

Harbor Gateway North Neighborhood Special Board Meeting

Saturday, June 3, 2017

Holiday Inn, Los Angeles Gateway - Torrance

Present: Pamela Thornton (Chairperson), Saira Cooper (Vice Chairperson), Rosalie Preston (Recording Secretary), Hannah Woods (Corresponding Secretary), Joan Jacobs (Treasurer), Clyde Noguchi (District 2), Rey Paduani (District 3), Betty Hawkins (District 4), Llewyn Fowlkes (District 5), Janet Mitchell (District 7), Larry Morrison (District 8), Deborah Lee (Community Organization Representative), Richard Lee (Youth Representative), and Theo Fowles (Outreach Representative)

1) Welcome and introductions: Chair Pamela Thornton called the meeting to order at 9:28 a.m. She introduced herself and welcomed attendees to the annual Strategic Planning meeting and Board Development Training. She pointed out the large printed Code of Civility, which the HGNNC has adopted for the conduct of meetings. She then reviewed the exits from the hotel in the event of a major emergency. The attendees introduced themselves, including all of the Board members present, stakeholders, Sue Herbers, and Octaviano Rios. Pamela then reviewed Board meeting conduct. Those wishing to speak should hold up their “Question” sign from their meeting packets. She showed the small talking stick which will be utilized at future Board meetings.

Pamela noted that this is the 15th anniversary year for the HGNNC, which was certified on November 2, 2002. The Board of Neighborhood Commissioners will be honoring all Harbor area neighborhood Councils turning 15 at their Tues. June 6 meeting at Kaiser Permanente Harbor City.

3) Presentation: Sue Herbers – Facilitator/Retired City Clerk, City of Torrance, “Board Development: Civil Discourse and How to be an Effective Board Member”:

Sue introduced herself, saying that she had retired from the City of Torrance as City Clerk in 2014, after 20 years of service. She had oversight of elections, provided access to public records, and ensured that all legislative actions were done in a transparent manner. She was also the City’s compliance officer for Federal, State, and local statutes, including the Political Reform Act, the Brown Act, and the Public Records Act.

As an elected Board member, you have a number of responsibilities, including being civil to fellow Board members and the public. Dialogue is more than one voice; it is an exchange of ideas and issues. Discussion is consideration of an issue in an open debate. Every person who comes before you deserves a respectful hearing. Use attentive listening to be able to respond. Consider that you are on a stage, both the Board members and those stakeholders who are present. Your role is to make change. Rules and laws are needed to have consistency and fairness. The Board’s job is to teach the rules and laws to stakeholders and show them how to address their needs. While you serve as an elected official, you are in a caretaker role and must work to build trust by the public in your role. For meetings, Board members should be physically and mentally present and prepared to participate. Communication is critical; keep the Chairperson informed. Review the agenda and attachments ahead of time. Turn off cell phones at the beginning of the meeting. Items not on the agenda cannot be acted on. Rosenberg’s Rules of Order is preferred to Robert’s Rules of Order because it is a simplified version of the latter. Pose your questions through the Chair. Refrain from side conversations. Keep the minutes simple: who attended, where the meetings was held and the actions of the meeting.

Sue then recommended two books for further reading: Eric Liu. Your're more powerful than you think (order online via the Citizen University in Seattle) and Parker J. Palmer. Healing the heart of democracy.

4) Presentation: Empower LA (DONE) Orientation: “Tools for Board and Civic Engagement/Ice Breaker”: Octaviano Rios, Neighborhood Council Advocate/Project Coordinator, was introduced. He said that he has been attending the Los Angeles fire Department’s Leadership Academy which teaches how to develop teams/groups and how to address team conflict. He said that Los Angeles is a diverse City and so Neighborhood council have a variety of stakeholders: new residents and long-term residents, rich and poor, homeless and homeowners, renters and landlords, corporations, unemployed and working, retirees, and those with a variety of educational levels. Young people on the Board may have different goals than older Board members. Be aware of where a person is in their life and what their goals are. Instead of trying to find out who is at fault for a problem situation, find out what you can do to solve the problem rather than criticizing a City agency. Power can be manifested in different ways: persuasion, consultation, exchanging, or pressure. People can resist power or comply. He then discussed different aspects of group dynamics and strategies for analyzing situations, such as strategy for moving out-group people to be in-group people, consideration of emotional intelligence, equity in understanding the potential rewards, expectancy regarding potential outcomes, awareness of patterns of group development, group cohesion, socialization of individual group members into a whole, and methods for defusing conflict. In summary, Neighborhood Councils can attract or detract people to serve or engage, build a solid team, establish clear goals, roles, and performance measures to ensure that Board members enjoy the time they spend on the Board.

Octaviano suggested placing the selected year’s goals on the Board agenda on a quarterly basis for evaluation of progress in meeting the goals. The four elements of a Neighborhood Council budget package are the annual budget, strategic plan, outreach survey, and self-assessment of the accomplishments of the past year. These are all due by July 1, 2017.

He re-emphasized that the overall mission of every Neighborhood Council is to promote more public participation in government and to make government more responsive to local needs.

(Saira Cooper left the room at 10:45 a.m.)

2) Special Attention Items:

a. **Appointment of two Budget Representatives:** The appointees will attend the Sat. June 24 Budget Day at City Hall and represent the HGNNC throughout the 2018-2019 City budget process, as well as keep the Board informed on the budget progress. It was moved by Rosalie Preston, seconded by Janet Mitchell, and passed 12-0-0 to appoint Dr. Princess Sykes and Sierra Gothe as the Budget Representatives, with Thomasina Curry as the alternate.

b. **Planning and Land Use Committee: Prologis warehouse project at 747 W. Redondo Beach Blvd. (CPC-2017-1014-CU-ZAA-SPR; ENV-2017-1015-EAF):** Pamela Thornton summarized the issues for the proposed development as 24-hour operation, up to 72 large trucks, increased traffic on Redondo Beach Blvd., and possible impact on the children using Rosecrans Recreation Center to the north. The zoning for the property is industrial, but the Neighborhood Council has wanted to see other uses for the property which is situated with residential uses to the north and south. The Planning and Land Use Committee has met three times on this issue and recommends the draft letter which expresses the Council’s concerns that so many details of the project are unknown at this time. It was moved by Rey Paduani, seconded by Llewelyn Fowlkes, and passed 12-0-0 to approve the draft letter, with suggested corrections.

5) HGNNC Score Card: Review of 2016-2017 Accomplishments (Self-Assessment and Outreach Plan)

Strategic Plan Roundtable: “What is your vision for HGNNC”

a) Revisit Mission Statement from 2016-2017

b) Goals, Objectives, Self-Assessment and Outreach Plan

c) Budget review

d) Final review of Strategic Plan 2017-2018 discussion with possible motion to adopt

Pamela Thornton reviewed some of the key accomplishments from the past fiscal year: the HGNNC Clean Streets LA Challenge which resulted in an award of \$2,100 (District 7 Representative Janet Mitchell and District 8 Representative Larry Morrison assisted with the events leading to this award), clean up days in District 4, 5, 7, and 8, CERT training hosted by the HGNNC from May 3 to June 7 as well as the Emergency Preparedness Survey and events on November 5 and March 18 (Community Organization Representative Deborah Lee organized these classes), the youth education and empowerment activities—the Game of Life financial literacy, field trip to City Hall for 75 fifth graders of the 116th Street School, and the African American mentoring for males at the 116th Street School (Youth Representative Richard Lee organized these with assistance on the latter two by District 8 Representative Larry Morrison), Thanksgiving baskets and holiday toy drive at 118th Street School (District 7 Representative Janet Mitchell organized these events with the school), Black History Month presentation on February 27 (presented by District 7 stakeholder Dr. Princess Sykes), Planning and Land Use Committee work on engaging affected stakeholders-15 homes on the former Caltrans land in the District 1 Merit Tract and the proposal for the Prologis warehouse which impacts Districts 2 and 3, and the new website design and work on a new logo design (Outreach Committee).

The adopted budget of \$44,100 should align with the adopted strategic plan goals.

(Saira Cooper re-entered the meeting at 11:18 a.m.)

EmpowerLA Project Coordinator Octaviano Rios then led those present in a discussion of the vision statement for the HGNNC. A summary of all of the suggestions was made and a final statement will be created at the June 13 Board meeting. Email ideas for a draft statement to Vice Chairperson Saira Cooper.

6) Guest Speaker: Jeff Camp, Board President – United Neighborhoods Neighborhood: Jeff Camp has been on the UNCC Board for eight years in a variety of positions and now is the President. Their Neighborhood Council represents 86,000 stakeholders. He suggested not identifying with a specific District or neighborhood, but rather with the overall Neighborhood Council. UNCC contains parts of three different LAPD Divisions. They collaborate a lot on projects and events, such as the annual West Adams Jazz in the Avenues and Movies in the Park. Rather than complain about what the City isn't doing, they offer solutions to their Councilmember and get their support in that way. He suggested engaging stakeholders by involving them in Committees. Each of their three Areas has its own Facebook page to advertise what is happening in that Area. They also utilize Next Door.

(Theo Fowles entered the meeting at 12:35 p.m.)

They have a nice quality re-usable bag as a way to outreach and advertise. They have a branded canopy for outreach events and magnets with their meeting dates and key telephone numbers for City services. They encourage the formation of Block Cubs with financial support for yard signs, flyers, and refreshments during their first year. They have no physical office and Council District 10 allows them to utilize their copy machine.

7) Presentation: Ana Huizar, Office of Community Beautification – City of Los Angeles:

Ana introduced herself as the Community Coordinator. The Office of Community Beautification offers five main service programs: graffiti removal utilizing thirteen different contract agencies for paint out, community clean ups, public right-of-way program for removing weeds on medians, sidewalks, and in alleys, the Adopt –a-Median program which maintains an area over a period of time, and graffiti paint out group projects. She suggested hosting a 311 workshop for the community to educate stakeholders about how to use 311. When reporting graffiti which needs to be painted out, provide as many details as possible: the exact location (such as northwest corner), the color of the graffiti, and the color of the wall it is on. The goal is to remove it within 72 hours. They will provide free paint so businesses can remove it themselves.

For community clean ups, the Office of Beautification provides tools, trash bags, and gloves. Submit the request two weeks before the event. The Office has enough tools for 5,000 people on any one day and last year supported 387 community clean ups.

For weed abatement, email a photo of the location. Ana Huizar contact information: (213) 978-0224; ana.huizar@lacity.org

8) Implementing the Big Vision for 2017-2018: This will be tabled until the June 13 Board meeting.

9) Public Comment: District 7 stakeholder Dr. Princess Sykes suggested creating a slogan for the Neighborhood Council: “When HGNNC speaks, all other Council listen.”

10) Adjournment: Pamela said that the Executive Committee will hold joint Committee/Bard meetings so that Board members can attend to ask questions and clarify projects. She reminded Board members to communicate with her so she is aware about projects and issues. Octaviano Rios can be a resource as well. She asked that board members come to Board meetings prepared and conduct themselves professionally so that the Council can be more productive. Let her know if you cannot attend a Board or Committee meeting. Project suggestions should be submitted over the next 30 days which meet the Strategic Plan goals.

Board members then received certificates of appreciation from Pamela for their work on the Board for the past year.

Board members thanked Pamela for her vision and leadership.

Outreach Representative Theo Fowles has just received his PhD from USC in Social Media and Communications.

The meeting was adjourned at 2:30 p.m.

Minutes taken by Rosalie Preston, Recording Secretary