

OFFICERS:

PRESIDENT Sheila Irani
 VICE-PRESIDENT Tom Meredith
 TREASURER Robert Morrison
 SECRETARY Brandi D'Amore



BOARD MEMBERS:

Angel Izard Bianca Cockrell
 Jim Van Dusen Joseph Hill
 Kasia Mays Margaret Marmolejo
 Michael Connolly Robert Sexton
 Shauna Frente Theresa Gio
 Thomas Daniels Valls Tony Zimbardi

HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL
 Certified Council #52,
 P.O. Box 3272 Los Angeles, CA 90078
 www.MyHUNC.org email us at Info@MyHUNC.org

BOARD MEETING MINUTES
Special Meeting: HUNC Retreat
Saturday, October 30, 2021, 9:30 AM
Webinar ID: 828 3698 1526
<https://us02web.zoom.us/j/82836981526>

The meeting had a slide presentation which cannot be provided in these minutes. A companion posting of the slide topics to be provided.

Welcome

9:33 AM start

1. Roll Call

Attending

Tom Meredith	Sheila Irani	Jim Van Dusen	Margaret Marmolejo	Brandi D'Amore	Michael Connolly
Robert Morrison	Tony Zimbardi	Bianca Cockrell	Theresa Gio	Shauna Frente	Thomas Daniels Valls
Robert Sexton					

Absent

Kasia Mays	Angel Izard	Joseph Hill
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2. Welcome - Today's Goals

- Get to know each other!
- Learn about HUNC's History
- Understand HUNC and Neighborhood Council Structure
- Understand basic rules for board members
- Imagine the future of HUNC

(Corresponds to Slide 1 of presentation)

Sheila Irani let Brandi D'Amore know that Asher Landau was participating in the meeting as an attendee. Brandi D'Amore stated that he's not on the Board yet, and Sheila confirmed and said she just wanted to make Brandi aware.

Sheila asked Robert Morrison if he wanted to share the PowerPoint he created for the meeting, though she would be able to share herself if needed, and Robert decided he would and could share the presentation.

Sheila then said, "Welcome everyone! Thank you for your time and patience, and this is going to be hopefully a meeting that ends at 12:30 and we are going to cover all the basics of basically the operations of our Board, The Code of Conduct and the Bylaws, and a little bit of our history. We sent you a lot of description in the agenda. So I'm looking forward to hear a little bit of the personal stuff behind why you joined and who you are and getting to know one another better." She then had Robert start the meeting.

Robert indicated in his first slide the five objectives of the meeting: board members getting to know each other; HUNC history: understand HUNC and NC structure, understanding basic rules for board members, and the future of HUNC including the different committee mission statement strategies. The objective is to have everyone present have the same basic understanding of the principles and rules. R. Morrison then asked S. Irani if she wished to add anything..

Sheila went on to say that she knows some people may be dreading some of the more bureaucratic aspects of being on this neighborhood council, and board members are held to a very high standard, sometimes a higher standard than the City Council is, so this is subject to discussion and she really wants to hear from people, not just learn the rules and stuff, to truly understand it, ask the questions and actively engage with this group today because it's really important.

R. Morrison went on to say that one thing he is going to do is that if there are unresolved items that we don't get answers to today, that he will keep a list of what those are for follow-up and possible future discussion.

S. Irani reminded that the meeting is recorded, and that minutes are being taken with S. Irani asking minute taker to make sure she would cover the questions and the answers in detail, and that committees' mission statements and outreach strategies will definitely be asked to be recorded in the minutes as well as the video

3. Introductions - 2-3 minutes per person

- What's an interesting fact about yourself?
- Why did you join Neighborhood Council?
- How do you benefit from participating?
- What do you hope we accomplish this year?

Each present board member gave a brief presentation by sharing some facts about themselves, what prompted them to join the neighborhood council, and what each individual hopes to accomplish in the coming year.

Board members spoke in the following order:

1. **Robert Morrison**
2. **Sheila Irani**
3. **Tom Meredith**
4. **Brandi D'Amore**
5. **Margaret Marmolejo**
6. **Bianca Cockrell**
7. **Tim Van Duse**
8. **Michael Connolly**
9. **Robert Sexton**
10. **Shauna Frené**
11. **Theresa Gio**
12. **Thomas Daniel Valls**
13. **Tony Zimbardi**

S. Irani opted to permit the HUNC voting stakeholders present to also engaged in the activity. Deborah Brosseau and Linda Othenin-Girard followed the activity.

Sheila Irani also permitted Asher Landau, a candidate to be heard for possible appointment at November Full Board, to do the same. Brandi D'Amore indicated an objection as this was providing the candidate with more time than other applicants and the public was not aware of this potential. S. Irani opted to allow. S. Irani also asked the other attendee if he/she wished to participate with no response.

4. HUNC HISTORY - How and why NCs were created, our structure

(Corresponds to slides 2-4 History, 5 Structure)

Robert Morrison presented the first couple of history slides with great detail due to the amount of research he had done. He indicated he felt it relevant to provide the facts about the history. He invited anyone who was there around that time to jump in and share anything about that time. But more or less the late '90s and early 2000s there were some movements to re-do the City Charter. There were some secession movements in Hollywood and the Valley and I think also in the South Bay; NCs were a solution to that issue. Mr. Morrison then went on to address the formation of HUNC specifically from the beginning where the City found the original NC too large to certify, so Hollywood split into 5 different areas that now make up the Hollywood Coalition. Mr. Morrison elaborated on history he found, and Sheila Irani and Brandi D'Amore discussed the early board makeup.

Mr. Morrison presented an excerpt of the letter of submission with the initial NC Certification Application. He asked if any of the old board members wished to elaborate on history, and Ms. D'Amore and Margaret Marmolejo gave some of the differences between then and now. Ms. Marmolejo indicated that back in 2009 when she started the NC function was more social, had more funding, and was less cohesive in that board members did not work together. She elaborated that it is better now, with more stuff getting done.

Mr. Morrison asked the newer board members if there was anything they wanted to know, to which there was no initial response. Then, Voting Stakeholder Linda Othenin-Girard asked a question, prefacing that it was "out in the weeds" of the topic at hand. She wished to understand the Code of Conflict especially in terms of what had occurred with former board member Caroline Johnson at the October '21 full board meeting, and Ms. Irani indicated that topic would be covered in more detail in the meeting.

Mr. Morrison continued and said, this next slide is just bullet-points the players in the Neighborhood Council realm. "Just going back to the neighborhood history when the council system was created the vision was that it was this incredible and new way of doing civic participation that would be a model for everyone else in the country on how you engage citizens of the city to be a part of the planning and policy-making apparatus would be cool. But City Council sets laws and policies for the city and the Mayor helps that.

Neighborhood Council – Our role is to advise the City Council by representing the Community Interest.

"The Board of Neighborhood Commissioners are BONC and those Commissioners are appointed by the Mayor, set policy and implementation of the City Charter. That's just important to kind of recognize right now, and we will talk about these a little bit later, but there are some updates to things related to the: Code of Conduct, Individual Media Policy, and so BONC is really responsible for making those decisions and getting our input as Neighborhood Council and other Stakeholder input to develop and implement those policies.

"The Department of Neighborhood Empowerment basically works on those policies after BONC decides about them to help us make sure that we are in compliance and that we are being effective, following all the rules, and all of the things that evolved over the years. They would like to help us operate in a way that's open and fair. And then, within our Neighborhood Council we have the HUNC Bylaws and Standing Rules that go over just how we operate as a group. And finally, within the structure of a meeting, there's Rosenberg's Rules of Order and that's just to help give our formal meetings some procedure and structure and help keep things flowing."

Mr. Morrison asked Ms. Irani if she wished to add any preface on bylaws as Bylaws Committee would be convening soon and she may have some updates on structure or laws before launching into the next topic.

Ms. Irani stated that what she wanted to stress the website that includes the bylaws and standing rules (<https://hollywoodunitednc.org/bylaws-rules/>) also see attached documents) and requested new board members to take the time and review them to avoid conflict at meetings. At the last Executive Committee Meeting conflict of interest was a major topic as many board members were made uncomfortable with what happened with Caroline Johnson. The committee created a very specific policy to go over to understand the chain of command and the way things should work and stressed the importance of the purpose of the day, noting the other topics of discussion and resources.

Ms. Irani advised that Mr. Morrison could continue after asking if anyone on the board had any questions, to which no one responded.

5. Laws and Rules Governing Board Operations

- Ralph M. Brown Act
- Public Records Act
- Rosenberg's Rules of Order
- Code of Conduct
- Conflict of Interest
- Other Laws and Ordinances -

<https://empowerla.org/about-neighborhood-councils/>

(Corresponds to slides 6, 7-10 Brown Act, 11-12 PRA, 13 Rosenberg's Rules of Order, 14-15 Code of Conduct/Digital Media Policy, 16-18 Conflict of Interest, 19 Other Laws & Ordinances)

Robert Morrison went on to indicate that the next slides about operations aren't meant to be like a deep review of these laws and these rules, but highlights, to collect questions and to develop a shared understand of where we are and help build our confidence in following these rules and helping each other make sure that we are staying on track. He invited other board members with knowledge to assist in explanation as necessary, and also that if anyone has questions the board will address after each item, and then again at conclusion to aggregate.

BROWN ACT (Slides 7-10)

Mr. Morrison gives a brief overview of the creation of the Brown Act starting with the quote, "In enacting this chapter the Legislature finds that and declares that Public Commissions, Boards, and Councils and the other public agencies in this state exist to aid in the conduct of the peoples' business. It is the intent of the law that their actions be taken openly and that their deliberations be conducted openly." which is the spirit of the Brown Act: that the public should have access to decisions that are being made. The Brown Act rules were developed to ensure transparency, that they have evolved over time since 1953, but they were developed to ensure that those meetings take place in an open way and that we are able to make our decisions in public and where people can have an understanding as to how those elected officials were making their decisions.

Mr. Morrison highlights that he has added links to slides to follow for more information, pointing out the one to allow someone to read the whole Brown Act.

The Brown Act highlights slide indicates meetings have to be public, so it defines a "Meetings". So for the Hollywood United Neighborhood Council, he asked what our quorum is, and Sheila Irani indicated ten (10). A quorum for HUNC is ten (10). The minimum quorum who could create a 'secret meeting' is a majority based on half that, so six (6), and that's why HUNC committees are five (5), so they can't have a sixth person attending one of our meetings. Because six (6) people could technically make a decision for the whole Board, and any time decision are to be made it has to be Brown Act compliant. It's an important number to keep in mind as members

think about the Brown Act.

Mr. Morrison addressed rules about agendas, such as posting language and tie constraints. Another rule around the Brown Act is "Agendas" and how Agendas have to be posted and written. Generally speaking Agendas have to be posted at least 72 hours in advance of a meeting and include a brief general description of each item of business. Within the act itself it kind of says 15-20 words and doing more than 15-20 words you are too specific, but you do want to make sure it's specific enough that the public can interpret what you are talking about. Mr. Morrison indicates an aside to the Brown Act, it is critical that if funding is going to be discussed that the actual financial amounts are listed in the agenda as the City Clerk's office pays attention to that when they issue and approve funding.

Special meetings require 24 hours' notice, but there are certain rules for special meetings. And this 72 hour window is one reason why it is important if you are the Committee Chair or if you want your meeting agenda on our Board Meeting Agenda to get that information to President and Secretary early enough so that they can actually put it together into the agenda and get it out in time so that we can actually talk about it in the meeting.

If an item is not on the agenda the board can't discuss it. Board members can do announcements that aren't on the agenda, but no discussion or do any type of decision-making about something that hasn't been agendaized per the Brown Act regulations.

Another highlight in the Brown Act is Serial Communications and Gatherings. Board members have to be careful of interacting or gathering outside of the meetings as it may be an accidental meeting. There are exceptions for specific situations, conferences and things like that are very specific and germane. Social situations need to be reviewed. The reason for this is that casual discussions about a pending or future board item are technically a meeting and therefore are being held without public knowledge. Mr. Morrison also covered serial communication and methods such as "Daisy Chain" and "Hub and Spoke" communications. Board members can't talk to people in succession and pass along information such that everyone comes to a decision before a meeting one after the other, which includes email communications as well. He also highlighted that it could still be creating a serial meeting if you talk to or correspond with intermediaries.

Mr. Morrison asked if board had any questions.

Brandi D'Amore said she wanted to add a comment regarding voting stakeholders need to recognize that they would qualify as potentially a facilitator of a Brown Act violation, and to refrain from discussing what has been discussed in meetings outside of the meeting or with anyone not on the committee.

Ms. Irani said that biggest issue is how does one even enforce such engagements, and Mr. Morrison suggested talking about an issue with someone who is not part of our neighborhood council then that's not Serial Communications for board member but if you are talking to someone who is going to speak to another Neighborhood Council member, that where it's really important that you can't control what they say. He went on to say that as long as one clarifies not communicating your position, information gathering and submission should be fine, and to confirm that Brandi said she wanted to add a comment that's why voting stakeholders need to recognize that they would qualify as a type of, potentially a facilitator. When you are sitting in a meeting and you may not be bound by certain things, but you cannot be communicating what you are discussing in conversation with other Board members, which could be casual, and you may not think anything of it, but you are technically facilitating a potential Brown Act violation.

Sheila said that biggest issue on this one Robert is how do you control who other people speak with? I don't see how this is enforceable in some ways. I don't know if in any of your reading you have a better opinion on ... you know, if I speak to somebody who is on staff at a council member's office I have no idea if they are going to talk to other people with regard to a council motion that they are in the process of working on.

Robert said I think a couple of things, I'm not an attorney so this is just based on my understanding and research but if you are not talking about an issue with someone who is not part of our Neighborhood Council then it doesn't really matter in terms of what you are communicating, like if they communicate your thoughts to a City Council person that's not Serial Communications for us but if you are talking to someone who is going to speak to another Neighborhood Council member, that where it's really important that you can't control what they say.

Robert went on to say that as long as you clarify that you are not communicating your position, that you can take information from them, and you can ask questions about the information that they may have, or about their opinions, but you don't communicate "your" position on the issue. And make sure you say to them that this is not my position I'm just collecting information from you and our meeting will be on such and such a date and you can come there, and that's the best way you can protect yourself from engaging in Serial Communications via another person, that's the best way to can protect oneself from engaging in Serial Communications via another person.

Ms. D'Amore stated that anything done in writing could be enforceable after a discovery request through Public Records request (PRA) and discussed that digital communication will now be considered an extension of writing, could possibly be serial communication, and has been codified now in state Law.

R. Morrison discussed Brown Act covers Public Comments, addressing that public comments must be taken on any items up for a board

vote and also must provide an opportunity for public comments on items not agenda. There is some discretion in terms of where on the agenda it needs to be as well as when to take comments on items not on the agenda within the meeting structure. The key is an agenda/board meeting must provide the opportunity, and must do so in a manner that provides equal time to all in any given topic. He mentioned that there is a trifold link on the archive site to have easy reference.

Mr. Morrison then discussed what happens if the Brown Act is violated. The interested party, the person who is claiming the violation should file a complaint with the actual group they believe has violated the Brown Act within 30 days that the action was taken during an open meeting or within 90 days of the date the action was taken for all other cases. Once received, a board has 30 days to cure or correct the issue. Failure to do so provides that interested party potential to file a civil suit and pursue something in court. Mr. Morrison cannot recall a Brown Act violation going to the full potential, as a board has ways to rectify the problem such as a revote if necessary.

R. Morrison opened up to questions or thoughts. Michael Connolly asked about how to handle public comments when people have indicated that they didn't feel they had enough time. Mr. Connolly wanted to understand if timing could be changed or reorganized so that one could re-open public comments after the completion. He gave an example of if after letting a group speak for a minute if one could drop it to 30 seconds if a large group showed up for the benefits of time. It was explained to him he could make the determination to change the limit on the time if done so at the start, but not if any people have provided comments with a different time limit. Also he was told that once the public comment period is over, it is over. This is because people may leave a meeting after they speak, and it is unfair to then grant people to talk again as those who left were not made aware. Mr. Morrison explained that fairness is always the concern highlighting that it is why good and thorough, and to have as many people come then to exhaust the issue which not only gets more input but will tend to reduce the time if done properly at Full Board.

Ms. D'Amore indicates there is another option to streamline time, to possibly be discussed at Executive Committee that there is an ability to do Public Comment on Multiple Items at the start of the meeting which permits people at the top of the meeting to spend five (5) minutes talking about any topic on the agenda dividing their time at their discretion; they just will not be able to speak again after that. This option was discussed recently at a Core Module because it's also a way, potentially, to prevent some of the abuses that have happened online in the last year through EVG (Electronic Virtual Governance). Bianca Cockrell asked for clarification if there would still be public comment for each agenda item and was advised yes, but not for the person who took the option to speak on multiple items.

R. Morrison also advised that there are restrictions on removing people from a meeting during Public Comment as people have a right to free speech which permits the use of profanity, yet the person is not permitted to be disruptive. There's a process for warning people who are being disruptive to the meeting before you can remove them from the meeting or turn off their Zooms. Ms. D'Amore advised that public comments must always be directed to the Board, not an individual, and for "items not on agenda" the topics still have to be within the jurisdiction of the NC.

Mr. Morrison indicates moving onto the Public Records Act unless any questions. Voting Stakeholder Linda Othenin-Girard asks if HUNC a legislative body to which Mr. Morrison indicates "yes". Ms. Othenin-Girard needed further clarification as that to her meant the body writes laws, to which Ms. D'Amore indicates that the board is a voluntary but elected government advisory body that weighs in on laws that are being made and writes Community Impact Statements, submitted via the authorized board members to give input on how those ordinances are written. Mr. Morrison advises Ms. Othenin-Girard that there's a link where the Department of Neighborhood Councils put together a page that goes to all the resources of all of these rules (that will be in the slide) and it's a great place to go to one of those attachments and find why the Brown Act applies to us as well, if you are interested in further reading.

Mr. Connolly then asks if there is a rule that can limit who from the public can attend, and asks if it is permitted that anyone from the country be able to participate. Mr. Connolly is advised that when we meet in public this issue will be resolved, but yes that anyone from any community can attend as the public is defined as public not stakeholder, and that everyone needs to be permitted. One can ask an attendee to identify themselves and location, yet cannot require an answer.

PUBLIC RECORDS ACT (Slides 11-12)

Mr. Morrison summarizes: The California Public Records Act defines what public records are. There's a lot in the Act, and too much to cover today. It was originally passed by the State Legislature and it was signed by Ronald Regan in 1968 which required inspection or disclosure of governmental records to the public upon request. In 2004 California Adopted Proposition 59 which added to Article 1 of our State Constitution.

Mr. Morrison indicates that in general CA doesn't like secrets, this is a method of the Brown Act extending to documents. The act defines what public records are. He advises reviewing the link for the entirety of the act. Most of the information the Neighborhood Council possesses would qualify as a Public Record. The records include those listed in the slide, even records that are included on your personal email and phone records. If communicating about Neighborhood Council business on your phone via text message or through your personal email those things could potentially be subject to a PRA request. Because openness and transparency could open up your personal account to public, this is why it's important to use myhunc.org account for HUNC business and that be careful about texting in case someone does a PRA request and takes that through to the full extent of the law which could end up disclosing to public personal information. He indicated Committee Stakeholders may be subject to PRA requests which is why board has been advising Committee Stakeholders to create a separate email account for Neighborhood Council business. The risk is relatively low, but it a precautionary

measure to protect personal information.

Jim Van Dusen stated he's been managing the administrative aspects of law firms for many years and one thing to keep in mind is a rule is that when you send anything out on an email or message now "E" stands for "evidence". Anything that goes out, there's no ambiguity as to whether that is a public record. Be aware.

B. D'Amore state that the other item that's public record are notes taken during the meeting. To technically protect oneself, make an announcement at the start of the meeting that the notes that you are taking are for you as technically the notes you are taking are technically considered a writing that containing information related to a public meeting so just keep that in mind.

R. Morrison stated that there is a standing rule about needing to destroy emails or deleting emails after a certain period of time. It sounded like an Executive Committee or Bylaws may be looking at that and asks if there are any other questions or comments here.

S. Irani takes this moment to remind any board members who wish to join bylaws to let her know and points out that one can see the significance and power of bylaws.

Mr. Van Dusen stated regarding the deletion issue to remind board members that one cannot delete documentation AFTER a PRA request, yet can do so in terms of housekeeping that is not of issue Ms. D'Amore suggests that is why HUNC has the standing rule that about six (6) months so it does not look like we are intentionally dumping material. She thinks that's part of the motivation with that, that it's just standard rules, not an attempt to obfuscate.

M. Connolly asks if defunct emails reside on Gmail in perpetuity, and Mr. Morrison indicates he will follow up on that and if we need to set up with the server, as did S. Irani.

ROSENBERG'S RULES OF ORDER (slide 13)

Mr. Morrison introduces the slide on the critical points of Rosenberg's Rules of Order, which HUNC follows. This is one of the options, as is Roberts. The slide provides the basic protocols as well as a link. He explains the concept of "point of order". He advised people to review the link which contains a cheat sheet. He explained the life of a Motion by Rosenberg's Rules of Order. At this point he asked if anyone wanted to add anything or discuss anything.

CODE OF CONDUCT (slides 14-15)

All board members are required to sign an acknowledgement of receipt and take training on Code of Contract. One can be suspended from participating for not taking it or maintaining an active status. There are basics or comportment, issues of bullying/harassment, etc., as board members treat each other with respect. If the Code of Conduct is violated, it's up to us as the Board to enforce that.

Board can enforce Code of Conduct violations enforced through censure and then through removal. In the HUNC Bylaws, Sections 8 and 9 is about Censure and Removal. Censure is the first step, and for someone to be censured, it requires three (3) Board members to bring a Censure Motion together. Those Board members cannot be part of the same committee. There's at least 30 days' notice before the Board will consider the full issue. Thirty (30) days' notice to the party who is proposed to be censured. If you bring it up, it may not be put on the next agenda meeting because the notification requirement is in the bylaws, that the member who is going to get censured is notified in writing. Censure votes require a simple majority. If someone continues to violate the Code of Conduct after Censure, board can remove them, and follow the same procedure more or less. However. Removal requires a two-thirds (2/3s) majority. Mr. Morrison asks if there any questions about the Code of Conduct itself or about how to enforce the Code of Conduct as a Council.

Ms. D'Amore asked if the Digital Media Policy is being discussed as part of Code of Conduct as it is now considered to be an amendment to the COC. M. Connolly asked if S. Irani asked if it should be addressed as it has not yet been approved, to which Ms. D'Amore agreed yet indicated that it is a formality as they finalize the document, and that section 9 is the most critical in terms of this discussion. Ms. D'Amore also highlights that the Code of Conduct is so important that DONE has rules, the bylaws have rules, and as arenas of potential violations happen, more rules will be coming. M. Connolly asks what is the policy for removing bad-acting voting stakeholders. Ms. D'Amore indicates that the bylaws indicate removal is the same mechanism as voted in (put on agenda, discuss, and vote with 2/3 vote).

Mr. Morrison summarizes that in the City Charter that Neighborhood Councils and all elected officials abide by a Code of Conduct, and there does seem like there are going to be some additions to it in the next few months to the next year, so HUNC wants to keep track of those. What's important is as a council to enforce the Code of Conduct. Right now, per the bylaws, the Censure and Removal are the tools we have available to us. The Bylaws Committee is convening we would have an opportunity to consider, whether or not to change those rules since board is responsible to itself.

M. Connolly asked if stakeholders can have any ability to request removal of board members, and he was advised that DONE had

created a uniform system across NC's. In the past the bylaws allowed for the potential censure from the public by signatures, but that is not longer permitted. Mr. Morrison indicated the loss of stakeholder signatures as a method of removal at last bylaws. Ms. D'Amore also advised that voting stakeholders are going to be required to undergo Code of Conduct but DONE has not figured out how to do the training because the City only has a certain amount of licenses per Board. Bylaws would need to find out if permissible to place the stakeholder option back in as public - based on an incident in 2021 and the censure of a board member - wanted to be able to request but could not.

Mr. Morrison asks if there is anything else before moving to Digital Media Policy.

DIGITAL MEDIA POLICY

The Digital Media Policy has gone through a couple of drafts now and will likely be implemented/approved by Bond and can be implemented pretty soon. The most recent draft was from September 29. There's a link in the slide to that one. The Policy is broken up into a couple of different main categories. The first one is Rules and Procedures for the management of official NC digital assets. The policies are around what needs to be done to manage those accounts in terms of assigning passwords, and making sure we have someone who is responsible for them. The second is regarding the restrictions for content posted on NC Digital content. Presented here is just a high-level overview. Board has to be politically neutral, cannot support politicians or policies without full Board vote. Posts have to be Brown Act compliant, can't endorse third-party positions or products, and there are several other restrictions as to what we can post as a Neighborhood Council on our digital media assets, such as Facebook, Next Door, etc. It's important to be aware of that. In doing outreach in the future make sure referencing the Digital Media Policy to make sure communications are compliant with this policy once it's approved.

What is more challenging for Board is the limitation on communication and affiliation on private and personal accounts that members might operate personally.

On personal media, one cannot claim an affiliation with the Neighborhood Council or post the City Seal or say that you are a representative of the City at all. There are some limitations on what can and cannot be communicated privately on social media and online because of things like the Brown Act. One can't post decisions or opinions about something before discussed, and that relates back to the Brown Act. There are also limitations on how one can handle comments, because one may accidentally create something called a Limited Public Forum, which relates to those open meeting laws and how discussion and public comment can happen with issues. One can get into some sticky issues in terms of what can happen there. Maybe someone was saying something negative about you on your social media and you were talking about a Neighborhood Council issue and you chose to block them, you could be inadvertently limiting that person's right to free speech, for instance. Board members can read the current draft and hopefully, HUNC will be able to get some further education from the Department of Neighborhood Empowerment as it's implemented. Brandi D'Amore has been following this very closely.

Ms. D'Amore indicates that there are some other things too that are governed regarding Facebook or Twitter, even re-sending documents, or re-Tweeting or "liking" somebody is not permitted, nor commenting or like any of the affirmations on a fellow Board member's social media. Be very careful on Nextdoor. If you look at Section 9, it pertains to personal use. It came up in a recent meeting by the General Manager that candidates when they come in and take this position, they are agreeing, voluntarily to waive several of their First Amendment rights, because they are now putting NCs in alignment with other government, City Council, Mayors, etc. DONE is also going to be adding the Digital Media Policy on how behavior in terms of how you engage with other people. If you are someone who likes to debate, work on avoiding ad hominem statements or attacking other Neighborhood Council Board Members or people online for their opinions. That is also going to be covered under Code of Conduct if not the Digital Media Policy.

Sheila Irani stated that she wanted to remind the Board that we do have our own Nextdoor.com address for the Neighborhood Council and we do have a Facebook page as well so you might want to review that. Brandi inserts our agenda items. Theresa Gio is our Webmaster. She's going to be working on the web and getting those newsletters out that tell you about the agenda.

M. Connolly indicated issues with being told that this position requires losing certain 1st amendment rights and was told that it is enforceable. Mr. Connolly he can choose to speak to anyone as he chooses, so he questioned if this was going to be policy. Ms. D'Amore advised that she brought this to the attention of the board about 18 months ago. There was back and forth, where Ms. D'Amore indicated that he could choose to speak as he wants but then he can also be disciplined for it. Then Mr. Morrison indicated that the recent political times, the inappropriate use of social media by politicians has created this need, that we have a choice on how we choose to express our displeasure, and that the way to look at it is that the job is to operate for a greater purpose, not the loss of rights. Mr. Connolly asked what BONC is and Ms. D'Amore said it's the Board Of Neighborhood Commissioners, who have the legal authority over us. She went on to say that she suggested that Robert go back to the HUNC official response letter on this, and she will see if she can pull it up. Brandi state that she gets it, but all the concerns he is bringing up they have discussed in that letter, and part of this is the reason HUNC lost a Board member recently. Although there was that inciting event, she had a significant discomfort because she could not technically abide by this policy.

S. Irani indicated that time was limited so the board was moving on to the next topic.

CONFLICT OF INTEREST (slides 16-18)

The slide presents some of the basic interests that would require a review of potential conflict of interest, such as living or working within 500 feet of a location that may come before board, financial interests, and other statutory regulations that determine COI. The bottom line is that if one is unsure, one should defer to asking the City Attorney for advice if one needs to recuse. The bottom line is that conflicts of interest are complicated.

Mr. Van Dusen indicates that he had a lengthy conversation with Steve Houchin, HUNC's City Attorney and Mr. Houchin was very clear that some of the rules regarding the proximity to a location are unequivocal in terms despite Mr. Van Dusen's pushback.

The conversation prompted Theresa Gio to ask if the vote she took in committee on the Franklin Ivar Park should have required her recusal because of the distance she lives from it, and the answer was yes. Then Mr. Van Dusen added that what they suggested was that if there's any question, the Board member or Stakeholder should call either Lorenzo Briceno or Steve Houchin and ask them because that's what they are there for. It's the safest thing to do and he may say there is no personal involvement or maybe there is. That's the ultimate way to go. Ms. Gio said that it doesn't affect her personally, they are just talking about closing the gate. Ms. D'Amore stated that they didn't even think about that, and she probably would have asked Ms. Gio to check with Steve, and went on to say it was a recommendation and they did have a full quorum without her (Theresa). Ms. D'Amore went on to say that it also includes any of their associations; that they belong to organizations; Homeowner Association. Ms. D'Amore advised if you can't vote it's not a judgement or like something is bad, it just means that the vote needs to be cleaner and one may have to recuse himself. But one is given the opportunity to provide a public comment as a Stakeholder then recuse yourself from the meeting.

Ms. D'Amore said take action as soon as you suspect or advised. Executive Committee reviewed this and is going to ask that you recuse yourself just to be on the safe side. Mr. Van Dusen indicates times have changed, people are more litigious so be on the safe side.

Mr. Morrison reminded people that in California "we don't like secrets" and Conflict of Interest is complicated. He went on to say that the best thing you can do is if you see that you have one, to reach out and if you are not sure to go to the resources. He said that one of the upcoming slides will give you the email addresses and some contact information, for example the Fair Political Practices Commission that can also give you some advice.

Mr. Morrison then said another issue recently discussed in Executive Committee was what to do if you think another Board member or Stakeholder may have a conflict of interest (see the next slide). If one thinks someone else on the Board may have a Conflict of Interest issue, then contact Sheila, or if it's a Committee Member, contact the Committee Chair and let them know so that the President can reach out to that person before the meeting to discuss that issue and advise if need to recuse so HUNC is not in a situation where we are challenging in the meeting taking the discussion off-course to be about the Conflict of Interest and not the actual issue.

Mr. Morrison stated that the guidelines regarding the Conflict of Interest regarding Other Board Members are pretty straight forward as outlined in the slide regarding the steps to be taken. He went on to say that they want each member to take the responsibility that any of our own potential conflicts of interest, and stating those and recusing ourselves when necessary. He asked if Ms. Irani had anything she wanted to add.

Sheila stated that what they have learned from some past experiences is let everything filter through the President's office. She stated that even she had to recuse herself to be safe even though her vested interest no longer existed, and though she finally was told that it was okay, she still believed to be the right thing to do as Funding had repeatedly denied NPG's based on her affiliation. She went on to say that it's the things that you think are obvious, yet still need to go to Steve and request his opinion based on his knowledge of the law. She does think that having everything filtered through her beforehand, and let her see if she can get through to Steve or FPPA. She went on to say that let this be the lesson learned to use her as the surrogate to get through to the City Attorney, if you have an issue with another Board member. If the Board member feels that they may have a conflict please directly go to Steve. We need to tighten that timeframe recognizing that Steve is our conduit.

Ms. D'Amore stated that they also discussed in Executive Committee if you do not do as requested, it may be considered actionable, that though the board cannot force recusal, it will be noted on the record that it may be considered actionable and may put the Board in a position of having to delay the agenda item which may affect funding or a vote. She thinks that part of it is that people feel that they are being punished and reminded board members that it is not a statement of one's trustworthiness but a request to have a check to see if they just can't vote. If the City Attorney says yes, they will be given an opportunity to participate as a stakeholder before having to leave meeting. HUNC has had board members not recuse, opt to not contact the City Attorney and then have it disclosed that their had affiliations with organizations that have indicated clear conflict of interest and put the board at risk. It is appreciated that everyone will be looking ahead of time at agenda items and act on these things soon so it doesn't become a problem.

Ms. Othenin-Girard brought up an issue that occurred at October '21 Full Board where a member of the public accused that board member at the meeting of a conflict of interest but was not present.

Brandi stated that to be fair, that person had actually written a letter to the City Attorney earlier, but that sometimes it happens where people make statements at the time of the board that they know a person has a potential conflict of interest that cannot be analyzed. It does require that Board member talk about it and often ask that person to recuse themselves.

Mr. Morrison stated that it was that incident that led to this discussion in terms of what this procedure was for us internally and how we could do better about handling those issues. Ms. Othenin-Girard stated that she understood, and went on to say that she didn't know about the letter and it just seemed like, from her point of view that the accusation was unfounded. Ms D'Amore stated that no, it wasn't unfounded, and then Ms. D'Amore and Ms. Irani stated that they should talk about it off-line.

Mr. Morrison asked Ms. Irani if there was anything else and she stated no. Robert then moved on to the next slide.

OTHER LAWS AND ORDINANCES

Other Laws and Rules. He said there are plenty of other laws and rules and if the attendees wanted to learn about them they could click on the link on the slide. He said the one that he will note is one he didn't do a slid on, which is the Americans with Disabilities Act, which does provide some regulations around making sure people with disabilities are able to access their meetings. He said otherwise he just encourages everyone to look through the information via the link and see the resources that are there and they will help your understanding of these laws and rules that govern our body.

S. Irani gave a small 5-minute recess to then come back and push through.

6. Recess

Before allowing a recess, Sheila Irani indicated that this is the time to bring up anything to ask.

Tom Meredith Meredith stated that while he didn't have a question that all the structure, rules, code of conduct, PRA, etc. brilliantly compiled by Robert Morrison, is overwhelming, ultra-restrictive, and clearly draconian, however, if they all embrace this and see that it's really about creating constructs for us to work in it will make us more effective and more productive for our stakeholders. He said one other element he wanted to bring into this is when we get to come back together with face time is the style of the meeting. Tom said Susan Swan gets a lot of credit for deliberately setting up Neighborhood Council as a function so that it didn't feel like you were in City Hall. He discussed how structured and somewhat intimidating City Hall is during the meetings for people. He thinks that on the Zoom calls and even the call today they have been very tolerant with people who are speaking their minds and they will continue to do that. He hopes that everyone who is feeling like this is a big burden on them, know that is it is but embrace it, and move on and if you have a question, and it's been said several times today, call Steve Houchin or call Lorenzo Briceno.

Ms. Irani said she also wanted to stress that we are not only all community representatives and ambassadors for Hollywood United Neighborhood Council and throughout the neighborhood council region, but then within the bigger family of the 99 Neighborhood Councils that exist, and they need to conduct themselves accordingly. She stated that she knows for all of them their opinions mean something which is why they choose community leadership. It's why she chooses it. She wants to grow and hear opinions that are not just the ones from her backyard, but they have to have a culture that open and transparent for that conversation, and also allow for those who are experts in their own neighborhoods to speak and give them the information so that we can broaden our horizon. She went on to say that she doesn't want to contain anyone, she wants to hear the opinions, but it has to be done within the confines of the Bylaws, Standing Rules, and the Code of Conduct.

Robert Morrison asked if she wanted to move forward because there's only about 25 minutes left, if no one had any other comments or questions. She said yes, and Brandi D'Amore asked if they could take a brief break. Ms. Irani said sure, how about can they do it for five (5) minutes if that's okay for everyone, unless anyone needed more. Sheila said they should reconvene at 12:10.

7. Each Committee Chair will present their Mission Statement and Outreach Strategies

Outreach

PLUM

Nonprofit, Education and Arts

Renter's and Housing

Social Services and Homelessness

Transportation and Public Works

Public Safety and Emergency Preparedness

OUTREACH – Presented by Tom Meredith

1. Mission Statement: *The Outreach Committee promotes the neighborhood council through forums, advertising and other forms of communication. It looks for ways to engage stakeholders and the community at large and communicate the efforts of the neighborhood council to them.*

-- If the Mission Statement looks familiar to you, it's because it's on the website.

-- Outreach is the responsibility of all Board members and stakeholders. We are all "on" the Outreach Committee!

-- Translates into that we request that you participate in our sponsored events. There was a lot of participation at the HOA block parties. Tom and Michael have been hanging banners and Tom said he really appreciates that. They have gotten a lot of participation in handling out flyers for vacancy appointments.

8. Discuss and prepare Board Mission Statement

2. Outreach Strategies: *The Committee has discussed over the past couple of months what we would like to achieve in 2021/2022 in order to meet the Mission Statement, and we came up with four:*

o Weekly Newsletters

o Important community topical alerts and information

o Increased social media posts (within the DONE digital policy guidelines)

o Website improvements and additions (calendar, board and voting stakeholder bios, survey results, etc.)

They are completely open to other ideas for surveys; these are a couple that just rattled off the tops of their heads. He asked the group if they had any thoughts or ideas on what they would like that have some quantifiable information. He said he's always of the opinion that you have us and the people who always participate in their meetings, but that doesn't represent everyone's point of view. It certainly doesn't give us any breath and it doesn't give us any depth until we can get a little deeper into a representative sample. Tom went on to say that in the interest of time if you have ideas for surveys maybe you can channel them to him or anyone else on the committee.

Robert Morrison asked to offer one quick comment. He said what he would like to see in the surveys are questions that are "future oriented" because we often hear from folks about what they are concerned about right now, but what do we want to look at, and directing whatever the issue is towards the future as well as what's happening.

Theresa Gio also said that you don't have to give us ideas for the surveys you want to see, but also strategies for outreach to the population that might not be internet savvy or have access to Google surveys to do that. Other ways we can get to them or ways we can get help for them to fill out these surveys so we know what's going on for the whole of our population and not just one area. Tom said that was a real good point and thanked her for reminding him that they did kick that around. He referred to seniors and people in lower socio-economic stakeholders and that maybe they need to create a focus group one day at a senior center one day.

Bianca Cockrell said going to encampments and talking to folks there and get their input. Tom said there's a need to reach those who are under-reached by us.

Tom said for Strategy #3 they want to get back into tabling at in-person or public events and forums. They had block parties recently, and he has a new contact with the Hollywood Farmer's Market. They also want to think about the Thai Farmers Market. The Farmer's Market is in central Hollywood and the Thai Market is in East Hollywood. Perhaps we can return to Gelson's parking lot one day for a table event with information that's relevant and branded give-a-ways. We've got a lot of holidays coming up. Not just the holidays through the end of the year, but there's Valentine's Day, Ground Hog Day, and all sorts of holidays coming up that we could come up with a themed event. Earth Day is something that has been on Tom's to-do list for five years. They tried to do it a couple of years ago at Franklin Ivar park and got shut down. But it's April 22nd, so it's long into the future, but he would love to use their resources in the City LA Trees and do a tree plant give-a-way, and other ideas are completely welcome.

Strategy #4 is to keep a vibrant and active outdoor media campaign. They still have bus benches. The idea is pole banners have been brought up a couple of times, but the City has become very restrictive on that. Flyers to support some of the initiatives we are doing. They got shut down on vaccination clinics. They were able to use forums for promoting a vacancy recently.

Tom wrapped up by saying in summary a traditional outdoor media with a heavy emphasis on social media is the plan to pinch the message forward.

Sheila Irani brought up a couple of things to the committee:

1. 2022 will be an election year for the City Council and odd numbered City Council districts, so CD 13 will be up, so she does want the Outreach Committee to consider doing a Candidate Forum.

2. How to build more numbers for those who receive the newsletter and their potential Mail Chimp email announcements. Right now they are standing around 1,600, so we need to consider how to build up those numbers. We have 25,000 stakeholders in the neighborhood council. And if you are building a survey she would like people to tell us what they want their neighborhood council to look like, what are the issues they wish us to focus on to get that input from the general public.

Robert Morrison – he informed Sheila that the (current) meeting time is at 12:28, then asked so may we postpone the rest of the presentations to/for a Board meeting. Robert Morrison said he could compile it, but want to make sure the committees would be able to present their information at the Board meeting.

Ms. Irani said they can table the rest for the next Board meeting that's not that far off, and everyone should have it prepared as something they can screen share. She went on to say that they can give it to him or just plan to screen share it as they did back in August. Also, she informed the committee to keep it to three (3) minutes max. There are a lot of committees and it would take up at least a half hour of the agenda.

Ms. Irani opened the floor to public comments even though there was nothing actionable. Sheila said it doesn't appear that anyone wants to say anything, but she just wanted it included in the record in the minutes.

Sheila asked if anyone else had anything to say before the meeting ends. She was sked if she wanted to announce December being dark. Sheila said to wait until full Board, and went on to say that there are other Boards at are dark in August and December and she wanted to bring it up to the full Board. She went on to say that it is a big holiday month and she's proud of their accomplishments thus far so it will be up to all of the group to determine if that will be worth it, and they can bring it up at the Board meeting.

The Special Board HUNC Retreat meeting was adjourned at – 12:32 pm.

Adjournment at 12:32 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.