



**Canoga Park
Neighborhood Council
Board of Directors**

President

Corinne Ho
Home/Condo Owners Rep.

Vice President

Ron Clary
Retail/Service Business Rep.

Secretary

Bill Ratner
Home/Condo Owners Rep.

Treasurer

Michelle Miranda
Community Service Org. Rep.

Rhonda Spires
Youth Group Rep.

Miguel Orellana
Youth Group Rep.

Vacant
Senior Group Rep.

Vacant
Senior Group Rep.

Quincy Clemons
Residential Renters Rep.

Yesenia Cardenas
Residential Renters Rep.

Liliana Lozano
Residential Renters Rep.

Jorge Godinez
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Faith Based Org. Rep.

Jessica Irias
School Representative

Saaliha Khan
At-Large Rep.

James Sweet
At-Large Rep.

Kyra Edrington
At-Large Rep.

Terrance Jakubowski
At-Large Rep.

Board Meeting Minutes

Canoga Park Neighborhood Council (CPNC)

7:00 PM, Wednesday, November 19, 2014
Canoga Park Community Center
7248 Owensmouth Ave, Canoga Park, CA 91304



1. Call to order at 7:05 PM and Pledge of Allegiance lead by Corinne Ho, President, CPNC.
2. Welcoming Statement by Corinne Ho, President, CPNC
 - a. General statement of welcome to those in attendance.
 - b. Discussed the purpose of the meeting.
3. Roll Call and Declaration of a Quorum
 - a. Board Members present: Quincy Clemons, Kyra Edrington, Diego Escobar, Todd Ferguson, Corinne Ho, Liliana Lozano, Michelle Miranda, Mary Paterson, Bill Ratner, Paul Shafit, Rhonda Spires, Brian St. Germain, James Sweet and Stuart Vaughn.
 - b. Board Members absent: None
 - c. Board Members excused: Ron Clary, Jorge Godinez, Terrance Jakubowski, Miguel Orellana, Bobbie Trantafello.
 - d. Declaration of quorum: With a quorum of 13 needed and with 14 members present, a quorum was declared.
 - e. Voting privileges were reviewed for those present.
 - f. Board Members arriving after a quorum was declared: Jessica Irias (8:15 PM) bringing those present to 15.
4. **Motion:** Discussion and possible approval of Board Minutes from October 2014.
 - a. Moved by Mary Paterson, Seconded by Paul Shaft.
 - b. Discussion: None,
 - c. Vote on Motion: 11 Yes, 2 Abstain, 1 ineligible: Motion Passed, Minutes Approved.

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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5. Reports from Elected Officials and City Government Representatives for which comments are limited to 5 minutes:
 - a. None
6. Public Comments – Comments from the public on non-agenda items within the Committee’s subject matter jurisdiction. The public was requested 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 3 minutes per speaker, but the Committee has the discretion to modify the amount of time for any speaker. (10 Minutes)
 - a. Paul Shively, LAFD CERT Program (paul@psaservice.net) provided an update on the CERT Program including but not limited to the following:
 - i. Program Segments
 - ii. CERT Training and Management
 - iii. “Next Door Alignment” to involve Communities
 - iv. Big Drill Planned in Spring 2015
 - b. Mark Haberman, a Stakeholder complained of a recent e-mail encounter with CPNC Webmaster regarding placement of materials on CPNC Website regarding Reseda HS. After listening to the complaint, CPNC President on behalf of CPNC Board turned matter over to City Attorney Officer with an apology.
 - c. Mark Kinseth, a Stakeholder complained of RV Parking on Gault Street. Captain Jorge Rodriguez, Topanga Station, LAPD responded to RV Parking complaint.
 - d. Jerry Greenberg, a Stakeholder complained of both RV Parking and Homeless in area around Gault Street. Captain Jorge Rodriguez, Topanga Station, LAPD also responded on what could and could not be done accordingly.
 - e. Isaac Levy, a Stakeholder discussed clean-up of the Santa Susana Field Laboratory and the need for more analysis given the complexity of the issues before our greater community. The project’s timetable allows for the correct decision to be made since a decision will not be made till 2016.
 - f. Brent Butterworth, a Stakeholder from the LA County Bike Coalition (an advocate group for better bike safety presented materials regarding bike lanes on Parthenia and how it would reduce accidents.
7. Committee Reports – consideration by the Board of the reports and recommendations from its committees, including possible action in adopting, rejecting, or modifying any report or recommendation, possible action by the Board implementing the report or recommendation, or possible determination by the Board of the Neighborhood Council’s position on a report or recommendation, and recommendation regarding communications of the position to the appropriate governmental body. Standing Committees (In By-Laws Order). (40 Minutes)
 - a. Youth Advocacy: No Report
 - b. Economic Development & Zoning – Land Use: No Report
 - c. Senior Advocacy: No Report
 - d. Education: Certificate from Council District #3, Councilman Blumenfield’s Office was presented to the CPNC Board for their “good works” in the community supporting



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education by Jessica Irias, Chair of the Education Committee.

- e. Executive Committee: deferred to President's Report.
 - f. Outreach:
 - g. Public Safety & Emergency Services will meet the 2nd Monday in December
 - h. AD HOC Committees: No Report
 - i. GECCO – will meet with Treasurer on Monday, 8 December to review transition and requirements in establishing procedures in reviewing NPGs.
8. CPNC Officers:
- a. President:
 - i. See attached statement from Corinne Ho.
 - b. Vice President
 - i. No Report
 - c. Secretary
 - i. Summarized attendance of board members
 - ii. Training and resulting Voting Privileges
 - iii. VANC Meeting results
 - d. Treasurer
 - i. Reviewed Treasurer's Report dated November 19, 2014
 1. October 2014 Monthly expense report
 2. Previous NPGs
 3. New NPGs
 4. Uncommitted Funds
 - e. Monthly Financial Motions:
 - i. Motion: Discussion and possible approval of Monthly Financial Reports for OCT '04
 1. Moved by Jessica Irias, Seconded by James Sweet
 2. Discussion: Treasurer reviewed report contents and answered all questions
 3. Vote: 13 yes, 0 no, 1 abstention, 1 ineligible: Motion passed, Report Approved.
 - ii. Motion: Discussion and possible approval of Monthly Expenditure Report for OCT '04
 1. Moved by Jessica Irias, Seconded by Paul Shafit
 2. Discussion: None
 3. Vote: 13 yes, 0 no, 1 abstention, 1 ineligible: Motion passed, Report Approved.
 - f. Future Meeting Dates
 - i. Joint Board, Budget & Executive Committee Meeting, 6 PM, Monday 8 December
 - ii. Special Board Meeting & Regular Board Meeting, Wednesday, 10 December
9. Board Business – Comments from the Board on subject matters within Board's jurisdiction. Possible action on all motions and discussion. (40 Minutes)
- a. Motion: Discussion and possible approval of \$150 (200 EVE Budget Line Item) invoice for Advertisement in local paper in support of Santa Susana Clean-up Project Town Hall Meeting.
 - i. Moved by Liliana Lorzano, Seconded by Jessica Irias
 - ii. Discussion: Open line item in the Town Hall Meeting for the SSFL Clean-up Project.



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Does not impact total budget for project.

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- iii. Vote on Motion: 13 yes, 0 no, 1 abstained, 1 ineligible; Motion Passed, funds approved.
- b. Motion: Discussion and possible approval of \$1,000 (200 NPG: Budget Line Item) in support of the Boys and Girls Club of Canoga Park education field trips.
 - i. Liliana Lorzano recused herself at 9 PM and left the building, Quorum remained in tact with 14 members present.
 - ii. Moved by Jessica Irias, Seconded by Michelle Miranda
 - iii. Discussion:
 - 1. Shelah Kelso, Boys and Girls Club of the West Valley presented materials supporting the funding request
 - 2. Q&A Session addressed alternate funding, how students are selected, etc.
 - iv. Vote on Motion: 11 yes, 1 no, 1 abstain, 1 ineligible: Motion passed, NPG approved.
 - v. Liliana Lorzano returned and took her seat at 9:08 PM.
- c. Motion: Discussion and possible approval of \$3,000 (NPG 400: Budget Line Item) in support of Topanga Boosters for the T.R.U.E. Project at the Topanga Station, Canoga Park for irrigation of foliage.
 - i. Moved by Mary Paterson, Seconded by Paul Shafit
 - ii. Discussion:
 - 1. When are funds needed – as soon as possible
 - 2. Very brief window – February 2015
 - 3. Mark Neudorff made general comments of support for the program as a Booster Member and President of the Chamber of Commerce.
 - 4. The benefits to the CPNC Outreach Program were discussed and assurances were received from Captain Jorge Rodriguez.
 - iii. Vote on motion: 13 yes, 0 no, 1 abstained, 1 ineligible; Motion passed, NPG approved.
- d. Discussion and possible approval of \$1,000 (NPG 400: Budget Line Item) in support of the Ingenium Charter School, Canoga Park, Sports Program.
 - i. Moved by Jessica Irias, Seconded by James Sweet.
 - ii. Discussion:
 - 1. Daryl Vinson made a presentation regarding the NPG Request
 - 2. The information regarding the NPG was considered incomplete.
 - iii. Motion Tabled and returned to GECO for processing.
- e. Motion: Discussion and possible approval of Business Cards for CPNC Board Members.
 - i. Tabled until information was presented.
- f. Discussion and possible approval of appointments to fill vacant board seats.
 - i. Cardenas Yesenia:
 - 1. Moved by Paul Shafit, Seconded by Jessica Irias
 - 2. Discussion:
 - a. Candidate present her background and reasons for wanting to be a member of the CPNC.
 - b. Q&A from Board Members
 - 3. Vote on motion: 13 yes, 0 no, 1 abstain, 1 ineligible; motion passed.
 - 4. Corinne Ho gave the NC Pledge before seating Cardenas Yesenia at the CPNC



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ii. Saaliha Khan:

1. Moved by Brian St Germain, Seconded by Quincy Clemons
 2. Discussion:
 - a. Candidate present her background and reasons for wanting to be a member of the CPNC.
 - b. Q&A from Board Members
 3. Vote on motion: 13 yes, 0 no, 1 abstain, 1 ineligible; motion passed.
 4. Corinne Ho gave the NC Pledge before seating Saaliha Khan at the CPNC.
- g. Discussion and possible recommended action for a Special Meeting to be called for 10 December at 7 PM to address McDonalds Variance Request.
- i. Members were polled to ensure a quorum
 - ii. 15 Members committed so a quorum of 13 could be reached.
- h. Discussion of new format for CPNC Agendas and Minutes: Addressed in President's comments.
- i. Discussion and possible recommendations addressing issues involving current and future works of CPNC: Addressed in "Outreach Committee".
- j. Discussion of CPNC Board Member Assignments – tasks sheet from President: Tabled
- k. Discussion and possible recommendations of a plan for Land Use Committee: Deferred since Chair was not present.
- l. Discussion and possible recommendations addressing serial communications within CPNC Board Members through e-mails and social media.
- i. Discussed in general form materials provided by DONE.
- m. Discussion and possible adoption of Code of Civility from DONE.
- i. Copy provided to Board Members
 - ii. To be incorporated into By-Laws
 - iii. E-mail instruction to be sent to each Board Member.
- n. Discussion and possible approval of Santa Susana Letter of Outreach to other NCs: Tabled.
- o. Discussion and possible appointment of two (2) CPNC Budget Representatives: Tabled
- p. Discussion and possible adoption for a resolution to support the Budget Advocates letter requesting that 7 of the newly created positions be specifically for DONE Staff. Letter written by Budget Advocates previously submitted: Tabled
- q. Discussion and possible recommendations for a bicycle lane on Parthenia from Shoup to Kester in the San Fernando Valley.
- i. [NOTE] Presentation made from 7:12 to 7:31 PM out of Agenda Order.
 - ii. David Somers, LA Department of City Planning (david.somers@lacity.org) made a presentation and provided handouts regarding the City's Bicycle.
 - iii. Q&A session addressed congestion, next steps.
 - iv. Deferred to Public Safety Committee for action.

10. Comments on Board Members own activities/Brief Announcements (10 Minutes)



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11. Future Agenda Items and other calendar events
12. Next CPNC Board Meeting will be the Special Meeting on 10 December 2014 at the Community Center.
13. Adjournment by acclimation at 10:04 PM.

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Board Member Vote Recap for all Motions Coming Before the Board on 19 November 2014

Agenda Item Number	Motion Before the Board with Agenda Reference Indicators	Board Member	Board Member	Board Member	Board Member	President	Board Member	Board Member	Treasurer	Board Member	Secretary	Board Member	Board Member	Board Member	Board Member	Voting Results					
		Clemons	Edrington	Escobar	Ferguson	Ho	Irias	Lozano	Miranda	Paterson	Ratner	Shafit	Spires	St. Germain	Sweet	Vaughan	Yes	No	Abstain	Recused	Ineligible
4	Approval of Minutes from October 2014 Board Meeting	Y	Y	Y		A	-	Y	Y	Y	Y	Y	Y	Y	Y	11	0	2	0	1	Passed
8e.i.	Motion to approve Treasurer's Report of October 2014	Y	Y	Y		A	Y	Y	Y	Y	Y	Y	Y	Y	Y	13	0	1	0	1	Passed
8e.ii.	Motion to approve Monthly Expenditure Report for October 2014	Y	Y	Y		A	Y	Y	Y	Y	Y	Y	Y	Y	Y	13	0	1	0	1	Passed
9.a.	Motion to approve \$150 Invoice for Advertisement for Town Hall Meeting	Y	Y	Y		A	Y	Y	Y	Y	Y	Y	Y	Y	A	12	0	2	0	1	Passed
9.b.	Motion to approve \$1,000 in support of Boys and Girls Club NPG	Y	Y	Y		A	Y	R	Y	Y	N	Y	Y	Y	Y	11	1	1	1	1	Passed
9.c.	Motion to approve \$3,000 for Topanga Police Station T.R.U.E. Project	Y	Y	Y		A	Y	Y	Y	Y	Y	Y	Y	Y	Y	13	0	1	0	1	Passed
9.f.i.	Appointment of Cardenas Yesenia to CPNC Board to fill a vacancy	Y	Y	Y		A	Y	Y	Y	Y	Y	Y	Y	Y	Y	13	0	1	0	1	Passed
9.f.ii.	Appointment of Saaliha Khan to CPNC Board to fill a vacancy	Y	Y	Y		A	Y	Y	Y	Y	Y	Y	Y	Y	Y	13	0	1	0	1	Passed

(-) President votes to break a tie vote in accordance with CPNC Bi-Laws otherwise the vote is recorded as an abstention.



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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 Meeting Minutes

Canoga Park Neighborhood Council (CPNC)
7:00 PM, Wednesday, November 19, 2014
Canoga Park Community Center
7248 Owensmouth Ave, Canoga Park, CA 91304

