



NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT



Historic Cultural North Neighborhood Council Board Retreat

Monday, March 21, 2022

4:00p - 8:00p



Agenda

- City Departments and Roles
- EmpowerLA Virtual Governance
- Ralph M Brown Act
- Law vs Policy
- Agendas
- Committees
- Data
- CPRAs
- Community Impact Statements (CIS)
- Bylaws
- Etiquette
- NC Resources

Who does what?

Department of Neighborhood Empowerment (DONE):

- A. NC Operations
- B. NC Outreach
- C. Policy Administration
- D. Innovation / Office of Community Engagement

Office of the City Clerk - Funding Division:

- A. Funding
- B. City Clerk Funding Dashboard
 - a. Budgets
 - b. MERs
 - c. Monica Aquino - Funding Representative
Monica.Aquino@LACity.org
(213) 978-1058

Who does what?

Office of the City Attorney - Neighborhood Council Advice Division

- A. NC Legal Issues
 - a. Legal Liaison
- B. Board Member Conflicts of Interest
 - a. Individual board member
 - i. NPG
 - ii. Planning & Land Use
 - b. Privileged conversation
 - i. Attorney / Client

Why are we here and what is it?

Why?

- A. Response to Covid 19 Pandemic
- B. Allowed NCs to resume their meetings, while still adhering to all local, state, and federal laws
- C. Adapted from the procedures developed by the City's Information Technology Agency (ITA)

Why are we here and what is it?

What is EVG?

- A. Resources to help Neighborhood Councils run virtual meetings.
- B. Zoom
 - a. Licenses
 - b. Webinars vs Meetings
 - i. Safeguards
 - ii. Recurring links
 - c. BONC Policy [2021-1](#)
 - d. BONC [AB 361 Reso](#)
- C. [Department EVG Resources](#)

Ralph M Brown

- ▶ Member of the [California State Assembly](#) representing the [30th State Assembly district](#) from 1943 to 1961.
- ▶ Speaker of the Assembly from January 1959 until he resigned in September 1961
- ▶ Appointed to the [California Courts of Appeal, Fifth Appellate District Court](#).
- ▶ Best known for writing the [Brown Act](#), California's first [sunshine law](#), enacted in 1953.



The Brown Act = Transparency

The Brown Act is a California state law governing open meetings for local governmental bodies. It establishes rules to ensure that:

- ▶ actions and deliberations of commissions, boards, councils and other public bodies of local agencies are taken openly
- ▶ public have access to the meeting and its agenda
- ▶ public has the opportunity to provide input.

The Brown Act ensures Transparency and Public Participation in Local Government



BROWN ACT REQUIREMENTS

- A. Regular vs Special Meetings
 - a. Minimum Posting Requirements
- B. Public Comment
 - a. General Public Comment Non-agendized Item
 - i. Freedom of Speech
 - b. Public comment on agendized Item
 - i. Freedom of Speech
- C. Agenda Item
 - a. Public Review of agenda & documents

BROWN ACT - AB361 (Rivas) Update

- A. Signed by Governor
 - a. September 16, 2021
 - i. Effective October 1, 2021
 - b. Amends Brown Act
 - i. Meetings
 - c. Impacts
 - i. Agendas
 - ii. Public comment
 - iii. Meeting interruptions
 - d. [Overview](#)

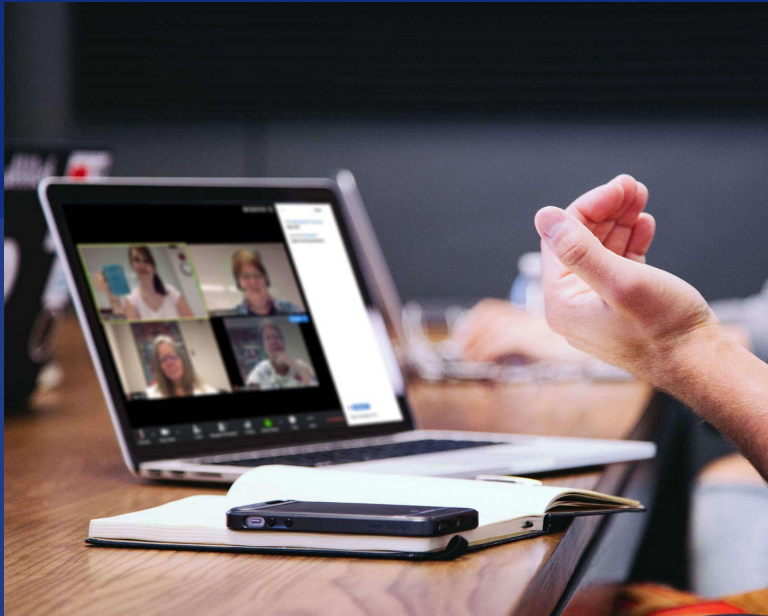
- A. Law
 - a. Brown Act Requirements
 - i. Physical (Public) Notice
 - 1. 72 hrs Regular
 - a. 24 hr access
 - 2. 24 hrs Special
 - a. 24 hr access
 - b. Quorum
 - i. HCNNC = 9

B. Policy

- a. Board of Neighborhood Commissioners (BONC)
 - i. NC Agenda Posting Policy 2014-01.1
 - 1. Early Notification System (ENS)
 - a. NCSupport
 - 2. Website
 - a. No website, 5 physical posting locations

Agendas

The Agenda will help the Public to make an informed decision whether to attend the meeting or not.



An agenda provides structure and direction. It is an important document to conduct a meeting.

What it means to be Brown Act Compliant

Meeting Date and Location

Zoom link, meeting/webinar ID and phone numbers

The agenda must list all items that will be discussed or acted

Items should be described in an informative way so that the Public as well as board members understand the general nature of each item.

The goal of the description is to provide a reasonably clear understanding of what is to be considered by the board at its meeting.

The agenda item need not exceed 20 words (but can exceed 20 words if needed).

Required language and Highly recommended language

Examples of poorly written agenda items



IT WITH NO DATE AND LOCATION

Discussion on community outreach projects on public safety and security for seniors and families.



NPG WITHOUT PRESENTATION OF THE USE OF FUNDS

Approve Neighborhood Purpose Grant for \$5,000 for Genevieve's Garden

Examples of poorly written agenda items



REFERENCE TO SOMETHING UNCLEAR

Discussion and possible motion: To enforce laws against illegal drug sales, human trafficking and other serious crimes in encampments



IMPOSSIBLE TO AMEND

Discussion and possible motion re: homelessness, poverty, etc -
“grand motion”

Example of a poorly written agenda item

Discussion and possible motion re: homelessness, poverty, etc - “grand motion”



- ▶ Listed on the agenda
- ▶ It's informative, if you know what the “grand motion” is.
- ▶ Under 20 words



- ▶ Does not provide a reasonably clear understanding
- ▶ This item cannot be amended, legally.

It is only an issue if someone makes it an issue....

What is a poorly written agenda item?



- ▶ Subject to interpretation
- ▶ Not a clear understanding of the matter that will be discussed
- ▶ Lack of information on the document that will be discussed and/or approved
 - Missing date, missing link
 - Name of board seat and term to be filled at the meeting
 - References to laws and/or ordinance/motion without providing detailing which law/Council File
 - Lack of information to whom will be sent a letter once approved by the board
- ▶ Funding item with no amount
- ▶ Use of non explained acronym (NPG, CIP, MERs)

POP QUIZ

Neighborhood Council Budget and Finance SPECIAL Committee Meeting Agenda

Discussion of NPG funds and outreach to encourage non-profits to apply for an NPG before the next round of NPG hearings in April, including a possible outreach campaign.

Is this agenda written correctly?

Consequences of a poorly written agenda

May create a potential Brown Act issue and may require:

- ▶ Staff time to research
- ▶ City Attorney time to research
- ▶ NC Board Member time to re-agendize to cure and correct the violation
- ▶ Unnecessary delays

May create public mistrust of the NC and City

- ▶ The City is up to no good again

May create an unpleasant assignment for the NEA

- ▶ We've always done it this way, the other NEA never said anything

Example of a well written agenda item

There's no doubt about the purpose of the item



Discussion and possible motion to approve up to \$1,500.00 to Carecen as a community partner for their Annual Holiday Posada community event. Event participation will include tabling, NC listing on all event promo material and sharing of community contact information. Event is scheduled for December 2019.

Example of a well written agenda item

Discussion and possible motion to draft an agenda item for the April NC General Board meeting on how to support efforts to address homelessness and poverty within our communities.



- ▶ Listed on the agenda
- ▶ It's informative, you know the Board's intended action
- ▶ Over 20 words
- ▶ Does provide a reasonably clear understanding

Required Language on a NC Agenda

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE _____ NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION.

AB 361 Updates:

Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required.

If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned.

If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction.

Required Language on a NC Agenda

GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction.

THE AMERICAN WITH DISABILITIES ACT - 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 and 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 _____(name of Board Member) _____(phone number or email address of Neighborhood Council/Board Member)

PUBLIC ACCESS OF RECORDS – 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 _____at our website: _____(NC website) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact _____(name of Board Member) at _____(phone number or email address or NC/BM)

Agenda Basics

***THIS LANGUAGE IS HIGHLY RECOMMENDED AS BEST PRACTICE**

****PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an 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 are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to ____ minutes per speaker, unless adjusted by the presiding officer of the Board.

Agenda Basics

***THIS LANGUAGE IS HIGHLY RECOMMENDED AS BEST PRACTICE**

Any messaging or virtual background is in the control of the individual board member in their personal capacity and does not reflect any formal position of the Neighborhood Council or the City of Los Angeles.

NOTICE TO PAID REPRESENTATIVES - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.

****SERVICIOS DE TRADUCCION**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a _____(name of Board Member) de la Mesa Directiva, al _____(o por correo electrónico avisar al Concejo Vecinal)

BOARD OFFICIAL ACTION

- A. How does HCNNC take official action?
 - a. Quorum = 9
 - b. Simple Majority of Board Members present and voting, not including abstentions
 - i. What does your vote mean?
 1. Yes
 2. No
 3. Abstain
 4. Recuse
 5. Ineligible

COMMITTEES

- A. Roles & Responsibilities
 - a. Committees
 - i. Can only make recommendations
 - ii. Board Members & Stakeholders
 - iii. Brown Act Requirements
 - iv. BONC Requirements
 - v. Cannot have a majority of quorum

COMMITTEES

- A. Roles & Responsibilities
 - b. Ad Hocs
 - i. Item specific
 - ii. Temporary
 - iii. Time specific
 - iv. Exploratory / Research
 - v. Not bound by Brown Act as long as only BOARD MEMBERS
 - vi. Dissolved
 - vii. Cannot have a majority of quorum^{eat}

- A. Introduction to Open [Data](#)
 - a. Opportunities & Pitfalls
 - i. Demographics
 - ii. [311 Data](#)
 - iii. [Zimas](#)
 - b. Uses of Data
 - c. Effects of Data on Neighborhood Council

NC Stuff to Know

- A. CPRAs
 - a. Email, phone, text, all electronic communication
- B. Community Impact Statements (CIS)
 - a. What is a CIS?
 - b. How to file a CIS.
 - i. Board appointed filers. Up to 5
- C. Etiquette
 - a. Social Media
 - b. Email
 - i. CC vs BCC

NC Stuff to Know

- D. Etiquette
 - a. Social Media
 - b. Email
 - i. CC vs BCC
- E. Bylaws
- F. NC Resources
 - a. [Roberts Rules Portal](#)
 - b. [EVG](#)
 - c. [City Clerk Funding](#)

Department Staff

- A. Department of Neighborhood Empowerment
 - a. [Staff Link](#)
 - b. Neighborhood Empowerment Advocate (NEA)
 - i. Jose Galdamez
 - 1. Jose.Galdamez@LACity.org
 - 2. (213) 473-9895

Department Staff

- A. Department of Neighborhood Empowerment
 - b. Julien Antelin, Director of Innovation
 - 1. Julien.Antelin@LACity.org
 - 2. (213) 978-1551

THANK YOU!!!