



**Special Board Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:00 PM, Monday, April 6, 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

Yesenia 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
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.

Michelle Miranda
Community Service Org. 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.

Fred Calloway
At-Large Rep.

Kyra Edrington
At-Large Rep.

Terrance Jakubowski
At-Large Rep.

1. Call to order at 7:07 PM and Pledge of Allegiance led by Vice-President Rob Clary in the absence of Corinne Ho, President.
2. Roll Call and Declaration of a Quorum
 - a. Board Members Present: Fred Calloway, Ron Clary, Quincy Clemons, Kyra Edrington, Corinne Ho (late), Terrance Jakubowski, Liliana Lozano, Michelle Miranda, Mary Paterson, Bill Ratner, Paul Shafit, Rhonda Spires, Brian St. Germain, Bobbie Trantafello (late), Stuart Vaughn;
 - b. Board Members Absent: Yesenia Cardenas, Jessica Irias, Saaliha Khan, Miguel Orellana,;
 - c. Board Members Excused: Diego Escobar, Todd Ferguson;
 - d. As 15 Board Members were present, a quorum (13 or more) was declared.
3. Welcoming Remarks and Purpose of Meeting
 - a. The need to support the Disaster Preparedness Event at the Canoga Park High School Auditorium for Wednesday, April 8.
4. Motion: Discussion and possible approval of \$800 to Tour Parts for sound system and audio visual equipment and operation for April 8th Emergency Preparedness Forum for Residents open to all Stakeholders. (Budget Line Item: 200 EVE.)
 - a. Moved by Michelle Miranda; Secondary by Mary Paterson at 7:13 PM with all members cited above as late being present.

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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- b. Discussion:
 - i. The CPHS Auditorium does not have a sufficient sound system to be used at the Disaster Preparedness Event in which many City Departments will be participating.
 - ii. The funding requested pays for rent and the labor to run the event
 - iii. Availability of the P-Card was discussed
 - iv. CPNC Checking Account could be used
 - c. Vote on Motion: 13 Yes, 0 No, 1 Abstained, 1 ineligible; Motion Passed
 - d. A vote recap is provided in the Minutes.
5. Motion: Discussion and possible approval of \$100 for refreshments (i.e. drinks and desserts) and refreshment supplies (plates/cups/napkins) (Budget line item: 200 EVE.)
 - a. Moved by Mary Paterson; Secondary by Paul Shafit
 - b. Discussion:
 - i. If P-Card is available, it should be used in the purchase through Smart and Final
 - ii. Approval has to be done before the fact in order for this item to be supported by DONE
 - iii. If a Board Member was to purchase items, they would be reimbursed, but this is not recommended by DONE
 - c. Vote on Motion: 14 Yes, 0 No, 0 Abstained, 1 ineligible; Motion Passed
 - d. A vote recap is provided in the Minutes.
6. Motion: Discussion and possible approval of up to \$80 to submit funding forms for use of CPHS Auditorium for (item previously approved). (Budget line item: 200 EVE.)
 - a. Item dropped as it was addressed at an earlier Board Meeting.
7. Adjournment by acclamation at 7:22 PM.

Board Member Voter Recap

Voting Recap	Not Brought forward																		Quorum = 13	Pass	Excused								
	6. Up to \$80 for Rental of CPHS Auditorium																												
4. \$800 to Tour Parts for Sound System	Y	Ab	Y	Y	Y	Ab	Ab	I	Ab	Y	Ab	Y	Y	Y	Ab	Y	Y	Y	Y	Y	13	14	0	0	1	1	Pass	15	
5. \$100 for refreshments	Y	Ab	Y	Y	Y	Ab	Ab	I	Ab	Y	Ab	Y	Y	Y	Ab	Y	Y	Y	Y	Y	Y	13	14	0	0	1	1	Pass	15
CPNC Board Member Roll Call for:	Fred Calloway	Yesenia Cardenas	Ron Clary	Quincy Clemons	Kyra Edrington	Diego Escobar	Todd Ferguson	Corinne Ho	Jessica Irias	Terrance Jakubowski	Saaliha Khan	Liliana Lozano	Michelle Miranda	Miguel Orellana	Mary Paterson	Bill Ratner	Paul Shafit	Rhonda Spires	Brian St. Germain	Bobbi Trantafello	Stuart Vaughn	Yes	No	Abstain	Ineligible	Pass/Fail	Quorum = 13	15	Ab = Absent + Excused



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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.”



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