



Canoga Park Neighborhood Council General Board Meeting



Wednesday, April 22, 2015 - 7:00 Pm

Canoga Park Community Center
7248 Owensmouth Ave, Canoga Park CA 91303

Board of Directors

President

Corinne Ho
Home/Condo Owners Rep.

Vice President

Ron Clary
Retail/Service Business Rep.

Secretary

Bill Ratner
Home/Condo Owners Rep.

Treasurer

Yesenia Cardenas
Residential Renters Rep.
Rhonda Spires
Youth Group Rep.
Miguel Orellana
Youth Group Rep.
Vacant
Senior Group Rep.
Vacant
Senior Group ReQuincy Clemons
Residential Renters Rep.
Liliana Lozano
Residential Renters Rep.
Jorge Godinez
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Brian St. Germain
Home/Condo Owners Rep.
Diego Escobar
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Stuart Vaughn
Retail/Service Business Rep.
Bobbi Trantafello
Retail/Service Business Rep.
Todd Ferguson
Retail/Service Business Rep.
Michelle Miranda
Community Service Org. Rep.
Vacant
Community Based Org. Rep.
Mary Paterson
Community Based Org. Rep.
Paul Shafit
Faith Based Org. Rep.
Jessica Irias
School Representative
Saaliha Khan
At-Large Rep.
Vacant
At-Large Rep.
Kyra Edrington
At-Large Rep.
Terrance Jakubowski
At-Large Rep.

1. Call to Order, Pledge of Allegiance, Roll Call, Declaration of a Quorum
2. Welcome & Opening Comments and Code of Civility- by CPNC President
3. Approval of the March 25, 2015 General Board Meeting Minutes
4. Reports from City/State/Federal Officials/LAPD/LAFD/ The Department of Neighborhood Empowerment (DONE) & the Commission of the Neighborhood Commissioners (BONC)
 - a. Introduction of New Senior Lead Officer Jose Moreno for Canoga Park, North of Sherman Way. Basic Car 21A5.
 - b. Jenny Portillo, Field Deputy from Councilman Bob Blumenfield, Council District 3
5. Presentations:
 - a. The West Valley Boys and Girls Club presenting their trips at the end of March to Northern California
 - b. Jean and David Carroll, Project Directors for The Window Foundation
 - c. Carol Hart from Pacific Lodge Youth Services visiting the CPNC to share information about the organizations and their empowering programs for Youths.
6. Public Comments - Comments from the public on non-agenda items within the Committee's subject matter jurisdiction. The public was request to fill out a "Speaker Card" to address the committee on any agenda item before the Committee takes an action. Public comment is limited to 2mn per speaker. This is not a Discussion time.
7. Officer's Reports:
 - a. President's Report
 - i. Upcoming Deadlines:
 - May 1st to submit CPNC By-Laws amendments and the 2016 Elections Procedures Stipulation Worksheet to the Commission (BONC)
 - July 1st to submit the CPNC Budget and Strategic Plan Package for FY 2015-2016
 - Sep 1st to submit the CPNC Self Assessment to the Department
 - CPNC Booth/Tent Presence at several Community Events
 - CPNC Website Status
 - The White Paper
 - b. Vice-President Report
 - i- Vacant Seats



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c. Treasurer's Report

i. Upcoming Deadlines:

- June 22nd: Any Funding that require Pre Authorization from the Department (All NPGs, any expenses greater than \$2500)

- June 30th: Last Day to Swipe Bank Card and Issue bill Online

ii. CPNC Funds remaining – FY 2014/2015

iii. Approval of Monthly Expense Reports (Feb & March MERs)

iv. The Importance of the Event Form as required by the Department

v. Neighborhood Purpose Grant Status

d. Secretary's Report – No Report

8. Committee Reports: (New and Old Business)

a. Planning & Land Use – Update from last Land Use Meeting on April 9th

b. Public Safety- Post April 8th Event at the Canoga Park High School

c. Grant Evaluation Committee Oversight (GECO)

d. Ad-hoc CIS report on the following Council Files - Chair Saaliha Khan

i- CF 15-0389 (Sufficient Presentation Time for NC before the City Council)

ii- CF 15-0273 (Budget Advocates instruct the City Administrative Officer to review the White Paper's financial recommendations for City's Budget Process for FY2015-2016

iii- CF 14-1635 (Short term Rentals Homes)

e. Civic University Report- Saaliha Khan, Todd Ferguson

9. Board's Business:

a. Discussion and Possible Approval of the 2016 Election Procedures Stipulation Worksheet

i. Article V, Section 3

ii. Article VIII, Section 3

iii. Article XI

iv. Article XIV

v. Article X – Elections

b. Discussion and Possible Approval of CPNC By-Laws Amendments

i. Article IV- Definition of Stakeholder

ii. Article II, no. 4

iii. Article II, Section 3 and Section 4

iv. Section 5.k

v. Article VI, Section 4

vi. Article VII (b, J, K, L, M)



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vii. Article VIII, Section 3, Section 5

ix. Article XIV, Section 1, 2.

- c. Discussion and Possible Approval to amend the CPNC Budget by reallocate \$1500 from the Community Improvement Projects to Temp Staff in the Operations Category.
- b. Discussion and Possible Approval to appoint two (2) Budget Representatives (BR) for the CPNC
- c. Discussion and Possible Approval to reallocate \$1400 from Community Improvement Projects (CIP) to Elections
- d. Discussion and Possible Approval to use uncommitted CPNC funds to be transferred to the Budget Advocates at the end of Fiscal Year 2014-2015.
- e. Discussion and Possible Approval for funding \$250 to the Congress of Neighborhood happening in September at City Hall. Budget Line: Outreach
- f. Discussion and Possible Approval for \$1500 for the San Fernando Valley Youth Chorus to fund summer Arts & Music Camp Program. Budget Line Item: Neighborhood Purpose Grant (NPG)
- g. Discussion and Possible Approval for up to \$200 to LAUSD for the Canoga Park High School's Auditorium for the April 8th Emergency Preparedness forum. Budget Line: Outreach
- h. Discussion and Possible Approval for \$800 for the Audio/Visual services for April 8th Emergency Preparedness forum at the Canoga Park High School. Budget Line: Outreach
- i. Discussion and Possible Approval of \$200 for 45th Assembly Debate at the Madrid Theatre in October 2013 for marketing package. Co-sponsored with the West Valley Chamber of Commerce. Budget Line Item: Outreach
- j. Discussion and Possible Approval of a CPNC Letter of Support to Alliance for Community Empowerment (ACE) in their application for the Gang Reduction Youth Development (GRYD) grant
- k. Discussion and Possible Approval of \$200 as a deposit to get entrance key for the Community Centre. The deposit is \$25/key and the CPNC requires 8 keys. Budget Line Item: Operations
- l. Discussion and Possible Approval of up to \$320 to cover the cost of migration of the CPNC



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website from the old account to a newly created account. Budget Line Item: Outreach

m. Discussion and Possible Approval of a purchase of a laptop for the CPNC up to \$500- three quotations submitted. Budget Line Item: Operations

n. Discussion and Possible Approval for Refreshments for CPNC Retreat May 18th.

o. Budget Line Item: Outreach

10. Upcoming Events and Future Meetings:

- April 25th: Senior Symposium at One Generation

- May 12: DACA/DAPA Forum at Emerson Unitarian Universalist Church. Time TBD

- May 16: CPNC Retreat- To be confirmed

- May 16: Kids Health Fair Day at Lanarak Park

- May 20: CPNC Joint Executive/Budget Committee

- May 27: CPNC General Board Meeting

- Canoga Park All America City 10th Anniversary Celebration- TBD

- CPNC Strategic Plan and Budget Meeting- TBD

11. Adjournment: 9:00 PM

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Public comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker.

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is within the Board's jurisdiction. In addition, the members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Canoga Park Neighborhood Council (CPNC) holds its regular meetings on the 4th Wednesday of every month and may also call any additional required special meetings in accordance with its By-Laws, Department of Neighborhood Empowerment Policies and Procedures and the latest changes to the Brown Act. The agenda for the regular and special meetings is physically posted for public review at The Canoga Park/West Hills Chamber of Commerce, 7248 Owensmouth Ave. and on the CPNC Website at www.canogaparknc.org and using the CPNC e-mail listing.

The Canoga Park Neighborhood As 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, or 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 prior to the meeting you wish to attend by contacting the Department of Neighborhood Empowerment at (213) 978-1551 or e-mail NCSupport@lacity.org.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (213) 485-1360 oro e-mail NCSupport@lacity.org.



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PROCESS FOR RECONSIDERATION in accordance with Article VIII Meetings, Section 4 of the current CPNC By-Laws:

"The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular Neighborhood Council meeting. The Board, on either of these two (2) days, shall: (1) make a Motion to Reconsider and, if approved, (2) hear the matter and take an action. If the Motion to Reconsider an action is to be scheduled at the next meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) a Motion to Reconsider the described matter and (2) a [Proposed] Action, should the Motion to Reconsider be approved. A motion for reconsideration can only be made by a Representative who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Representative on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act."

PROCESS FOR FILING A GRIEVANCE in accordance with Article XI Grievance process of the current CPNC By-Laws:

"A. Process. Any person or group adversely affected by the decisions or policy of the CPNC may file a written grievance with the Board. Within ten (10) working days, the Board shall then refer the matter to the grievance committee, who shall have ten (10) working days to meet with the person submitting the grievance and to discuss ways in which the matter may be resolved. The committee shall prepare a written report for the Board outlining their recommendations for resolving the grievance. The Board must then address the report at the next regular or special meeting.

"B. Appeal. In the event that a grievance cannot be resolved through this grievance process, the matter may be referred to the Department for consideration or dispute resolution in accordance with the Plan.

"C. Matters which can be grieved. The formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be discussed at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g. the Board's failure to follow these bylaws or its Standing Rules."

BROWN ACT REVISION AND LANGUAGE IN THE BYLAWS

The City Attorney wishes to bring to your attention a recent amendment to the Brown Act* that takes effect on July 1, 2008, and impacts the wording of board agendas and also impacts how the records, which are reviewed by board members in anticipation of a meeting, are to be made available to the public. This information is intended to provide you with guidance in preparing the agendas for the Neighborhood Councils.

The pertinent amendment is contained in Government Code section 54957.5 paragraph (b) reads as follows:

"(b) (1) If a writing that is a public record under subdivision (a), and that relates to an agenda item for an open session of a regular meeting of the legislative body of a local agency, is distributed less than 72 hours prior to that meeting, the writing shall be made available for public inspection pursuant to paragraph (2) at the time the writing is distributed to all, or a majority of all, of the members of the body.

(2) A local agency shall make any writing described in paragraph (1) available for public inspection at a public office or location that the agency shall designate for this purpose. Each local agency shall list the address of this office or location on the agendas for all meetings of the legislative body of that agency. The local agency also may post the writing on the local agency's Internet Web site in a position and manner that makes it clear that the writing relates to an agenda item for an upcoming meeting.

(3) This subdivision shall become operative on July 1, 2008."

Typically, board members receive an agenda and written materials to review in advance of a meeting (the "agenda packet"). Government Code section 54957.5 clarifies that once the writings or agenda packet are delivered to a majority of the members on the board, the records, unless specifically protected from disclosure by the Public Records Act, must be made immediately available upon request. If written materials are submitted to the board after the posting of the agenda, then the agency shall designate a location (and an optional website link) where the public may view the records.

Therefore, Neighborhood Councils should provide for easy access to the records by making them available on the website in addition to a physical location. It will be important to insure that upon distribution of the agenda packet to a majority or all of the board members, the documents are promptly placed in the correct location and posted on the website."