



Meeting Minutes

Canoga Park Neighborhood Council (CPNC)
7:00 PM, Wednesday, 24 June, 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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Senior Group Rep.

Quincy Clemons
Residential Renters Rep.

Liliana Lozano
Residential Renters Rep.

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Community Service Org. Rep.

Vacant
Community Based Org. Rep.

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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.

1. Meeting Called to order at 7:50 PM by CPNC Vice-President, who also lead the Pledge of Alliance
2. The following welcoming remarks & purpose of meeting:
 - a. Apologized for the lateness of starting the meeting due to being unable to have a quorum present,
 - b. Purpose of meeting is to address community issues and motions coming before the Board,
 - c. Speaker Cards were encouraged for those wanting to present their issues before the Board.
3. Roll Call and Declaration of a Quorum
 - a. The following CPNC Board members were present: Yesenia Cardenas, Ron Clary, Quincy Clemmons, Kyra Edrington, Todd Ferguson, Jessica Irias, Terrance Jakubowski, Saalih Khan, Miguel Orellana, Mary Paterson, Bill Ratner, Rhonda Spires, Brian St. Germain, Stuart Vaughan.
 - b. Absent: Liliana Lozano, Michelle Miranda, Bobbi Trantafello
 - c. Excused: Fred Calloway, Diego Escobar, Corinne Ho
 - d. With 14 Board Members, a quorum (13) was achieved. All CPNC Board Members having completed all training requirements required by DONE have voting privileges on all motions.
4. Motion: Discussion and possible approval of Minutes from May 2015 Regular Meeting
 - a. Motion to approve Minutes: Moved by: Mary Paterson; Seconded by Quincy Clemmons.
 - b. Discussion: None
 - c. Vote on Motion: 14 Yes, 0 No, 0 Abstentions; Motion Passed; Minutes approved.

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. Reports from Elected Officials and City Government Representatives for which comments were limited to 3 to 5 minutes.
 - a. Jenny Portillo, CD#3, Councilman Blumenfield’s Office:
 - 1) Skate Park dedication at Lanark Park, Canoga Park will take place on June 30th at 2 PM.
 - 2) Supports stakeholder’s comments on clean up (see public comments)
 - 3) CD#3 Offices are being renovated
6. 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)
 - a. Mark Neudorff, President of the Chamber discussed the new marquee at the Madrid Theater and its dedication at 9:30 AM, Monday, July 6th.
 - b. Sue Saper, SFVYC, presented materials regarding the 11th Year of Summer Activities with a handout and discussed the diverse programs supported.
 - c. Robert Orozco, Stakeholder discussed the clean-up in the community that is needed so that Canoga Park does do become a dumping ground in the San Fernando Valley. Supported through CD#3 Offices was suggested and reconfirmed through Councilman Blumenfield’s Office.
7. Committee Reports – consideration by the Board of the reports and recommendations from its committees, including possible action in adopting, rejecting, or modifying any report or recommendation, possible action by the Board implementing the report or recommendation, or possible determination by the Board of the Neighborhood Council’s position on a report or recommendation, and recommendation regarding communications of the position to the appropriate governmental body. (30 Minutes)
 - a. All American City report was made by Stuart Vaughn. Handout Provided.
 - b. No other Committee Reports were made
8. Officer’s Reports
 - a. Vice-President
 - i. Presented a statement from Corinne Ho, President on the formulation of a new policy for processing NPGs and Funding Requests. Each Board Member was provided a copy for their review and comment. The general guidelines of this policy was to have those requesting funds to ask for funds NLT 15 January 2016 for the rest of the FY 2015-2016. This policy would be reviewed again at the next meeting of the CPNC.
 - b. Secretary
 - i. Vacant Seats and notification of applicants would be addressed in July in support of the July 2015 General Meeting
 - ii. All required training has been completed by all CPNC Board Members
 - c. Treasurer
 - i. FY 2014-2015 Budget was reviewed for which there will be less than \$2,000 of unobligated funds remaining by the end of the FY.
 - ii. Open Funding Requests pending include: A1111, Memorial Day, SFV Youth Chorus, Mural Repair and are included in the total budget with its currently reported unobligated amount above.



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- iii. MOTION: discussion and possible approval of Monthly Expenditure Report (MER) for April 2015.
 - 1. Moved by Mary Paterson; Seconded by Quincy Clemons.
 - 2. Discussion: Copies were provided for review prior to the meeting. No discussion ensued.
 - 3. Vote on to approve MER for April: 13 Yes, 1 No, 0 Abstain; Motion passed.
 - 4. Vote summary provided.
- iv. Motion: discussion and possible approval of Monthly Expenditure Report (MER) for May 2015.
 - 1. Moved by Jessica Irias; Seconded by Kyra Edrington.
 - 2. Discussion: Copies were provided for review prior to the meeting. Discussed corrections to the MER in the amount of \$3,500.
 - 3. Vote on to approve MER for May: 13 Yes, 1 No, 0 Abstain; Motion passed.
 - 4. Vote summary provided.
- v. Motion: Discussion and possible approval of FY 2014-2015 Budget re-allocation of \$6,500 from CIP Budget Line Item to NPG Budget Line Item.
 - 1. Moved by Mary Paterson; Seconded by Kyra Edrington.
 - 2. Discussion: None.
 - 3. Vote on to approve Budget re-allocation: 14 Yes, 0 No, 0 Abstain; Motion passed.
 - 4. Vote summary provided.
- 9. Board Business – Comments from the Board on subject matters within the Board’s Jurisdiction. Possible action on all motions and discussion.
 - a. MOTION: Discussion and possible approval of the Canoga Park Neighborhood Council’s FY 2015-2016 Budget Package for submission to the Department of Neighborhood Empowerment consisting of the CPNC Strategic Plan for FY 2015-2016, the Outreach Survey for FY 2014-2015 and the CPNC Budget for FY 2015-2016 for submission by 1 July 2015.
 - i. Moved by Mary Paterson; Seconded by Jessica Irias.
 - ii. Discussion:
 - 1. “Teach our Kids” line item was taken from the DONE 2015-2016 Budget Template and had an amount of \$0.00.
 - 2. The Admin Budget was reviewed as to why the amounts were chosen.
 - 3. The Monthly Expenditures anticipated were defined for each item discussed for the 2015-2016 Budget
 - iii. Vote on CPNC Budget Submission Package for 2015-2016: 13 Yes, 0 No, 0 Abstentions; Motion Passed.
 - iv. Voter summary provided.
 - b. MOTION: Discussion an possible approval of the recommendation from the Land Use Committee regarding the approval of the Master Land Use Permit Application for Planning Department Case CPC 2015-1741-2c-cu-sp-spr for the property at 7050 Topanga Canyon Boulevard submitted by 7050 Topanga Holdings, LLC subject to the limitation that the CUP to allow only one drive-through, fast food establishment.
 - i. Moved by Saaliha Khan; Seconded by Miguel Orellana.



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ii. Discussion:

1. Presentation made to CPNC Board Members by representatives from Great American Capital regarding the utility of the project, design considerations, traffic patterns, parking, type of stores/businesses, hours of operation, etc. using artwork provided to the Board and those assembled.

2. Questions and Answers ensued between presenters and CPNC Board members addressing each of the optics above. Permit restrictions were also discussed.

3. Motion: Amend motion to read "as requested without restrictions"

a) Moved by Saaliha Khan; Seconded by Brian St. Germain

b) Discussion: None

c) Vote on motion to amend: 14 Yes, 0 No, 0 Abstentions; Motion to Amend passed

iii. Vote on Motion for Variance on Permit: 13 Yes, 1 No, 0 Abstentions; Motion Passed.

iv. Vote summary provided.

c. MOTION: Discussion and possible approval of request for funds totaling \$1,500 for the San Fernando Valley Youth Chorus in support of their Summer Music Program. Budget Line Item: NPG.

i. Moved by Mary Paterson; Seconded by Stuart Vaughn.

ii. Discussion: None

iii. Vote on Motion: 14 Yes, 0 No, 0 Abstentions; Motion Passed

iv. Vote summary provided.

d. MOTION: Discussion and possible approval of remaining CPNC FY 2014-2015 Budget balance up to \$2,400 be transferred towards tree trimming administered by Councilman Bob Blumenfield's office.

i. Moved by Stuart Vaughn; Seconded by Quincy Clemons

ii. Discussion:

1) Need to ensure that CD#3 will use the funds for Canoga Park

2) Motion: Amend to include "Canoga Park"

a) Moved by Stuart Vaughn; Seconded by Quincy Clemons

b) Discussion: None

c) Vote on Motion to Amend: 14 Yes, 0 No, 0 Abstentions; Motion Passed

d) Vote summary provided

iii. Vote on motion: 14 Yes, 0 No, 0 Abstentions; Motion Passed as amended.

iv. Vote summary provided.

10. Comments on Board Member own activities/Brief Announcements

a. Outreach – Performing Arts Website is up and running: <http://www.fullvisionarts.org/>.

11. Future Agenda items and other calendar events

a. Canoga Clean-up Activities

12. Next CPNC Board Meeting is Wednesday, 29 July at the Community Center

13. Meeting adjourned by acclamation at 9:52 PM



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CPNC Board Vote Summary

CPNC Board Member Roll Call for:		Voting Privileges on Financial Issues			Comments	Voting Recap																		
		Present	Absent	Excused		Approval of the Mat 27, 2015 General Brd Mtg Min	Approval of Monthly Expense Reports for April	Approval of Monthly Expense Reports for May	Approval of 2014-2015 Budget Re-allocation	Approval of CPNC Budget Package for FY 2015-2016	Approval of Master Plan Use Permit for CPC 2015-1741-2c-cu-sp-spr	Amended for "No Restriction"	Approval of \$1,500 for SFV Youth Chorus	Approval of remaining budget up to \$2,000 for FY 2014-2015 XFR to CD#3	Amended for insertion of "Canoga Park"									
Fred	Calloway	Yes		X																				
Yesenia	Cardenas	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Ron	Clary	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Quincy	Clemons	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Kyra	Edrington	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Diego	Escobar	Yes		X																				
Todd	Ferguson	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Corinne	Ho	Yes		X																				
Jessica	Irias	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Terrance	Jakubowski	Yes	X			Y	N	N	Y	N	N	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Saaliha	Khan	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Liliana	Lozano	Yes		X																				
Michelle	Miranda	Yes		X																				
Miguel	Orellana	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Mary	Paterson	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Bill	Ratner	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Rhonda	Spires	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Brian	St. Germain	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Bobbi	Trantafello	Yes		X																				
Stuart	Vaughan	Yes	X			Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	Yes					14	13	13	14	13	13	14	14	14	14	14	14	14	14	14	14	14	14	14
	No					0	1	1	0	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0
	Abstain					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Recused					0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Pass/Fail					Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass
	Quorum = 13					14	3	3		20														
	Abs = Absent																							
	Exc = Excused																							
	R = Recuse																							



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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."



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