



**Joint Board, Budget, Executive Committee Meeting  
Canoga Park Neighborhood Council (CPNC)  
6:30 PM, Wednesday, 17 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 Rather

Home/Condo Owners Rep.

**Treasurer**

Yessenia Cardenas

Residential Renters Rep.

Rhonda Spires

Youth Group Rep.

Miguel Orellana

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.

Diego Escobar

Home/Condo Owners 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

Saaliha Khan

At-Large Rep.

Fred Calloway

At-Large Rep.

Kyra Edrington

At-Large Rep.

Terrance Jakubowski

At-Large Rep.

1. Call to Order and Pledge of Alliance.
2. Welcoming Remarks & Purpose of Meeting
3. Roll Call and Declaration of a Quorum
4. Motion: Discussion and possible approval of Minutes from May 2015 Meeting
5. Public Comments – 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.
5. Officer Reports:
  - A. Vice-President
    - i. Actions needed for the rest of the FY 2014-2015 ending on 30 June 2015
  - B. Secretary
    - i. Review of Open CPNC Board Seats
    - ii. Attendance of CPNC Board Members & Training Summary
  - C. Treasurer
    - i. Review of Monthly Expense Reports for April & May
    - ii. Status of open and closed NPGs and Funding Requests
    - iii. Items to be brought to the CPNC Board for Action
6. Committee Reports: (New and Old Business)

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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Kyra Edrington  
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Terrance Jakubowski  
At-Large Rep.

**7. New Business:**

A. Review for CPNC Board approval of Budget Package for FY 2015-2016 in accordance with DONE instructions for on-line submittal by Wednesday, 1 July 2015. (See handout at meeting.)

- i. CPNC Strategic Plan for FY 2015-2016 (VP)
- ii. CPNC Outreach Survey for FY 2015-2016 (Outreach Chair)
- iii. CPNC Budget for FY 2015-2016 (Treasurer)
- iv. CPNC Vote for the entire package (Treasurer)
- v. CPNC Self-Assessment of FY 2014-2015 Due 1 Sep 2015 (VP)

B. Report and discussion from the June 11 Meeting of Land Use Committee regarding the resolution on proposed change of use of land located at 7050 Topanga Canyon Boulevard as proposed by Sklar and Krisch, attorneys at law on behalf of new owner.

8. Review of items to be placed on the Agenda for CPNC Board Meeting scheduled for Wednesday, 24 June 2015 at 7:00 PM at the Canoga Park Community Center.

**9. Adjournment**



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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."



# EMPOWER LA™

Department of  
NEIGHBORHOOD EMPOWERMENT



## Neighborhood Council Budget Package Fiscal Year 2015-2016 Instructions

In order to effectively measure the impact of the Neighborhood Council system, the Department of Neighborhood Empowerment (Department) collaborated with Neighborhood Councils to begin submitting strategic plans with their budgets as of Fiscal Year 2013-2014. These plans and budgets were posted online on your Neighborhood Council's webpage on [www.EmpowerLA.org](http://www.EmpowerLA.org). The Neighborhood Council Budget Package for Fiscal Year 2015-2016 is designed to assist your Neighborhood Council in measuring your work last fiscal year and to help your Neighborhood Council plan for another year of growth and success. The Department has changed some of the documents to accommodate the new Neighborhood Council checking account system and the City's focus on performance budgeting and metrics under Mayor Eric Garcetti's

Your Neighborhood Council Budget Package for Fiscal Year 2015-2016 must be reviewed and approved by the board and submitted to the Department online by **Wednesday, July 1, 2015**. After this date, your Neighborhood Council funding may be suspended. The links to the online submission form will be available on the [www.EmpowerLA.org](http://www.EmpowerLA.org) website and via the EmpowerLA weekly newsletter.

At the bottom of the page click on **Next** to fill out the Budget Packet form.

### Neighborhood Council Budget Package for Fiscal Year 2015-2016

1. [Neighborhood Council Strategic Plan for Fiscal Year 2015-2016](#) – Your Neighborhood Council's strategic plan for this year with an added focus on outreach and specific, measurable and meaningful performance metrics. Please remember that Fiscal Year 2015-2016 is an election year for most Neighborhood Councils so plan accordingly.
2. [Neighborhood Council Outreach Survey for Fiscal Year 2015-2016](#) – Your Neighborhood Council's current outreach survey, which lists the Neighborhood Council outreach tools, is posted on the Neighborhood Council's webpage on [www.EmpowerLA.org](http://www.EmpowerLA.org). Please provide any updates as necessary.
3. [Neighborhood Council Budget for Fiscal Year 2015-2016](#) – Your Neighborhood Council's budget allocations should align with the goals of identified in the strategic plan for the year. A new change on the budget template is to include your Neighborhood Council's monthly recurring expenditures so that the Department can ensure timely transfer of funds to your checking accounts each month to cover these expenses.
4. [Neighborhood Council Board Vote Form](#) – Your Neighborhood Council's Budget Package for Fiscal Year 2015-2016 must be accompanied by the Neighborhood Council Board Vote Form showing that the board members approved the entire package.
5. [Neighborhood Council Self-Assessment for Fiscal Year 2014-2015](#) – Summarizes how your Neighborhood Council performed based on your strategic plan and shows the board what worked and what didn't so the board can learn and improve. **This is not due until September 1, 2015 to give your board time to review the entire year.**

Thank you for taking the time to plan for the success and growth of not only your Neighborhood Council, but also the entire Neighborhood Council system. If you need assistance completing the Neighborhood Council Budget Package, please contact the Neighborhood Council Support Helpline at [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or (213) 978-1551.