



# UNITED NEIGHBORHOODS OF THE HISTORIC ARLINGTON HEIGHTS, WEST ADAMS AND JEFFERSON PARK COMMUNITIES NEIGHBORHOOD COUNCIL

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## UNNC Executive Committee Meeting

Tuesday, November 17, 2020

7:00 p.m. - 8:30 p.m.

**NOTE:** Due to the state of emergency caused by the COVID-19 outbreak, and in conformity with the Governor's Executive Order N-29 -20 (March 17, 2020), UNNC will be conducting this meeting virtually utilizing the Zoom platform. You have the option of attending via the internet or by telephone. We are all still learning how to use this platform so we request your patience if the meeting does not go as smoothly as we anticipate. Questions? Please email [President@unnc.org](mailto:President@unnc.org).

### MEETING ACCESS INFORMATION

Join Zoom Meeting via the Internet:

<https://us02web.zoom.us/j/89721504791?pwd=OWt0QlZOdjNvb2xHRVpqOFd6RkxSdz09>

Meeting ID: 897 2150 4791

Zoom Meeting Code (internet): 060324

Join via Telephone: dial 1 (669) 900-6833

Meeting ID: 897 2150 4791

Zoom Meeting Code (phone): 060324

For help joining the zoom meeting, visit <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting>

Agenda packet link here:

<https://drive.google.com/drive/folders/1u92EAwZ0xfdFKAvlGacbTZAIRdJr5I9y?usp=sharing>

**PUBLIC COMMENTS:** *As is usual for UNNC meetings, Stakeholders are invited to participate. However, please do "mute" yourself throughout the meeting, whether you are joining the meeting by internet or telephone. When an individual wishes to address the Executive Committee, the Chair or the Moderator will unmute the line, whether it is during the public comment section on the agenda, or prior to the Executive Committee taking action on any agenda items. All other rules to public comments still apply. Please see expanded information regarding public comments and other virtual meeting protocols at the end of this agenda.*

**NOTICE TO THE PUBLIC:** *The City of Los Angeles Code of Conduct will be enforced to ensure that UNNC meetings are collaborative, supportive, and respectful of divergent opinions.*

**AMERICANS WITH DISABILITIES ACT (ADA):** *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 emailing [president@UNNC.org](mailto:president@UNNC.org) AND by contacting the Department of Neighborhood Empowerment by email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or phone: (213) 978-1551. Note: Please see further information about TTY/TDD services and translation services at the end of this agenda.*

Agenda items begin next page.



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## AGENDA

- 7:00 p.m. (1) Call to Order/Approval of Agenda
- 7:01-7:10 (2) Public Comment/Announcements – 2 min. per speaker
- 7:10-8:00 (3) Executive Committee Business
- A. **Committee Procedures and Templates – UPDATE** on Standing Committees’ efforts to prepare individual mission, policies, and goals statements. Propose a Template for Committee Meeting Minutes. Template for Committee Agendas. Calendar for submitting proposed agenda items to committees, and calendar for committee chairs to submit agendas to UNNC president for submittal to the City. Calendar of Committee meetings. – **DISCUSSION AND POSSIBLE ACTION**
  - B. **Grievance Procedures:** Review UNNC Grievance Procedure as described in UNNC’s By-laws. Discuss the establishment of a list of board members willing to potentially serve on future appointed ad hoc grievance panels. – **DISCUSSION AND POSSIBLE ACTION**
  - C. **Interview Candidates for Open UNNC Governing Board Seats:** Interviews for the following open UNNC Governing Board seats: At Large Representative (one seat, Group A, through 2021); and Area Representative, Region 6 (one seat, Group B, through 2023). Applications for these seats due Monday, November 16, 2020 (please contact [president@unnc.org](mailto:president@unnc.org) to request an application). Possible other Board vacancies to be discussed and potentially also acted upon. – **DISCUSSION AND ACTION**
  - D. **Potential UNNC Holiday(s) Celebrations:** **DISCUSSION AND POSSIBLE ACTION**
  - E. **Board Member Trainings and Attendance Review(s) – DISCUSSION AND POSSIBLE ACTION**
  - F. **Upcoming UNNC Governing Board Meeting Agenda Items – DISCUSSION AND ACTION**
- 8:00-8:10 (4) Treasurer’s Report -- Financial Update **Jackson**



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- 8:10-8:15 (5) Secretary’s Report – Approve prior Exec. Com. meeting minutes **Monzon**
- 8:15-8:20 (6) Committee updates, if any – **DISCUSSION AND POSSIBLE ACTION**
- 8:20-8:25 (7) Old Business – **DISCUSSION AND POSSIBLE ACTION**
- 8:30 p.m. (8) Adjourn

*Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.*

**Future Meetings:** The next scheduled meeting is Tuesday, December 15 at 7 p.m., subject to cancellation if no agenda items. *(Standing Committee meetings are held on the 3rd Tuesday of the month, currently via Zoom.)*

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 1 minute per speaker, unless waived by the presiding officer of the Board.

The agendas for the UNNC meetings are normally posted for public review at some locations that are currently closed due to the COVID-19 crisis. However, this agenda is posted at the following location: South Seas House, 2301 West 24<sup>th</sup> Street, Los Angeles 90018. The agenda is also posted as usual at the UNNC’s official website at [www.UNNC.org](http://www.UNNC.org). where you can also sign up to be notified of future meetings and events. Stakeholders may also subscribe to the City of Los Angeles Early Notification System (ENS), through the City’s website at [www.lacity.org](http://www.lacity.org), to receive notices for UNNC meetings. For more information, you may also contact the President of UNNC, email [president@UNNC.org](mailto:president@UNNC.org) or leave a phone message at 323-731-8686.

**Telecommunication Relay Services**

Telephone communication is one of the most important forms of communication in society today. Due to advancements in technology, telephone devices have evolved with new services and capabilities. Individuals who are deaf and hard of hearing, and individuals with a speech disability are following these trends and are rapidly migrating to more advanced telecommunications methods, both for peer-to-peer and third-party telecommunications relay service (TRS) communications.



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Telecommunications Relay Service is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. TRS is available in all 50 states, the District of Columbia, Puerto Rico and the U.S. territories for local and/or long distance calls. TRS providers - generally telephone companies - are compensated for the costs of providing TRS from either a state or a federal fund. There is no cost to the TRS user. What forms of TRS are available? There are several forms of TRS, depending on the particular needs of the user and the equipment available: TRS includes: Text to Voice TTY-Based TRS; Speech-to-Speech Relay Service; Shared Non-English Language Relay Service; Captioned Telephone Relay Service; Internet Protocol Relay Service; and Video Relay Service.

Please visit this site for detail descriptions:

<https://www.fcc.gov/consumers/guides/telecommunications-relay-service-trs>

Don't hang up! Some people hang up on TRS calls because they think the CA is a telemarketer. If you hear, "Hello. This is the relay service ... " when you pick up the phone, please don't hang up! You are about to talk, through a TRS provider, to a person who is deaf, hard-of-hearing, or has a speech disability.

Telecommunications Relay Service is a telephone service that allows persons with hearing or speech disabilities to place and receive telephone calls. If you have limitations hearing or speaking a specially-trained Communications Assistant (CA) can relay telephone conversations for all of your calls. In California, dial 711 to reach the California Relay Service (CRS). If you prefer having your calls immediately answered in your mode of communication, dial one of the toll-free modality- and language-specific numbers below. The call will be routed to the CRS provider.

TTY/VCO/HCO to Voice  
1-800-735-29291/English  
800-855-3000/Spanish

Voice to TTY/VCO/HCO  
1-800-735-2922/English  
1-800-855-3000/Spanish

From or to Speech-to-Speech  
1-800-854-7784/ English & Spanish

Federal regulations specify very strict confidentiality requirements for CAs of all Relay services. No part of the conversation that takes place between callers is revealed or recorded in written, verbal, or any other form. CRS CAs do not participate in the conversation and acquire no benefit from information relayed.

For referrals to state provided services please visit <https://ddtp.cpuc.ca.gov/homepage.aspx>

For more information about FCC programs to promote access to telecommunications services for people with disabilities, visit the FCC's Disability Rights Office website, <https://www.fcc.gov/accessibility>



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In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all members of the Board in advance of a meeting, may be viewed at the Neighborhood Council meeting, OR, when the meeting is conducted virtually, in the online agenda packet.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR AL CONCEJO VECINAL 3 DÍAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR CONTACTE EL PRESIDENTE AT 323-731-8686.

RECONSIDERATION AND GRIEVANCE: For information on the Process for Reconsideration, stakeholder grievance policy, or any other procedural matter related to this Council, please consult the UNNC Bylaws by visiting [www.UNNC.org](http://www.UNNC.org).