



**Board Meeting Minutes**  
**Canoga Park Neighborhood Council (CPNC)**  
**7:00 PM, Wednesday, 28 October, 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  
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 Community Service Org. Rep.

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Mary Paterson  
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Vacant  
 Faith Based Org. Rep.

Jessica Irias  
 School Representative

Saaliha Khan  
 At-Large Rep.

Vacant  
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Kyra Edrington  
 At-Large Rep.

Terrance Jakubowski  
 At-Large Rep.

1. Called to order at 7:07 PM and Pledge of Allegiance led by - Corinne Ho, President.
2. Roll Call and Declaration of a Quorum:
  - a. Board Members Present: Yesenia Cardenas (late: 7:51 PM), Ron Clary, Quincy Clemons, Kyra Edrington, Todd Ferguson, Corinne Ho, Saaliha Khan, Michelle Miranda, Mary Paterson, Bill Ratner, Rhonda Spires, Brian St. Germain, Bobbi Trantafello, Stuart Vaughn
  - b. Board Members Absent: Jessica Irias, Terrance Jakubowski, Liliana Lozano, Miguel Orellana
  - c. Board Members Excused: Diego Escobar
  - d. Quorum was reached with the arrival of Mary Patterson at 7:10 PM
3. Approval of September 30, 2015 General Board Meeting and October 6, 2015 Special Board Meeting
  - a. Moved by Bill Ratner; Seconded by Ron Clary
  - b. Discussion: None
  - c. Vote on Motion: 13 Yes; 0 No; 0 Abstentions; Motion Passed, Minutes approved.
- Welcome and Opening Remarks
  - a. Code of Civility reviewed for Board Members and those Stakeholders present
  - b. General comments of welcome made to Board and Stakeholders assembled
  - c. Agenda for meeting reviewed
4. Reports from Elected Officials, LAPD & City Department Representatives, Citywide Neighborhood Councils & NCs Alliance Representatives
  - e. Oscar Garcia, District Director, 45th Assembly District, representing Assemblyman Matt Dababneh
    - i. Announced Town Hall Meeting on Wednesday, November 4, 2015 at ONEgeneration, 18255 Victory Blvd, Reseda addressing Senior Citizen Issues
    - ii. Took general Questions from Board Members and those in attendance on various subjects

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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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- f. Jenny M. Portillo, Senior Field Deputy, Council District #3, representing Councilman Blumenfield
  - i. LA River Project meeting located at Vanowen & Wilber Streets at 10 AM, on Saturday, November 7, 2015 addressing the LA River Project.
  - ii. Round Table to be done in the future
  - iii. Progress is being made through committee work on the Valley DWP Tier addressing water rates
  - iv. Illegal Vending position has not been taken on Council File #Council File: 13-1493: Street Vending / Special Sidewalk Vending District Program
  - v. Overnight Parking Zones addressed
  - vi. Recognition of Peace March held in October as a result of community action regarding gang violence
- 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 2 minutes per speaker.
  - a. Debbie Decker, West Valley Food Pantry presented comments regarding the organization’s impact on the greater Canoga Park Community. The Food Pantry addressed the health needs of the community including senior citizens. Will make a form request for funds in the near future.
  - b. Additional: VANC NC Board Member Training on 12 November
- 5. President’s Reports:
  - a. 2016 Neighborhood Councils Elections- Town Hall with City Attorney Mike Feuer on November 3<sup>rd</sup>
  - b. Progress of Proposed NC Board Member Orientation Package-
  - c. CPNC Participation at the Saturday Small Business-
  - d. Status of Inquiry from Council Office of Bob Blumenfield about Sherman Way being FREE parking during Saturday Small Business.
- 6. Treasurer’s Report:
  - a. Report on Financial Items that have been processed by reviewing held but not yet processed through the Budget Committee that included the Valley Cultural Center’s request for \$5,000.
  - b. Report on Pending Financial Items to be reviewed by next Budget Committee including Roll Over
  - c. Discussion and Possible Approval of the September MER.
    - i. Moved by Saaliha Khan; Seconded by Quincy Clemons
    - ii. Discussion: Data in the MER was reviewed and discussed with available data.
    - iii. Vote on motion: 11 yes, 3 No, 0 abstentions; Motion passed.
- 7. Report on the CPNC Website- Bill Ratner, Rhonda Spires
  - a. Doman name of “canogaparknv.org” was successfully transferred from Ed Crowe to the CPNC
  - b. CPNC owns the domain name though GoDaddy for a 10 year period.
  - c. There is a seven day waiting period before transfer is complete and the CPNC Website can be replaced on line.
- 8. Land Use committee Report- Ron Clary- Chair
  - a. Next Meeting will be on Wednesday, 18 November
  - b. Survey to be conducted among community organizations regarding parking regulations in Canoga Park
  - c. LATE Entry: Due to rescheduling the CPNC Regular Board Meeting due to Thanksgiving, the time was moved up to 5 to 7 PM, ahead of the 7 PM Board Meeting
- 9. CIS Committee Report- Saaliha Khan – Chair
  - a. Reviewed the current activities on CIS’s submitted and pending
    - i. Parking Reform: CF 14-1332
    - ii. Firearm Storage: CF 14-1553
    - iii. Street Vending: CF 13-1493



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b. Called for support from other Board Members on the CIS Committee

10. Outreach Committee report- Rhonda Spire
- Attended the Elections Workshop in West L.A and addressed ways for creating more awareness
  - Outreach committee meeting to be scheduled soon
  - Addressed who would be the Election Chair
  - \$3,700 is in the account for 2016 Elections
  - On-Line Voting is going to be held in 35 of the 96 NCs in LA

Note: Bobbi Trantafello left the CPNC Board Meeting; 13 Board Members remained, quorum still in tact.

**Action Items**

11. Discussion and Possible Approval for the amount not exceeding \$43.00 to reimburse Tour Parts for fees incurred from CPNC returned cheque issued for All-America City Celebration. \$6.00 for return fee and \$35.00 for Tourparts Payroll's Complication, Budget Line: 100- Operations
- Tabled when Todd Ferguson declared a Conflict of Interest and therefore would have to recuse himself from the meeting and meeting would lose its quorum.
  - Will be addressed at next CPNC Regular Board Meeting
12. Discussion and Possible Approval for the amount of \$1000 for CPNC Outreach Materials needed for Booth at events. Budget Line: 100- Operations
- Moved by: Ron Clary; Seconded by Michelle Miranda
  - Discussion: Items would pay for future events for stickers, brochures, Printer fees, etc.
  - Vote on Motion: 12 yes; 1 no; 0 abstentions; motion passed
13. Discussion and Possible Approval to appoint a Board Member as the CPNC 2016 Elections Chair. The Elections Chair will work in tandem with the Outreach Chair and implements steps to insure higher voter turnout than 2014.
- President, Corinne Ho addressed the Board regarding the issue and solicited volunteers from the board at which time Mary Paterson volunteered for the Chair
  - Moved by Ron Clary; seconded by: Michelle Miranda
  - Discussion: Roles and Responsibilities reviewed
  - Vote on Motion: 13 yes; 0 no; 0 abstained; motion passed.
14. Discussion and Possible Approval to review and complete the 2nd Election Procedures Stipulation Worksheet.
- Moved by: Brian St. Germain; Seconded by: Yesenia Cardenas
  - Discussion: None
  - Vote on Motion: 13 yes; 0 no; 0 abstained; motion passed.
15. Discussion and Possible Approval to appoint a CPNC Animal Services Liaison. The Liaison will be in communication with the Department of Animal Services (DAS) and be the ears and eyes of the community. The liaison will be expected to attend the City's Committee's meetings.
- Tabled until a Stakeholder volunteer could be identified after general Q&A session
16. Discussion and Possible Approval to appoint a CPNC Public Works Liaison. Same requirement as above.
- Tabled until the workload and meeting places could be identified
17. Discussion and Possible Approval of the Following policy: In order to properly budget the CPNC Budget annual expenditures, grant requests by Non-profit organizations, the requestors will be considered if submitted between July 1st and January 15th, 2016. External requests from any entity for participation in projects requiring outreach funds should be submitted by the same date. Appropriate actions shall be taken to inform the community of these requirements. See Grant Letter.
- Moved by: Ron Clary; Seconded by Yesenia Cardenas



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- 
- b. Discussion: Letter written, and read, but not provided at meeting. Policy discussed in order to keep future funding requests processed in a timely manner so as not to overload financial system in the 4<sup>th</sup> quarter in any FY Year.
- c. Vote on motion: 13 yes; 0 no; 0 abstentions; motion passed.
18. Discussion and Possible Approval of an Ad-Hoc Community Improvement Projects (CIP). Need a CIP Committee Chair and 2 Members to establish a priority of works needed within the Canoga Park NC.
- a. Moved by: Quincy Clemons; Seconded by: Kyra Edrington
- b. Discussion: Goals read by Chair and discussion addressed the need for such a committee to review with BBS, Building Safety, etc. appropriate support from the CPNC. Quincy Clemons volunteered to take on the Chairmanship of the committee.
- c. Vote on motion: 13 yes; 0 no; 0 abstentions: Motion passed.
19. Review next available date for the CPNC Board Meeting in observance of the holidays.
- a. Discussed Wednesday, 18 November and reached a consensus with those board members present.
- b. Corinne Ho, President would contact those board members not present to ensure a quorum
20. Adjournment by acclamation at 8:46 PM



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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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**Vote Count Recap**

CPNC Board Member Roll Call for:		28-Oct-15			Comments	Voting Recap																			
		Present	Absent	Excused		3. Approval of Minutes for 28 September Board Meeting and 6 October 2015 Special Meeting	6.C. Approval of September 2015 MIER	11. Reimburse \$43.00 for Tour Parts, \$6.00 for returned check fees, \$35,00 Tourparts Payroll issue	12. Approval of \$1,000 for CPNC Outreach materials needed for future events	13. Approval of CPNC Election Chair: Mary Paterson	14. Approval of 2nd Election Stipulation Worksheet	15. CPNC Aministr Services Liaison	16. Approval of CPNC DWP Liaison	17. Approval of Grant Policy for future requests	18. Approval of Community Improvements Ad-Hoc Committee and Quincy Clemons as Chair										
Yesenia	Cardenas	Yes	X		Arrived 7:51 PM		y																		
Ron	Clary	Yes	X			y	n																		
Quincy	Clemons	Yes	X			y	y																		
Kyra	Edrington	Yes	X			y	y																		
Diego	Escobar	Yes		X																					
Todd	Ferguson	Yes	X			y	y																		
Corinne	Ho	Yes	X			y	y																		
Jessica	Irias	Yes		X																					
Terrance	Jakubowski	Yes		X																					
Saaliha	Khan	Yes	X			y	y			Tabled	y	y	y		Tabled	Tabled					y	y			
Liliana	Lozano	Yes		X																					
Michelle	Miranda	Yes	X			y	n				y	y	y									y	y		
Miguel	Orellana	Yes		X																					
Mary	Paterson	Yes	X		Arrived at 7:10 PM	y	y																y	y	
Bill	Ratner	Yes	X			y	n																y	y	
Rhonda	Spires	Yes	X			y	y																y	y	
Brian	St. Germain	Yes	X			y	y																y	y	
Bobbi	Trantafello	Yes	X		Left at 8:08 PM	y	y																		
Stuart	Vaughan	Yes	X			y	y																	y	y
Yes						13	11	0			12	13	13	0	0	13	13					0	0		
No						0	3	0			1	0	0	0	0	0	0	0	0	0			0	0	
Abstain						0	0	0			0	0	0	0	0	0	0	0	0				0	0	
Recrused						0	0	0			0	0	0	0	0	0	0	0	0				0	0	
Pass/Fail						Pass	Pass	Pass			Pass	Pass	Pass	Pass	Pass	Pass	Pass	Pass				Pass	Pass		
Quorum = 13			14	4	1	19	13	14	0		13	13	13	0	0	13	13					13	13		



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