



**Regular Board Meeting Minutes
Canoga Park Neighborhood Council (CPNC)
7:00 PM, Wednesday, April 26, 2017
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
Saaliha Khan
At-Large Rep.

Secretary
Terrance Jakubowski
At-Large Rep.

Treasurer
Carey Carney-Martinez
Residential Renters Rep.

Maximo Guerrero
Youth Group Rep.

Usman Khan
Youth Group Rep.

Ron Clary
Senior Group Rep.

Vacant
Senior Group Rep

Vacant
Residential Renters Rep.

Quincy Clemons
Residential Renters Rep.

Vacant
Residential Renters Rep.

Brooke Mason
Residential Renters Rep.

Kendra Kimball
Home/Condo Owners Rep.

Vacant
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Vacant
Retail/Service Business Rep.

John Parker
Retail/Service Business Rep.

Bobbi Trantafello
Retail/Service Business Rep.

Stuart Vaughn
Retail/Service Business Rep.

Michelle Miranda
Community Service Org. Rep

Vincent Neill
Community Based Org. Rep.

Mary Paterson
Community Based Org. Rep.

Martin Furtak
Faith Based Org. Rep.

Jessica Irias
School Representative

Kyra Edington
At-Large Rep.

Rhonda Spires
At-Large Rep.

I. Welcoming Remarks – Corinne Ho, President

a. Called to Order at 7:05 PM and Pledge of Allegiance led by Corinne Ho, President.

b. Board Roll Call

Board Members Present: Quincy Clemons, Kyra Edington, Martin Furtak, Maximo Guerrero, Corinne Ho, Jessica Irias, Saaliha Khan, Kendra Kimball, Carey Martinez, Brooke Mason, Michelle Miranda, Mary Paterson, Bobbi Trantafello

Board Members Late: Terrance Jakubowski, John Parker

Board Members Absent: Ron Clary, Usman Khan, Vincent Neill, Rhonda Spires, Stuart Vaughn

With 13 members declared present at 7:10 PM, a quorum was declared.

NOTES

1. Maximo Guerrero was reinstated to the Board as per Kathleen Quinn (EmpowerLA) as he submitted his Ethics Training.
2. The Ethics Certification for Jessica Irias expired on March 17, 2017. She was ineligible to vote on financial matters.

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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II. Community/Government Reports & Announcements

1. Representatives from the Los Angeles City Fire Department thanked the CPNC for the April 22 Beautification Project of painting fire hydrants in Canoga Park.
2. Report from Office of Councilmember Bob Blumenfield (Council District 3)- Jenny Portillo, Field Representative. LA City Council has entered budget development for FY 2017-18.
3. LAPD SLOs Duc Dao and Jose Moreno from Topanga Division –
 - a. Topanga Division will be hosting an Open House, including a pancake breakfast, on Saturday, April 29 from 8:00 – 12:00 Noon. Tickets are \$7.00.
 - b. There will be a SLO Conference on Wednesday, May 31 from 7:00 – 9:00 pm at deToledo HS (Sherman Way, between Fallbrook and Sale). Several SLOs from the area will be present to interact with the community. Neighborhood Watch meetings for May 2017 are cancelled to allow for greater participation in this event.
 - c. Several suggestions were provided to reduce the possibility of homes being targeted for break-in. Thieves like to operate in darkness, so, to reduce darkness and increase visibility:
 - i. Increase outside lighting with motion sensors, so that the house lights up when approached.
 - ii. Park cars in driveway with headlamps pointing out. If suspicious noise, activate panic button on fob, creating light and noise.
 - iii. Develop a local neighborhood watch using the 5-1 rule (person to left, person to right, three people across the street.
 - d. Janis Risch from the LA Public Library Platt Branch shared information on US Postal Service Informed Delivery, available at usps.gov, where you can receive a daily email describing the mail that will be delivered that day
4. Janis Risch from the LA Public Library Platt Branch shared information in 2 programs available through the Canoga Park Public Library
 - a. English conversation classes for English learners on Fridays at 10:00 am
 - b. *Reading by Design* summer reading program from early June to August
5. Vanessa Serrano from Empower LA
 - a. Contact information: phone 213-978-1551, email vanessa.serrano@lacity.org
 - b. Civic Youth Summer Program – starts June 12. Applications due May 24
 - c. Board of Neighborhood Councils (BoNC) next meeting is May 2 at Canoga Park Community Center. A purpose of this meeting is to celebrate the 15th anniversary of the creation of the Canoga Park Neighborhood Council.
 - d. Upcoming Homeless Civic University
 - e. Upcoming Congress of Neighborhood Councils – September 9, 2017
 - f. There is a need for Budget Representatives for CPNC to attend the Budget meeting on June 24.



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III. General Public Comment on Non-Agenda Items:

1. Andre Fiss, a resident of Canoga Park, made a request for a red curb in front of his residence, as his driveway is sometimes blocked by street parkers.
2. Marcia Rubin from the Department of Toxic Substances spoke of the last update meeting for the Santa Susanna Field Lab clean-up will be on May 2. The next phase will be public comment meetings
3. Phillip Joffe spoke on the *March for Organics* event scheduled for May 20 at 1:00 pm at Lanark Park
4. Tayler Pascual from CASA LA is recruiting for court appointed special advocates for foster youth. There will be a meeting at the Canoga Park Public Library on May 31 at 12:00 noon
5. Gilbert Vasquez from New Economics for Women/Family Source Center shared with the board services available through his organization:
 - a. Music and guitar lessons for middle school students
 - b. Financial empowerment workshops
 - c. Home budget education workshops
 - d. Math and English classes
 - e. Nutrition workshops
6. Fred Darwich, a business property owner talked about the issue of street parking of RVs being used as residences south of Sherman Way on Eton and Hart Streets. The parking of these vehicles interferes with access to businesses and pose public health hazard due to dumping and sewage. Is requesting parking restrictions for RVs in this area.

IV. Presentations:

1. Lily O'Brien from the Los Angeles Department of Transportation spoke on Mayor Garcetti's initiative to reduce traffic deaths in LA to zero by 2025. Part of this initiative is improvements to the intersections on Saticoy St. from Topanga Canyon to Jordan. Improvements include:
 - a. Adjustments to traffic signals to include more overlap on red lights and allowing pedestrians signals to be activated before traffic lights turn green to increase visibility.
 - b. Speed feedback signs
 - c. "Continental" crosswalks
 - d. Flashing Pedestrian signs
 - e. 2-Way Center Lane to facilitate left turns.Work is expected to be completed in Summer 2017, except for Flashing Pedestrian signs.



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V. Executive Board Reports

1. Secretary's Report.

- Motion to approve the Minutes from the January 25th Board Meeting. Moved by Kyra Edrington, seconded by Brooke Mason. Voice Vote: Yes: 14, No: 0, Abstain: 0, Recusal: 0 Ineligible: 0, Absent: 6. **Motion Passed**
- Motion to approve the Minutes from the March 22th Board Meeting was withdrawn by Secretary, as minutes were not completed. **Motion Tabled/Continued**

2. Treasurer's Report - Motion to approve the CPNC Monthly Expenditures reports for March 2017. Moved by Corinne Ho, seconded by Terrance Jakubowski. Roll Call Vote: Yes: 12, No: 0, Abstain: 0, Recusal: 0 Ineligible: 2, Absent: 6. **Motion Passed**

VI. Reports from Board President and Committees

- Beautification Committee. Martin Furtak reported on the Painting of Fire Hydrants Project held on April 22, 2017. He reported that approximately 230 people came and painted over 250 fire hydrants. There are still over 700 fire hydrants to be painted. Martin will work with Canoga Park High School and any community groups of 10 or more to organize teams to paint fire hydrants.
- President's Report
 - The CNPC is in receipt of a letter from LA City Councilman Bob Blumenfield related to a meeting held to discuss *Dia de Los Muertos*, a cultural event held in Canoga Park every November. Corinne Ho reported that the letter stated that Mr. Blumenfield's office expressed some concerns related to event organization, funding, and safety. Mary Paterson, CPNC Board Member and an organizer of the event stated that the organized have developed a new strategic plan to address the concerns in Mr. Blumenfield's letter.
 - The announcement regarding the 15th Anniversary Celebration of the CPNC was deferred, as Ms. Vanessa Serrano from Empower LA has already made the announcement.
 - The announcement regarding the Civic Youth 2017 summer program was deferred, as Ms. Vanessa Serrano from Empower LA has already made the announcement.
 - Corinne Ho provided a status update on the construction at 7050 Topanga Canyon Blvd. The Starbucks and Pollo Campero are scheduled to open shortly. While there has been some concern over a storage facility being built on this site, President Ho is confident that residents will be pleased with the final product. President Ho also provided a status update on the former Rocketdyne site. Demolition is proceeding well and the furnace will be retained.
 - There is a proposal to convert the former China Buffet at 21730 Sherman Way to a Mexican restaurant with live entertainment and a liquor license. The proposed project is described as similar to the Los Toros restaurant on Devonshire Ave. in Chatsworth.



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VII. Motions

1. Discussion to approve for the proposed mixed-use project at 22122 Sherman Way filed by Patrick Yaghoobi. **Motion Rescinded** as Mr. Yaghoobi needs to address some new issues created by the passage of Measure JJJ
2. Discussion to approve the recommendation for the addition of the on-site sale of beer and wine to the existing market/restaurant at 21825 Sherman Way. Case Nos. NV-2017-784-CE and ZA-2017-783. Quincy Clemons and Mary Paterson recused themselves from this motion. A representative of the market/restaurant, stated that this change is necessary to remain competitive with similar businesses in the area. Beer and wine would only be consumed on the premises and food must be ordered with beer or wine. Board Member John Parker stipulated that the Board should approve with the stipulation that beer and wine service end by 10:00 pm. The representative stated that the market/restaurant closes at 9:00 pm. Moved by Bobbi Trantafello, seconded by Kyra Edrington. Voice Vote: Yes: 12, No: 1, Abstain: 0, Recusal: 2 Ineligible: 0, Absent: 5. **Motion Passed** (Quincy Clemons and Mary Paterson rejoined meeting)
3. Discussion to approve that the CPNC requests that Sherman Way between Desoto Ave. and Canoga Ave. be included in Los Angeles Municipal Code 87.55, prohibiting vehicle sales or public lands. Written communication with the request will be sent to the appropriate and relevant agencies. Moved by Corinne Ho, seconded by Martin Furtak. Voice Vote: Yes: 15, No: 0, Abstain: 0, Recusal: 0 Ineligible: 0, Absent: 5. **Motion Passed.**
4. Discussion to approve request of up to \$200 to purchase refreshments fir the CPNC 15th Anniversary Celebration May 2, 2017. Funded Moved by Kyra Edrington, seconded by Saaliha Khan. Roll Call Vote: Yes: 13, No: 0, Abstain: 0, Recusal: 0 Ineligible: 2, Absent: 5. **Motion Passed**

Vii. Board Member Comments/Announcements

1. Maximo Guerrero announced that he will be leaving the CPNC after the July meeting, as he will be moving to start his college education.
2. Brooke Mason asked if the Board could re-consider a motion defeated at the March 28 meeting to fund a Neighborhood Purpose Grant (NPG) from America's Healthy Kids to fund a one-day event at a local park where kids of the community will have an opportunity to do exercise while having fun. In reviewing the CPNC bylaws, Ms. Vanessa Serrano of Empower LA stated that a new NPG application would need to be filed.
3. Mary Paterson stated that she had heard that neighborhood council meetings are limited to 90 minutes in the city's charter of neighborhood councils. Ms. Vanessa Serrano of Empower LA stated that she would check
4. Michelle Miranda thanked Corinne Ho for her attendance at a recent Youth Build event. She also announced a fashion show, *Runway to the Future*, to provide formal way for underprivileged youth on May 13 from 9:00 – 11:00 am at Lanark Park. Donations are welcome.
5. Jessica Irias informed board members and public of 3 upcoming events:
 - i. *An Immigration Forum* hosted by Uplift Family Services of Hollygrove on April 29 from 8:00 am to 2:00 pm at 5891 Waring Ave., Los Angeles, CA 90038.



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- ii. An *immigration symposium* sponsored by the Los Angeles Housing and Community Investment Department on Tuesday May 9 from 8:30 am – 4:00 pm at the Goodwill Community Center at 3401 N. San Fernando Rd., Los Angeles, CA 90065.
 - iii. The Los Angeles Unified School District's Beyond the Bell Branch *Language in Action* Culmination on Saturday, May 13 from 8:30 am to 2:30 pm at the following locations:
 - a. Pasadena City College (Creveling Lounge) – 1570 Colorado Blvd., Pasadena, CA 91106.
 - b. Mount St. Mary's College (Chalon Campus) – 12001 Chalon Rd., Los Angeles, CA 90049.

VIII. May Meeting Dates:

- 1. CPNC Executive/Budget Committee: May 15, 2017 at 6:30 PM
- 2. CPNC Land Use Committee: May 17, 2017 at 6:30 PM
- 3. CPNC General Board Meeting: May 24 at 7:00 PM

All meetings at Canoga Park Community Center: 7248 Owensmouth Ave., Canoga Park, CA 91303.

IXI. Adjournment: Motion to Adjourn at 9:35 pm by John Parker, Seconded by Quincey Clemons.



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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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Board Vote on Motions

CPNC Board Member Roll Call in Last Alphabetical Order for:		Voting Privileges on Financial Issues	April 26, 2017			Comments	Voting Recap	
			Present	Absent	Excused		Approval March 2017	\$200 for Refreshments for CPNC 15 th Anniversary (Outreach)
Ron	Clary	Yes		X		AB	AB	
Quincy	Clemons	Yes	X			Y	Y	
Kyra	Edrington	Yes	X			Y	Y	
Martin	Furtak	Yes	X			Y	Y	
Maximo	Guerrero	No	X			I	I	
Corinne	Ho	Yes	X			Y	Y	
Jessica	Irias	Yes	X			I	I	
Terrance	Jakubowski	Yes	X		Arrived 7:12 pm	Y	Y	
Saaliha	Khan	Yes	X			Y	Y	
Usman	Khan	Yes		X		AB	AB	
Kendra	Kimball	Yes	X			Y	Y	
Carey	Martinez	Yes	X			Y	Y	
Brooke	Mason	Yes	X			Y	Y	
Michelle	Miranda	Yes	X			Y	Y	
Vincent	Neill	Yes		X		AB	AB	
John	Parker	Yes	X		Arrived 8:38 pm	AB	Y	
Mary	Paterson	Yes	X			Y	Y	
Rhonda	Spires	Yes		X		AB	AB	
Bobbi	Trantafello	Yes	X			Y	Y	
Stuart	Vaughan	Yes		X		AB	AB	
Yes (Y)						12	13	
No (N)						0	0	
Abstain (A)						0	0	
Recuse (R)						0	0	
Ineligible (I)						2	2	
Absent (AB)						6	5	
Pass/Fail						P	P	
Quorum = 13			15	4	1	Quorum = 13	20	



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