



Officers

Corinne Ho
President

Ron Clary
Vice President

Bill Ratner
Secretary

Yesenia Cardenas
Treasurer

Canoga Park Neighborhood Council
Joint EXECUTIVE/BUDGET COMMITTEE MEETING

Thursday, May 21, 2015 - 6:30 PM

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

1. Call to Order, Declaration of Quorum, Code of Civility
2. Welcome & Opening Words
3. Approval of Minutes from April Joint Executive/Budget Committee Meeting
4. Officer's Reports:
 - a. President's Report
 - i. Recommends to Land Use Chair to disseminate the People Street Grant Application to the BID, the Property owners, the Chamber of Commerce, the Nonprofit and community-based organizations in Canoga Park. The People Street program enables an approved designated area in the community to build a Plaza, a Parklet or a bicycle corral program. Applications are due in the Fall.
 - ii. Introducing CPNC All year round timeline comprising Deadlines and Recurring Events
 - iii. Website Report
 - iv. Speaker/topics/agenda items for May 27th General board Meeting
 - v. Recommendations for assignments to the various CPNC committees- Outreach, Land Use, Public Safety, CIS, Beautification, Education, for FY 2015-2016
 - b. Vice-President's Report
 - i. Land Use Committee Report from May 5th Hearing for the proposed McDonald's Project on 22200 Sherman Way, Canoga Park 91303.
 - c. Treasurer's Report
 - i. Submitted and Processed Grant Application Requests
 - ii. Grant Application Pending Authorization code from the Department
 - iii. Balance in the appropriation account: \$18,935.68
 - d. Secretary's Report
 - i. List of Vacant Seats
 - ii. Report on attendance
 - iii. Voting Privileges



Officers

Corinne Ho
President

Ron Clary
Vice President

Bill Ratner
Secretary

Yesenia Cardenas
Treasurer

-
5. New Business:
 - a. Executive Committee to establish the process to let all community partners in Canoga Park that a grant opportunity is available so long as the community benefit of their requests aligns with the mission of the CPNC.
 - b. Executive Committee to review and edit the 3 Guides compiled by CPNC President. "Basic Guide for a New CPNC Board Member", "Basic Guide for Grant Request", "CPNC Assignment Sheet"
 6. Motions
 - a. Discussion and Possible Approval of the additional amount of \$1000 to add to the previous amount of \$500 in April 22nd Board Meeting for the purchase of a laptop.
 - b. Discussion and possible approval of \$100 for Ink, \$450 for Printer and \$450 for Microsoft Office Professional. Grant total to be approved is \$2000. Budget Line: Operations
 - c. Discussion and Possible Approval of Audio System for use during CPNC Board Meeting up to \$2500 for 4 wireless microphones and the speaker. Budget Line Item: 100- Operations
 - d. Discussion and Possible Approval of Neighborhood Purpose Grant Application for \$3000 to fund the Street Box Initiative and the Third Thursdays occurring in Canoga Park starting June to September.
 - e. Discussion and Possible Approval to declare 'Faith Based' Seat vacant as per Resignation of Paul Shaffit as of April 27th.
 - f. Discussion and Possible Approval of the Amended Stipulation Worksheet based on new clarification given from the Department. Review 1. Article V. Review Article X Elections. Review 9 Board Vote Structure. Review 11. Elected Board Members Seating Period. Stipulation Worksheet is due to be submitted to the Department by June 1st.
 - g. Discussion and Possibly approval of the Proposed CPNC Budget for FY 2015-2016. Deadline to submit the Annual Budget Package to the Department is July 1, 2015.
 - h. Discussion and Possible Approval of the Proposed Neighborhood Council Outreach Survey for FY 2015-2016 that must be submitted to the Department with the Annual Budget Package by July 1, 2015.
 - i. Discussion and Possible Approval of the Proposed Strategic Plan for FY 2015-2016 that must be submitted with the Annual Budget Package by July 1, 2015.
 - j. Discussion and Possible Approval of the Proposed Inventory Log for FY 2015-2016 that will be submitted with the Annual Budget Package to the Department by July 1, 2015
 7. Future Meetings:
 - a. Next CPNC Joint Executive/Budget Meeting: June 17th at 6:30 PM
 - b. Next CPNC General Board Meeting: May 24th at 7:00 PM
 8. Adjournment



Officers

Corinne Ho
President

Ron Clary
Vice President

Bill Ratner
Secretary

Yesenia Cardenas
Treasurer

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.



Officers

Corinne Ho
President

Ron Clary
Vice President

Bill Ratner
Secretary

Yesenia Cardenas
Treasurer

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."