

**City of Los Angeles**  
**Joint Labor-Management Committee – Commute Options and Parking (JLMC-COP)**

**Proposed Minutes**  
**SPECIAL MEETING**  
**February 23, 2022 – 9:00 A.M.**  
CONDUCTED VIA TELECONFERENCE

**Present:**

**Committee Members**

**City Employee Organizations**

Carmen Hayes-Walker, AFSCME  
Charles Leone, SEIU  
T. Scott Harrelson, LAPCOA

**City Management**

Jay Kim, Los Angeles Department of Transportation  
Paula Dayes, Personnel Department  
Valerie Melloff, General Services Department

**Personnel Department Staff**

Steven Montagna, Chief Personnel Analyst  
Daniel Powell, Senior Personnel Analyst II  
Anna Ancheta, Benefits Analyst  
Francois Verin, Benefits Analyst

**Office of the City Attorney**

Charles Hong, Deputy City Attorney IV

**1. CALL TO ORDER**

Jay Kim called the meeting to order at 2:08 p.m.

**2. PUBLIC COMMENTS**

None

**3. COMMITTEE REPORT 22-03: ELECTION OF OFFICER FOR CALENDAR YEAR 2022**

**Presentation Highlights:**

Steven Montagna stated that last year the Committee adopted new Bylaws providing that at the first formal Annual Meeting of the calendar year, the Committee would elect officer positions. Mr. Montagna continued that there are four officer positions – Chair, Vice Chair, First Provisional Chair, and Second Provisional Chair. He indicated that since management and labor alternate the Chair and Vice Chair positions, this year a Management member serve as Chair and a Labor

member serve as Vice-Chair. Mr. Montagna said the Committee can nominate and vote on this one by one, or identify all the nominations and take a single vote.

**Board Action:**

**A motion was made by Charles Leone, seconded by Paula Dayes to nominate Valerie Melloff as Chairperson; the Committee unanimously adopted this motion.**

**A motion was made by Carmen Hayes-Walker, seconded by T. Scott Harrelson to nominate Charles Leone as Vice Chairperson; the Committee unanimously adopted this motion.**

**A motion was made by Charles Leone, seconded by Carmen Hayes-Walker to nominate Paula Dayes as First Provisional Chairperson; the Committee unanimously adopted this motion.**

**A motion was made by Paula Dayes, seconded by T. Scott Harrelson to nominate Carmen Hayes-Walker as Second Provisional Chairperson; the Committee unanimously adopted this motion.**

Note: After the motion was approved, Charles Leone presided over the meeting as Vice Chair due to the absence of Chair Valerie Melloff.

**4. COMMITTEE REPORT 22-04: DETERMINATION REGARDING TELECONFERENCING OPTION FOR JLMC-COP MEETINGS PURSUANT TO ASSEMBLY BILL 361**

**Presentation Highlights:**

Steven Montagna presented this report and provided the following highlights:

Staff recommended that the JLMC-COP adopt a resolution finding that due to the ongoing COVID-19 emergency, conducting meetings in person would present risks to the health or safety of attendees. This action will ensure the JLMC-COP meets the 30-day requirement of Assembly Bill 361, which allows public bodies to meet via teleconferencing under certain circumstances.

**Board Action:**

**A motion was made by Charles Leone, seconded by T. Scott Harrelson that the JLMC-COP adopt the attached Resolution and find, pursuant to Section 54953(e)(1)(B)-(C) of the California Government Code, as amended by Assembly Bill (AB) 361, that due to the ongoing COVID-19 State of Emergency (COVID Emergency) proclaimed by the Governor on March 4, 2020, conducting JLMC-COP meetings in person without continuing to provide a teleconference and/or videoconference option for the JLMC-COP members and the public, would present imminent risks to the health or safety of attendees. The Committee unanimously adopted this motion.**

## 5. COMMITTEE REPORT 22-05: PROPOSED 2022 DEVELOPMENT PLAN FOR TRANSPORTATION BENEFITS AND SPECIAL MOU REDESIGN

### Presentation Highlights:

Steven Montagna presented this report and provided the following highlights:

- Staff recommends that the Committee undergo a process of reviewing the Special MOU on Parking for the purpose of improving the administration of transit benefits. He identified three areas of review:
  - Parking Preferences, Eligibility and Prioritization – Refers to a review of the eligibility and prioritization of parking for the MOU’s eligible populations.
  - Optimizing Efficiency in Allocation of Parking Resources – Exploring possibilities for expanding the use of shared parking spaces and integrating a daily parking benefit model where possible.
  - Rideshare Incentives – Providing more flexibility for employees to utilize a combination of incentives for their needs, based on the principle of telecommuting work schedules.
- To carry out this work, staff recommended establishing an Ad Hoc Subcommittee to work with staff in bringing recommendations to the full JLMC-COP.
- Mr. Montagna notified the Committee that the Employee Benefits Division’s Senior Benefits Analyst II position vacated by Jenny Yau has been filled by new staff member Daniel Powell. He also informed the Committee that he would be retiring at the end of April and explained the process in place to select and train his successor.

### Board Members Comments, Questions, and Responses:

The Committee discussed staff’s recommendations and agreed to establish an Ad Hoc Subcommittee, but preferred to defer selection of Ad Hoc Subcommittee members.

### Board Action:

**A motion was made by Carmen Hayes-Walker and seconded by T. Scott Harrelson that the JLMC-COP (a) approve the proposed 2022 development plan for transportation benefits and Special MOU redesign, and (b) create an Ad Hoc Subcommittee to work with staff in bringing recommended benefit design and Special MOU policy positions. The Committee unanimously adopted this motion.**

## 6. REQUEST FOR FUTURE AGENDA ITEMS

Mr. Leone requested to include the selection of the Ad Hoc Committee members at its next meeting.

## 7. NEXT MEETING DATE

April 14, 2022 at 9:00 a.m.

Newly appointed Committee Chair Valerie Melloff joined the meeting and assumed her role leading the meeting.

**Board Action:**

**Ms. Melloff made a motion, seconded by Paula Dayes, that Committee Report 22-05 be reopened for further discussion. The motion was unanimously approved.**

Ms. Melloff advised that the statement in Committee Report 22-05, page 3, 2<sup>nd</sup> paragraph that GSD had imposed limits on the parking was incorrect. Ms. Melloff clarified that the actual policy is that parking is provided on a first-come, first-served basis. Ms. Melloff requested that the last sentence on page 3, 2<sup>nd</sup> paragraph, that reads “However as more employees return to city worksites, GSD has had to place limits on the number of vehicles entering so that those with permits can find spaces to park.” be deleted.

**Board Action:**

**Charles Leone made a motion, seconded by Valerie Melloff, to delete the line on page 3, 2<sup>nd</sup> paragraph that read “However, as more employee return to City worksites, GSD has had to place limits on the number of vehicles entering so that those with permits can find spaces to park.” and to approve Committee Report 22-05 as amended. The Committee unanimously approved Committee Report 22-05 as amended.**

**8. ADJOURNMENT**

The meeting was adjourned at 9:58 a.m.

*Minutes prepared by staff member Francois Verin.*