



**Special Board Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:25 PM, Tuesday, June 28, 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

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Brooke Mason

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Kendra Kimball

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Brian St. Germain

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Michelle Miranda

Community Service Org. Rep.

Vincent Neill

Community Based Org. Rep.

Mary Paterson

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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 7:25 pm and Pledge of Allegiance led by Corinne Ho, President.

b. President Corinne Ho stated that the purpose of this special meeting of the board of the Canoga Park Neighborhood Council is to approve the funding for a mass emergency drill organized by the Emergency Preparedness Committee on July 23, 2016. As an special meeting, only 24 hour notice was required, compared to the 72 hour notice required for regular board meetings

b. Board Roll Call

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

Board Members Absent: Jessica Irias, Kendra Kimball, Liliana Lozano, Michelle Miranda, Brian St. Germain

With 13 members present at 7:30 pm, a quorum was declared.

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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II. General Public Comment on Non-Agenda Items: - None

III. Motions

1. Approval of Minutes from April 2016, May 2016, and June 2016 Regular Meetings. Moved by Mary Paterson, Seconded by Ron Clary. In discussion, there were several typographical and factual errors identified. Board Secretary will correct identified errors and submit the corrected minutes as "interim", pending further correction from Board members. Votes were 15 Yes, 2 No, 0 Abstain, 1 Ineligible – Motion passed.
2. Discussion/Possible Action to approve a proposed budget of up to \$2,500 for the CPNC Mass Drill – Simulated Gas Explosion for July 23, 2016 at 4:00 pm at the Canoga Park Community Center, 7248 Owensmouth Ave (Outreach). Moved by Vincent Neill, Seconded by Mary Paterson. In discussion, it was stated that the proposed budget has three broad categories: Refreshments (\$800), Publicity (\$1200), Sound (\$500). Committee is attempting to get as many items as possible donated, and are requesting funds in the event that donations are not secured. Approximately 120 people will be involved in the event. The drill will be from 4:00 – 8:00 pm, with some preparation work before. There was concern expressed about a vote in FY 2015-2016 for an event in FY 2016-2017. Corinne Ho indicated that she had spoken to DONE on June 28, 2016 and was informed that such a vote was permitted. Votes were 17 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed.
3. Discussion/Possible Action to adopt a resolution that the CPNC writes a letter to LAPD Topanga Division in support of Acting SLO Jose Moreno for Canoga Park north of Sherman Way. Several Board members expressed appreciation and admiration for the thoroughness and responsiveness that SLOs Jose Moreno and Duc Dao have shown in serving the Canoga Park community. Votes were 17 Yes, 0 No, 0 Abstain, 1 Ineligible – Motion passed.

IV. Adjournment Motion to Adjourn at 8:01 pm by John Parker, Seconded by Bobbi Trantafello.



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Board Vote on Motions

		Voting Privileges on Financial Issues	28 June 2016			Comment	Voting Recap			
			Present	Absent	Excused		Motion to approve the expenditure of up to \$2500 for the CPNC mass Drill on July 23, 2016			
Yesenia	Cardenas	Yes	X		Arrived 7:39 pm	Y				
Ron	Clary	Yes	X			Y				
Quincy	Clemons	Yes	X			Y				
Kyra	Edrington	Yes	X			Y				
Maximo	Guerrero	No	X		Arrived 7:39 pm	I				
Corinne	Ho	Yes	X			Y				
Jessica	Irias	Yes		X		AB				
Terrance	Jakubowski	Yes	X			Y				
Saaliha	Khan	Yes	X		Arrived 7:39 pm	Y				
Usman	Khan	No	X		Arrived 7:39 pm	Y				
Kendra	Kimball	Yes		X		AB				
Liliana	Lozano	Yes		X		AB				
Carey	Martinez	Yes	X			Y				
Brooke	Mason	Yes	X			Y				
Michelle	Miranda	Yes		X		AB				
Vincent	Neill	Yes	X			Y				
John	Parker	Yes	X			Y				
Mary	Paterson	Yes	X			Y				
Rocio	Rodriguez	Yes	X			Y				
Rhonda	Spires	Yes	X			Y				
Brian	St. Germain	Yes		X		AB				
Bobbi	Trantafello	Yes	X			Y				
Stuart	Vaughan	Yes	X		Arrived 7:39 pm	Y				
Yes (Y)						17				
No (N)						0				
Abstain (A)						0				
Recuse (R)						0				
Ineligible (I)						1				
Absent (AB)						5				
Pass/Fail						Pass				
Quorum = 13			18	5	0	Quorum = 13	18			



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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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