



Joint Board, Budget & Executive Committee Meeting Agenda

Canoga Park Neighborhood Council (CPNC)

6:30 PM, Thursday, January 15, 2015

Canoga Park Community Center

7248 Owensmouth Ave, Canoga Park, CA 91304



Canoga Park Neighborhood Council 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

Michelle Miranda

Community Service Org. Rep.

Rhonda Spires

Youth Group Rep.

Miguel Ovalina

Youth Group Rep.

Vacant

Senior Group Rep.

Vacant

Senior Group Rep.

Quincy Clemons

Residential Renters Rep.

Diego Escobar

Residential Renters Rep.

Liliana Lozano

Residential Renters Rep.

Jorge Godinez

Residential Renters Rep.

Brian St. Germain

Home/Condo Owners Rep.

Vacant

Home/Condo Owners Rep.

Stuart Vaughn

Retail/Service Business Rep.

Bobbi Trantafello

Retail/Service Business Rep.

Todd Ferguson

Retail/Service Business Rep.

Vacant

Community Based Org. Rep.

Mary Paterson

Community Based Org. Rep.

Paul Shafit

Faith Based Org. Rep.

Jessica Irias

School Representative

Vacant

At-Large Rep.

James Sweet

At-Large Rep.

Kyra Edrington

At-Large Rep.

Terrance Jakubowski

At-Large Rep.

1. Called to Order & Pledge of Allegiance (2 Minutes)
2. Opening Statements by Presiding Officer – Corinne Ho (5 Minutes)
3. Roll Call and Declaration of Quorum. (2 Minutes)
4. Public Comments – Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. The public was 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. (10 Minutes)
5. GECO Report and Recommendations:
 - a. NPG – 1: Ingenium Charter School (Ingenium After School Athletic Program)
 - (1) Requesting NPG of \$1,000.00 Total: Including: \$300.00 for Soccer Goals; \$200.00 for Basket Balls and Mini Goals; \$50.00 for Soccer Balls and training equipment; \$450.00 for Uniforms and Conference Fees.
 - (2) The applicant was requesting the funds by December 20, 2014 to use for the upcoming season. The applicant will make purchases when funded.
 - (3) Score of applicant to be discussed and resulting recommendation.
 - b. NPG – 2: Valley Cultural Center (Children’s Performance Series)
 - (2) Requesting NPG of \$2,500.00 for Promotion of performances, fees for Madrid Theatre, funds to pay performers.

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 Canoga Park Library 20939 Sherman Way, Canoga Park.; 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 TRADUCCIÓN, FAVOR DE NOTIFICAR A LA OFICINA 3 días 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.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at 7248 Owensmouth Avenue, Canoga Park, CA 91304 or at our website: www.canogaparknc.org by clicking on the link provided on the Home Page, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact the CPNC Secretary at (818) 414-2700 or at secretary@canogaparknc.org.



Joint Board, Budget & Executive Committee Meeting Agenda

Canoga Park Neighborhood Council (CPNC)

6:30 PM, Thursday, January 15, 2015

Canoga Park Community Center

7248 Owensmouth Ave, Canoga Park, CA 91304



Canoga Park Neighborhood Council 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

Michelle Miranda

Community Service Org. Rep.

Rhonda Spires

Youth Group Rep.

Miguel Orellana

Youth Group Rep.

Vacant

Senior Group Rep.

Vacant

Senior Group Rep.

Quincy Clemons

Residential Renters Rep.

Diego Escobar

Residential Renters Rep.

Liliana Lozano

Residential Renters Rep.

Jorge Godinez

Residential Renters Rep.

Brian St. Germain

Home/Condo Owners Rep.

Vacant

Home/Condo Owners Rep.

Stuart Vaughn

Retail/Service Business Rep.

Bobbi Trantafello

Retail/Service Business Rep.

Todd Ferguson

Retail/Service Business Rep.

Jovan Avalos

Community Based Org. Rep.

Mary Paterson

Community Based Org. Rep.

Paul Shaifit

Faith Based Org. Rep.

Jessica Inias

School Representative

Vacant

At-Large Rep.

James Sweet

At Large Rep.

Kyra Edrington

At Large Rep.

Terance Jakubowski

At Large Rep.

- (3) The program begins on June 15, 2015 and expected completion date is August 31, 2015.
- (4) Score of applicant to be discussed and resulting recommendation.
6. Financial Business Items: (20 Minutes)
 - a. Treasurer's Monthly Report and Status of NPGs
 - i. **Motion:** Discussion and possible approval of CPNC Monthly Expenditure Report for November 2014.
 - ii. **Motion:** Discussion and possible approval of CPNC Monthly Expenditure Report for December 2014.
 - iii. Status of NPGs.
 - b. Discussion of CPNC Inventory List from Purchased Items for Annual Inventory.
 - i. Replacement of stolen CPNC Projector
 - c. **Motion:** Discussion and possible approval of reimburse of Michelle Miranda for \$107.87 (10/20/14) Office Depot purchase for Movie Night posters. (Budget Line Item: _____)
 - d. **Motion:** Discussion and possible approval of reimburse of Michelle Miranda for \$88.10 (11/19/14) Office Depot purchase of board meeting material copies. Michelle paid because there were P-Card issues. (Budget Line Item: _____)
 - e. CSUN NPG Re-vote given Recuse/Quorum from November 2014 CPNC Board Meeting.
7. Executive Committee Business Items (60 Minutes)
 - a. Secretary's Report
 - i. Attendance
 - ii. Update on Voting Privileges of Board Members
 - iii. Standards of Conduct
 - iv. Recusing IAW Brown Act and impact on quorum
 - v. VANC Report from 8 January Meeting
 - a. Land Use Committee Report
 - b. Going forward in 2015
 - i. Timeline for DONE's Cut Off Deadlines for Demand Warrants, By-Laws to BONC, Strategic Plan, Yearly Budget, Budget Representatives
 - Calendaring of all committees meeting in relation to the Executive and the Board Meeting
 - ii. Timelines for all non CPNC Sponsored Events throughout the event where CPNC is invited to participate:
 - iii. Keys to the Building and CPNC Lockers
 - iv. Status of Rent
 - v. Communication: AD Committee and Committee Chair
 - vi. Status of Pole Signs and Benches
 - vii. Procedures for screening CPNC phone calls & for handling messages & follow-up
 - viii. Processes for e-mail responses from CPNC Website
 - ix. Set-up for monthly Board Meetings: Tables and Chairs, Display Table, etc. and tear down after meeting
 - x. Standards for each committee and meeting times
 - xi. Process for Land Use Committee
 - xii. CPNC Liaison assignments: DWP, Outreach and Land Use
 - xiii. By-Laws update and reconvening committee:
 - xiv. Special Projects: What type of for the rest of the year: Veteran's Project, Human Trafficking, Job Creation Project, Homelessness,



Joint Board, Budget & Executive Committee Meeting Agenda

Canoga Park Neighborhood Council (CPNC)

6:30 PM, Thursday, January 15, 2015

Canoga Park Community Center

7248 Owensmouth Ave, Canoga Park, CA 91304



- xv. Organize a forum to view LA River Project developed by the CP High School Students.
 - xvi. Santa Susana Field Lab Next Steps
 - xvii. process for giving certificates to those who attend
 - xviii. Commendations and Proclamations- President
 - xix. Process for certificates requests-Vice President
 - xx. Community Impact Statement Process, Committee: Corrine Ho, Bill Ratner, Yesenia Cardenas, Saaliha Khan, Todd Ferguson.
6. New Business to be brought to the next CPNC Board Meeting. (5 Minutes)
 7. Announcements. (5 Minutes)
 8. Adjournment.



Joint Board, Budget & Executive Committee Meeting Agenda

Canoga Park Neighborhood Council (CPNC)

6:30 PM, Thursday, January 15, 2015

Canoga Park Community Center

7248 Owensmouth Ave, Canoga Park, CA 91304



Canoga Park Neighborhood Council 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

Michelle Miranda
Community Service Org. Rep.

Rhonda Spies
Youth Group Rep.

Miguel Orellana
Youth Group Rep.

Vacant
Senior Group Rep.

Vacant
Senior Group Rep.

Quincy Clemons
Residential Renters Rep.

Diego Escobar
Residential Renters Rep.

Liliana Lozano
Residential Renters Rep.

Jorge Godinez
Residential Renters Rep.

Brian St. Germain
Home/Condo Owners Rep.

Vacant
Home/Condo Owners Rep.

Stuart Vaughn
Retail/Service Business Rep.

Bobbi Trantafello
Retail/Service Business Rep.

Todd Ferguson
Retail/Service Business Rep.

Jovan Avalos
Community Based Org. Rep.

Mary Paterson
Community Based Org. Rep.

Paul Shuff
Faith Based Org. Rep.

Jessica Ings
School Representative

Vacant
At-Large Rep.

James Sweet
At-Large Rep.

Kyra Edrington
At-Large Rep.

Terrance Jakubowski
At-Large Rep.

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."