



Regular & Special Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:00 PM, Wednesday, March 25, 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.

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Quincy Clemons
Residential Renters Rep.

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Community Service Org. Rep

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Community Based Org. Rep.

Mary Paterson
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Paul Shafit
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.

1. Regular Board Meeting called to Order at 7:05 PM and Pledge of Alliance lead by Corinne Ho, President
2. Roll Call and Declaration of a Quorum:
 - a. Board Members Present: Yesenia Cardenas, Ron Clary, Quincy Clemons, Kyra Edrington, Todd Ferguson, Brian St. Germain, Corinne Ho, Jessica Irias, Mary Paterson, Bill Ratner, Paul Shafit, Rhonda Spires, Stuart Vaughn
 - b. Board Members Excused: Terrance Jakubowski, Liliana Lozano
 - c. Board Members Absent: Diego Escobar, Jorge Godinez
 - d. A quorum was declared with the necessary 13 members present
 - e. Board Members late and the change in total present:
 - i. (7:10 PM) Michelle Miranda, Board Members present = 14
 - ii. (7:17 PM) Bobbi Trantafello, Board Members present = 15
 - iii. (7:32 PM) Saaliha Khan, Board Members present = 16
 - iv. (7:58 PM) Miguel Miranda, Board Members present = 17
3. Welcoming Remarks and Purpose of Meeting
 - a. General comments of welcome were presented by the President
 - b. Audience was reminded to complete Speaker Cards
 - c. Board members were reminded to please wait to be called on before speaking given the amount of work to be done at this evening's Board and Special Board Meeting.

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 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.

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.



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Terrance Jakubowski
At-Large Rep.

4. Motion to approve minutes from January 2015 Regular Board Meeting
 - a. Moved by Ron Clary, Seconded by Mary Paterson
 - b. Discussion: None
 - c. Vote to approve minutes: 13 Yes, 0 No; 1 Abstain: Motion passed and minutes approved
 - d. Vote recap provided at the end of Board Meeting Minutes.
5. Motion to approve minutes from February 2015 Regular Board Meeting
 - a. Moved by Bill Ratner, Seconded by Paul Shafit
 - b. Discussion: None
 - c. Vote to approve minutes: 13 Yes, 0 No; 1 Abstain: Motion passed and minutes approved
 - d. Vote recap provided at the end of Board Meeting Minutes.
6. Reports from Elected Officials including LAPD, the Commission, the Department, other Neighborhood Council representatives.
 - a. Sarah Ramsawack – North Hollywood East Neighborhood Council
 - i. Introductions made by President
 - ii. Presented materials related to the upcoming Congress of Neighborhood Councils scheduled at City Hall on Saturday, 26 September
 1. Classes being offered to make NCs more relevant
 2. Event is free to NC Members
 - iii. Stressed being active in Neighborhood Councils as it makes a differences to stakeholders
 - b. Jenny Portillo (jenny.m.portillo@lacity.org) from Councilman Blumenfield's Office (CD#3) presented an update:
 - i. Budget process discussed including 250 Million for Road Repairs in CD#3
 - ii. Graffiti and Acid Marking for which higher rewards for convictions being offered
 - iii. Public Safety is a high priority
 - iv. Alleyways behind store fronts a major concern for illegal dumping
 - v. Always open to be contacted for issues from Stakeholders
 - vi. Please use website for contacting concerns as it is easier to follow-up
7. Presentation [Note: Presentation delivered out of order at 8:03 PM but placed in minutes for continuity of Agenda published]
 - a. Nicholas Grief from the Mayor's Office with assistance with Max Reyes, District Representative of the Mayor presented information regarding the RaiseLA initiative.
 - i. Contact information:
 1. Nicholas Grief contact information: nicholas.greif@lacity.org
 2. Max Reyes contact information: max.reyes@lacity.org
 - b. Handout provided to Board Members and Stakeholders present regarding the RaiseLA Initiative. "raisethewageLA.org" was provided as a site to receive more information on this initiative.
 - c. Key points made in presentation:
 - i. A short history was provided of the purchasing value of the Minimum Wage, which has gone down over the years since last raised.
 - ii. The wage gap has deepened for which the RaiseLA initiative endeavors to address the following:
 1. That LA has the highest poverty rate of any large city in the USA as 1/4 of City Lives in Poverty



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2. People cannot live in the city they work
 3. Tax rate Impact
 4. Holding back growth in City's economy
 - iii. Pros and Cons discussed
 - iv. Board Action from own NC discussed
 - v. All sides of the issue discussed in making RaiseLA Initiative
 - d. Q&A from the Board was deferred to Special Meeting segment.
8. Public Comments- Comments from the public on non-agenda items within the Board's subject matter jurisdiction. 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.
- a. Ray Vercher from SoCalGas presented materials regarding Advance Meter project in Canoga Park:
 - i. 85% complete in the switch over to electric monitoring of Gas Meters located in Canoga Park
 - ii. Letter of completion will be sent out and door hangers for notifications
 - iii. This project is not contracted out and only Gas Company Employees is marked vehicles and uniformed staff with ID Cards are doing the work.
 - iv. An update will be presented to the Board in the next 30 days.
 - b. Ann Porter from Move to Amend presented materials regarding "A Question of Personhood".
 - i. A movement to end corporate rule and bring back democracy.
 - ii. Recommended that YOUTUBE video be viewed that is presented by the Northeast Los Angeles Chapter of Move to Amend.
 - c. Melody Davis representing the Tarzana Treatment Centers presented materials regarding the services provided for Drug and Alcohol Prevention Services from individuals to Community:
 - i. Service depth: Middle School Students, High School Students, Parents, Retailers and Community Members
 - ii. Basic statistics related to Canoga Park provided:
 1. 44% of youth have used alcohol in last 30 days
 2. 49% of youth get alcohol from their own home
 3. 50% of stores sell alcohol have been cited for selling to minors
 - iii. Contact information: (818) 342-5897, ext. 2112.
9. Committee Reports:
- a. Public Safety, Mary Patterson, Chair
 - i. The next meeting will be on Wednesday, April 8th at the Canoga Park High School Auditorium
 - ii. Please pull flyer from Facebook and website and please help spread the word
 - b. Outreach, Rhonda Spires, Chair
 - i. Committee will meet Thursday April 2 at 6:30 PM
 - ii. Please help spread the word regarding the April 8th Emergency Preparedness Forum via Social Media and any other means.
 - iii. Please "like" the CPNC Facebook Page
 - c. Grant Evaluation Committee (GECO), Brian St. Germain, Chair



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- i. There will be a meeting at 6 PM the 1st Thursday of each month prior to the Outreach Committee at the Community Center. Everyone is encouraged to attend and contribute to the evaluation system and bring accountability to the NPG Applications.
 - d. Land Use, Ron Clary, Chair
 - i. Next meeting is scheduled for 6 PM, April 9th at the Community Center.
 - ii. Interested Board Members should self-nominate.
 - e. Community Impact Statement (CIS), Saaliha Khan, Chair
 - i. Committee accepting additional board members and stakeholders
 - ii. Next agenda item request – Vote on CIS Language for CPNC support for the Council File #14-1371 and its related files. “Establishment of the Resolution for RaiseLA”
10. All American City, Stuart Vaughn, Chair
- a. Discussed place and set-up for event marking the 10th Anniversary
 - b. Site for event to be determined soliciting for participating on the committee
 - c. Purpose of event discussed as related to community pride, historic significance, cultural content.
11. CPNC Officers Reports
- a. Present’s Report
 - i. Vacant Seats discussed on how many were open and how they would be filled
 - ii. Review of Deadlines facing the CPNC
 1. Strategic Plan and Budget due by June
 2. By-Laws change by May
 - iii. NC Elections in 2016, Online Voting and Stipulation Sheet
 1. An Election Committee will be put together to address requirements
 2. Seats expiring in 2016 are listed on EmpowerLA Website Site and passed out by CPNC Secretary
 - iv. CPNC Retreat will be scheduled for Saturday, May 16th with a time to be announced and will be with our DONE Representative, Amber Meshack
 - v. CPNC 2 Board Members for Civic University have been nominated: Todd Ferguson and [REDACTED].
 - b. Secretary’s Report
 - i. Training status of Board Member Requirement reviewed as to:
 1. Ethics Training: 86% Complete
 2. Funding Training: 95 % Complete
 3. Code of Conduct: 71 % Complete
 - ii. Attendance Status of CPNC Board Members reviewed.
 1. Jorge Godinez has missed more than three consecutive CPNC Board Meetings.
 - iii. Board Member contact information update sheet has been passed around for inputs.



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c. Treasurer's Report

- i. Motion: Discussion and Possible approval of February Monthly Financial Report
 1. Tabled
- ii. Motion: Discussion and possible approval of February Expense Report
 1. Tabled

CPNC Regular Board Meeting was Recessed and the Special CPNC Board Meeting was Called to Order at 8:19 PM by President, Corinne Ho. [Note: Quorum was maintained since no Board Member left the Regular Board Meeting of the 17 members present as previously cited.]

Special Board Meeting;

1. Public Comments- Comments from the public on non-agenda items within the Board's subject matter jurisdiction. 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.
 - a. None
2. Motion and possible discussion to declare the Residential/Renters Seat held by Jorge Godinez be declared vacant in accordance with the CPNC By-Laws.
 - a. Moved by: Ron Clary, Seconded by Michelle Miranda
 - b. Discussion: Reason action by the CPNC Board was presented with specific dates of declared consecutive Absences from CPNC Board Meetings.
 - c. Vote on motion to Declare Seat Vacant: 16 Yes, 0 No, 1 Abstain; Motion approved and the Seat was Declared Open/Vacant.
 - d. Vote recap provided at the end of Board Meeting Minutes.
3. Motion and possible discussion to appoint Fred Calloway as a CPNC Board Member for the at-Large Seat.
 - a. Moved by: Ron Clary, Seconded by Quincy Clemons,
 - b. Discussion:
 - i. Fred Calloway made a few comments regarding his desire to become a member of the Board,
 - ii. Q&A Session from the Board addressed qualifications using the current "Stakeholder" definitions from DONE and the appropriateness of the Seat assigned.
 - iii. Mr. Calloway's credentials were satisfactory,
 - c. Vote on motion appoint to open At-Large Seat: 16 Yes, 0 No, 1 Abstain; Motion approved to fill the open Seat, [Note: Board members present now equals 18, Fred Calloway having not yet completed Financial Training, cannot vote on financial motions.]
 - d. Vote recap provided at the end of Board Meeting Minutes.
4. Motion and possible discussion to create an Ad Hoc Committee for Strategic Plan and Budget Planning.
 - a. Moved by: Michelle Miranda; Seconded by: Ron Clary,
 - b. Discussion: The reason for the committee by the President, Corinne Ho,
 - c. Vote on motion form committee: 16 Yes, 0 No, 1 Abstain; Motion approved,
 - d. Vote recap provided at the end of Board Meeting Minutes Board Business.
5. Motion and possible discussion to support L. A. City Mayor's Minimum Wage proposal.
 - a. Moved by: Mary Paterson; Seconded by Jessica Irias
 - b. Discussion: Various comments of support and disapproval of the Mayor's initiative with regard to the earlier presentation made by Nicholas Grief during the Regular Meeting.



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- i. Comments supporting the initiative addressed the need to have a higher Minimum Wage to lift people out of poverty.
 - ii. Comments of disapproval addressed the financial burden placed on local businesses and the unintended consequences related to non-profits and the elderly on fixed incomes.
 - iii. Public comments were taken from Stakeholders, some of approved and some disapproved of the motion.
- c. Vote on motion: 11 Yes; 4 No; 3 Abstain. Motion of support passed.
- d. Vote recap provided at the end of Board Meeting Minutes.
6. Adjournment of Special Meeting by acclamation at 9:13 PM

The Regular CPNC Board Meeting was called back to Order by the President, Corinne Ho at 9:14 PM

12. Board Business

a. Memorial Day Parade

- i. The following CPNC Board Members recused themselves and left the building: Bobbi Trantafello and Michelle Miranda and left the building. A quorum remained as more than 13 Board members were present
- ii. MOTION: Discussion and possible action for approval of funds up to \$5,000 for sponsorship of Canoga Park's Memorial Day Parade organized by the Canoga Park/West Hills Chamber of Commerce in May 2015. (Budget Line Item: 200 ADV)
- iii. Moved by: Ron Clary; Seconded by: Quincy Clemons
- iv. Discussion:
 1. Great project for the community
 2. NPG will not be needed given type of funding allowable to support event
 3. Mark Neudorff, President of the Chamber of Commerce presented a Budget and define the needs served by the support of the this major event in Canoga Park that attacks 30 to 35 thousand attendees including local and city wide political figures.
- v. Vote of motion: 11 Yes, 2 No, 0 Abstain, 2 Recused, 3 ineligible to vote. Motion passed.
- vi. Vote recap provided at the end of Board Meeting Minutes.
- vii. Recused member Bobbi Trantafello rejoined the Board meeting, Board Member Michelle Miranda did not. Board members present stands at 17.

b. Graffiti and Acid Etching

- i. Motion and possible discussion for the approval of an Ad Hoc Committee to address the issue of graffiti and vandalism in the community. Chair to be Corinne Ho.
- ii. Moved by: Ron Clary; Seconded by Quincy Clemons
- iii. Discussion: None
- iv. Vote on motion: 16 Yes, 0 No, 1 Abstain; Motion passes
- v. Vote recap provided at the end of Board Meeting Minutes.

c. By-Laws

- i. Tabled till the next meeting since AD Hoc By-Laws Committee met on Tuesday, 24 March.

13. Announcements; None

14. Future Agenda Items: By-Laws, CIS on Wages, Community Center Keys for Committee Chairs

15. Adjournment by acclamation: 9:50 PM



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Board Voting Recap

Board Member Listing	Present		Absent		Excused		Training Completed in order to Vote on Financial Issues	Comments	Regular Board Meeting Motions		Special Meeting Motions		Regular Board Meeting Motions						
	X		X		X				1. Motion to approve minutes from January 2015 Regular Board Meeting	2. Motion to approve minutes from February 2015 Regular Board Meeting	11.11.11 Motion: Discussion and Possible approval of February Monthly Financial Report	11.11.11. Motion: Discussion and possible approval of February Expense Report	2. Motion and possible discussion to declare the Residential/Renters Seat held by Jorge Godinez be declared vacant in appoint Fred Calloway as a CPNC Board Member for the at-Large Seat.	3. Motion and possible discussion to create an Ad Hoc Committee for Strategic Plan and Budget Planning.	4. Motion and possible discussion to support L. A. City Mayor's Minimum Wage proposal.	5. Motion and possible discussion to	12. a. Memorial Day Parade: MOTION: Discussion and possible action for approval of funds up to \$5,000 for sponsorship of Canoga Park's Memorial Day Parade organized by the Canoga Park/West Hills Chamber of Commerce in May 2015. (Budget Line Item: 200 ADV)	12. b. Graffiti and Acid Etching: Motion and Ad Hoc Committee to address the issue of graffiti and vandalism in the community.	12. c. C. By-Laws
Yesenia Cardenas	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ron Clary	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Quincy Clemons	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Fred Calloway							Elected 25 March		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
Kyra Edrington	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Diego Escobar	X								NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Todd Ferguson	X								NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Jorge Godinez	X								NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Corinne Ho	X								A	A	A	A	A	A	A	A	A	A	A
Jessica Irias	X						No Current Ethics		Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Terrance Jakubowski							No Current Ethics		NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Saaliha Khan	X								NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Lilian Lozano	X								NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Michelle Miranda	X								NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Miguel Orellana	X								NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Mary Paterson	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Bill Ratner	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Paul Shafit	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rhonda Spires	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Brian St. Germain	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Bobbi Trantafello	X								NP	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP
Stuart Vaughn	X								Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Total	17	2	2						13	13	0	0	0	15	16	17	11	11	16
								Yes	0	0	0	0	0	0	0	0	4	4	0
								No	1	1	0	0	0	1	1	1	3	3	0
								Abstain	0	0	0	0	0	0	0	0	0	0	0
								Recused	0	0	0	0	0	0	0	0	0	0	0
								Ineligible	0	0	0	0	0	0	0	0	0	0	0
								Quorum = 13	14	14	NA	NA	NA	16	17	18	18	18	16
									NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
									NP = Not Present	NP	NP	NP	NP	NP	NP	NP	NP	NP	NP



Regular & Special Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:00 PM, Wednesday, March 25, 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.

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.

Paul Shafit
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."



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