



Board Meeting Minutes

Canoga Park Neighborhood Council (CPNC)
7:00 PM, Wednesday, 28 JANUARY, 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 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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Brian St. Germain
Home/Condo Owners Rep.

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Vacant
Community Based Org. Rep.

Mary Paterson
Community Based Org. Rep.

Paul Shafit
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.

1. Called to Order at 7:05 PM & Pledge of Allegiance lead by Corinne Ho, President.
2. Opening Statements by Presiding Officer
 - a. General comments of welcome to CPNC Board Member, Elected Officials, LA City Officials and Stakeholders,
 - b. Very full agenda and please keep comments to the point after being recognized,
 - c. Speaker cards are available at our check-in area to all of those wishing make a statement.
 - d. Sandwiches were compliments of Cavaretta's Deli of Canoga Park on Sherman Way.
3. Roll Call and Declaration of Quorum.
 - a. Board Members present (in alphabetical order): Yesenia Cardenas, Ron Clary, Quincy Clemons, Kyra Edrington, Diego Escobar, Todd Ferguson, Corinne Ho, Jessica Irias, Liliana Lozano, Michelle Miranda, Miguel Orellana, Mary Paterson, Bill Ratner, Paul Shaft, Rhonda Spires, Brian St. Germain, James Sweet, Bobbi Trantafello, and Stuart Vaughn.
 - b. Board Members absent: Jorge Godinez.
 - c. Board Members excused: Terrance Jakubowski, Michelle Miranda, and Paul Shafit.
 - d. A quorum is thirteen (13) and with seventeen (17) members present, a quorum was declared.
 - e. [Late Entry] Saaliha Kahn arrived at 7:35 PM, eighteen (18) members present.
 - f. [Late Entry] Bobbi Trantafello left Board Meeting at 8:30 PM, seventeen (17) members present.
4. **Motion:** Discussion and possible approval of Board Minutes for CPNC Regular Board Meeting November 2014 and for CPNC Special Board Meeting December 2014.
 - a. Moved by Quincy Clemons, Seconded by Kyra Edrington.
 - b. Discussion: None
 - c. Vote on Motion: 16 Yes, 0 No, 1 Abstained; Motion Passed. Vote Recap at bottom of minutes.

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. Certificate Presentations:
 - a. Certificates of Appreciation from Councilman Blumenfield's Office were made to the Volunteer Team that support the Eye Can Event in late 2014.
6. Reports from Elected Officials and City Government Representatives for which comments are limited to 3 to 5 minutes.
 - a. Rob Wilcox, Director of Community Engagement and Outreach from the Los Angeles City Attorney Mike Feuer's Office. Mr. Wilcox Neighborhood Initiatives including but not limited to the Illegal Dumping Task Force, the Prop D regulating medical marijuana dispensaries, the Neighborhood School Safety Program and School Safety.
 - b. Karine Philips, Deputy City Attorney and Neighborhood Prosecutor at the LAPD Topanga Station. Ms. Phillips discussed Child Abuse Cases, Small Scale Prevention Programs to prevent large costly cases where example were discussed. Contact phone number (818) 756-3070.
 - c. Max Reyes, Major's West Valley Representative address the City's Earthquake Initiative and a Youth Council being established. Max can be reached more easily at max.reyes@lacity.org.
 - d. Tess Reyes- Dunn, Board Member, Winnetka Neighborhood Council addressed a walking tour of the new COSTCO store and Westfield Complex on February 21 at 10 AM.
 - e. Jenny Portillo representing Council District #3 on behalf of Councilman Blumenfield's Office presented an update on the old BMW Dealership now owned by Norms Restaurant and the effort to clean-up the area, the 2nd Annual Bicycle Ride, Adopt a Pet Fair and illegal RV Parking. Andrew Pennington, Planning Deputy o Councilman Blumenfield's Office made a general introduction of himself and provided contact information: andrew.pennington@lacity.org.
 - f. Amber Meshack, DONE Representative presented By-Laws to BONC are due in May, Strategic Planning should be worked on and she would be available to facilitate a working session, contact by E-mail is preferred.
 - g. Rosalba Gonzalez, representing Senator Pavley's Office presented the legislative update impacting our area, state of the budget, teacher shortage is looming, water regulations for the State of California, and Fracking Initiative were discussed.
 - h. Introduction and Report from new LAPD Senior Lead Officer Sam Sabra, responsible for Canoga Park, South of Sherman Way including the Westfield Topanga Mall. Officer Sabra introduced the new Topanga Station Police Station leader, Captain III Maureen Ryan. Captain Ryan made general comments of introduction and support to the community.
 - i. Report from LAPD Senior Lead Officer Alex Padron, responsible for Canoga Park, North of Sherman Way to Nordoff that addressed "Tagging" and efforts for a better community response.
7. Public Comments – Comments from the public on non-agenda items within the Board's subject matter jurisdiction. The public was 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.
 - a. Tom Nachtrab discussed SSMPA (Santa Susanna Mountain Park Association discussed general clean-up information and presented handouts for better ways for clean-up.
 - b. Mark Kinseth of Canoga Park addressed the Board regarding the illegal RV parking situation and the legal difficulties in reducing this public nuisance to his general area of residence.



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- c. Xixi Tonnu, a Canoga Park Resident addressed the Board regarding the "XPOSED" billboards in the area of Roscoe BLVD and Canoga Avenue which possess a nuisance to her family and the general community by their placement and size.
 - d. Phillip Joffe, a resident of Canoga Park addressed a March against Monsanto on May 23rd at Lanark Park. Asked for general help in advertising and social media.
 - e. Richard Mathews and Arlene Mathews, addressed the SSFL Clean-up from the standpoint of knowing one of the victims of cancer with a message that we as a community can no longer wait or the general problems will only get bigger and harder to solve.
8. 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). (10 Minutes)
- a. Because of the time limitations, reports were suspended less those members submitting their input worksheets.
 - b. Public Safety & Emergency Preparedness
 - i. Canoga Park Business Watch is a new initiative sponsored by the Topanga Canyon Police Station via Senior Lead Office Sam Sabra and the Canoga Park Improvement Association.
 - ii. Emergency Preparedness Meeting for Apartment dwellers and Home Owners and Renters at CPHS on April 8th at 6:30 PM.
 - iii. Getting data on street fatalities and "hit and runs" in Canoga Park, to see if there is any action we can support to improve the situation.
9. CPNC Officer Reports:
- a. Because of the time limitations, President, Vice-President and Secretary Reports were suspended.
 - b. Bobbi Trantafello left the Board Meeting, 17 in attendance, a quorum was maintained.
 - c. Treasurer:
 - i. James Sweet, Second Signer, presented Financial Motions in lieu of the Treasurer
 - ii. Financial Report(s):
 1. **Motion:** Discussion and possible approval of Monthly Financial Reports.
 - a. Moved by James Sweet, Seconded by Quincy Clemons
 - b. Discussion: Report passed out for review of members
 - c. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - d. Board vote recap at the end of the Minutes.
 2. **Motion:** Discussion and possible approval of Monthly Expenditure Report for Nov '14.
 - a. Moved by Jessica Irias, Seconded by Stuart Vaughn
 - b. Discussion: Report passed out for review of members
 - c. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - d. Board vote recap at the end of the Minutes.
 3. **Motion:** Discussion and possible approval of Monthly Expenditure Report for Dec '14.
 - a. Moved by James Sweet, Seconded by Quincy Clemons
 - b. Discussion: Report passed out for review of members



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- c. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
- d. Board vote recap at the end of the Minutes.
- 4. **Motion:** Discussion and possible approval of CPNC Inventory for 2014.
 - a. Moved by Ron Clary, Seconded by Stuart Vaughn
 - b. Discussion: Inventory made available for review of members
 - c. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - d. Board vote recap at the end of the Minutes.
- a. Future Meeting Dates:
 - i. Executive Committee: Late Entry: now Wed, 18 Feb.
 - ii. CPNC Board Meeting: Wednesday, 25 February
- 10. Board Business – Comments from the Board on subject matters within the Board’s Jurisdiction. Possible action on all motions and discussion. (60 minutes)
 - a. **Motion:** Discussion and possible approval of a revote to approve \$1,000 (400 GRT Budget Line Item) to raise the profile of the Canoga Park community in the West Valley and surrounding communities through the promotion an original stage production of "Persephone & Me." This grant will assist CSUN's Department of Theatre to procure the Madrid Theatre, located in Canoga Park, for a rehearsal and two public performances on Friday, October 17, 2014.
 - i. At 8:57 PM Liliana Lozano recused herself from proceedings and left the building
 - ii. Sixteen (16) Board Members are present and a quorum is maintained
 - iii. Moved by Ron Clary, Seconded by Mary Paterson
 - iv. Discussion: Reason for the revote explained.
 - v. Vote on motion: 12 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - vi. Board vote recap at the end of the Minutes.
 - vii. At 9:00 PM Liliana Lozano returned to be Board Meeting for which seventeen (17) board members present and a quorum was maintained.
 - b. **Motion:** Discussion and possible to approve a revote due to lack of quorum on 17 September \$2,000 (400 GRT: Budget Line Item) to support Dia de los Muertos Festival that promotes businesses and the culture of Canoga Park to an estimated 20,000 individuals.
 - i. At 9:01 PM Mary Paterson recused herself from proceedings and left the building
 - ii. Sixteen (16) Board Members are present and a quorum is maintained
 - iii. Moved by James Sweet, Seconded by Jessica Irias
 - iv. Discussion: Reason for the revote explained.
 - v. Vote on motion: 12 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - vi. Board vote recap at the end of the Minutes.
 - vii. At 9:03 PM Mary Paterson returned to be Board Meeting for which seventeen (17) board members present and a quorum was maintained.
 - c. **Motion:** Motion: Discussion and possible approval of reimburse of Michelle Miranda for \$107.87 (10/20/14) Office Depot purchase for Movie Night posters. (200 EVE Budget Line Item).
 - i. Moved by James Sweet, Seconded by Ron Clary
 - ii. Discussion: Reason for the re-imburement presented
 - iii. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed



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- iv. Board vote recap at the end of the Minutes.
- d. **Motion:** Discussion and possible approval of reimburse of Michelle Miranda for \$88.10 (11/19/14) Office Depot purchase of board meeting material copies. Michelle paid because there were P-Card issues. (100 OFF Budget Line Item).
 - i. Moved by James Sweet, Seconded by Ron Clary
 - ii. Discussion: Reason for the re-imburement presented
 - iii. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes.
- e. **Motion:** Discussion and possible approval of replacement of CPNC Projector for a total of \$400 from Best Buy (100 OFF Budget Line Item).
 - i. Moved by Jessica Irias, Seconded by James Sweet
 - ii. Discussion: Circumstances of item being stolen and reason for replacement presented
 - iii. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes.
- f. **Motion:** Discussion and possible approval of Ingenium Charter School (Ingenium After School Athletic Program) NPG totaling \$1,000.00 (400 NPG Budget Line Item) Including: \$300.00 for Soccer Goals; \$200.00 for Basket Balls and Mini Goals; \$50.00 for Soccer Balls and training equipment; \$450.00 for Uniforms and Conference Fees. Executive Committee recommends \$1,000.
 - i. Moved by James Sweet, seconded by Liliana Lozano
 - ii. Discussion: A good fit for strategic plan, marketing effort reviewed
 - iii. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes
- g. **Motion:** Discussion and possible approval of Valley Cultural Center (Children's Performance Series) totaling \$2,500.00 (400 NPG Budget Line Item) for Promotion of performances, fees for Madrid Theatre, funds to pay performers. Executive Committee recommends \$1,000 vs. requested amount.
 - i. Moved by Todd Ferguson, seconded by Ron Clary
 - ii. Discussion: Reason for the amount asked was discussed
 - iii. Motion to amend amount to \$1,000 moved by Ron Clary, Seconded by James Sweet
 - iv. Vote on Motion to Amend Amount: 12 Yes, 0 No, 2 Abstained, 3 ineligible; Amendment Passed
 - v. Vote on motion as amended: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
 - vi. Board vote recap at the end of the Minutes
- h. **Motion:** Discussion and possible approval of \$200 (200 EVE: Budget Line Item) in sponsorship of VANC event on 12 March celebrating its 12th Anniversary on Thursday, March 12, 2015 at CBS Studios.
 - i. Moved by James Sweet, seconded by Liliana Lozano
 - ii. Discussion: Same as last year
 - iii. Vote on motion: 13 Yes, 0 No, 1 Abstained, 3 ineligible; Motion Passed
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- i. **Motion:** Discussion and possible approval of a resolution of support in of expanding LAUSD drills to include “active shooter” drills as presented by ASAP.
 - i. Moved by Jessica Irias, seconded by Kyra Edrington
 - ii. Discussion: Mary Paterson presented the need for the motion
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes.
- j. **Motion:** Discussion and possible approval of an Ad-Hoc Future Clean-Up Santa Susana. Chair: Ron Clary, Corinne Ho. The committee will determine what are the next steps that the Canoga Park Neighborhood Council Should consider in an effort to continue educating the public about the potential risks from the future clean ups at the site.
 - i. Moved by Ron Clary, seconded by Saaliha Khan
 - ii. Discussion: Corinne Ho explained the need for this effort
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes
- k. **Motion:** Discussion and possible approval of an Ad-HOC Joint Committee with Woodland Hills Warner Center NC in regards to the Warner Center Specific Plan.
 - i. Moved by Ron Clary, seconded by Bill Ratner
 - ii. Discussion: Ron Clary explained the need for this effort and will be making a presentation next month
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
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- l. **Motion:** Discussion and possible approval to appoint Land Use Committee Members (Ron Clary, Rhonda Spires, Todd Ferguson and others if necessary.)
 - i. Moved by Ron Clary, seconded by Quincy Clemons
 - ii. Discussion: Reason for effort explained and 1st Committee meeting will be in February
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes
- m. **Motion:** Discussion and possible approval of an Ad-Hoc By-Laws Committee for recommendation of necessary amendments with submittal to DONE by May 2015. Chair: Ron Clary. Members: Corinne Ho, Bill Ratner, Terrence Jacobowski.
 - i. Moved by Mary Paterson, seconded by Kyra Edrington
 - ii. Discussion: 18 age limitations discussed with relation to students
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
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- n. **Motion:** Discussion and possible approval of the creation of the celebration of ‘All America City’ planned for June 2015. Chair CO: Stuart Vaughn & Corinne HO, Member Mary Paterson.
 - i. Moved by Kyra Edrington, seconded by Jessica Irias
 - ii. Discussion: June’s Anniversary will mark this historic event in Los Angeles
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
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- o. **Motion:** Discussion and possible approval of the formation of the Canoga Park Neighborhood Council and various community partners for a visioning session about the needs and future of Canoga Park. Date and Location to be announced.
 - i. Moved by Ron Clary, seconded by Todd Ferguson
 - ii. Discussion: Get ahead of the power curve on what CP will look like
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes
 - p. **Motion:** Discussion and possible approval of the CPNC hosting the AB60 forum to inform the undocumented about the State Law effective January 1st, 2015. The panel will include the LAPD, DMV, Mexican Consulate, Office of Mayor Garcetti, Councilmember Bob Blumenfield and Assemblymember Matt Dababneh. Date to be announced and Location will be at the Catholic Church 'Our Lady of the Valley' on Topanga Canyon.
 - i. Moved by Saaliha Khan, seconded by James Sweet
 - ii. Discussion: Corinne Ho present background with OLV Church to host with government representatives in attendance.
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes
 - q. **Motion:** Discussion and possible creation of the CIS Ad-hoc Committee. Chair: Saaliha Khan, Yesenia Cardenas, Todd Ferguson. The task of the Committee will follow the CIS filed recommended by VANC, LANC and regularly review the 'Top 10 CIS' files found of the L.A City's website. Moved by Saaliha Khan, seconded by James Sweet
 - i. Moved by Stuart Vaughn, Seconded by Brian St. Germain
 - ii. Discussion: Training session to be provided by VANC representatives
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes
 - r. **Motion:** Discussion and possible appointment of Freddy Carrillo as a Stakeholder on the Land Use Committee.
 - i. Moved by Ron Clary, Seconded by Mary Paterson
 - ii. Discussion: Expanding membership to Stakeholders with experience
 - iii. Vote on motion: 16 Yes, 0 No, 1 Abstained, 0 ineligible; Motion Passed
 - iv. Board vote recap at the end of the Minutes
11. Comments on Board Members own activities/Brief Announcements:
- a. James Sweet stated that he would be submitting his resignation as soon as a transition to the Outreach Committee was completed. This action was due to a family situation. In addition, a volunteer to become Second Signer was imitated with CPNC Board Member Saaliha Khan stepping forward.
 - b. In response to CPNC Treasurer's stepping down from her position, but not leaving the CPNC Board, Yesenia Cardenas volunteered to become the next CPNC Treasurer.
12. Future agenda items and other calendar events: None
13. Next CPNC Board Meeting is Wednesday, 25 February at the Community Center. (1 Minute)
14. Adjournment by acclamation at 9:53 PM



Board Meeting Minutes

Canoga Park Neighborhood Council (CPNC)

7:00 PM, Wednesday, 28 JANUARY, 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 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
Residential Renters Rep.

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.

Vacant
Community Based Org. Rep.

Mary Paterson
Community Based Org. Rep.

Paul Shafit
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..

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."