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Susan Swan

HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL
Certified Council #52,

P.O. Box 3272 Los Angeles, CA 90078

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BOARD MEETING

Special Board Meeting Retreat

Saturday, September 15, 2018, 10:00 AM

Fire Station 82 Annex

1800 N. BRONSON AVENUE, L.A., CA 90028

Second Floor Conference Room

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, for a maximum of 20 minutes total for Public comment, unless waived by the presiding officer of the Board. Agenda is posted for public review at Counterpoint Records and Books 5911 Franklin Ave, on our website at www.MyHUNC.com, and with EmpowerLA.. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at the scheduled meeting (or location noted in the Agenda item) or by making arrangements with our office (contact information above). 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. Sign language interpreters, assistive 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 you wish to attend by contacting the Neighborhood Council Support Help Line (213) 978-1551 or email info@myhunc.com. Note: Agenda items may be taken out of order or merged as deemed appropriate by the Board. Action may be taken on all items. To subscribe directly to our Agendas go to https://www.lacity.org/city-government/subscribe-meeting-agendas-and-more/neighborhood-councils and make your choice.

Welcome

10:13 AM start

1. Roll Call

Attending

Tom Meredith Chona Galvez Sheila Irani George Skarpelos Jim Van Dusen Luis Saldivar
Coyote Shivers Erin Penner Adam Miller Brandi D'Amore Matt Wait

Excused

Susan Swan Robert Litomisky Greg Morris Danielle Paris Jeff Ramberg

Absent

Margaret Marmolejo

2. Public Comment on items not on the Agenda (2 minutes each)

No public comment.

3. Review Board procedures and operations

With two stakeholders in attendance.

The point of any meeting was to approve funds, make acquisitions, etc.

Let's have a game plan for the year. What we all want to do, and what we want to accomplish.

Procedures and Operations.

Agendas.

Can we improve the agenda process.

A) Agendas

Such as "Jim does excellent stuff, but he is very particular about his stuff". He knows his PLUM, but some may say that he entered something incorrectly.

How can we streamline installing a mural, etc.

Tom: Follow Jim's model and don't submit a random stream of consciousness. Not that difficult to put those few words ahead of the item.

George: The more I have to be involved, the less it will be what you want.

Brandi: acknowledge timeline.

George: Ideally, I would like it a day before. Committee chairs are responsible for posting, etc. As long as it is a finished thing. As I am on the PLUM, I get that; but, if I am not on the committee.

For example, the scoping meeting.

Brandi, we should not be too specific, as then we could not deviate from that.

Jim: We should have "proposed" agenda item.

George: Ideally, the chair should get info to me the day before. I hate sending a corrected agenda.

George: Each chair should be in touch with their committee members, send out the agenda, state that this is what we have, and ask if they missed anything.

Tom: It is not impolite to ask "did I miss anything".

George: Lets think about the best way to streamline the agendas, and make certain that we have buy-in from the committees.

B) Committee participation and expectations

George: I have my own, if you cannot be a part of the committee, we all recognize that we all have our own lives, someone has a new son, etc. If you are on and agree to serve on the committee (we must all serve on one committee, per the bylaws). Whichever committee, it is incumbent on you to serve.

Luis: Not only does Brandi participate, she is very proactive.

Adam: Do not weigh yourself down; it is more burden for the chair if members do not show up. Do not overextend yourself.

Brandi: For example, the PLUM, I could not attend as I was the 6th person. I waited for someone to bail before I could attend. I considered quitting. We need some sort of attendance method. If you are not on the committee, can any board member appear?

Tom: Any board member can attend any meeting at any time. However, they cannot always talk. If there are vacant seats, you may speak up and sit on the board.

Sheila: I cannot speak? Give up my constitutional rights?

Erin: What is the protocol if you want to drop out of committee.

George: All committee assignments from the President.

Brandi: Are renters required to serve as renter's representatives?

Jim: You cannot restrict someone from serving on the board and on a committee.

Adam: If they were renters, wouldn't renters want to serve on the committee.

Chona: I used to be on the renters committee, but I do not rent, yet I am interested as I deal with leases, etc.

George: Renters are no longer a part of the bylaws, they are part of the standing rules.

Luis: Chona became an alternate after Robin or Robert someone.

George (to Chona): if you want to be on that committee, let's make it happen.

C) Meeting etiquette and behavior

George: *All meetings, in general, we should try to be here 15 to 30 minutes before the scheduled start time. Let's try to get here at 6PM, not at 6.45 or 7PM. I get here at 5PM or 5.30PM to make certain things are working, and to set an example. It would be appreciated and respectful of everyone's time. We want to finish the meeting at 9PM, so that we do not dilly dally.*

Jim: *PLUM always starts at 6.30PM. If someone emails stating that they are on their way, we start without them.*

Erin: *This is a respect thing. Stakeholders went out of their way to be there.*

George: *Let's start the meetings on time and try to get here early.*

Luis: *I chatted with another board member via text, and I think this retreat meeting should have been mandatory. There was miscommunication.*

Sheila: *I am in the middle of a homeless crisis.*

Brandi: *Luis's comment may have included people who are missing regular board meetings. If so, why are you on the board?*

Adam: *If someone cannot attend meetings, if excused, they can miss three meetings. But that is disrespectful. For us to do mandatory ... we should have had to schedule this meeting in October.*

George: *I do believe that the purpose of this meeting is to discuss what we can do for homelessness, Outreach, money to farmer's market, seniors, etc. We should really make an effort to ask permission to talk. We should not talk over each other. Ask permission to talk. Otherwise, it looks horrible to the stakeholders if we are talking over each other. Respect everyone's voice.*

Sheila: *In response to respect for time, I must have a commitment that these meetings do not go over three hours. I hope that you will do that. It is a wait and see. I have served on other neighborhood councils, where the meetings are done in less than two hours.*

Brandi: *It must be considered to discuss the Hollywood Center Project; two minutes times how many people.*

George: *As that will be a big thing, perhaps we should do one special meeting just to discuss the Hollywood Center Project or the Dixon Project. I do not believe we can incorporate that into a regular meeting.*

Matt: *A violator of that is public officials who appear and talk for 30-45 minutes. And then questions.*

George: *I limited Dan to 5-minutes. IF there is an issue you want to talk to them about, that's okay; you can take them out to the corridor and chat with the Senior Lead Officers (SLO). We should not bog them down with what happened at the intersection of X and Y.*

Brandi: *People should read the material before the meetings. So we do not spend time re-reading this.*

D) Discuss current committee structure and possible motion to amend Standing Rules to change current board committees

George: *:Business has not had a meeting for a year. Greg has been very busy with his new business. I do not fault him, but his participation on the board is sub-par. What do we want the committee structure to be?*

Luis: *When was the last time they met?*

Adam: *A year and a half ago*

George: *I feel we should pull Business out of a standing committee.*

Sheila: *You are faulting one person, we need representation on that committee, and this person is not pulling their weight, and assign someone else. Perhaps that person should not run again. We like both Gregs, but we must accept their limitations.*

Brandi: *The person who serves on the business committee must be a businessman; also, Danielle is also not serving. So we have Danielle, Chona, and Greg. I asked someone if they could serve, and Susan said that was not an appropriate question.*

George: *Rather than a standing committee, perhaps we could make Business an ad hoc committee.*

Adam: *Ad hoc committees do not have to meet on a regular basis.*

Brandi: This should be ad hoc.

Jim: We should divorce ourselves; if it is a business committee, the committee members must be business people. If three members on the committee, and one person is bogged down, than we are down to two committee members.

George: What should [standing] committees do? Emergency preparedness is an ad hoc committee. Perhaps we should make Public safety and emergency preparedness one standing committee? Then Transportation and Public Works committees as one standing committee. Jim has told me that there are several transportation and public safety issues. I feel there are Transportation issues that are not related to public safety. Is there any interest?

Luis: Transportation issues could become Public Safety issues.

Sheila: DASH line is considering re-doing their roots, Beachwood line, etc. are they public safety?

George: This is something the Executive Committee discussed. PLUM, Outreach, Renters/Housing, etc.

Luis: Susan wanted to include homelessness in the housing/renters committee.

George: We should split public safety/transportation, and then Homelessness.

Luis: Ad Hoc?

George: No, homelessness and social services as a standing committee.

Brandi: What about crime? Is that with homelessness?

Sheila/George: No, crime would be with public safety.

Adam: We will go from this point forward, and not discuss the past, all on the same page.

Jim: What about things happening in the hills? That comes under multiple categories: Homelessness, public safety, etc.

Adam: for example, a "no left turn" sign.

Sheila: I can only serve on one committee; I am dropping from Outreach. But what about emergency preparedness?

George: This is an one-hour meeting. The Business Committee is not working; if you think it can work, I would like to know why.

Luis: Who is here who wants to do it?

George: do we want to restructure all the committees? Currently, we have six committees: PLUM, NEA (Arts/Non-Profit), PSW&T (including Public Safety, Transportation, and Public Works), Outreach, Business (ad hoc?), and Renters/Housing issues (Homelessness and social services).

Luis: How many board members, how many committees: Do we have enough to have full board participation?

GS: We want to make a 7th committee.

GS: (to Sheila): Would Maike like to serve on the homeless committee?

Sheila: As Maike is the founder of a non-profit, she would have to recuse herself from any voting issue.

Someone: No, by serving on the committee (rather than on the board), she would not approve funding.

George: Business is not working; a substitute should be homelessness. This is an easy one as we are dealing with this in our community. Also, we should split up public safety and transportation. We could keep Public Safety as one-hour, and then Transportation as a separate meeting.

Brandi: I think we should make something of this prior to the spring election.

Adam: We can always amend it. What is standing, what is ad hoc.

Sheila, to Andrew: Could you head up the Business Committee?

Adam/George: No, the chair must be a board member.

Chona: Have we discussed this with Greg? He has the largest business, is very knowledgeable; perhaps we can sit down and discuss this with him over coffee.

GS: I have tried [multiple times] to discuss this with Greg; perhaps he is not committed to this. HUNC must move on. Greg has not shown up for 5-6 months. Let's keep it focused on the committee structure.

Chona: Let me talk with Greg this week. I will let you know.

Jim: Concerning PLUM, Greg agreed to serve as a board member.

GS: It would be great if Greg wants to serve on an ad hoc committee; but I cannot have him serve on a standing committee yet not show up for 18-months. I think the Business Committee needs to be ad hoc.

Brandi: Respectively, Chona, as a member of the business committee, you may serve.

Tom: I agree, we should split Public Safety. Why is there resistance to shake something up.

Coyote: Can we schedule the same night? Perhaps back to back?

Adam and Matt: Yes, back to back.

Luis: Team work to make dreams work.

Erin: Let's revisit at the end of the meeting?

GS: At the very least, let's make homelessness a standing committee, and business an ad hoc committee.

Erin: But ad hoc committees address merely one issue; what is that issue?

Adam: Well, no one is doing that now.

Sheila: Who will chair?

Adam: I will chair?

Sheila: We must have a good chair and a committed committee, who is willing to chair Public Safety (Brandi, Luis, and Erin raised their hands).

GS: I would change the committee structure now.

Jim: I agree.

Tom: If Sheila wants to vote on the chair, but that is not what we are doing.

Sheila: We could end up with a committee that no one wants to serve as the chair.

Coyote: I am interested in Public Safety.

Margaret: What would be the responsibilities? The response was LAPD, LAFD, CERT, etc. Margaret agreed to serve.

Tom/Adam: I will be Transportation chair

Chona: Sheila and I will do Homelessness.

Motion Made: Make Homelessness and Social Services a standing committee; and business as an ad hoc.

Split Public Safety, Works and Transportation committee into two committees: Public Safety and Emergency Preparedness Committee and Skarpelos and Public Works committee

Motion: George Skarpelos **Second:** Adam Miller **Vote:** Yes-11, No-1, Abstain-0, Recused-0, Ineligible-0

Yes

Adam Miller Brandi D'Amore Coyote Shivers Erin Penner George Skarpelos Jim Van Dusen
Luis Saldivar Margaret Marmolejo Matt Wait Sheila Irani Tom Meredith

No

Chona Galvez

E) Boardmember communication

*GS: This concerning emails. Who has a problem getting emails? 5.
Matt ... iPhone with Outlook app and web-client.
Everyone should have a "my HUNC" email address, and use that.
Send and receive via that email address.*

Adam: Do we want to talk about social media?

GS: I think that is an Outreach issue.

Brandi: Is there a "return receipt" function?

GS: No, there is no "return receipt".

Brandi: There is an expectation of so many days go by.

GS: 24-hours is a target, but we must accept 48-hours. But we receive an email from a board member or stakeholder, there should be a response: "I got it" or something similar. Then, we can reply at a later day.

Brandi: Must we do "reply all".

All: No, just write to the sender.

Matt: I like that idea. If I do not reply, I think it is fair for someone to respond to me personally.

Tom: Who is not using "My HUNC"?

Brandi and Margaret replied affirmatively.

GS: I have never had uninterrupted service.

Margaret: I need a little help. I log off and cannot log back on.

Tom asked Sheila not to use her Path.com email address.

4. Review budget and finances

Adam: Summarized budget. Elections will cost us about 15k. August expense approvals totaled \$9,208, including food. We have \$7500 for the next ten months. If we do not get the money back from the election and/or street clean-up. Next month's requests are \$10,200. We are going to be in the red by month three.

Luis: I want Tom back.

Laughter.

Adam: Thank you for the vote of confidence. We are going to have food at each meeting, unless we cut that out. Many of these numbers are "up to..." Tom as repeatedly state: "Remember this is election year". If we burn through our cash in the first three months.

Sheila: From previous elections (whereupon I served on the elections committee), we got response via entertainment and food in the grocery line at Gelson's. Not from lawn signs or anything like that. You cannot advertise for people to serve on a neighborhood council.

GS: I think we originally spent \$14k, I think we can bring it back to \$12k.

Adam: This a baseline number of the worst case scenario. We must be cautious and slow down.

GS: We budgeted \$12k for the Election. That is our current.

Adam: Entered \$15k as a worst case scenario, although someone else entered \$18k.

GS: If that is wrong, we must change the budget.

Brandi: Can you please tell us what the priorities are? A few months ago, Homelessness went through what they wanted in the budget for, and now they are being told to cut back. How shall we prioritize?

Adam: I just want people to think about this in the back of their head. Be realistic. I have no bias on any of the proposals. I just don't want to get to month four of the fiscal year, and discover that we have no money.

Tom: *I don't want to get into the weeds, but direct mail is very expensive. That is what drove people to the election. Many appeared with their mailers with them. In addition, we asked voters how they learned of that.*

Coyote: *I appreciate the worst case scenario approach.*

Chona: *Every meeting, we have people coming to request for money. I think we should stop and just focus on the necessities. GS Showed budget item list and pie chart that was adjusted in real time. Zeroed out election roll-over funds. We now only have \$14k for the remainder of the year, including \$4k for clean-up.*

Adam: *Currently, we have \$26k that we are guarantee for next meeting.*

Margaret: *When our committee met and presented numbers, that was for the full year.*

Luis: *I agree with Brandi that the Clean Streets program should be removed until we have money from the city.*

GS: *That money is ours, and we should do things with that.*

Tom: *Just for the record, that money does not need to be spent on clean streets.*

Adam: *I agree. During a regular budget cycle, great. But due to the election, and the draw-down, we need to spread it out a little bit, and having an anchor is not the best use of resources.*

GS: *This is not the whole amount. We have already given money to the seniors for the Thai market, homelessness project, etc. How much money does PLUM spend?*

GS: *We have approximately \$10k for the rest of the year. This is after we spend money on the elections, meetings, operational expenses, etc.*

Matt: *We are going to keep these requests for money; how are we going to keep it transparent.*

Chona: *I think we should stop and regress.*

Adam: *What the committees have been doing are NPGs, community organizations, etc. Perhaps we should look at CIS support, policy issues, etc. We may be on the downside for this fiscal year, but what else can we do during this fiscal year?*

A) Review current total budget funds

B) Review general expenditures and budget allocations

C) Expectations for Elections Expenses

5. Review Boardmember goals and strengths

GS: *Tom is interested in surveying, worked with Nielsen, etc.*

Adam: *We did not know Robert was a photographer. What secret magic powers do you have?*

GS: *What are your skills; but what are your personal goals? What do you want to achieve? What do you want the HUNC to do? We should all have some personal goals of what we want HUNC to do. Sheila has a passion for homelessness and the organization of the HUNC. Great. I wish we all had something like that. If you have skills: "I am really good with my hands, or AV equipment, or I am great cook, or a great event organizer". What can you bring to the organization?
You can turn it in later.*

Tom: *Let's do it now. You may turn it in, yet If you have an after-thought, we can discuss later.*

A) Personal interests

B) Personal skills/specialties

- C) Personal goals for the neighborhood council
- 6. Breakout session to identify board initiatives and strategy
- 7. Review breakout session findings

GS: Let's break-out into groups. Develop four groups who come up with two things they would like to do. Hence, we come up with eight ideas. Chose two of these ideas.

Brandi thought about the people who were unable to attend today's meeting; Adam mentioned that he could email the form to the absentees and get their input. However, at the end of the day, it is the president's decision. Perhaps the people who do not show up on a regular basis, we can get their input and make them more passionate about serving on the HUNC:

Teams:

Sheila, Chona, and George:

**Homeless services and
Homeless engagement**

Working with the homeless to solve the problems that they have. Perhaps get a van (she is now working with Starline).

Wallet-sized glossy tri-fold with a list of food services, etc. that could be distributed to the homeless. Plus showers that we have already done.

City-pack - created for the homeless in NYC. Including a backpack, sleeping bag, pillow, laundry vouchers, etc.

Tom, Coyote, and Margaret

Bronson Bridge Art Project (come hell or high water); will need to seek new funding

LAPD Crime Initiative

Opportunity to bring in the new chief

Perhaps get Brian White as our SLO

Accountability with the LAPD and the Community, rather than having it one-way.

Had two more, yet they do not cost money.

Luis, Brandi, and Adam

Stakeholder participation - how can we get more people, including renters and homeowners, to participate.

Submitting CISs - Policy and CIS - not just committee chairs - but also committee members

The nice part is that we are narrowing the scope.

Erin, Matt, and Jim

Jim requested: More input from HOAs and homeowners

Create a stronger relationship and more collaboration with HOAs. Perhaps board members could go to HOAs and discuss HUNC.

Matt suggested more CISs

What are the two things that we want to participate in this fiscal year?

The eight, summarized:

Bronson Bridge Mural

LAPD Forum (utilizing surveys) (3 votes for 2nd)

Create stronger collaboration with HOAs and Renters

Submitting CISs (3 votes for 2nd)

#1 Better Stakeholder Participation (via visiting with the HOAs, etc.); this goes hand-in-hand with "Elevate Status of HUNC at City Hall and Submitting CISs)"

#2 Homeless Engagement (working with them)/Services for the Unhoused (4 votes for 2nd)

Elevate Stature of HUNC at City Hall and Submitting CISs

Initiative should be to helping homelessness; although Mitch Farrell and David Ryu have a great deal of money.

- 8. Review Bylaws and Board conduct

GS on the PLUM Committee, works professionally with real estate people. His connections could result in a conflict of interest. Does not want to choose one side or another.

Brandi: very delicate, but; if we serve on the board, we cannot use our board position to advocate for our personal gains. If we are working with the community, it does not behoove us.

Adam/George: That is not a conflict of interest.

Sheila: we are ambassadors.

GS mentioned a real estate person named Ira Handelman

Tom: Is anyone in your 501c3 in the HUNC board? If yes, no.

Adam: Do not bring your home business to HUNC, and vice versa. Alternatively, you can recuse yourself (as suggested by Matt).

GS: If you have any questions ... please let me know. Lorenzo will answer my calls. Let us make certain that we error on the side of caution.

A) Conflicts of interest

B) Review of Boardmember training

Ethics training - mandatory every two years.

Tom/Adam: Ethics training is required every two years.

Tom: I recommend taking the finance training every year, so you understand the process. Better yet, attend the face to face training.

C) Review and reaffirm code of conduct

GS showed the slide ... including "WHEREAS, the commission expects Board Members to reaffirm their commitment to the Code of Conduct every two years".

GS distributed the policy for signature.

Page 2 "conduct yourselves in a civil manner, regardless of

Adam: Debate the issue, not the person. No verbal abuse.

Brandi: Don't be stupid.

George reviewed the three page document, no dehumanizing, no bullying, etc.

Brandi: Do we have the right to state derogatory statements about the LAPD? The response was that as a private citizen, she can say anything via free speech. However, she cannot state "as a member of HUNC, I feel xyz" ... NO! She would be representing the HUNC, or wearing a HUNC nametag, or using the HUNC email address, etc.

Adam: "so say we all".

Brandi: What about social media? Adam recommended postponing that discussion.

George: Perhaps make it part of Outreach at the meeting on the first Monday of October.

9. Old/Ongoing Business

10. New/Future Business

Adjournment at 1:05 PM

Reconsideration: The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place before the end of the meeting at which it was considered or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take an action. If the motion to reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a [Proposed] action should the motion to reconsider be approved. A Motion for Reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a Motion for Reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Recording Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Ralph M. Brown Act.