrid system

- c. How to select Pilot Program NC's
 - d. How to promote Hybrid System to NC system
 - e. Zoom as a platform
 - f. Video Always On as part of the quorum requirements
6. Work Assignments
7. Adjournment

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

Subcommittee Discussion

7:04P

Melanie: We should reach out to the NC's to determine who is already on board and ready to go such as Coastal San Pedro, there must be other NC's - Outreach to the NC's to determine who we can use as a pilot program

John D: We should definitely ask about this independently

Josh: Maybe we can come up with a handful of items that we can prioritize for selecting the NC's. 1. WiFi accessible 2. ADA approved 3. Already have the equipment (We can weigh which are a priority)

John D: We should really be thinking about socioeconomic issues so as not to exclude NC's who have this challenge (google chart)

Doug: Criteria for choosing who will be selected in the pilot program, the size of the board is critical. Their board of 6-7 persons may not be as supportive, and we can also consider those that have 30 for example. We should look at it in terms of geographical region as opposed to just one area. We should look at NC's that may need translation where there is one that does not or even more than one language. Certainly WIFI accessibility and technical capability of the board CHAIR and being able to deal with the hybrid meeting. I hesitate to say at my NC Coastal San Pedro, we took a survey of all our electronic equipment while also purchasing some new equipment. We may be willing to step up on this, again we are close to the best case scenario as opposed to the worst case scenario. The pilot is critical to troubleshoot and work on the "worst case scenario"

Glenn: There are some NC's that have a part time staff that assist with facilitating the meetings and the question is this part time staffer (already have the skill set or would this be something they can take on). For Example ENCINO NC used to have a staffer that used to live stream their meetings so this individual carried on this responsibility. My opinion is that they may be more appropriate as opposed to Board or Chair persons who need to focus on the meetings. So as not to duplicate efforts, we need to remind people to respond to any email surveys. We may want to consider the NC's if they purchased equipment (believe the previous EVG work group). If adjoining NC's cloud share equipment. A challenge is other NCs have no storage/space or an office where this can be kept. Give them how much space would be needed. I would ask we refer to the equipment list submitted by the previous EVG working group.

Josh: We have 12 regions and just to start off we should consider a minimum of 6 - 24 pilot programs. We should consider whether we do want to get action items from this subcommittee so we can send them to the main group.

John D: The thing I believe we should agree on is what we will send to the city council and also what we want to get from this subcommittee. I feel that the number of pilot programs selecting a number may be difficult to do

now. It may be NC demographic based and the geography is correct and the other list capability and tech operation so there's several layers to it. I feel 6-24 is spot on.

Glenn: About the number a minimum of 7 would allow one per each BOND as there are 7 commissioners and planning areas and would allow involvement of a commissioner to be able to give some input. I would say 7-12 with the criteria that we mentioned earlier. I do want to add in the BONC part of it.

Josh: Let's say 14 so each commissioner will get two in their region if that's okay

John D: Does anyone object - okay 7-14 it is.

Glenn: Last question on the survey should be is your NC is if they are interested in participating

Melanie: Lets see how many say yes and go from there

Raquel: The work group is a work group of the commission. Just want to make sure we are in agreement with who we are reporting to which is BONC. When we talk about a survey for piloting this is a diff survey. Just wanted to make sure the group was aware. You can imagine as board members something about piloting as opposed to a survey how ready you are which is not a commitment which is diff in participation in a pilot hybrid meeting.

I heard persons at the meetings that "no one has bothered to talk to us about this"

What does the group mean going to City Council ?

Last year's EVG group when we reported to BONC and they would share with the city council.

I hear the direction of the discussion going in diff ways may need to be defined.

John D: We do mean Data so we can determine how to select capable NC's and meet the criteria. I think this is what we need. I am perfectly okay that we can come up with a very short grid that is basically two questions. Action item from her to the larger body. WHO already has this of the criteria. "If you had to meet a hybrid next month, could you do it?" Would you be interested in participating in a pilot program? This is what I feel we need to determine if we want to take action on this tonight. We can say we want to start the process and here is where we start in an email survey.

Raquel: I think there is a way to get a sense of how we act on piloting which is important

John D: Maybe we can come to a consensus and can we develop a grid on google forms.

Josh: For our action item we need to get a couple of people and take the list of items and figure out a score so that we can make a weighted score relative to the response. So we can bring this back on JUNE 8th our next meeting. We can figure out which are the ones based on the criteria we have.

John D: Perfectly happy to look at this so long as it's not complicated - 0-10 and yes and no are okay with me

Doug; A couple of things to the matter of would you be interested in participating in a hybrid meeting - we should be in this conversation at the NC level which is already happening - we need to speak to the persons and identify those individuals. Secondly, the conversation with the commission and city council specifically on both assembly bills. I do not see anything in either bill that makes it difficult for NC's to teleconference. In some cases it deals with protocols with board members attending remotely and they require a couple of diff things. I would ask if there is any conversation about these bills.

John D: What i want to do tonight is us agreeing city council members items A & B “we are members of the EVG subcommittee and we want thoughts and feedback where you stand right now and we should send that email out

Josh: I can say the administrative aids would like to get a finished product - this isn't finished when it's 100percent done. Once it's done then we can give it to them

Doug: Probably something for the larger group and right now I see that the first step is to DONE and BONC before we contact anyone else. This is who we report to.

Josh: i did give a list of who they should be sending it out to - so i feel its premature

John D: All i was looking for was for the subcommittee - they should has anyone reached out to the city council - has anyone done this and if not can this group tonight take action on it

Josh: This working group will send it to the Commission BONC and who will write this - how to we want to talk to these people and what we want to say - what this message needs to be and we need to have some people working on it - we need someone to write it - this is the first thing they will see before the report

John D: This makes sense and this is what we are literally talking about - we are trying to get a consensus. There will be an agenda item on the 8th.

Raquel: I think we are talking about diff things. The BONC meeting is JUNE 6th.

Josh: We won't have anything ready to report back by the 6th

Raquel: just want to make sure we are not getting confused. It's intertwined and easy to get all jumbled up.

John D: I want to get to all other agenda items for item C on the pilot program email. Any other comments on this?

Glenn: How to select candidates for the pilot program - bullet points in terms of communication the state bills as they currently exist are a fundamental change as they operate at the moment - you can be anywhere - the state bills make fundamental changes to this and it's very important for board members to understand. A majority of the board members in person at the meeting is still better than it is. The other thing is that this entity was created by BONC and with the assistance of the dept and feel there is a protocol. I support that we feed it to BONC and their partner DONE. I feel it's premature to speak about the city council.

John D: I thought is said this regarding phases - i believe we should recommend that immediately we establish regarding items A/B and ask if anyone will reach out the city council - we on thursday evening that we send it to the city council members "what are you thoughts on the funding that NC's would need regarding increased funding and we would ask

Josh: This is all great, what i feel we can do is

Raquel: We have newsletter going out next week there is no reason why we cant have persons communicate if they are interested in participating in a pilot program not sure if we can have all the criteria we could ask if any NC is interested

JOHN D: Tonight i can set up this framework and if I hear another committee is already doing this - one survey provided we are not doubling it up

Josh: We are going to combine all minutes from the subcommittees to share to the full EVG group

John D: For item E - we should stick with zoom - i have used so many applications through work and now its already what is in use

Melanie: The state was using teams and they now are zoom - which has better user interface

Josh: We already have paid for zoom accounts and the dept has expertise in this and if there is tech difficulties and zoom is the best choice

Adriana: Zoom is the best choice

John D: We have not reached a consensus as to which subcommittees as my NC is going to use zoom exclusively

Raquel: Operationally as a DEPT we cannot support more than one system, such as google meets or Microsoft teams to determine if they are ADA compliant and right now operationally the Dept of Disability has signed off on ZOOM for translation and ADA compatibility for compliance. Perhaps in the future but not at this moment to be able to support the NC's.

John D: Can we have the action item that we recommend to just stick with zoom and we do not want to say we are researching other options

Josh: we will go ahead and add this to the main group agenda

JOHN D: If we do this as a hybrid - i think that it will be critical to the authenticity and legitimacy even if the board is not here or not video must be on if i am going to be chair it should be helpful for the public and engagement side of it

DOUG: Does not specify that individuals - use of phone attending remotely no requirement - if this is going to be officially adopted - from my standpoint it is a respect thing to the board time

Raquel: There are issues because the NC has quorum and are they listening to the public of it - the other thing we have to think about is the share screen option to be able to share the documents and do the participants have the capability to look at the documents attachments

Freddy: There is an issue with the share screen and the connectivity so video may be an issue

Adriana: The action tonight should be the zoom as our recommendation of choice

Melanie: Be present when voting

Josh: What does this mean "present"

Melanie: In order for the vote to count you need to have the video on - i get frustrated and calling roll vote and have to call back the person to answer yes or no

John D: For us we need to talk about it as a full group - this was a great meeting

Raquel: Thank you to everybody and thankful to have all of you as partners - whatever you recommend and eventually prepare to BONC, we wrote up a report that included your thoughts - i would like to say that there should be a representative of the EVG work group and would like to call upon someone to be there

Josh: I feel that given I shall be there and can make that happen

Raquel: Every meeting there is the approval of Assembly Bills and the item itself to support AB361 and even better under the GM report but as a courtesy the commission would like to know between you and Lanira.

Josh: We can put something on the main agenda with what updates would be - still talking about this and summary - we should invite the commissioners on June 8th and provided there is not a full quorum - you can invite them all but we will ensure there is no quorum

Melanie: No agenda's gone out for the June 8th

Josh: We have in the initial email about when the next meeting will take place. Will send over to DONE the agenda for the June 8th meeting

Doug: Might be worthwhile that we provide an email statement

Raquel: i will also ask the legislative rep of the Mayor's office to give an update at the next meeting to let us know their information

Doug: I did email a summary of the Assembly Bills

Josh: Please send me an email if you have items to share - the agenda will go after tomorrow's Logistics funding meeting - thank you for your time and patience

JOHN D: Thank you all.

Meeting Adjourned: 8:17P