



# Board Meeting Minutes

## Canoga Park Neighborhood Council (CPNC)

**6:30 PM, Wednesday, 25 February, 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 ReQuincy  
 Clemons  
 Residential Renters Rep.
- Yesenia Cardenas  
 Residential Renters Rep.
- Liliana Lozano  
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 Faith Based Org. Rep.
- Jessica Irias  
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- Saaliha Khan  
 At-Large Rep.
- James Sweet  
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- Kyra Edrington  
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- Terrance Jakubowski  
 At-Large Rep.

1. Called to Order at 7:05 PM & Pledge of Allegiance lead by Corinne Ho, President.
2. Roll Call and Declaration of Quorum.
  - A. CPNC Board Members Present: Yesenia Cardenas, Ron Clary, Quincy Clemons, Kyra Edrington, Diego Escobar, Todd Ferguson, Corinne Ho, Jessica Irias, Saaliha Khan, Michelle Miranda, Mary Paterson, Bill Ratner, Paul Shafit, Rhonda Spires, Brian St. Germain;
  - B. CPNC Board Members Absent: Jorge Godinez, Liliana Lozano, Miguel Orellana;
  - C. CPNC Board Members Excused: Terrance Jakubowski, James Sweet, Bobbi Trantafello, Stuart Vaughn;

B. With fifteen (15) members present, a quorum was declared as a quorum is thirteen.
3. Opening Statements by the President of the Canoga Park Neighborhood Council
  - A. General comments of welcome to those Board Members and Stakeholders assembled.
  - B. Speaker Cards, speaking time limits and no discussion rules reviewed
  - C. MyLA311 Show and Tell provided discussing its importance to our community.
4. Reports from Elected Officials:
  - A. Jenny Portillo from 3<sup>rd</sup> District Councilmember Bob Blumenfield
    - i. Community input always welcome
    - ii. Orange Line ridership is at its limit
    - iii. Improvements to Lanark Park made with opening of Skate Park that will open in September
    - iv. Please contact us with your inputs, will return calls.

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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).



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- B. Linda Gravani, President of Lake Balboa NC present the Community Impact Statement (CIS) System and why it's beneficial for NCs to file a CIS when a Council File is opened at City Hall.
  - i. Information presented was made through a PPT file that will be made available to CIS Committee Members when received.
  - ii. The hard lifting is following the case work at City Hall that is of interest to NC's
  - iii. CPNC CIS Committee Chair will hold a committee meeting in order to implement CIS System
  
- 5. Public Comments – On items within the Jurisdiction of the Canoga Park Neighborhood Council (the public is required 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 for a total of 10 Minutes, stakeholders and Board Members alike.
  - A. Justino Garcia, Stakeholder addressed "Operation Fire Fly", a project that places lights on bicycles in the community. This addresses a Public Safety issue with bicycle riders being hit by vehicles. Lights can be provided via this program by contacting [knowbikes@gmail.com](mailto:knowbikes@gmail.com).
  - B. Ramon Bustillo, Stakeholder addressed "Operation Fire Fly" for his perspective having been hit by a vehicle while riding his bicycle. Lights can be passed out CP's Farmers Market on Saturdays. He can be reached at [bustillos22@gmail.com](mailto:bustillos22@gmail.com).
  - C. Daniel Luna, Stakeholder and VNNC Board Member, addressed vandalism in the community that has turned from "Tagging" to "Acid Etching". First-hand experience described with his business on Roscoe Blvd. Desires CPNC to address issue through CIS process.
  - D. Fed Calloway, Stakeholder, presented his desires to become a member of the CPNC. He addressed his background, motivation and desire to improve Canoga Park. [Late Entry] The open CPNC Board Seat that he is interested in is the "Community Based Org. Rep." that is currently vacant. Materials will be passed to Mr. Calloway so he make attend the next CPNC Executive Meeting.
  - E. Mark Neudorff, Stakeholder and President of the West Hills/Canoga Park Chamber of Commerce addressed the need to have the CPNC support the Canoga Park Memorial Day Parade in 2015. A funding request would be made through channels. He continued to describe the benefits of supporting this major event in Canoga Park.
  
- 6. Reports and Actions from President:
  - i. Proactively seeking a pathway to let the Canoga Park Residents about the importance of calling 311 before they move out and download the MyLA311 app and use the name CANOGA PARK when submitting a service request. Making that call or submitting a request will reduce the issue of Illegal Dumping on our streets and alleys. (Deferred.)
  - ii. All NC's Presidents have the opportunity to submit a request for the Emergency Management Department's assistance in drawing a Disaster plan at a given location in Canoga Park in October 2015. The plan will be based on the 5 Steps for Neighborhood Preparedness'. (Deferred.)
  - iii. March 3rd L.A City Primary Elections. Spread the word. Go out and Vote. The L.A Residents will vote YES or NO for L.A City Charter Amendments 1 & 2. The LA City Council



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has the elections for seven (7) Even Numbered Council Districts. It's the Elections for LAUSD Board of Education District 3 and for Seat 3 for the LACCD Board of Trustees. More information could be found on Smartvoter.org. (Deferred)

iv. Discussion and possible action to appoint Rhonda Spire to the new CPNC Outreach Chair effective February 26<sup>th</sup>, 2015.

1. Moved by Mary Paterson, Seconded by Quincy Clemons,
2. Discussion: None
3. Vote on Motion: 15 yes, 0 no, 0 abstain; Motion passed.
4. Voting summary provided at end of Minutes.

v. Discussion and possible action to appoint Yesenia Cardenas as the new CPNC Treasurer effective March 2, 2015.

1. Moved by Ron Clary, Seconded by Paul Shafit,
2. Discussion: Training and Transition plans reviewed
3. Vote on Motion: 13 yes, 0 no, 0 abstain, 2 ineligible; Motion passed.
4. Voting summary provided at end of Minutes.

vi. Discussion and possible action to appoint Saaliha Khan as the new Second Signee effective March 2, 2015.

1. Moved by Mary Paterson, Seconded by Quincy Clemons,
2. Discussion: Training and Transition plans reviewed
3. Vote on Motion: 13 yes, 0 no, 0 abstain, 2 ineligible; Motion passed.
4. Voting summary provided at end of Minutes.

vii. Discussion and Possible Action to include the following Recommendations to the CPNC By-Laws Review. The amendments must be submitted to the Board of Neighborhood Commissioners by May 2015 for final approval.

Tabled till next CPNC Board Meeting

viii. Recommend to the land use community chair to review the Canoga Park community plan.

Tabled till next CPNC Board Meeting

**7. Secretaries report:**

Deferred to next month's CPNC Board Meeting.

**8. Treasurer's Report:**

**i. Uncommitted funds:**

1. Reviewed status in Treasurer's Report dated 25 February from copies provided to the CPNC Board.
2. Reported "On Line Bill Pay" issues that DONE is addressing.

**ii. New NPG received and not processed:**

1. Reviewed in the contents of the Treasurer's Report

**iii. Addressed update on NPG denied by DONE and why using the Treasurer's report.**

**iv. Report on what's need to be passed on the New Treasurer and Second Signee:**



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1. Discussed during the election of Treasurer and Second Signee.
- v. Motion: Discussion and Possible Action to approve MERs for January and February and submit them to the Department downtown within 10 days after the general Board Meeting.
  1. Moved by Quincy Clemons, Seconded by Todd Ferguson,
  2. Discussion: MER reviewed
  3. Vote on Motion: 13 yes, 0 no, 0 abstain, 2 ineligible; Motion passed.
  4. Voting summary provided at end of Minutes.
9. Committee Reports and Actions:
  - i. Land Use Committee – Ron Clary:
    1. Hearing on Department of City Planning Case Number CPC-2014-3561-ZC, Concerning a request for a zoning change for property located at 7047 Jordan Avenue, Canoga Park from R-1-R10 to (Q) R3-1-R10; and approval of construction of a 22 unit apartment complex on the property. A presentation will be made by the applicant and public comment will be heard.
    2. Opening statements made by Ron Clary as Chair of the Land Use Committee regarding Committee’s last meeting to hear this case and introduced Mr. Lamishaw:
      - a. Background statement made by Mr. Larry Lamishaw, the manager of the project at 7047 Jordan Avenue with materials presented to the CPNC Board including an artist’s rendering of the property. Comments included but were not limited to the following topics: need for the 22 unit complex; parking, traffic, structure in keeping with surroundings in community, good use of recycling property, etc.

POSSIBLE ACTION: A resolution of the Council in support of, or in opposition to the requested zoning change and construction of a 22 unit apartment complex on the site.

    1. Approval of project moved by Ron Clary, seconded by Mary Paterson
    2. Discussion:
      - a. no outreach done to surrounding owners
      - b. parking may not be sufficient for 22 units and street parking was viewed as a weak alternative
      - c. a little crowding is likely
      - d. Pricing would be at market and would begin at \$1,500 per month
    3. Vote on motion: 13 yes, 0 no, 2 abstain: Motion Passed
    4. Vote summary provided at the end of Minutes.
    5. Letter of CPNC Board approval would be sent out soon by Land Use Chair.
  - ii. Outreach Committee Report – Rhonda Spires  
Deferred to next CPNC Board Meeting
  - iii. Public Safety Report – Mary Paterson  
Deferred to next CPNC Board Meeting
10. Financial Motions:



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i. Discussion and Possible Approval of \$750 for the Annual Senior Symposium at One Generation. Yearly sponsored by several NCs.

1. Approval moved by Ron Clary, seconded by Quincy Clemons
2. Discussion:
  - a. Outreach Budget Line Item 200 EVE
  - b. Event in April 2015
  - c. Past support is beneficial to community
3. Vote on motion: 13 yes, 0 no, 0 abstain, 2 ineligible: Motion Passed
4. Vote summary provided at the end of Minutes.

ii. Discussion and Possible Approval of \$500 for the CPNC/LAPD/L.A City Emergency Management Department for Printing Materials for the April 8th Forum at the Canoga Park High School

1. Moved by Michelle Miranda, seconded by Kyra Edrington
2. Discussion:
  - a. Outreach Budget Line Item 200 EVE.
  - b. Event flyers passed out for review
  - c. Free event to community
  - d. Outreach assistance required to make event successful
3. Vote on motion: 13 yes, 0 no, 0 abstain, 2 ineligible: Motion Passed
4. Vote summary provided at the end of Minutes.

iii. Discussion and Possible Approval of LAUSD fee for using the auditorium \$78 for the April 8th Forum.

1. Moved by Paul Shafit, seconded by Quincy Clemons
2. Discussion:
  - a. Outreach Budget Line Item 200 EVE
  - b. LAUSD fees are charged for event site
3. Vote on motion: 13 yes, 0 no, 0 abstain, 2 ineligible: Motion Passed
4. Vote summary provided at the end of Minutes.

iv. Discussion and Possible Approval of \$6,596.00 for 40 Pole Banners, double sided, 27" X 54 " or 33" X 54". Includes the hardware and installation. Vendor is Sign A Rama. The pole banners will be installed on poles within the Canoga Park NC boundaries to increase visibility of the CPNC.

1. Moved by Saaliha Khan, seconded by Quincy Clemons
2. Discussion:
  - a. Item over \$5,000 threshold requiring a contact to be reviewed by City Attorney
  - b. Deployment plan not presented
  - c. Size of banners questioned
3. Item Tabled for further review by Outreach Committee and future presentation to the board

v. Discussion and Possible Approval of \$500 for the CPNC EYE CAN Event for Printing Materials

1. Moved by Quincy Clemmons, seconded by Ron Clary
2. Discussion:



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- a. Outreach Budget Line Item 200 EVE
  - b. Event Schedule for 17 & 18 March
  - c. Event was very beneficial to community last year
  - d. Number of volunteers already signed up was questioned
  - e. Event form preparation discussed
  - f. Records to be kept and information to be turned over to CPNC reviewed
3. Vote on motion: 13 yes, 0 no, 0 abstain, 2 ineligible: Motion Passed
4. Vote summary provided at the end of Minutes.
- vi. Discussion and Possible Approval of \$5000 for the ST-Patrick's Parade for advertising in the Daily News.
- Mary Paterson recused herself from the CPNC Board meeting at 9:13 PM and left the building before the CPNC addressed the motion.
  - A quorum remained as 14 CPNC Board Members were present.
1. Moved by Ron Clary, seconded by Quincy Clemons
  2. Discussion:
    - a. Outreach Budget Line Item 200 EVE
    - b. Event Budget discussed and the amount from last year \$529.67 provided.
    - c. Motion to amend amount requested to \$2,500
      - 1) Moved by Ron Clary, Seconded by Kyra Edrington
      - 2) Discussion: What is the amount for addressed by Board
      - 3) Motion Withdrawn
    - d. Motion to amend amount to \$530
      - 1) Moved by Kyra Edrington, seconded by Ron Clary
      - 2) Discussion: Would this amount help since it is at the same level as last year addressed
      - 3) Motion Withdrawn
    - e. Motion to amend the amount to \$1,000
      - 1) Moved by Ron Clary, Seconded by Kyra Edrington
      - 2) Discussion: \$1,000 would take into account Event budget for Ads was \$3,000 as presented.
      - 3) Vote on motion to amend: 9 yes, 3 no, 0 abstain, 2 ineligible: Amendment Passed.
  3. Vote on motion as amended: 8 yes, 4 no, 0 abstain, 2 ineligible: Motion Passed
  4. Vote summary provided at the end of Minutes.
- vii. Discussion and Possible Approval of \$3500 to repair the historic mural that was damaged with graffiti on Remmet Avenue.
- Mary Paterson remained recused and quorum remained intact.
1. Moved by Quincy Clemmons, seconded by Todd Ferguson
  2. Discussion:
    - a. Tess Reyes-Dunn, representing the Friends of Taxco (F.O.T.), Canoga Park's Sister City presented materials in support of the request for funds that included the issues raised in the restoration project, the three estimates presented, the historic value of the mural, the types



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of repairs to be completed that included an anti-graffiti coating to protect the mural from this type of damage. A picture of damage was passed out.

b. The CPNC Budget line item for this repair work was to come from Community Improvement: CIP 300.

c. The content of work was question in a Q&A session regarding repairs.

3. Vote on motion: 9 yes, 2 no, 1 abstain, 2 ineligible: Motion Passed

4. Vote summary provided at the end of Minutes.

- Mary Paterson returned to CPNC Board after vote taken and resumed her seat on the Board.

11. New items for March 2015 CPNC Board Meeting was deferred to next Board Meeting

12 Adjournment by acclamation at 10:11 PM.

### CPNC Board Member Voting Recap

CPNC Board Member Roll Call for:		Voting Recap															
		6.iv. Rhonda Spires appointment to Chair of	6.v. Yesenia Cardenas appointment as Treasurer	6. vi. Saaliha Kahn appointment as second signer	6. vii. Incorporating items listed in By-Laws	8.v. Motion to approve MERS	9.i. Zoning approval, disapproval	10.1. Approval of \$750 for Senior Symposium	10. ii. Approval of \$500 in support of 8 April Forum	10. iii. Approval of \$75 for usage fees	10. iv. Approval of \$6,596 for Pole Banners	10. v. \$500 for Eye Can Event Support	10.vi. \$5,000 for Saint Patty's Day Parade	10.vi. Amend amount to \$1,000	10.vii. \$3,500 for Mural Repairs		
Yesenia	Cardenas	Y	Y	Y	Tabled	Y	Y	Y	Y	Y	Tabled	Y	Y	Y	Y		
Ron	Clary	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Quincy	Clemons	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Kyra	Edrington	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Diego	Escobar	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	N	N	Y
Todd	Ferguson	Y	Y	Y		Y	A	Y	Y	Y		Y	Y	Y	N	Y	N
Corinne	Ho	Y	I	I		I	Y	I	I	I		I	I	I	I	I	I
Jessica	Irias	Y	I	I		I	Y	I	I	I		I	I	I	I	I	I
Saaliha	Kahn	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Michelle	Miranda	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Mary	Paterson	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	R	R	R
Bill	Ratner	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Paul	Shafit	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	N	N	A
Rhonda	Spires	Y	Y	Y		Y	Y	Y	Y	Y		Y	Y	Y	Y	Y	Y
Brian	St. Germain	Y	Y	Y		Y	Y	A	Y	Y		Y	Y	Y	N	N	N
	Yes	15	13	13		13	13	13	13	13		13	8	9	9		
	No	0	0	0		0	0	0	0	0		0	4	3	2		
	Abstain	0	0	0		0	2	0	0	0		0	0	0	1		
	Ineligible	0	2	2		2	0	2	2	2		2	2	2	2		
	Pass/Fail	P	P	P		P	P	P	P	P		P	P	P	P		
	Quorum = 13	15	15	15		15	15	15	15	15		15	14	14	14		



# Board Meeting Minutes

## Canoga Park Neighborhood Council (CPNC)

6:30 PM, Wednesday, 25 February, 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.

Yesenia Cardenas  
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.

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.

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."





**Board Meeting Minutes**  
**Canoga Park Neighborhood Council (CPNC)**  
**6:30 PM, Wednesday, 25 February, 2015**  
**Canoga Park Community Center**  
**7248 Owensmouth Ave, Canoga Park, CA 91304**

