

# North Westwood Neighborhood Council Full Board Special Meeting

## Minutes: January 18, 2022 6:30pm

M. Nolan Gray, Secretary - [Gray4nwncc@gmail.com](mailto:Gray4nwncc@gmail.com)

1. Called to order at 6:31pm.
  - a. Present: Wren, Josh, Peter, Furkan, Flint, Kevin, Kyle, Andrew, Ernesto, Evan, Sachi, Catherine, and Nolan
    - i. Erin notified she could not make it, recognized as excused absence
    - ii. [Vignesh, Nuha, and Rachel absent, no reason provided]
    - iii. [Michael and John joined slightly late]
2. Government reports:
  - a. Carmen (UCLA):
    - i. Instruction to remain remote until January 28; get boosted and be mindful of testing and masking requirements.
    - ii. The university supports a UCLA stop on the Sepulveda Line. See: [stc4all.org](http://stc4all.org), use hashtag #stc4all; third scoping meeting is coming up!
    - iii. Questions:
      1. Ernesto: Clarifying the return to in-person, cases only keep rising, will this be extended?
        - a. Carmen: As of right now, January 28 is the date.
      2. Josh: Is a booster required of students?
        - a. Carmen: Yes, students, faculty, and staff.
      3. Michael: Clarifying return date.

[Michael and John join the meeting at 6:40pm]

3. General public comment:
  - a. Jacob Wasserman: Disappointed that EE continues, that October items have still not been agendaized. Asks why the regular meeting date/time has been changed, schedules seem to be totally irregular, Brown Act compliance has been minimal.
4. Approve outreach plan:
  - a. Furkan motions to approve, Sachi seconds.
  - b. Public comment: none.
  - c. Board member comment:
    - i. Andrew presents:
      1. Four goals are to promote participation, increase community awareness, improve accessibility, and learn about the needs of stakeholders.
      2. A variety of solutions, each with timelines:
        - a. Furkan will develop a new website, available in a variety of languages.
        - b. Reach out to business stakeholders, do door-to-door introduction campaigns, and one-to-one meetings.
        - c. Set up a newsletter, and a PO Box.

- d. Do more student outreach, connect with diverse student organizations, Sachi and Vignesh to lead.
    - 3. Plan to implement by June 1.
    - ii. Nolan volunteers to help out with any elements.
    - iii. Mario is pleased with the work, the city can help with translation costs, DONE can set up a PO Box for the council.
  - d. Unanimous vote of approval.
  - e. Council assignments by issue:
    - i. Improve language accessibility on the website:
      - 1. Furkan will create the website, oversee translations.
      - 2. Andrew and Wren will help out.
    - ii. Improve business stakeholder outreach:
      - 1. Sachi and Josh will do door-to-door.
      - 2. Peter will help out.
    - iii. Set up newsletter:
      - 1. Andrew will set up the PO Box that's needed for this.
      - 2. Mario will help this get set up.
    - iv. Improve student outreach:
      - 1. Vishnesh (not present) and Sachi indicated interest in leading.
      - 2. Nolan will help out.
    - v. Improve awareness of stakeholder issues:
      - 1. Furkan will lead on this.
    - vi. Improve gender diversity and inclusiveness:
      - 1. Andrew is happy to lead.
      - 2. Sachi will help out.
5. Approve strategic plan:
  - a. Furkan motions, Flint seconds.
  - b. Public comment: none.
  - c. Board member comment:
    - i. Furkan presents:
      - 1. Big goals: hold three virtual town halls, improve the website, collaborate on homeless count, improve relationship with Westwood businesses, address stakeholder concerns.
      - 2. Big solutions: create a new website, go door-to-door with Westwood businesses, collaborate with local organizations to have council members attend.
      - 3. Big score: three virtual town halls, 30 views per month on the website, 10 board members attend homeless count, connect with 30 local businesses, have 10 members of public at monthly meetings, file at least two CIS' on behalf of stakeholders.
    - ii. Mario: need to see dates and a budget allocation among specific scores.
    - iii. Furkan will add dates and clarify the budget.
  - d. Vote: Unanimous approval, Ernesto absent
6. Update on trainings:

- a. Mario: everyone is up to date.
- 7. Discussion and update on board retreat:
  - a. Mario: Held back in December, but two members didn't attend, and the recording wasn't started until late.
    - i. Those two board members would need to complete Module 2 and 3 of CORE training to get out of EE.
    - ii. Ernesto and potentially Michael? Some confusion. Mario will reach out.
  - b. Furkan: We had asked to have the meeting recorded.
    - i. Mario: Unfortunately it wasn't entirely recorded so they have to attend those modules. Will reach out to relevant members.
  - c. Sachi: Can we have a special meeting once this is done to get out of EE?
    - i. Mario: We are waiting on this and updates to the strategic plan, if all goes well, NWWNC will be out of EE within a month, potentially sooner.
    - ii. Sachi: Could we do the strategic plan stuff tonight or will we need a special meeting?
      - 1. Mario: We will need to call a special meeting.
- 8. Finance
  - a. Monthly expenditure report for October:
    - i. Furkan motions, John seconds.
    - ii. Kyle reports: no money spent
    - iii. Public comment: none.
    - iv. Unanimous approval, Ernesto absent.
  - b. Monthly expenditure report for November:
    - i. Kyle motions, John seconds.
    - ii. Unanimous approval, Ernesto absent.
- 9. Administrative:
  - a. Approval of November board minutes:
    - i. Furkan motions, Sachi seconds.
    - ii. Public comment: none.
    - iii. Board member comment: none.
    - iv. Unanimous approval, Ernesto absent
  - b. Remove homeowner stakeholder:
    - i. Andrew asks for questions on the process.
      - 1. Mario: Explains by-law section 7, no more than three unexcused absences in a year. The Homeowner Stakeholder (Flint) potentially triggered this.
    - ii. Flint disputes that he was absent for those meetings, claims to have been late to one and did not receive emails for another.
    - iii. Peter: Not clear that the procedure requires summary removal, Flint is trying to serve, we should give him an opportunity to be heard.
    - iv. Furkan: no one has motioned anything, is that needed before we can get discussion?
    - v. Nolan: Are we certain that Flint didn't come in late?
    - vi. Mario: If there's no motion, we move on.

- vii. Kevin: Is removing Flint a condition of finally getting out of EE?
- viii. Mario: This could be seen as a violation of the by-laws.
- ix. Sachi: Is there the risk even if it's unclear whether Flint was present?
- x. Mario: The key here is that the board needs to note absences and whether they are excused.
- xi. Nolan: We hear DONE on the need to get full attendance and note absences. Let's iron out these processes and potentially remove members if they don't comply going forward. Seems like Flint appears on some of the minutes for meetings he supposedly mixed?
- xii. Andrew: Is there a grievance risk?
- xiii. Mario: If the minutes are in error, potentially, but it's unclear.
- xiv. Peter: Can the minutes in question be revisited?
- xv. Mario: Unclear on the logistics of amending.
- xvi. Kevin: He may have attended late, there is the risk of grievance, if someone files such a grievance we'll cross that bridge when we get there.
- xvii. Mario: That's fine, if the records indicate that he did cast some votes, that's all we need.
- xviii. Andrew: Let's look into it and come back to the vote.
- xix. Flint: Could I just be removed and be reappointed?
- xx. Mario: It isn't quite that easy, the position would need to be opened to the public.
- xxi. Nolan: Double checking, it actually doesn't look like Flint participated in any votes for the meetings in question.
- xxii. Flint: He remembers arriving late. But he doesn't want to hold up the council.
- xxiii. Mario: This won't be a DONE issue, the risk of a grievance claim.
- xxiv. Flint: Right, and he doesn't want to risk it and end up with a grievance and then maybe being back in EE.
- xxv. Furkan and Flint back and forth on the process.
- xxvi. Nolan: We know there are people who don't want this council to exist, they will file a grievance, let's just vote to remove him pursuant to the bylaws and invite him to reapply along with members of the public.
- xxvii. Josh: Let's say a grievance is filed, what happens?
  - 1. Mario: You're back here.
  - 2. Josh: Back in EE?
  - 3. Mario: No, you will have to validate the absences and it's not clear that's something that can be done.
- xxviii. Furkan: What's the risk in delaying this? Why don't we just act if there's a grievance claim?
- xxix. Wren: Did the special meeting qualify?
  - 1. Mario: Yes, as the bylaws are written.
- xxx. Lacking a motion, Mario proceeds.

10. Announcements by the board:

- a. Furkan: Would like to schedule dates for meeting on the strategic plan, and have module trainings done by Ernesto and Michael (?)

- i. **Tentative schedule for next meeting: 1/25 6:30pm**
  - ii. Mario: We also need dates and budget breakdown on the items in the strategic plan.
  - iii. Furkan: That will be done, please send info on training to those who still need to complete.
  - b. Sachi, can we reopen 9(b): what are our options?
    - i. Mario: the bylaws require removal of a member if they have three unexcused absences. If the council chooses to ignore this, it's a bylaw violation, subject to a grievance claim.
    - ii. Sachi's concern is that even if there's no basis, the potential ambiguity of the minutes makes us vulnerable to a grievance that will get us in trouble.
      - 1. Mario: If someone files a grievance over this, you won't be kept or put into EE.
      - 2. Sachi: Sure, but we don't want this to be a mark on the council.
    - iii. Wren: It's unclear to me that the bylaws require removal.
    - iv. Back and forth between Furkan and Mario.
    - v. Sachi: Based on the bylaws, what can we do?
      - 1. Wren: The board must be notified, their removal must be agendized. (This is happening.) The board shall then determine the validity of the absences. That's what we're doing now?
    - vi. Andrew: Concern that we're violating the bylaws, there are outsiders who will eagerly file a grievance. Why take the risk?
      - 1. Furkan: Why don't we just take a vote now?
      - 2. Mario: You could table it and talk to counsel.
  - c. Nolan motions to approve 9(b), Furkan seconds
  - d. Public comment: none
  - e. Board member comment:
    - i. Flint: Of the meetings in question, (1) late to one meeting, (2) reported that he was out of town, (3) never received an email. Fully understands how the board decides this matter either way.
    - ii. Furkan: By taking a vote, we are adhering to the by-laws—assessing the validity of the absences—and should be protected from grievances.
    - iii. Peter: Troubled by the ambiguity of the bylaws. The affected party deserves to have their case heard.
    - iv. Nolan: I was the secretary, it's not beyond the realm of possibility that I failed to mark him attending late on September 1, and the September 7 meeting as an ad hoc special meeting that he may very well have heard about.
    - v. Andrew: Let's proceed to a vote.
- [At some point Ernesto leaves.]
- vi. Peter motions to table the matter, John seconds.
    - 1. Furkan and Nolan vote no
    - 2. Flint abstains
    - 3. Ernesto is absent
    - 4. All others vote yes, motion passes

vii. Furkan will reach out to the counsel for guidance

11. 8:13pm meeting adjourned