



**Board Meeting Minutes  
Canoga Park Neighborhood Council (CPNC)  
7:00 PM, Wednesday, 27 January 2016  
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  
Saaliha Kahn  
At-Large Rep.**

**Secretary  
Bill Ratner  
Home/Condo Owners Rep.**

**Treasurer  
Yesenia Cardenas  
Residential Renters Rep.**

**Maximo Guerrero  
Youth Group Rep.**

**Vacant  
Youth Group Rep.**

**Vacant  
Senior Group Rep.  
Vacant Senior Group Rep**

**Quincy Clemons  
Residential Renters Rep.**

**Liliana Lozano  
Residential Renters Rep.**

**Vacant  
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**Brian St. Germain  
Home/Condo Owners Rep.**

**Carey Carney-Martinez  
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**Ron Clary  
Retail/Service Business Rep.**

**Stuart Vaughn  
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**Bobbi Trantafello  
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**Todd Ferguson  
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**Michelle Miranda  
Community Service Org. Rep**

**Vacant  
Community Based Org. Rep.**

**Mary Paterson  
Community Based Org. Rep.**

**Vacant  
Faith Based Org. Rep.**

**Jessica Irias  
School Representative**

**Rhonda Spires  
At-Large Rep.**

**Kyra Edrington  
At-Large Rep.**

**Terrance Jakubowski  
At-Large Rep.**

**I. WELCOMING REMARKS-Corinne Ho, President**

a. Called to order at 7:09 PM and Pledge of Allegiance led by - Corinne Ho, President.

b. Roll Call and Declaration of a Quorum:

1. Board Members Present: Yesenia Cardenas (arrived 7:20 PM), Ron Clary, Quincy Clemons, Kyra Edrington, Todd Ferguson, Maximo Guerrero, Corinne Ho, Jessica Irias (arrived 7:41 PM), Terrance Jakubowski, Saaliha Khan, Liliana Lozano, Cary Martinez, Michelle Miranda, Mary Paterson, Bill Ratner, Rhonda Spires, Brian St. Germain, Bobbi Trantafello, Stuart Vaughn
2. Board Members Absent: None
3. Board Members Excused: None
4. Quorum at Roll Call and maintained throughout the CPNC Board Meeting 7:10 PM

c. Opening Remarks:

1. General comments of welcome made by President, Corinne Ho
2. Addressed CPNC Regular Board Meeting Agenda and some of the key items on it
3. Addressed joining in the Canoga Park Neighborhood Council with upcoming election and joining in on Social Media.

**II. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS**

a. Jenny Portillo, Field Representative for Councilmember Bob Blumenfield of Council District 3 was scheduled but was not able to present.

b. Ron Rubine, District Director for Councilmember Mitch Englander of Council District 12, ([Ron.Rubine@lacity.org](mailto:Ron.Rubine@lacity.org)) informing us on the Gas Leak in Porter Ranch:

1. Aliso Canyon/Porter Ranch was in its 97<sup>th</sup> day
2. The current plan is to cap the very old well that was originally installed for oil pumping

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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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 Vacant  
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3. Relocation process implemented for schools and some residents was addressed
4. LA City does not have legislative oversight in the matter but is trying work with all agencies involved
5. Large economic impact given the Aliso Canyon provides Natural Gas for 22 million people in the greater SoCal Area with no strategic reserves elsewhere.
6. Health issues loom as the effects will not be known for some time
7. Factsheet flyers from Councilman Englander’s Office provided for Community Contact Information and Oder for Abatement.
8. Questions taken from CPNC Board Members and some Stakeholders regarding area effected, health issues, how to declare yourself a victim outside 5 mile radius established by SoCal.

c. LAPD Topanga Division, Canoga Park Senior Lead Officer Jesse Mojica:

1. Higher than expected rise in crime rate: up 12%
2. Burglaries are being addressed through a “501” program in which your immediate neighbors can take part to increase awareness. Will be delivering cards throughout the community
3. Questions from Board Member taken regarding how the CPNC can help to get the word out on the “501” program

d. LAFD Battalion 17, Station 84 Chief Drake on the Smoke Alarm Detector Program for Canoga Park Single Family Residents:

1. “My Safe LA” (<http://www.mysafela.org/>) is a major safety program through smoke alarms
2. Hardwired smoke detectors with battery backup will reduce fatalities
3. Program is part of emergency preparedness in the community

e. Howard Katchen, IEA (Independent Elections Administrator) for Region 3 on 2016 Citywide Neighborhood Councils Elections. Canoga Park Online Voting will be on March 27th and Polling Elections is Sunday, April 17th at the Canoga Park Community Centre.

1. Howard was not able to attend

f. Oscar Garcia, ([Oscar.Garcia@asm.ca.gov](mailto:Oscar.Garcia@asm.ca.gov)) District Director, Assemblymember Matt Dababneh, 45 District discussed the following:

1. Air Scrubbers can be received through opening a case number that can be done through the Assemblyman’s Office.
2. Budgetary Town Hall Meeting is being planned and information can be accessed through: <http://asmdc.org/members/a45/district/district-events>

**III. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS:**

Comments from the public on non-agenda items within the Committee’s subject matter jurisdiction. The public was request to fill out a “Speaker Card” to address the committee on any agenda item before the Committee takes an action. Public comment is limited to 2 minutes per speaker.

a. Janis Risch, LA Public Library ([irisch@lapl.org](mailto:irisch@lapl.org)) discussed general library programs that included the following:

1. Literacy Program presented at earlier CPNC Board Meetings and a flyer was provided. More information can be found at [www.lapl.org/literacy](http://www.lapl.org/literacy).
2. Amnesty Program (1 Feb to 22 Feb) will allow LAPL materials to be returned with no questions asked or fines levied and re-instatement of library privileges and cards
3. Questions from CPNC Board Members: Age of Volunteers must be at least 18 years old

b. Lucie Volotsky, owned of Beds Unlimited:

1. Is opening a new store in Canoga Park with a Grand Opening on Monday, 1 February
2. Flyers were passed out at meeting
3. Offered assistance CPNC with its agenda



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c. Andrew Schmidt, ([andrew.schmidt@calawyersforthearts.org](mailto:andrew.schmidt@calawyersforthearts.org)) discussed Mediation Services provided by California Lawyers for the Arts.

1. A non-profit entity bringing legal services and specializing in mediation to the greater community
2. Services are at low or no cost
3. Flyer passed out to explain services and provide contact information
4. Questions taken from the Board on content and services.

d. Rocio Rodriguez ([rrodriguez@neworg.us](mailto:rrodriguez@neworg.us)) addressed New Economics for Women:

1. Tax services in the city of LA for registrants
2. Flyer passed out at Board Meeting
3. Questions taken from the Board on content and services.

e. Tess Reyes-Dunn, ([treyesdunn@winnetkanc.com](mailto:treyesdunn@winnetkanc.com)) addressed issues regarding the Madrid Theater:

1. The question posed: What is happening with the Madrid Theater
2. Looks closed and not open for business
3. How can this theater better serve the community?
4. Questions addressed in Board discussion: City Management issue through the Department of Cultural Affairs and their contracting history

f. Kate Courtney ([kateemail@gmail.com](mailto:kateemail@gmail.com)) addressed Zoning Variance regarding the old COSTCO facility at the North East Corner of Roscoe and Canoga Park representing Silverwood Properties.

1. Referred to Land Use Committee.

g. Art Lenox & Kamara Sams ([kamarasams@boeing.com](mailto:kamarasams@boeing.com)) representing the Boeing Company regarding the clean-up at the Santa Susana Field Laboratory.

1. Provided a brief update on the clean-up efforts and the Draft Environmental Impact Report that should be out in June 2016.
2. So far 40,000 years of soil has been removed
3. Goal: clean-up for living / residential standards
4. Tours are available for general public and private groups of a certain size to see what is being done
5. Update meeting being planned for April.
6. Flyers, brochure and calendar passed out at the meeting
7. Questions from the board addressed touring and receiving a copy of the draft report.

h. Amanda Coleman ([Amanda.coleman.899@my.csun.edu](mailto:Amanda.coleman.899@my.csun.edu)) addresses the LA City Homeless Count program:

1. Provided flyers and brochures regarding last year's program result and the current program underway this date in Canoga Park.
2. Addressed Bassett Street Cleanup (Eden to De Soto)
3. Addressed RV Living space programs and rules via Vehicle Residents in Northeast Canoga Park: A Community Assessment handout

#### IV. ADMINISTRATIVE ITEMS

a. Review and Adoption for December 16th Board Meeting Minutes.

1. Moved by: Ron Clary; Seconded by: Kyra Edrington
2. Discussion: None
3. Vote on Motion: 18 Yes; 0 No; 0 Abstained: Motion Passed, Minutes approved.
4. Jessica Irias and Bobbi Trantafello left the CPNC Board Meeting; a quorum remained in effect

b. Approve Treasurer's Report- Monthly Expenditure Report of December 2015- Yesenia Cardenas/Saaliha Khan, Treasurer/Second Signee

1. Moved by: Ron Clary; Seconded by: Kyra Edrington
2. Discussion:
  - (a) The November 2015 MER showed a Balance of \$6,753.32 for Outreach, the Balance reported for December 2015 is \$3,700 with a total spent for the month of \$100.
  - (b) The Treasurer stated that she would contact DONE for better data in this category and submitted corrected report when information received.
3. Vote on Motion: 12 Yes; 4 No; 0 Abstained: Motion Passed, Motion approved.





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4. VP, Ron Clary asked for a reason for the four "No" votes
  - (a) Michelle Miranda stated that the information was incomplete and not accurate for which her "no" was in keeping with her fiduciary responsibilities
  - (b) Bill Ratner stated the information presented was inconsistency with what was provided at the Joint Board/Budget/Executive Committee. The Outreach Budget was not explained properly.
  - (c) Remaining board members restated what was stated above.
5. Motion to Rescind previous Motion to Approve December 2015 MER:
  - (a) Moved by Ron Clary; seconded by Quincy Clemons
  - (b) Discussion: Need to vote "yes" to rescind and "no" to keep the previous motion of approval
  - (c) Vote on Motion: 16 Yes; 0 No; 0 Abstained; motion passed to rescind approval of December 2015 MER.
  - (d) President, Corinne Ho stated that DONE would be notified and the December MER would be part of February 2016 Board Meeting Agenda.

V. (Blank)

**VI. MOTIONS & RESOLUTIONS:**

- a. Discussion and Possible Action – that the CPNC supports the Resolution 'City of Los Angeles Engagement in Schools Resolution' as recommended by the Public Safety Committee that met on January 27th
  1. Moved by: Michelle Miranda; Seconded by: Quincy Clemons
  2. Discussion:
    - (a) Sean Dinse, Stakeholder addressed the "Seconds Count – When Securing our Schools" initiative by reviewing the provide draft resolution to the Board
    - (b) Placing Police Officers in Schools would provide a deterrent and immediate response to prevent a future Sandy Hook incident
    - (c) Cooperation is sought between LAUSD and LAPD given the limited campus police assets of the LAUSD.
    - (d) Questions from the Board addressed the Resolution format vs the CIS process as to which would make the greatest impact.
  3. Vote on motion: 16 yes; 0 no; 0 abstained; motion passed, resolution approved.
- b. Discussion and Possible Action- No more than \$1000 for CPNC 'Los Ojos de Canoga Park' event at Columbus Middle School on March 8th, 9th 2016. Funds will assist providing lunch for volunteers and any printing needed. Budget line: Elections.
  1. Moved by: Yesenia Cardenas; Seconded by: Todd Ferguson
  2. Discussion:
    - (a) This event is being led by Jessica Irias
    - (b) Volunteers needed from the Board to make event a success
    - (c) This item will not increase the \$10,050 Budget for Elections beyond budget approved
  3. Vote on Motion: 15 yes; 1 No; 0 Abstained: Motion Passed
- c. Discussion and Possible Action- to approve \$100 for the Bassett Street Clean Up on Saturday February 6th. , from 8:00AM to 1:00PM Volunteers needed. Budget Line: Operations.
  1. Moved by: Mary Paterson; Seconded by: Yesenia Cardenas
  2. Discussion: Driven by Bassett Street residents in conjunction with California Conservation Corps. Flyer to be out via "Sparkle Canoga Park".
  3. Vote on Motion: 16 yes; 0 No; 0 Abstained: Motion passed



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d. Discussion and Possible Action- to restructure the Budget/Finance Committee by appointing four (4) Board Members and two (2) stakeholders: Terrance Jakubowski, Carey Carney Martinez, Corinne Ho, Yesenia Cardenas, Saaliha Khan and 2 stakeholders to be determined at a later date. The Budget/Finance Committee will now meet on the 1st Tuesdays of the Month.

1. Moved by: Michelle Miranda; Seconded by: Ron Clary
2. Discussion: Need to make sure the Agenda is published and distributed in accordance with the Brown Act
3. Vote on Motion: 16 Yes; 0 No; 0 Abstained: Motion Passed, Committee Established

e. Discussion and Possible Action – to declare the Retail/Service Representative occupied by Ron Clary vacant who is stepping down as CPNC Vice President, Land Use Chair: Tabled.

f. Discussion and Possible Action- to appoint John Parker as a CPNC Board Member to the Retail/Service Representative Seat and appoint him to be the CPNC Land Use Chair: Tabled.

g. Discussion and Possible Action- to Appoint Ron Clary in the Senior Representative Seat: Tabled.

h. Discussion and Possible Action- to Appoint Saaliha Khan as the CPNC Vice President

1. Moved by: Yesenia Cardenas; Seconded by: Ron Clary
2. Discussion: Ron Clary thanked for his service, Saaliha encouraged to do her best
3. Vote on Motion: 16 Yes; 0 No; 0 Abstained: Motion Passed, Committee Established

## VII BOARD & COMMITTEE REPORTS

a. President Report: Joint CPNC Chairs/Board Meeting scheduled for February 16th at 6:30PM at the Community Centre for the purpose of establishing forms, systems and operations for a more efficient workflow within the CPNC.

1. This meeting will address procedures, work flow and tasks for Chairs to follow and all other Board Members are welcome.
2. Not all chairs could make the meeting date when polled and a new meeting date will be addressed through an e-mail
3. Efforts will be made to make the Board Meetings shorter
4. Future Public Comment time will be 3 minutes vs. 2 minutes in effect now.

b. Budget Representative- Todd Ferguson: No Report

c. Elections/Outreach Committee- Mary Paterson, Rhonda Spires

1. Questioned all CPNC Board Members Running for Office as to whether they had registered
2. Working Budget in the Board Package totaling \$10,050
3. Bulk Mailings are out and will be in 91304 and 91303 selected routes totaling just under 10,000 residents for both Voter and Candidate Registration
4. Each Board Member was asked to go to three to five of their organizations to get the word out. Materials to be used will be send to them by e-mail
5. Candidate Forum to be scheduled
6. Local events to be worked for election outreach are currently the Farmer's Market and Eye Glass Event.
7. Communications plan in the form of a puzzle was reviewed

d. Various Projects by Board Members:

1. Brian St-Germain Street Banner Project



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- (a) Looked into placement of banners using what was surveyed in West Hills
- (b) Need a strategy for placement at major intersections (i.e. Topanga and Roscoe)
- (c) How many on Major streets queried

**2. Bus Benches - Mary Paterson**

- (a) Bus Bench Space is available
- (b) No specific location specified

**3. Booth in a Box- Maximo Guerrero**

- (a) Need to replenish flyers of a generic nature
- (b) More to be reported in February's Meeting

**4. Establishing the list of Non ADA Compliant sidewalks within the CPNC Boundaries- Quincy Clemons: No Report**

**VIII. BOARD MEMBER COMMENTS/ANNOUNCEMENTS**

None

**IX. REQUESTS/MOTIONS FOR FUTURE AGENDA ITEMS: None**

**X. NEXT FEBRUARY MEETING DATES:**

- Finance/Budget: February 2nd at 6:30PM at the Canoga Park Community Centre
- Public Safety: February 11th at 6:30PM at the Canoga Park Community Centre February 16th at 6:30PM: Joint Board/Chairs for Operations at Community Centre
- Land Use: February 17th at 6:30PM at the Canoga Park Community Centre
- Executive Committee: Exceptionally on Thursday February 18th at 6:30PM at the Canoga Park Community Centre
- General Board Meeting: February 24th at 7:00PM at the Canoga Park Community Centre

**XI. ADJOURNMENT at 10:09 PM**



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**Carey Carney-Martinez**

**Home/Condo Owners Rep.**

**Ron Clary**

**Retail/Service Business Rep.**

**Stuart Vaughn**

**Retail/Service Business Rep.**

**Bobbi Trantafello**

**Retail/Service Business Rep.**

**Todd Ferguson**

**Retail/Service Business Rep.**

**Michelle Miranda**

**Community Service Org. Rep**

**Vacant**

**Community Based Org. Rep.**

**Mary Paterson**

**Community Based Org. Rep.**

**Vacant**

**Faith Based Org. Rep.**

**Jessica Irias**

**School Representative**

**Rhonda Spires**

**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)**  
**7:00 PM, Wednesday, 27 January 2016**  
**Canoga Park Community Center**  
**7248 Owensmouth Ave, Canoga Park, CA 91304**

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**Board Meeting Minutes  
Canoga Park Neighborhood Council (CPNC)  
7:00 PM, Wednesday, 27 January 2016  
Canoga Park Community Center  
7248 Owensmouth Ave, Canoga Park, CA 91304**

