



**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**

Yesenia Cardenas  
Residential Renters Rep.

Rhonda Spires  
Youth Group Rep.

Miguel Orellana  
Youth Group Rep.

Vacant  
Senior Group Rep.

Vacant  
Senior Group Rep.

Quincy Clemons  
Residential Renters Rep.

Liliana Lozano  
Residential Renters Rep.

Vacant  
Residential Renters Rep.

Brian St. Germain  
Home/Condo Owners Rep.

Diego Escobar  
Home/Condo Owners Rep.

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.

Vacant  
Faith Based Org. Rep.

Jessica Irias  
School Representative

Saaliha Khan  
At-Large Rep.

Fred Calloway  
At-Large Rep.

Kyra Edrington  
At-Large Rep.

Terrance Jakubowski  
At-Large Rep.

**Joint Board, Budget & Executive Committee Agenda  
Canoga Park Neighborhood Council (CPNC)  
6:30 PM, Tuesday, October 20<sup>th</sup> 2015  
Canoga Park Community Center  
7248 Owensmouth Ave, Canoga Park, CA 91304**



- 1. Call to order, Pledge of Allegiance, Quorum Declaration, and reminder that the Code of Civility applies to all CPNC Meetings and Committee Meetings - Corinne Ho, President**
- 2. Approval of Joint Budget & Executive Committee Minutes from September 16<sup>th</sup>, 2015**
- 3. 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 2 minutes per speaker.
- 4. President’s Report:**
  - a. In support of the Small Business Saturday, on Nov. 28<sup>th</sup>, the CPNC will inquire from the Office of Councilmember Blumenfield what the process is to obtain FREE parking on Nov. 1<sup>st</sup> during shopping hours on Sherman Way and neighboring streets.
  - b. The CPNC is sharing the office space for an increased storage space with the Canoga Owensmouth Historical Society starting November 1<sup>st</sup>, 2015.
  - d. Review status of CPNC Self-Assessment to be submitted to the Department and missing information.
  - e. Neighborhood Councils Elections 2016 Update.
  - f. Agenda and Action Items for October 28<sup>th</sup> Board Meeting
  - g. Possible speaker/topic for October 28<sup>th</sup> Board Meeting
  - h. Appoint CPNC Election Chair and Outreach during 2016 NC Elections
  - i. Request that the CPNC By-Laws Committee reviews Article V, Section 7 pertaining absences with a possible recommendation.
  - j. Will plan a roundtable with neighboring NCs to look at common issues that might require our collective proactive efforts.
- 5. Treasurer’s Report: CPNC Funding and Budget Update:**  
-September MER
- 6. Committee Report:**
  - a. Land Use Committee- Ron Clary, Chair
  - b. CIS Committee- Saaliha Khan, chair
- 7. New Business:**
  - a. MOTION to establish an established amount for an Emergency Need in Petty Cash. Emergency Need must be specified under specific rules. Subject to approval from the Department of Neighborhood Empowerment.
  - b. MOTION to appoint a CPNC Animal Services Liaison who will be in continuous communication with the Department of Animal Services (DAS) . The liaison will be the ears, eyes and voice of the community to the DAS and might be required to attend Commission Meetings.
  - c. MOTION to appoint a Public Works CPNC Liaison.
  - d. Review and Possible Recommendation for CPNC Letter for Grant
  - e. Review of the Annual CPNC Budget and Possible Recommendation
  - f. MOTION to form an Ad-Hoc Community Improvement Projects (CIP). Need a CIP committee Chair and the first task is to establish the role of the CPNC in the various works that need to be done.



**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**

Yesenia Cardenas  
Residential Renters Rep.

Rhonda Spires  
Youth Group Rep.

Miguel Orellana  
Youth Group Rep.

Vacant  
Senior Group Rep.

Vacant  
Senior Group Rep.

Quincy Clemons  
Residential Renters Rep.

Liliana Lozano  
Residential Renters Rep.

Vacant  
Residential Renters Rep.

Brian St. Germain  
Home/Condo Owners Rep.

Diego Escobar  
Home/Condo Owners Rep.

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.

Vacant  
Faith Based Org. Rep.

Jessica Irias  
School Representative

Saaliha Khan  
At-Large Rep.

Fred Calloway  
At-Large Rep.

Kyra Edrington  
At-Large Rep.

Terrance Jakubowski  
At-Large Rep.

**Joint Board, Budget & Executive Committee Agenda  
Canoga Park Neighborhood Council (CPNC)  
6:30 PM, Tuesday, October 20<sup>th</sup> 2015  
Canoga Park Community Center  
7248 Owensmouth Ave, Canoga Park, CA 91304**



g. MOTION to a Approve the new CPNC website domain name from a list of candidates websites names (Candidates names can only be released at the time of the meeting given their sensitivity).

**8. Comments from members on subject matters within the Committee's jurisdiction (5 min).**

**9. Future Meetings:**

Wednesday October 28<sup>th</sup>, CPNC General Board Meeting at 7:00 PM at the Canoga Park Community Centre, located at 7248 Owensmouth Ave. Canoga Park 91303.

**10. Adjournment**

---

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](http://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](mailto: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](mailto: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](http://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](mailto:secretary@canogaparknc.org).



**Joint Board, Budget & Executive Committee Agenda  
Canoga Park Neighborhood Council (CPNC)  
6:30 PM, Tuesday, October 20<sup>th</sup> 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**

Yesenia Cardenas  
Residential Renters Rep.

Rhonda Spires  
Youth Group Rep.

Miguel Orellana  
Youth Group Rep.

Vacant  
Senior Group Rep.

Vacant  
Senior Group Rep.

Quincy Clemons  
Residential Renters Rep.

Liliana Lozano  
Residential Renters Rep.

Jorge Godinez  
Residential Renters Rep.

Brian St. Germain  
Home/Condo Owners Rep.

Diego Escobar  
Home/Condo Owners Rep.

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.

Vacant  
Faith Based Org. Rep.

Jessica Irias  
School Representative

Saaliha Khan  
At-Large Rep.

Fred Calloway  
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."