



**Interim Board Meeting Minutes  
Canoga Park Neighborhood Council (CPNC)  
7:00 PM, Wednesday, 27 April 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 Khan  
At-Large Rep.**

**Secretary  
Terrance Jakubowski  
At-Large Rep.**

**Treasurer  
Carey Carney-Martinez  
Residential Renters Rep.**

**Maximo Guerrero  
Youth Group Rep.**

**Usman Khan  
Youth Group Rep.**

**Ron Clary  
Senior Group Rep.**

**Rocio Rodriguez  
Senior Group Rep**

**Yesenia Cardenas  
Residential Renters Rep.**

**Quincy Clemons  
Residential Renters Rep.**

**Liliana Lozano  
Residential Renters Rep.**

**Brooke Mason  
Residential Renters Rep.**

**Kendra Kimball  
Home/Condo Owners Rep.**

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

**Vacant  
Retail/Service Business Rep.**

**John Parker  
Retail/Service Business Rep.**

**Bobbi Trantafello  
Retail/Service Business Rep.**

**Stuart Vaughn  
Retail/Service Business  
Rep.**

**Michelle Miranda  
Community Service Org. Rep**

**Vincent Neill  
Community Based Org. Rep.**

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

**Martin Furtak  
Faith Based Org. Rep.**

**Jessica Irias  
School Representative**

**Kyra Edrington  
At-Large Rep.**

**Rhonda Spires  
At-Large Rep.**

**I. Welcoming Remarks – Corinne Ho, President**

a. Called to Order at 7:05 pm and Pledge of Allegiance led by Corinne Ho, President.

b. Recognition of Outgoing Board Members: Todd Ferguson, Bill Ratner

**II Seating of New Board Members: Janet Crisman, Kendra Kimball, Brooke Mason, Vincent Neill**

**a. Board Roll Call**

Board Members Present: Yesenia Cardenas, Ron Clary, Quincy, Clemons, Janet Crisman, Kyra Edrington, Maximo, Guerrero, Corinne Ho, Terrance Jakubowski, Saaliha Khan, Kendra Kimball, Carey Martinez, Brooke Mason, Michelle Miranda, Vincent Neill, John Parker, Mary Paterson, Rhonda Spires, Bobbi Trantafello, Stuart Vaughn

Board Members Excused: Jessica Irias, Liliana Lozano, Brian St. Germain

With 14 members present, a quorum was declared.

**b. Swearing in of New Board Members by Kathleen Quinn (DONE)**

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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 o 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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**III Election of Board Officers:**

**Canoga Park  
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Home/Condo Owners Rep.**

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At-Large Rep.**

**Secretary  
Terrance Jakubowski  
At-Large Rep.**

**Treasurer  
Carey Carney-Martinez  
Residential Renters Rep.**

**Maximo Guerrero  
Youth Group Rep.**

**Vacant  
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Ron Clary  
Senior Group Rep.**

**Rocio Rodriguez  
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**John Parker  
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**Bobbi Trantafello  
Retail/Service Business Rep.**

**Stuart Vaughn  
Retail/Service Business  
Rep.**

**Michelle Miranda  
Community Service Org. Rep**

**Vincent Neill  
Community Based Org. Rep.**

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

**Vacant  
Faith Based Org. Rep.**

**Jessica Irias  
School Representative**

**Kyra Edrington  
At-Large Rep.**

**President:** Nominations were taken from the floor for President. Corinne Ho was nominated by Mary Paterson, seconded by Saaliha Khan. Votes were 13 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Vice President:** Nominations were taken from the floor for Vice President. Saaliha Khan was nominated by Corinne Ho, seconded by Ron Clary. Votes were 13 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Treasurer:** Nominations were taken from the floor for Treasurer. Carey Martinez was nominated by Saaliha Khan, seconded by Kyra Edrington. Votes were 16 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Secretary:** Nominations were taken from the floor for Secretary. Terrance Jakubowski was nominated by Corinne Ho, seconded by Vincent Neill. Votes were 13 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Liaison for Department of Animal Services:** Nominations were taken from the floor for Liaison for Department of Animal Services. Kendra Kimball was nominated by Janet Crisman, seconded by Mary Paterson. Votes were 16 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Liaison for Department of Sanitation:** Nominations were taken from the floor for Liaison for Department of Sanitation. Corinne Ho was nominated by Corinne Ho, seconded by Vincent Neill. Votes were 16 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Senior Group Representative:** Nominations were taken from the floor for Senior Group Representative. Ron Clary was nominated by Mary Paterson, seconded by Terrance Jakubowski. Votes were 14 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Youth Group Representative:** Nominations were taken from the floor for Youth Group Representative. Maximo Guerrero was nominated by Kyra Edrington, seconded by Ron Clary. Votes were 14 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**IV. General Public Comment on Non-Agenda Items:**

1. Mr. David Cain from America's Healthy Kids – would like to be placed on the agenda of a future meeting to discuss a large scale event to encourage the children of Canoga Park to be active and healthy.
2. Mr. Henry Stern – candidate for California State Senate
3. Mr. Martin Furtak – candidate for Faith-Based Organizations representative on CPNC. Currently on LAPD Clergy Council and in training as LAPD chaplain.



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Rhonda Spires  
At-Large Rep.

Canoga Park  
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Corinne Ho

Home/Condo Owners Rep.

Vice President  
Saaliha Khan  
At-Large Rep.

Secretary  
Terrance Jakubowski  
At-Large Rep.

Treasurer  
Carey Carney-Martinez  
Residential Renters Rep.

Maximo Guerrero  
Youth Group Rep.

Usman Khan  
Youth Group Rep.

Ron Clary  
Senior Group Rep.

Rocio Rodriguez  
Senior Group Rep

Yesenia Cardenas  
Residential Renters Rep.

Quincy Clemons  
Residential Renters Rep.

Liliana Lozano  
Residential Renters Rep.

Brooke Mason  
Residential Renters Rep.

Kendra Kimball  
Home/Condo Owners Rep.

Brian St. Germain  
Home/Condo Owners Rep.

Vacant  
Retail/Service Business Rep.

John Parker  
Retail/Service Business Rep.

Bobbi Trantafello  
Retail/Service Business Rep.

Stuart Vaughn  
Retail/Service Business  
Rep.

Michelle Miranda  
Community Service Org. Rep

Vincent Neill  
Community Based Org. Rep.

Mary Paterson  
Community Based Org. Rep.

Martin Furtak  
Faith Based Org. Rep.

Jessica Irias  
School Representative

V. Community/Government Reports & Announcements

1. LA City Council District 3: Ms. Jenny Portillo – City budget deliberations for 2016-17 completed
2. LA Deputy City Attorney: Mr. Bill Larson – a highlight on nuisance issues in Canoga Park, with reference to a home in the 7900 block of Northgate (narcotics, over-crowding, battery)

VI. Presentations - Neighborhood Council General Board Orientation – Ms. Kathleen Quinn (DONE).

VII. Motions and Resolutions

- a. Review and Adoption of Minutes from March 23, 2016 Minutes - Moved by Quincy Clemons, seconded by Saaliha Khan. Votes were 11 Yes, 0 No, 1 Abstain, 1 Ineligible – Motion passed
- b. Review and Adoption of Monthly Expenditure Report (MER) for March 2016 - Moved by Saaliha Khan, seconded by Quincy Clemons. Votes were 12 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed
- c. Discussion and possible action to approve the approval of a zone variance request to have storage of shipping containers at 7901 Deering Avenue. The Land Use Committee recommended approval of the zone variance request subject to the placement of some decorative barrier restricting the view of those containers from any adjacent property. Applicant: Alicia Bartley for Anabel Home Furnishing. Moved by John Parker, Seconded by Vincent Neill. Votes were 17 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed
- d. Discussion and possible action to form a By-Laws Committee to review and recommend necessary amendments. Chair: Terrance Jakubowski, Members Ron Clary, Maximo Guerrero, Corinne Ho, Stuart Vaughn. Moved by John Parker, Seconded by Vincent Neil. Votes were 17 Yes, 0 No, 1 Abstain, 0 Ineligible – Motion passed  
  
Discussion – new amount reflects the actual cost, as opposed to an earlier estimate.  
  
Moved by Kyra Edrington, Seconded by Michelle Miranda. Votes were 18 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed
- f. Discussion and possible action to reimburse Board Member Mary Paterson the amount of \$47.85 for Western Bagel for the Los Ojos de Canoga Park event.

Moved by Stuart Vaughn, Seconded by Saaliha Khan



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**Kyra Edrington**  
At-Large Rep.  
**Rhonda Spires**  
At-Large Rep.

Discussion – Proposed amendment the motion: Discussion and possible action to reimburse Board Member Mary Paterson the amount of \$47.85 for Smart & Final and Starbucks for the Canoga Park Neighborhood Council Candidate Forum event.

Amendment moved by Mary Paterson and Seconded by Saaliha Khan

Votes to amend the motion were 15 Yes, 0 No, 0 Abstain, 1 Ineligible – Amendments passed

Votes on the amended motion were 18 Yes, 0 No, 0 Abstain, 1 Ineligible – Amended Motion passed

**Canoga Park  
Neighborhood Council  
Board of Directors**  
**President**  
**Corinne Ho**  
Home/Condo Owners Rep.

- g. Discussion and possible action to approve the amount of \$2500 recommended by the Budget Committee for the CPNC to co-sponsor the 2016 27th Annual Memorial Day Parade on May 30, 2016. Budget line: Outreach. Amount Requested \$5,000

**Vice President**  
**Saaliha Khan**  
At-Large Rep.  
**Secretary**  
**Terrance Jakubowski**  
At-Large Rep.  
**Treasurer**  
**Carey Carney-Martinez**  
Residential Renters Rep.

Moved by Kyra Edrington, Seconded by Corinne Ho.

**Maximo Guerrero**  
Youth Group Rep.  
**Usman Khan**  
Youth Group Rep.  
**Ron Clary**  
Senior Group Rep.  
**Rocio Rodriguez**  
Senior Group Rep.

Recusals: Janet Crisman, Michelle Miranda, Bobbi Trantafello

Discussion – a request for an itemized list of items purchased with funds.

Votes on the motion were 15 Yes, 0 No, 0 Abstain, 1 Ineligible, 3 Recusal – Motion passed

**Yesenia Cardenas**  
Residential Renters Rep.  
**Quincy Clemons**  
Residential Renters Rep.  
**Liliana Lozano**  
Residential Renters Rep.  
**Brooke Mason**  
Residential Renters Rep.  
**Kendra Kimball**  
Home/Condo Owners Rep.  
**Brian St. Germain**  
Home/Condo Owners Rep.

- h. Discussion and possible action to approve the amount of \$750 to support purchasing materials needed for the 9<sup>th</sup> Annual Valley Disaster Preparedness Fair at Fire Station 87 in Granada Hills on October 1, 2016. The event attracts 2000 participants. A 10ft. X 10 ft. space will be provided for outreach purposes to the CPNC and a list of those who sign up from Canoga Park will be provided to the CPNC. Budget Line: Outreach. Amount Requested: \$850

Moved by Bobbi Trantafello, Seconded by Michelle Miranda

Votes on the motion were 18 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Vacant**  
Retail/Service Business Rep.  
**John Parker**  
Retail/Service Business Rep.  
**Bobbi Trantafello**  
Retail/Service Business Rep.  
**Stuart Vaughn**  
Retail/Service Business Rep.

- i. Discussion and possible action to approve the amount of \$750 for the 9<sup>th</sup> Annual Senior Symposium on May 14, 2016 from 8:00 am to 2:30 pm at the One Generation Enrichment Center. CPNC will have a canopy, table, and chairs; logo will be printed on the brochure. Budget Line: Outreach. Amount Requested: \$750

Moved by Mary Paterson, Seconded by Stuart Vaughn

Votes on the motion were 18 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

**Michelle Miranda**  
Community Service Org. Rep.  
**Vincent Neill**  
Community Based Org. Rep.  
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- j. Discussion and possible action to approve the amount of \$1500 NPG request from the





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Foundation for the Preservation of the Santa Susana Mountains for fund the 3<sup>rd</sup> grade students of Hart St. ES Interpretive Heritage Hike into Santa Susana Pass State Historic Park in 2016

Discussion – Presentation by representative from Foundation for the Preservation of the Santa Susana Mountains

Canoga Park  
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Board of Directors

Moved by Mary Paterson, Seconded by Saaliha Khan

President  
Corinne Ho  
Home/Condo Owners Rep.

Votes on the motion were 12 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed

Vice President  
Saaliha Khan  
At-Large Rep.

VIII. Board Member Comments/Announcements – None

Secretary  
Terrance Jakubowski  
At-Large Rep.

IX. Requests/Motions for Future Board Items – None

Treasurer  
Carey Carney-Martinez  
Residential Renters Rep.

X. Adjournment Motion to Adjourn at 9:53 pm by Mary Paterson, Seconded by Quincy Clemons.

Maximo Guerrero  
Youth Group Rep.

Usman Khan  
Youth Group Rep.

Ron Clary  
Senior Group Rep.

Rocio Rodriguez  
Senior Group Rep

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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 Vote on Motions**



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		Voting Privileges on Financial Issues	27-Apr-16			Comment	Voting Recap					
			Present	Absent	Excused		Item VIIe: Revise the allocation for Resident Watch Stickers from \$330 approved in March 2016 to \$365.15	Item VIII: Approval of \$47.85 to Mary Patterson for bagels purchased at Smary & Final for Los Ojos de Canoga Park	Item VIIg: Approval of \$2500 for Canoga Park Memorial Day Parade	Item VIIh : Approval of \$750 for the 9 <sup>th</sup> Annual Valley Disaster Preparedness Fair	Item VIIi: Motion to approve the amount of \$750 for the 9 <sup>th</sup> Annual Senior Symposium on May 14, 2016 .	Item VIIj: Motion to approve the amount of \$1500 NPG request from the Foundation for the Preservation of the Santa Susana Mountains for fund the 3 <sup>rd</sup> grade students of Hart St. ES Interpretive Heritage Hike into Santa Susana Pass State Historic Park in 2016
Yesenia	Cardenas	Yes	X			Y	Y	Y	Y	Y	Y	
Ron	Clary	Yes	X			Y	Y	Y	Y	Y	Y	
Quincy	Clemons	Yes	X			Y	Y	Y	Y	Y	Y	
Janet	Crisman	No	X			Y	Y	R	Y	Y	Y	
Kyra	Edrington	Yes	X			Y	Y	Y	Y	Y	Y	
Maximo	Guerrero	No	X			I	I	I	I	I	I	
Corinne	Ho	Yes	X			Y	Y	Y	Y	Y	Y	
Jessica	Irias	Yes		X		AB	AB	AB	AB	AB	AB	
Terrance	Jakubowski	Yes	X			Y	Y	Y	Y	Y	Y	
Saaliha	Khan	Yes	X			Y	Y	Y	Y	Y	Y	
Kendra	Kimball	Yes	X			Y	Y	Y	Y	Y	Y	
Liliana	Lozano	Yes		X		AB	AB	AB	AB	AB	AB	
Carey	Martinez	Yes	X			Y	Y	Y	Y	Y	Y	
Brooke	Mason	No	X			Y	Y	Y	Y	Y	Y	
Michelle	Miranda	Yes	X			Y	Y	R	Y	Y	Y	
Vincent	Neill	No	X			Y	Y	Y	Y	Y	Y	
John	Parker	No	X			Y	Y	Y	Y	Y	Y	
Mary	Paterson	Yes	X			Y	Y	Y	Y	Y	Y	
Rhonda	Spires	Yes	X			Y	Y	Y	Y	Y	Y	
Brian	St. Germain	Yes		X		AB	AB	AB	AB	AB	AB	
Bobbi	Trantafello	Yes	X			Y	Y	R	Y	Y	Y	
Stuart	Vaughan	Yes	X			Y	Y	Y	Y	Y	Y	
Yes (Y)						18	18	15	18	18	18	
No (N)						0	0	0	0	0	0	
Abstain (A)						0	0	0	0	0	0	
Recuse (R)						0	0	3	0	0	0	
Ineligible (I)						1	1	1	1	1	1	
Absent (AB)						3	3	3	3	3	3	
Pass/Fail						P	P	P	P	P	P	
Quorum = 13			19	0	3	Quorum = 13	22	22	22	22	22	





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



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**Rhonda Spires  
At-Large Rep.**



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Canoga Park Neighborhood Council (CPNC)  
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