



**Regular Meeting Minutes  
Canoga Park Neighborhood Council (CPNC)  
7:00 PM, Wednesday, April 22, 2015  
Canoga Park Community Center  
7248 Owensmouth Ave, Canoga Park, CA 91304**



**Canoga Park  
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Board of Directors**

**President**

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Home/Condo Owners Rep.

**Vice President**

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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.

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Terrance Jakubowski  
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1. A. Call to Order at 7:10 PM & Pledge of Allegiance led by Corinne Ho, President.
- B. Roll Call & Declaration of a Quorum:
  - i. CPNC Board Members Present: Fred Calloway, Yesenia Cardenas, Ron Clary, Quincy Clemons, Kyra Edrington, Diego Escobar, Todd Ferguson, Corrine Ho, Saaliha Khan, Liliana Lozano, Mary Paterson, Paul Shafit, Rhonda Spires
  - ii. CPNC Board Members Late Arrivals – Jessica Irias 7:57PM, Bobbi Trantafello 7:20PM
  - iii. CPNC Board Members Absent – Terrance Jakubowski, Miguel Orellana, Stuart Vaughan
  - iv. CPNC Board Members Excused – Michelle Miranda, Bill Ratner, Brian St. Germain
  - v. With 13 members present a quorum was declared. With 2 late arrivals 15 members present.
2. Welcome & Opening Comments and Code of Civility- by CPNC President
3. Approval of the March 25, 2015 General Board Meeting Minutes
  - a. Moved by Ron Clary, Seconded by Paul Shafit
  - b. Discussion: None
  - c. Vote on Motion: 13 Yes, 0 No, 0 Abstained – Motion Passed.
4. Reports from City/State/Federal Officials/LAPD/LAFD/ The Department of Neighborhood Empowerment (DONE) & the Commission of the Neighborhood Commissioners (BONC).

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**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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a. Introduction of New Senior Lead Officer Jose Moreno for Canoga Park, North of Sherman Way. Basic Car 21A5. The main crime in the area is motor vehicle theft. "Lock it, Hide it, Keep it." Overall in city crime is up. Protect yourself at the mall. Don't leave things in your car. Lock your car. Open House & Pancake Breakfast Fundraiser this Sunday, April 26<sup>th</sup>. All proceeds support the Topanga Youth Programs.

b. Jenny Portillo, Field Deputy from Councilman Bob Blumenfield, Council District 3: Mayor Garcetti hosting DACA & DAPA Information Session, Tuesday May 12<sup>th</sup> @ Emerson Unitarian Universalist Church. One Generation Sr. Symposium this Saturday.

**5. Presentations:**

a. The West Valley Boys and Girls Club presented their trip at the end of March to Northern California to various college campuses including San Francisco State, UC Berkeley & UC Davis.

b. Jean and David Carroll, Project Directors for The Window Foundation discussed their High School to Adulthood program.

c. Carol Hart from Pacific Lodge Youth Services visited the CPNC to share information about the organization and their empowering programs for Youths.

**6. 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 2mn per speaker.**

a. Yair Greenberg discussed problems with RV Parking. Police have helped but still a problem. When people come to visit their business they have to see RV's. Jenny Portillo will touch base with him.

b. XiXi Tonnu discussed the CPNC remaining budget for this fiscal year. She is a volunteer tutor at the Topanga Station. 400 students have basic needs – paper, erasers, pencils etc. Requested that the remaining budget be spent in Canoga Park. She said we need more arts, music lessons etc. Canoga Park low-income kids need help. Don't send dollars back to the city/general fund.

**7. Officer's Reports:**

**a. President's Report**

**i. Upcoming Deadlines:**

a. -May 1<sup>st</sup> to submit CPNC By-Laws amendments and the 2016 Elections Procedures Stipulation Worksheet to the Commission (BONC)

b. -July 1<sup>st</sup> to submit the CPNC Budget and Strategic Plan Package for FY 2015-2016

c. -Sep 1<sup>st</sup> to submit the CPNC Self Assessment to the Department

ii. CPNC Booth/Tent Presence at several Community Events – We need board members to volunteer to attend booths at various events.



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- iii. CPNC Website Status – The department has required that we use 1 of 10 contractors. Hosting is temporarily being transferred to the City.
  - iv. The White Paper – Budget Advocates make recommendations to the Mayor at the end of the fiscal year. Input has been considered by the Mayor.
- b. Vice-President’s Report\_ - Vacant Seats – We have 4 vacant seats.
- c. Treasurer’s Report i.\_Upcoming Deadlines:
- a. June 22<sup>nd</sup>: Any Funding that requires Pre Authorization from the Department (All NPGs, any expenses greater than \$2500). June 30<sup>th</sup>: Last Day to Swipe Bank Card and Issue bills Online
  - b. CPNC Funds remaining – FY 2014/2015
    - i. Approval of Monthly Expense Reports (Feb & March MERs)
    - ii. The Importance of the Event Form as required by the Department
    - iii. Neighborhood Purpose Grant Status – None as of today.
  - c. Approval of Monthly Expense Reports for February & March
    - i. Moved by Jessica Irias, Seconded by Kyra Edrington
    - ii. Discussion. None
    - iii. Vote on motion: 13 Yes; 0 No; 0 Abstentions: Motion Passed
- d. Secretary’s Report – No Report
8. Committee Reports: (New and Old Business)
- a. Planning & Land Use – Update from last Land Use Meeting on April 9<sup>th</sup> – Former BMW Lot plans a Self Storage Facility, Starbucks & another commercial business. They will do a presentation at the next general meeting.
  - b. Public Safety- April 8<sup>th</sup> Event at Canoga Park High School – The presentation was in English and Spanish. How to prepare for an earthquake. Websites were suggested for information: 5steps.la & readyla.org.
  - c. Grant Evaluation Committee Oversight (GECO) – Chair Absent. Treasurer reported San Fernando Valley Youth Choir application was rated 84 out of 100.
  - d. Ad-hoc CIS report on the following Council Files - Chair Saaliha Khan – Specific files being reviewed: CF 15-0389 (Sufficient Presentation Time for NC before the City Council) & – CF 15-0273 (Budget Advocates instruct the City Administrative Officer to review the White Paper’s financial recommendations for City’s Budget Process for FY2015-2016. & –CF 14-1635 (Short term Rentals Homes).
  - e. Civic University Report- Saaliha Khan & Todd Ferguson attended for 3 days. They received certificates for attendance. First time it was offered. More information is available @ Empowerla/civicu. “LA has a horizontal structure. Mayor and City council almost equal.” “ A well informed community will be more active. “Civic University should be for everyone. It was quite informative.” More notes can be shared later.



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**9. Board's Business:**

- a. Discussion and Possible Approval of the 2016 Election Procedures Stipulation Worksheet
- I. Article V, Section 3 – Abstentions.
    - a. Moved by Ron Clary, Seconded by Jessica Irias.
    - b. Discussion: Content explained for option number 4.
    - c. Vote on motion: 15 Yes; 0 No; 0 Abstained: Motion Passed.
  - II. Article VIII, Section 3 - 1 locations & website.
    - a. Moved by Ron Clary, Seconded by Jessica Irias
    - b. Discussion: Requested changes explained.
    - c. Vote on motion: 15 Yes; 0 No; 0 Abstained; Motion Passed.
  - III. Article XI – Designate a person for grievance committee.
    - a. Moved by Ron Clary, Seconded by Diego Escobar.
    - b. Discussion: Board nominated Bobbi Trantafello.
    - c. Vote on motion: 14 Yes; 0 No; 1 Abstention Passed.
  - IV. Article XIV – Code of Conduct.
    - a. Moved by Ron Clary, Seconded by Todd Ferguson.
    - b. Discussion: None
    - c. Vote on Motion: 15 Yes; 0 No; 0 Abstained; Motion Passed.
  - V. Article X – Elections
    - a. Moved by Ron Clary, Seconded by Paul Shafit.
    - b. Discussed all 4 options thoroughly. Board Voted for Option 2 – Online Voting With Documentation.
    - c. Vote on Motion: 9 Yes; 5 No; 1 Abstention: Motion Passed.
    - d. Vote by Mail Passed – 7 Yes; 6 No; 2 Abstained; Motion Passed
    - e. Video – All Yes

[Note:] Board members did not receive worksheet. All information was read or summarized to the Board by the Vice President. Ron Clary may have additional information to add to/clarify minutes.

- b. **Discussion and Possible Approval** of CPNC By-Laws Amendments for:
- i. Article IV- Definition of Stakeholder
  - ii. Article II, no. 4
  - iii. Article II, Section 3 and Section 4
  - iv. Section 5.k
  - v. Article VI, Section 4
  - vi. Article VII (b, J, K, L, M)
  - vii. Article VIII, Section 3, Section 5
  - viii. Article XIV, Section 1, 2.
    - a. Moved by Paul Shafit & Seconded by Liliana Lozano.
    - b. Discussion: Amendments explained by Ron Clary



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c. Vote on Motion: 15 Yes; 0 No; 0 Abstentions: Motion Passed.

c. Discussion and Possible Approval to amend the CPNC Budget by reallocate \$1500 from the Community Improvement Projects to Temp Staff in the Operations Category.

i. Moved by Paul Shafit & Seconded by Liliana Lozano

ii. Discussion: Treasurer and President went to Emergency meeting for training downtown. Saaliha Khan also attended. We have a backlog. Treasurer said she learned a lot in an hour & we need this support.

iii. Vote on Motion: 14 yes; 1 No; 0 Abstention: Motion Passed.

d. Discussion and Possible Approval to appoint two (2) Budget Representatives (BR) for the CPNC

i. Moved by Mary Paterson & Seconded by Bobbi Trantafello.

ii. Discussion: We are required to have 2 budget representatives – liaisons with Budget Advocates. They will give us reports. Ultimate goal is for recommendations to the Mayor. Motion to Appoint Quincy Clemons & Todd Ferguson.

iii. Vote on Motion: 15 Yes; 0 No; 0 Abstained: Motion Passed.

e. Discussion and Possible Approval to reallocate \$1400 from Community Improvement Projects (CIP) to Elections.

i. Moved by Bobbi Trantafello & Seconded by Jessica Irias

ii. Discussion: None.

iii. Vote on Motion: 15 yes; 0 No; 0 Abstained: Motion Passed.

f. Discussion and Possible Approval to use uncommitted CPNC funds to be transferred to the Budget Advocates at the end of Fiscal Year 2014-2015.

i. Moved by Liliana Lozano & Seconded by Ron Clary.

ii. Discussion: Now funds go back to the general fund.

iii. Vote on Motion: 0 Yes; 13 No; 2 Abstained; Motion Failed.

g. Discussion and Possible Approval for funding \$250 to the Congress of Neighborhood happening in September at City Hall. Budget Line: Outreach.

i. Moved by Jessica Irias & Seconded by Paul Shafit

ii. Discussion: Motion to amend amount to \$500

iii. Vote on Motion: 13 yes – 2 No's Ron Clary & Yesenia Cardenas

h. Discussion and Possible Approval for \$1500 for the San Fernando Valley Youth Chorus to fund summer Arts & Music Camp Program. Budget Line Item: Neighborhood Purpose Grant (NPG)

i. Prior to the motion, President Corinne Ho recused herself and left the Community Center.

ii. Moved by Jessica Irias & Seconded by Mary Paterson

iii. Discussion: Benefits to the community explained

iv. Vote on Motion: 12 Yes; 0 No; 2 Abstentions: Motion passed

v. Corinne Ho returned to the Board Meeting after vote was announced



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- i. Discussion and Possible Approval for up to \$200 to LAUSD for the Canoga Park High School's Auditorium for the April 8<sup>th</sup> Emergency Preparedness forum. Budget Line: Outreach.
  - i. Moved by Paul Shafit & Seconded by Ron Clary
  - ii. Discussion: Benefits to the community explained.
  - iii. Vote on Motion: Motion Passed 14 Yes 1 Abstention (Todd Ferguson)
- j. Discussion and Possible Approval for \$800 for the Audio/Visual services for April 8<sup>th</sup> Emergency Preparedness forum at the Canoga Park High School. Budget Line: Outreach
  - i. Moved by Quincy Clemons & Seconded by Paul Shafit
  - ii. Discussion: Benefits to the community explained.
  - iii. Vote on Motion: 14 Yes; 0 No; 1 Abstention:.. Motion Passed
- k. Discussion and Possible Approval of \$200 for 45<sup>th</sup> Assembly Debate at the Madrid Theatre in October 2013 for marketing package. Co-sponsored with the West Valley Chamber of Commerce. Budget Line Item: Outreach.
  - i. Moved by Paul Shafit & Seconded by Quincy Clemons
  - ii. (Note Liliana Lozano left meeting @ 9:47pm)
  - iii. Discussion: This bill was never paid.
  - iv. Motion Passed 12 Yes; 0 No; 2 Abstained: Motion Passed
- l. Discussion and Possible Approval of a CPNC Letter of Support to Alliance for Community Empowerment (ACE) in their application for the Gang Reduction Youth Development (GRYD) grant:
  - i. Moved by Paul Shafit & Seconded by Mary Paterson
  - ii. Discussion: Letter of Support
  - iii. Vote on Motion: 14 Yes; 0 No; 0 Abstained Motion Passed.
- m. Discussion and Possible Approval of \$200 as a deposit to get entrance key for the Community Centre. The deposit is \$25/key and the CPNC requires 8 keys. Budget Line Item: Operations.
  - i. Bobbi Trantafello recused herself prior to the agenda item and left the community center.
  - ii. Moved by Mary Paterson & Seconded by Quincy Clemons
  - iii. Discussion: None
  - iv. Vote on Motion: 13 Yes; 0 No; 0 Abstentions: Motion Passed.
  - v. Bobbie Trantafello returned to the CPNC Board meeting after the results of the vote were announced.
- n. Discussion and Possible Approval of up to \$320 to cover the cost of migration of the CPNC website from the old account to a newly created account. Budget Line Item: Outreach
  - i. Moved by Saaliha Khan & Seconded by Mary Paterson
  - ii. Discussion: EmpowerLA is assisting
  - iii. Vote on Motion: 14 Yes; 0 No; 0 Abstention: Motion Passed



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- o. Discussion and Possible Approval of a purchase of a laptop for the CPNC up to \$500- three quotations submitted. Budget Line Item: Operations.
  - i. Moved by Saaliah Khan & Seconded by Paul Shafit
  - ii. Discussion: Treasurer has obtained various bids. It was also discussed that we need software. Then entire Board will be able to use the computer for the Council. It will be stored at the facility.
    - a. Motion to amend amount to \$1,000.
    - b. Moved by Saaliah Khan & Seconded by Paul Shafit
    - c. Vote on Motion to Amend amount: 14 Yes; 0 No; 0 Abstained; Amendment Passed.
  - iii. Vote on Motion as amended: 14 Yes; 0 No; 0 Abstentions: Motion Passed.
- p. Discussion and Possible Approval for Refreshments for CPNC Retreat May 16<sup>th</sup>. Budget Line Item: Outreach
  - i. Moved by Jessica Irias & Seconded by Saaliah Khan
  - ii. Discussion: Motion for amount to be up to \$500
  - iii. Vote on Motion: 14; yes 0 No; 0 Abstain: Motion Passed.

**10. Upcoming Events and Future Meetings:**

- April 25<sup>th</sup>: Senior Symposium at One Generation
- May 12: DACA/DAPA Forum at Emerson Unitarian Universalist Church. Time TBD
- May 16: CPNC Retreat- To be confirmed
- May 16: Kids Health Fair Day at Lanarak Park
- May 20: CPNC Joint Executive/Budget Committee
- May 27: CPNC General Board Meeting
- Canoga Park All America City 10<sup>th</sup> Anniversary Celebration- TBD
- CPNC Strategic Plan and Budget Meeting- TBD

**11. Adjournment: 9:58 PM by acclamation.**







**Regular Meeting Minutes**  
**Canoga Park Neighborhood Council (CPNC)**  
**7:00 PM, Wednesday, April 22, 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.

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.

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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