



Officers

Corinne Ho
President

Ron Clary
Vice President

Bill Ratner
Secretary

Yesenia Cardenas
Treasurer

Canoga Park Neighborhood Council
Joint EXECUTIVE/BUDGET COMMITTEE MEETING

Wednesday, April 15, 2015 - 6:30 PM

Canoga Park Community Centre
7248 Owensmouth Ave, Canoga Park Ca 91303

1. Call to Order, Roll Call, Declaration of Quorum, Code of Civility
2. Approval of Minutes from March Joint Executive/Budget Committee Meeting
3. Officer's Reports:
 - a. President's Report
 - i. Review of all upcoming deadlines (Funding, By-Laws, Work Stipulation) til end of FY 2014-2014
 - ii. Speaker/topics/agenda items for May Board Meeting
 - iii. Highlights of the White Paper by the Neighborhood Councils Budget Advocates
 - b. Vice-President's Report-
 - i. Activities from all Committees and Announce of CPNC Vacancy.
 - ii. New Task: Arrange and Preside over a 'Post-Event' Ad-Hoc Committee meeting once a CPNC event had been organized. This Ad-hoc Committee meeting will serve as a lessons learned.
 - c. Treasurer's Report-
 - i. Updates on pending funding requests during transition and on the status of the Bank card.
 - ii. Reminder of the importance of time sensitivity of the Event form
 - iii. Motion: Discussion and possible action to approve the 2015 Monthly Expense Reports (MERs)
 - iv. Review of all required documents/ forms to be submitted to the Department regarding the April 8th Emergency Preparedness Event
 - d. Secretary's Report -
 - i. Training (Code of Civility, Ethics and Funding)
 - ii. Attendance
 - iii. New Task: Gather all Minutes/Notes originating from Committee Chairs after attending Meetings/Workshops/Trainings/Events



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4. New Business:

a. Motion Discussion and possibly approval of one of the following amounts \$1000 or \$500 or \$250 or other for the Congress of Neighborhoods in September and the Neighborhood Councils Budget Advocates- See Board Support Resolution from Empowerla.org

b. Motion: Discussion and possibly approval of the revote for the \$200 requested by the Woodland Hills/Tarzana Chamber of Commerce (currently named West Valley Chamber of commerce) for the Madrid Theatre fee where the political debate for 45th State Assembly District took place.

c. Motion: Discussion and possibly approval of modifying physical posting locations: Canoga Park Library, Canoga Park Senior Centre, Lanark Park Recreation Centre.

d. Motion: Discussion and possibly approval of list of CIS to be recommended to CIS Chair Saaliha Khan for follow up: CIF- 15-0389 - 5 ms duration to be allocated to NC's Comments during Hearing at City Hall and the 5mn would precede the Public Comments, initiated by L.A City Council President Wesson as he took the position of 'Education and Neighborhood Committee' which oversees the NCs.

-CF 15-0273 Budget Advocates instruct the City Administrative Officer to review the White Paper's financial recommendations during the City's Budget Process for Fiscal year 2015-2016.

-CF 14-1635- Renting out short term houses for parties

e. Motion: Discussion and possible approval of the Procedures Stipulation Worksheet for the Neighborhood Councils Administrative and 2016 Elections as requested by the Department.

f. Motion: Discussion and possible approval of the Recommendations from the Ad-hoc Review Committee of the CPNC By Laws (Ron Clary)

g. Report on status of CPNC Website (Rhonda Spires)

5. Public Comments: [Non-Agenda Items] Within the "Board's" jurisdiction are limited to TWO MINUTES (2) per speaker. This is a NON-DISCUSSION PERIOD.

6. Future Meetings:

a. next CPNC Executive Committee Meeting: Wednesday, May 13 2015

b. Next CPNC Board Meeting: Wed, April 22, 2015

c. VANC Monthly Meeting: 2nd Thursday of the Month)

d. BONC Meeting: -Date to be determined.

7. Adjournment: 8:00 PM



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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 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.



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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."