



CENTRAL SAN PEDRO NEIGHBORHOOD COUNCIL BOARD REPORT

Central San Pedro Neighborhood Council Board Learning Session

**February 29, 2020
Grand Annex
434 W. 6th Street
San Pedro, CA 90731**

Submitted to:

Central San Pedro Neighborhood Council

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March 10, 2020

Central San Pedro Neighborhood Council Board Learning Session

Board Report

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Central San Pedro Neighborhood Council Board Learning Session

Board Report

Introduction

This report summarizes the Central San Pedro Neighborhood Council Learning Session held Saturday, February 29, 2020 at the Grand Annex in San Pedro, CA. The meeting was subject to Brown Act restrictions and the public was invited to attend and participate.

The Learning Session was chaired Central San Pedro Neighborhood Council Vice President Carrie Scoville (report author).

Coastal San Pedro Neighborhood Council President and former BONC Commissioner Doug Epperhart gave opening remarks to the role of Neighborhood Councils and the power to hold Departments accountable. An open discussion followed along with remarks by fellow Coastal San Pedro Neighborhood Council Boardmember Robert Gelfand on the role of the chair.

The program followed with presentations and workshops conducted by and for CeSPNC Boardmembers highlighting the Roberts Rules, LA City Departments and how to file Council Files, CeSPNC land use planning updates, our FY2020-2021 budget process, outreach plans, proposed updates to our Bylaws and Standing Rules, utilization of the CeSPNC website, and determining our priorities for the coming year.

The sections below present a discussion on the planning, summary of events of the day, and conclusion and recommendations. The Agenda, Committee Membership, Committee Meeting Times, Board Liaisons, and Board Priorities are included as attachments to this report.

Board Learning Session Plan

The Central San Pedro Neighborhood Council election was held in May, 2019 resulting in a number of new members. A Learning Session was determined necessary to onboard new members and refresh returning Board members on the basics of Roberts Rules, the Brown Act, etc. Determining priorities was important for planning purposes for speakers, outreach events, and funding selection. An update on the Bylaws and Standing Rules provided a venue for more in depth discussion than allowed at a regular Stakeholder meeting. The Learning Session also allowed the Board to get to know one another and develop leadership

The goals of the Learning Session are to have more effective and efficient Stakeholder meetings, strengthen the Board and reduce turnover, and determine Board priorities for the remainder of the term.

While every Agenda topic was covered, due to time constraints a few of the objectives were not able to be met during the Learning Session and were carried over to the March Stakeholder Meeting.

Summary of Activities

The Board Learning Session was conducted on Saturday, February 29, 2020 at The Grand Annex in San Pedro. The session was chaired by Vice President Carrie Scoville. The Agenda is included as **Attachment A** to this report.

The session was called to order at 9:40am. Attendees were CeSPNC Board Members James Allen, Frank Anderson, Louis Caravella, Pat Carroll, Maria Couch, Lisa DeNiscia, Tamra King, Jeffry McBurney,

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Linda Nutile, Claricza Ortiz, Matthew Quiocho, and Carrie Scoville. Stakeholders present were Javier Gonzalez-Camarillo, Doug Epperhart, Robert Gelfand, and Kristina Smith.

After a brief welcome the program went to Public Comment.

Public Comment

Public Comment was received by Robert Gelfand on the responsibilities of the chair/president, and by Doug Epperhart updating CeSPNC on the current standing of the Board note taker and the position of DONE.

An icebreaker exercise was conducted followed by Opening Remarks.

Opening Remarks – Doug Epperhart

Mr. Epperhart emphasized the strength of Neighborhood Councils and our potential to hold City departments accountable. NCs can conduct our own evaluations of City Departments, hold our own public hearings, and give input on the City budget. A discussion ensued on the Budget Advocates and a recommendation was made to participate with the Los Angeles Neighborhood Council Coalition (LANCC).

Roberts Rules, Brown Act – Carrie Scoville

Ms. Scoville led a discussion on the role of the chair/president. The presiding officer is a neutral facilitator, in order to preserve the position of neutrality the Chair does not vote except in the case of a tie. It is not the position for grandstanding, or professing one's philosophy or opinions. The Chair builds consensus among the board. When setting an agenda the Chair should bring action items that will easily pass, not those that will require the Chair to cast a vote. Should the Chair wish to express an opinion on an item they need to hand the gavel to the Vice Chair who will retain it though the vote or conclusion of the item.

Subcommittees are more relaxed working sessions which may allow open dialogue. Roberts Rules allows the subcommittee chair to vote.

A chart of Roberts Rules motions was reviewed. A motion on the floor is the motion currently under consideration. A motion on the table is a motion that will be up for consideration during the meeting. When a speaker has the floor it is their right to speak uninterrupted until the time is run out or extended. All speakers must first be recognized by the Chair to be granted the floor (or not). It is a good practice to allow the presenter of a motion to speak first, then take up questions.

A flyer on the Brown Act is included in the agenda packet for review.

The order of precedence for founding documents an organization's charter, then the bylaws, then the standing rules. A charter is generally a fixed document. Bylaws require more than one session to amend. They should be updated every two years. Bylaws should avoid items subject to change like fixed dates. Standing rules are those that are more flexible. They may be changed at a single meeting to adapt to current needs and are subject to annual ratification by the Board.

The current CeSPNC Bylaws are included in the agenda packet for review.

The group then conducted the exercise in parliamentary procedure provided in the presentation binder.

Committee Coordination – Carrie Scoville

Committee membership was reviewed and is included in **Attachment B**.

A chart of meeting times was reviewed, due to time restraints finalization of the committee meeting times will occur at the next Stakeholder meeting. A chart is included in **Attachment C**.

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Due to time restraints the appointment of Board Liaisons will be conducted at the next Stakeholder meeting. A roster of organizations is included in **Attachment D**.

Community Impact Statements and Board Communications – Lisa DeNiscia

Ms. DeNiscia provided the City of Los Angeles Organization Chart and the LA City Charter Article IX on the Department of Neighborhood Empowerment.

Discussion followed on how NCs can be more effective in approaching elected officials and City staff on issues. NC Budget Advocates collect input from NCs on budget priorities and present them to the Mayor. Each NC has a representative.

City Council Hot Sheet – the Committee Council's advance notice. Sign up for online notifications. NCs need to provide input at the Committee level where the decisions are made. Create a Council File for Committee consideration.

Community Impact Statements – instructions are provided for filing CIS including samples and letters to the City Council.

CIS Filers: Lisa DeNiscia and Linda Nutile volunteered to be the final two filers for CeSPNC's five CIS slots.

Government at a Glance – resource guide for LA City government.

10 Things to Know as a Neighborhood Council Member was provided.

Land Use and Planning Update – Javier Gonzalez-Camarillo

Javier Gonzalez-Camarillo, Chair of the CeSPNC's LUP committee provided a powerpoint presentation on upcoming residential developments. The LUP Committee has developed a list of priorities for consideration the proposed projects.

Board Priorities – Pat Carroll

Ms. Carroll led an exercise on what Board members consider to be important topics or issues to address in the coming year. These will be used to guide for program outreach and funding consideration.

CsSPNC's nine (9) priorities are included in **Attachment E** to this report.

Google Docs and Budget Discussion – Linda Nutile

Due to time constraints and abbreviated discussion was held on google docs and the proposed 2020 Budget timeline. The Budget will be presented at the April Stakeholder meeting for a vote in May.

An inventory list of fixed assets is being updated.

Bylaws and Standing Rules – James Preston Allen

James Allen reviewed the proposed changes to the Bylaws and Standing Rules to be read and put to a vote at the March Stakeholder meeting.

Website Update – Kristina Smith

Ms. Smith gave suggestions for updating the CeSPNC website and recommendations for materials to be provided for posting. Committee reports are needed for posting.

The website received 2,667 views, about 89 hits per day.

Adjournment

The meeting was adjourned at 1:55pm.

Board Learning Session Results and Conclusions

Onboarding new Board members with a review of how to properly conduct a meeting, how to work effectively with the City, a review of upcoming land use plans, and prioritizing our goals for the year were accomplished without a hitch. It is this report author's view that doing so through the use of our members rather than an outside facilitator brought members to the forefront with their expertise and gave them leadership experience and advanced their profile among the Board.

The goals of having more effective and efficient Stakeholder meetings and reducing Board turnover will be seen as the meetings unfold. If this Learning Session is any indication, we have proven to have been blessed with an exceptional amount of inherent talent and leadership. It is the job of us all now to coalesce and go forward with the priorities identified in this Learning Session.

Next Steps

- Complete the unfinished items at the March Stakeholder meeting – Committee meeting scheduling, appointment of Board liaisons and filers of Community Impact Statements.
- Prepare and circulate draft Board Report for input, present final at April Stakeholder meeting for Board approval.
- Plan Stakeholder and subcommittee meetings with speakers reflecting Board priorities.
- Submit Community Impact Statements on issues reflecting Board priorities.
- Use Board priorities as a guide for soliciting and selecting Neighborhood Purpose Grants, and for developing the FY2020-2021 budget priorities.
- Use Board priorities as a guide for Outreach and Communication activities.
- Utilize the Board website and social media for committee work, accomplishments, and outreach.
- Encourage further Board development and training.

Acknowledgements

This meeting could not have happened without the outstanding contributions of Board members Linda Nutile and Linda Alexander who helped develop the program from scratch and made sure the logistics were secured. Thanks also to Kristina Smith for helping with the production of materials and the meeting announcements. Thanks to Doug Epperhart, Linda Nutile, Lisa DeNiciasio, Javier Gonzalez-Camarillo, Pat Carroll, James Preston Allen, and Kristina Smith for presenting. Thanks to the Grand Annex for the location, and to Sacred Grounds for the refreshments. And finally, thanks to all the Board members and stakeholders who showed up and participated in this interactive workshop. It has been a pleasure to be able to facilitate this meeting of committed community members.

Attachment A – Agenda

CeSPNC BOARD LEARNING SESSION

Saturday, February 29, 2020

Grand Annex, 434 W. 6th Street, San Pedro 90731

Agenda

1. Call to order @ 9:30am
2. Public comment on non-agenda itmes.
3. Icebreaker
4. Orientation on Neighborhood Council system and its place in the City of Los Angeles government (Doug Epperhart) – 20 minutes
5. Refresher on Roberts Rules of Order, Central San Pedro Neighborhood Council Standing Rules and Bylaws, the California State Brown Act, and other city, state, and federal laws that Neighborhood Council Board Members must observe, roles and responsibilities of committees. (Carrie) – 45 minutes
6. Coordination of Committee Meeting Times and Sign-us (Carrie) – 5 minutes
7. Getting Things Accomplished: Community Impact Statements & Board Communications (Lisa) – 20 minutes
8. Land Use & Planning Update (Javier) – 30 minutes
9. Discussion on Board priorities (Pat) – 30 minutes
10. Training on Google Docs & Budget Discussion (Linda N.) – 15 minutes
11. Discussion of changes to Bylaws & Standing Rules (James) – 30 minutes
12. Update on Website/suggested changes (Kristina Smith) – 30 minutes
- 13. Adjournment at 2pm**

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public can address the council on any agenda item before the council 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 will be heard during the General Public Comment period. Please note that under the Brown Act, the council 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 meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the chair.

Attachment B – CeSPNC Committee Membership

Central San Pedro Neighborhood Council

Committee Membership

Updated March 10, 2020

Standing Committees:

<u>Committee (Chair)</u>	<u>Members</u>
Agenda Setting (President-Carrie)	As defined in Bylaws/Standing Rules
Outreach and Communications (VP Outreach-Pat)	Pat, Carrie, Linda A., Lou, Claricza, Maria Kristina
Finance (Linda A.)	Linda A., Linda N., Carrie
Election (n/a)	<i>(inactive FY2019-2020)</i>
Land Use Planning [& Public Works] (Javier)	Javier, Frank, Lisa, Pat
Port Relations (Frank)	Frank, Carrie, James, Matt, Lou

Ad Hoc Committees:

<u>Committee (Chair)</u>	<u>Members</u>
Bylaws (James)	James, Carrie, Matt, Lou
Public Safety and Transportation (Frank)	Frank, Carrie, Claricza
Homelessness (Tamra/Linda N.)	Tamra/Linda N., James, Carrie, Matt, Marcia, Meg
Rec and Parks (Jeff)	Jeff, Frank, Luke, Bill R., Matt, +2
Website (Lou)	Lou, Carrie, Kristina
Sustainability (n/a)	<i>(inactive)</i>
Issues (n/a)	<i>(inactive)</i>

Attachment C – CeSPNC Committee Meeting Times

**Central San Pedro Neighborhood Council
 Master Calendar - Stakeholder and Committee Meetings
 Updated March 10, 2020**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1		Finance Committee 6:00pm SPPL Port Committee 6:30pm Think Café	CeSPNC Agenda Setting Meeting 6:00pm SPPL CD15 Working Group	HANC 6:00pm Kaiser Conf Ctr	1 st Thursday 5-9pm		
Week 2		<i>Northwest SPNC</i> 6:30pm	CeSPNC Stakeholder Meeting 6:30pm POLA HS				
Week 3		<i>Coastal SPNC</i> 6:30pm	NC Joint Sustainability 5:30pm Muni Bldg Public Safety & Transportation 6:00pm SPPL	NC Joint Land Use & Planning 6:00pm Muni Bldg			
Week 4		POLA, NC Presidents & Chambers 7:00pm POLA Admin Bldg	Homeless 6:30pm United Methodist Church <i>Wilmington NC</i> 6:30pm	Outreach & Communications 6:30pm Think Cafe	Land Use & Public Works 6:00pm Harbor WorkSource		

Attachment D – CeSPNC Board Liaisons

Central San Pedro Neighborhood Council Board Liaisons

Updated April 14, 2020

Organization	Board Liaison
Community Police Advisory Board (CPAB)	Linda N.
Schools	Frank A.
Legal	Carrie S.
Council District 15	Lisa D.
Arts	Eugenia B. and Pat C.
Budget Advocate Budget Representative(s)	Matthew Q., Clariza O., Lisa D. alternate
Government Relations	Lisa D., Carrie S., Linda N.
Harbor Alliance of Neighborhood Councils (HANC)	Frank A., Carrie S.
Property Owners Business Improvement District (PBID)	Linda A.
Small Business/San Pedro Chamber of Commerce	Tamra K., Pat C.
Homelessness Liaison to City Hall	Linda N., Pat C.
LA Department of Water and Power (LADWP)	Lisa D., Tamra K.
Department of Aging	Frank A.
Rancho San Pedro	Tamra K.
Port of Los Angeles	Carrie S., Frank A.
LA Neighborhood Council Coalition (LANCC)	Lou C.

Attachment E – CeSPNC Board Priorities

**Central San Pedro Neighborhood Council
Board Priorities**

February 29, 2020

1. Sanitation and Public Works
2. Public Health
3. Outreach with Public Schools in San Pedro (NPG consideration)
4. Port and the Environment (off-port impacts)
5. Public Lands and Park Space – access and improvement
6. Access to Cultural Activities and the Arts / Percent for the Arts
7. Transportation and Parking
8. Outreach / Attendance
9. Housing and Development