

SHARON ALVAREZ Area 1 Seat	[VACANT] Area 2 Seat	LATANYA HILL Area 3 Seat	BRENDA MARTINEZ Area 4 Seat	Q Community Seat
CARLOS MONTES Community Seat	JENNY OMANA Community Seat	MARISOL GRAJALES-ARTEAGA Community Seat	MARCO ANTONIO NAVARRO Community Seat	ANDRES RUIZ Community Seat
JEANETTE GARCIA Community Seat	MARINA SHIFRIN Community Seat	DAVID SILVAS Community Seat	MIRIAM GONZALEZ Community Seat	WENDY CASTRO Community Seat
JESUS PEREZ Community Seat	DAVID PUGO Community Interest Seat	[VACANT] Community Seat	[VACANT] Community Seat	

**Boyle Heights Neighborhood Council**  
**SPECIAL - General Board Meeting**  
**Agenda**

Via Zoom: <https://us02web.zoom.us/j/85021980295>

Via Phone: 833-548-0276

Meeting ID: 850-2198-0295

**Thursday, July 22, 2021 6:00pm**



**VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION**

In conformity with the Governor’s Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the Boyle Heights Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial 833-548-0276, and enter 850-2198-0295 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

**GENERAL PUBLIC COMMENT ON NON AGENDA ITEMS**

Use the “Raise Hand” feature via Zoom; if calling in via telephone, dial \*9, when prompted by the presiding officer, 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 two minutes per speaker, unless adjusted by the presiding officer of the Board.

- 1. Call to Order by John Darnell, Neighborhood Empowerment Advocate, Department of Neighborhood Empowerment (DONE)**
- 2. Roll Call**
- 3. Neighborhood Council Oath of Office**

***Neighborhood Council Board Oath***

*“I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone’s opinion. I will find the good in my neighborhood, and praise it and promote it. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.”*

#### **4. Election of board members to the Boyle Heights Neighborhood Council (BHNC) board.**

- a. Vacant Community Seat 1
- b. Vacant Community Seat 2
- c. Vacant Area 2 Seat

#### **5. Election of officers to the Boyle Heights Neighborhood Council (BHNC) board.**

- a. BHNC Bylaws, Article VI, Section 1,(1) - There shall be six (6) Executive Officers of the BHNC: President, Vice President, Secretary, Treasurer, Outreach & Special Events, and Planning and Land Use. (2) Executive Officers are expected to attend all BHNC Board ~~and Executive Committee~~ meetings.

##### **i. President**

1. BHNC Bylaws, Article VI, Section 2,(1), (a) - Chairs the Board ~~and Executive Committee meetings~~. (b) Sets agenda for Executive Committee meetings. (c) Appoints chairs of the Ad Hoc Committees. (d) Acts as chief liaison with the City and other government agencies. (e) Has final approval of all BHNC correspondence. (f) Is an ex-officio member of all BHNC committees

##### **ii. Vice President**

1. BHNC Bylaws, Article VI, Section 2,(2), (a) - In the absence of the President, acts as "Preciding Officer" described in Article VI, Section 1(a). (b) With consent of the President, may act as Ex-Officio in lieu of the President. (c) Acts as chief liaison with other Neighborhood Councils. (d) Oversees Board Member compliance with all government training requirements. (e) Oversees inventory along with Tresurer. (f) Serves as Chair of the Neighborhood Committee.

##### **iii. Secretary**

1. BHNC Bylaws, Article VI, Section 2,(3), (a) - Receives materials and compiles agendas for Board ~~and Executive Committee~~ meetings with approval of the President. (b) In accordance with Article VIII, Section 2. Responsible for recording minutes of ~~both the Executive Committee, Board Retreats and Board Meetings~~. Presents the minutes for approval at the next posted meeting. (c) Responsible for recording of attendance, and ensures the record is available via the BHNC website for review. (d) Maintains BHNC permanent records and assures their availability to stakeholders on request and via the BHNC website. (e) In accordance with Article VIII, Section 3. Responsible for ensuring that Board ~~and Executive Committee~~ meeting notices are posted in a timely manner and distributing them to the BHNC Board and the Department. (f) Receives and distributes all mail and e-mail correspondence.

##### **iv. Treasurer**

1. BHNC Bylaws Article VI, Section 2, (4)(a) - Responsible for overseeing the BHNC's finances. (b) Responsible for maintaining inventory with the Vice President. (c) Requests disbursements from the Office of the City Clerk with supporting documentation. (d) Prepares monthly budget updates and reports of receipts, expenditures and balances. (e) Maintains the records finances and performs duties in accordance with the BHNC's Financial Accountability Plan (see Article IX) and the Office of the City Clerk's policies and procedures. (f) Chairs the Budget Committee. (g) Responsible for uploading approved budget documents to the BHNC website.

##### **v. Outreach and Special Events**

1. BHNC Bylaws Article VI, Section 2, (5)(a) - Publicizes BHNC meetings, special events, and other BHNC activities. (b) Develops and supervises an on-going outreach plan and coordinates efforts to ensure participation by community Stakeholders. (c) Reports outreach activities and recommendations to the Board at the monthly BHNC Board meetings. (d) Chairs the Outreach Committee. (e) Responsible for maintaining the

BHNC website, social media outlets and BHNC mailing list. (f) Organizes all BHNC Special Events. (g) Announces accomplishments made by the Board, including highlights of Board Meetings, funding of NPG and upcoming events, on social media.

**vi. Planning and Land Use**

1. BHNC Bylaws Article VI, Section 2, (6)(a) - Chairs the Planning and Land Use Committee. (b) Represents the BHNC Board's positions at Area Planning, Zoning and other Los Angeles city land use meetings. (c) Selects land use items for Committee and Board review. (i) Actively seeks out possible land use items. (ii) Maintains open communications with the Transportation and Environment Chair and Neighborhood Committee Chair regarding Stakeholder concerns.

**6. Appointment of Financial Officers to the Boyle Heights Neighborhood Council (BHNC) board**

- a. Bank Card Holder
  - i. The NC Bank Cardholder is responsible for the following: i. Maintains secure custody of the NC's bank card ii. Ensures the card is used for payment transactions as approved by the Board only. iii. Obtains itemized receipts or itemized paid invoices for every card transaction. iv. Submits (Uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts. v. Must not accept cash refund. All refunds must be made as a credit return. vi. Notifies the Funding Program immediately of lost or stolen cards 10 1. Bank must be notified immediately by the NC Bank Cardholder to block any further usage of the card. 2. A new card can be ordered upon notification 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank. vii. Notifies NC Funding Program upon resignation or removal as the NC Bank Cardholder. 1. The Neighborhood Council will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder. viii. Can only serve as Cardholder for one NC at a time. ix. Is the only Board Member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.
- b. 2nd Bank Card Holder
  - i. The Role is almost identical to the Bank Cardholder, except that their card is not the primary card to use for BHNC transactions.
- c. 2nd Signer
  - i. The NC 2nd Signer is responsible for the following: i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing. ii. Acts as the second signer as required on Funding Program documents.
- d. Alternate Signer
  - i. The NC Alternate Signer is responsible for the following: i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign Board-approved funding documents to be submitted to the NC Funding Program.

**7. Discussion and possible action to appoint board members to committee chairs of the Boyle Heights Neighborhood Council (BHNC). The BHNC rules for committees are listed under Article VII in the bylaws as "COMMITTEES AND THEIR DUTIES". Please see BHNC bylaws [HERE](#). The committees of the BHNC are the following:**

- a. Historic Preservation
- b. Rules and Election
- c. Transportation and Environment

**8. Discussion and possible appointment by the President of the board, Ad Hoc Committee Chair positions, per BHNC bylaws Article VII, Section 2, (3)**

- a. Arts and Culture Ad Hoc Committee Chair
- b. Public Safety Ad Hoc Committee Chair

**9. Discussion and possible action to appoint up to five (5) CIS (Community Impact Statement) filers from the Boyle Heights Neighborhood Council (BHNC) board. The filers are responsible for filing the CIS's (Community Impact Statements) into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information on CISs (Community Impact Statements), please click [HERE](#).**

- a. CIS Filer # 1
- b. CIS Filer # 2
- c. CIS Filer # 3
- d. CIS Filer # 4
- e. CIS Filer # 5

**10. Discussion and possible appointment by the President of the board, liaison positions of the Boyle Heights Neighborhood Council (BHNC). City of Los Angeles elected officials, departments, and even other Neighborhood Councils are frequently looking for an NC contact person to work with on a particular subject matter. During the year, agencies will ask DONE for Liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with Neighborhood Councils and stakeholders. Your willingness to be that contact person will help your Neighborhood Council improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions are the following:**

- a. Animal Services
- b. [Los Angeles Department of Water and Power](#)
- c. [Data](#)
- d. [Emergency Preparedness](#)
- e. Film
- f. [Homelessness](#)
- g. Public Works
- h. [Purposeful Aging](#)
- i. [Resilience](#)

**11. Discussion and possible action to appoint board members and/or stakeholders to represent the Boyle Heights Neighborhood Council (BHNC) at the various Neighborhood Council alliances and coalitions in the City of Los Angeles. For the Budget Advocates, the board would need to choose up to two Budget Representatives who are board members and/or stakeholders from the BHNC and those two budget representatives would attend the Budget Advocates meetings to represent the BHNC. The list of alliances and coalitions are the following:**

- a. Los Angeles Neighborhood Council Coalition
- b. Alliance of River Communities (ARC)
- c. Neighborhood Council Budget Advocates
  - i. Budget Representative #1
  - ii. Budget Representative #2
- d. Plan Check Neighborhood Councils
- e. Neighborhood Council Sustainability Alliance
- f. LGBTQ+ Alliance of Neighborhood Councils

**12. Presentation by the Department of Neighborhood Empowerment (DONE).**

- a. Required Neighborhood Council board member training.
- b. Training for Financial Officers and BHNC financial report.
- c. Neighborhood Empowerment Advocate role.
- d. Upcoming orientation sessions for board members hosted by EmpowerLA.

**13. Discussion and possible action on deciding frequency of General Board Meetings**

**14. Community/Government Reports & Announcements:**

- a. Council District 14, State Assembly/Senate, Department of Neighborhood Empowerment, LAPD, LAFD, LAUSD, Budget Advocates, and/or other elected officials

## **15. Public Comment on Non-Agenda Items**

- a. The public may provide comments to the board on non-agenda items within the Neighborhood Council's subject matter jurisdiction. However, please note that under the Brown Act, the board is prevented from acting on the issue you bring to its attention until the matter is agendaized for discussion at a future public meeting

## **16. Discussion and possible action to approve the Monthly Expenditure Report (MER) for June 2021**

## **17. Discussion and possible approval of up to \$5,000.00 for ELA YMCA Neighborhood Purpose Grant (NPG).**

## **18. Discussion and possible approval to reimburse David Pugo \$21.89 for storage lock.**

## **19. Announcements**

## **20. Adjournment**

*The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, composed of stakeholder volunteers who are devoted to the mission of improving our communities.*

**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 [president@bhnc.net](mailto:president@bhnc.net)

**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 our website: [www.bhnc.net](http://www.bhnc.net) 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 [president@bhnc.net](mailto:president@bhnc.net)

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” to address the Committee on any agenda item before the Committee 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 Committee’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee 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 Committee meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Committee.

**PUBLIC POSTING OF AGENDAS** – BHNC agendas are posted for public review as follows:

[www.bhnc.net](http://www.bhnc.net)

You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

**RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the BHNC’s process for Committee action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the BHNC Bylaws. The Bylaws are available at our Committee meetings and our website [www.bhnc.net](http://www.bhnc.net)

**SERVICIOS DE TRADUCCIÓN** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a nosotros por correo electrónico [president@bhnc.net](mailto:president@bhnc.net) para avisar al Concejo Vecinal