



Board Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:00 PM, Wednesday, 27 May, 2015
Canoga Park Community Center
7248 Owensmouth Ave, Canoga Park, CA 91304



**Canoga Park
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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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Residential Renters Rep.

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Residential Renters Rep.

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Community Based Org. Rep.

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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. Meeting Called to order at 7:10 PM by CPNC President Corinne Ho, who also lead the Pledge of Alliance with the Roll Call as reported as follows:
 - a. Present: Fred Calloway, Yesenia Cardenas, Ron Clary, Quincy Clemons, Kyra Edrington, Corinne Ho, Terrance Jakubowski, Liliana Lozano, Michelle Miranda, Mary Paterson, Bill Ratner, Rhonda Spires, Brian St. Germain, Stuart Vaughn.
 - b. Absent: Diego Escobar, Todd Ferguson, Jessica Irias, Saaliha Khan, Miguel Orellana, and Bobbi Trantafello.
 - c. A quorum is 13 Board Members Present, and with 14 Board Members present, a quorum was declared.
 - d. Diego Escobar arrived at 7:57 PM which raised total Board Members present to 15.
2. Welcoming Remarks:
 - a. The agenda is very full as there are many items and motions to review
 - b. Audience was encouraged to visit both EmpowerLA.org and CPNC websites
 - c. Code of Civility Reviewed
 - d. Audience was encouraged to put in Speaker Cards as this was their time to be heard.
3. Motion: Discussion and possible approval of Minutes from April 2015 Regular Board Meeting
 - a. Motion to approve Minutes: Moved by: Kyra Edrington; Seconded by Fred Calloway
 - b. Discussion: None
 - c. Vote on Motion: 14 Yes, 0 No, 0 Abstentions; Motion Passed; Minutes approved.
4. Reports of Elected Officials:
 - a. None.
 - b. Chair Recognized BONC VP: Len Shaffer and President of Reseda NC: Kevin Taylor.

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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5. Presentations:

- a. San Fernando Valley Art Collection was represented by Addy Reuteña:
 - i. Addressed engaged with Art Walk events in community
 - ii. Pursuant to Agenda Item 9.i. reviewed what funds would be used for and the benefit to the community
 - iii. Activities are done on a shoe string by 11:11 A Creative Collection
 - iv. Materials passed out in support of activities of group.
 - v. Discussion deferred to Agenda Item 9.i.
- b. Pacific Lodge Youth Services Conservancy Advocates was represented by Sventlana Mseryan:
 - i. Addressed outreach program
 - ii. Handout presented
 - iii. Presented their program for turf control, commercial lighting and controls
 - iv. Applications can be taken on line via DWP Website
- c. Helping hands against Domestic Violence present by Diana Lopez and Rebecca Douglas
 - i. Discussed mission of group
 - ii. Handout Provided
 - iii. Contact Information: phone (818) 882-1298;
www.helpinghandsagainstdv.webs.com
 - iv. Guided to participate in 3rd Thursdays

6. Public Comments:

- a. Jelena Csancy discussed Foundation for the Preservation of the Santa Susana Mountains (FPSSM) and State Park Volunteers that provide various services to the general community including elementary schools. Handout provided. Funding request should be forwarded to Budget Committee.
- b. Diana Lopez, representing Education Service Center North discussed funds for computers for the Center located at 7355 Vassar Ave. Expressed computers are needed for students. Handout provided. Contact Information: (818) 348-2814. Funding requests should be sent to the Budget Committee.
- c. Joe Tovar, representing Reformers Unanimous, Faith Baptist Church discussed this faith-based additions program conducted Saturdays at 6PM in Rooms 42-43. Joe went on to discuss his background in community and motivation in program. Contact information: (818) 340-6131.
- d. Len Shaffer, BONC VP discussed CISs pending and solicited CPNC's support for them. Specific attention paid to the CIS addressing the recognition of NC's time limit before the LA City Council.

7. Officer's Report

- a. President's Report:
 - i. Ron will coordinate through the Land Use Committee addressing community Partner Applications for the People Street Grant Application.
 - ii. Introduced the CPNC all year round timeline for FY 2015-2016 that will be provided later



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- iii. Recommendations sought for CPNC Committees including banners, display materials, public safety, and beautification projects that will be presided by VP during absence in June and July.
 - b. Vice President's Report
 - i. CPNC Website will be changing webmasters in accordance with DONE directives concerning their website management policies DONE will be providing assistance.
 - c. Secretary's Report
 - i. Five (5) vacancies exist and were identified – see listing of Board Members in the left hand column.
 - ii. Miguel Orellana to be contacted as a result of missing more than the allowed Regular Board Meetings in accordance with the By-Laws
 - iii. All CPNC Board Members having completed all DONE mandated training requirements and have voting privileges on all motions coming before the Board.
 - d. Treasurer's Report:
 - i. Approximately \$16,955 remains unobligated in the CPNC Fy-2014-2015 Funds
 - ii. MERs due were deferred to next month in order to confer with DONE prior to their presentation to the Board for voting on motion for approval.
 - iii. Bank Card will be picked up soon and will be available for use until 30 June in accordance with Year End account closeouts by DONE and City Controller.
8. Committee Reports:
- a. Land Use Chair: Ron Clary
 - i. Attended Planning Department hearing for McDonald's on 22200 Sherman Way for which a decision will be made on variances requested. Unaware of any decision at time of meeting.
 - ii. Submission made on former BMW Agency at 7050 Topanga Canyon Blvd. and will be discussed at 11 June Land Use Committee Meeting.
 - iii. Presentation for apartment complex near Canoga and Vanowen will be heard at 11 June Land Use Meeting.
 - b. CIS Chair: Saaliha Khan
 - i. CIS meeting to be called to address Council File CF-15-0389 (Sufficient Presentation Time for NC before the City Council)
 - c. Public Safety: Mary Paterson
 - i. Working on new time for committee meetings and will be announced soon
 - ii. Last event on Ap 8 EP for Residents
 - iii. Now need to get info out to residents on what to do during and after earthquake



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- iv. We have some work on assessing our assets and challenges
 - v. If there is an interest in joining, let me know.
- d. All American City Celebration
- i. Date: Saturday, September 12, 2015
 - ii. Place: Woman's Club
 - iii. Entertainment and food arrangements being made
 - iv. Presentation by "Delegates" envisioned from original presenters at competition
9. Board Business:
- a. Discussion and Possible Approval to appoint Rhonda Spires as CPNC Art Committee
 - i. Moved by Stuart Vaughn; Seconded by Mary Paterson
 - ii. Discussion: Art Committee needed within Community
 - iii. Vote on Motion to approve: 15 yes, 0 No, 0 Abstain; Motion Passed
 - b. Discussion and Possible Approval to appoint Bill Ratner/Rhonda Spires for Pole Banners Ad-Hoc Committee
 - i. Moved by Ron Clary; Seconded by Quincy Clemmons
 - ii. Discussion: None
 - iii. Vote on Motion to approve: 15 yes, 0 No, 0 Abstain; Motion Passed.
 - c. Discussion and Possible Approval of the amount up to \$30 to renew the domain name with vendor Godaddy.com. Budget Line 200 Outreach
 - i. Moved by Ron Clary; Seconded by Quincy Clemmons
 - ii. Discussion: Period of renewal is for two (2) years
 - iii. Vote on Motion to approve: 15 yes, 0 No, 0 Abstain; Motion Passed.
 - d. Discussion and Possible Approval of the amount up to \$1000 for various office supplies: Business Cards, CPNC Table Cloths, Pens, Business Cards Holders, Name Tags. Budget Line 100 Operations.
 - i. Moved by Brian St. Germain; Seconded by Mary Paterson
 - ii. Discussion: Vendor will be Office Depot given current discounts
 - iii. Vote on Motion to approve: 15 yes, 0 No, 0 Abstain; Motion Passed
 - e. Discussion and Possible Approval to create an Ad-hoc Committee to explore locations benefiting from installing security Cameras within the Canoga Park Neighborhood Council boundaries. Chair/co-chair Mary Paterson, Bill Ratner
 - i. Moved by Brian St. Germain; Seconded by Kyra Edrington
 - ii. Discussion: Need to address where are they going, who is going to pay for them, who is going to monitor them
 - iii. Vote on Motion to approve: 15 yes, 0 No, 0 Abstain; Motion Passed



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- f. Discussion and Possible Approval of \$1000 to add to the previous amount of \$500 in April 22nd Board Meeting for the purchase of a laptop. Budget Line: 100 Operations. Vendor to be determined.
 - i. Moved by Quincy Clemmons; Seconded by Kyra Edrington
 - ii. Discussion: Identified uses for, Vendor TBD.
 - iii. Vote on Motion to approve: 15 yes, 0 No, 0 Abstain; Motion Passed
- g. Discussion and Possible Approval of \$1000 for (Ink \$100, \$450 for Printer, \$450 for Microsoft Office Professional) Budget Line: Operations
 - i. Moved by Michelle Miranda; Seconded by Brian St. Germain
 - ii. Discussion: Options in purchasing features
 - iii. Vote on Motion to approve: 15 yes, 0 No, 0 Abstain; Motion Passed
- h. Discussion and Possible Approval for Audio System for use during CPNC Board Meeting up to \$2500 for 4 wireless microphones and the speaker. Budget Line Item: 100- Operations
 - i. Moved by Brian St. Germain; Seconded by Quincy Clemmons
 - ii. Discussion: Needed for CPNC Community Events and Meetings
 - iii. Vote on Motion to approve: 15 yes, 0 No, 0 Abstain; Motion Passed
- i. Discussion and Possible Approval of Neighborhood Purpose Grant Application for \$3000 to fund ~~the Street Box Initiative and~~ the Third Thursdays occurring in Canoga Park starting June to September.
 - i. Prior to motion coming before the Board, Mary Paterson recused herself from the Board Meeting and left the Community Center. A quorum was maintained with 14 Board Members Present after discussions on reasons for recuse with Len Shaffer, BONC Area Representative in attendance.
 - ii. Moved by Ron Clary; Seconded by Quincy Clemmons
 - iii. Discussion: The wording of the motion was challenged given that the request was for \$3000 for the Third Thursdays. The Street Box Project was additional funding and did not comply with Brown Act notification requirements.
 - 1. Motion to amend motion by striking out “the Street Box Initiative and” moved by: Ron Clary; seconded by: Quincy Clemmons
 - 2. Discussion: None
 - 3. Vote on Amendment: 14 yes, 0 no, 0 abstentions; Motion Passed
 - iv. Vote on Motion as amended to approve: 14 yes, 0 No, 0 Abstain; Motion Passed.
- j. Discussion and Possible Approval of the Proposed CPNC Strategic Plan for FY015-2016. The Strategic Plan will be submitted with Annual Budget Package by July 1, 2015.
 - i. TABLED.
 - ii. Ad Hoc Committee to review materials established as 3 June



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10. Board Member Announces were taken in written format only given the late hour of the proceedings.
- Quincy Clemmons announced that there would be an Art Show on June 6th at 6 PM 7306 Hesperia Ave, Reseda, CA 91335
 - Bill Ratner announced there would be a fund raiser for the Historical Society on Sunday, 7 June at the Woman's Club from 2 to 5 PM.
11. Future Meetings:
- Next CPNC Joint Executive/Budget Meeting: June 17th at 6:30 PM
 - Next CPNC General Board Meeting: June 24th at 7:00 PM
 - Next CPNC Land Use Meeting: June 11th at 6:30 PM
 - Next CPNC Ad-Hoc for Fiscal Year 2015-2016 Annual Budget: 3 June at 6:30 PM
12. Adjournment by acclamation at 9:36 PM



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CPNC Vote Count Recap

CPNC Board Member Roll Call for:	27 May 15			Comments	Approval of the April 22, 2015 General Bd Mtg. Mtg.		Approval of Monthly Expense Reports for April		Tabled		Tabled		Pass	N/A	Pass	N/A
	Present	Absent	Excused		Y	N	Y	N	Y	N	Y	N				
Fred Calloway	X				Y											
Yesenia Cardenas	X				Y											
Ron Clary	X				Y											
Quincy Clemons	X				Y											
Kyra Edrington	X				Y											
Diego Escobar	X				Y											
Todd Ferguson	X			Arrived Late: 7:17	Y											
Corinne Ho	X				Y											
Jessica Irias	X				Y											
Terrance Jakubowski	X				Y											
Saaliha Khan			X		Exc											
Liliana Lozano	X				Y											
Michelle Miranda	X				Y											
Miguel Orellana	X				Y											
Mary Paterson	X				Y											
Bill Rather	X				Y											
Rhonda Spires	X				Y											
Brian St. Germain	X				Y											
Bobbi Trantafello	X				Y											
Stuart Vaughn	X				Y											
Yes					14											
No					0											
Abstain					0											
Refrused					0											
Pass/Fail					0											
Quorum = 13					15	4	1									

Abst = Absent



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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.”



Board Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:00 PM, Wednesday, 27 May, 2015
Canoga Park Community Center
7248 Owensmouth Ave, Canoga Park, CA 91304

