



North Hills East Neighborhood Council

BOARD OF DIRECTORS SPECIAL MEETING

Monday – August 6, 2015 – 6:30 PM

North Hills United Methodist Church Mission, Fireside Room
15435 Rayen Street, North Hills, CA 91343

This special meeting is being held because the agenda for the regular meeting of the Board on Monday, August 3, may not have been posted in time to give the required 72 hours notice. This agenda includes all of the agenda items from the regular meeting of August 3. It gives the Board the opportunity to reconsider or to reaffirm the actions that it took at the regular meeting of August 3. The agenda also includes two items that the Board voted to postpone for consideration at this special meeting. The postponed items are indicated in the item description.

Agendas are posted 72 hours before a Regular Meeting or 24 hours before a Special Meeting.

All meetings are open to the public.

Meetings may be recorded by sound or video as long as it is not disruptive.

Free Parking available in the United Methodist Church parking lot on 15435 Rayen St.

OFFICERS OF THE BOARD

President, Fred Morris – Vice President, Italia L. Abundez – Secretary (vacant; interim Tony Wilkinson) – Treasurer, Perla Lagunas

MEMBERS OF THE BOARD OF DIRECTORS (INCLUDING OFFICERS)

Italia L. Abundez / Margarita Diaz / Maria Estevez / Punam Gohel / Sofia D. Iraheta / Perla Lagunas / Fabian Lopez / Marisol Lopez / Venancio Lopez / Fred Morris / Jauna Ramirez / Jay Stern / Bartolome Trevino / Tony Wilkinson / Severiana Pablo

ALTERNATES: (1*) Raul A. Robles, (2*) Anchulee Raongthum, (3*) Loresa Macon, (4*) Elvira Higuera Morales *order from August 6

Public Comment Limited To 2 Minutes Per Speaker

Unless Waived Or Additionally Restricted By The Presiding Officer Of The Board

ALL AGENDA ITEMS EXCEPT PUBLIC COMMENT ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION

PLEASE NOTE THE CHAIRMAN OF THE MEETING MAY TAKE ITEMS OUT OF ORDER.

PLEASE SUBMIT SPEAKER CARDS SO THAT WE MAY IDENTIFY YOUR INPUT.

YOU CAN MAKE A PUBLIC COMMENT WITHOUT FILLING OUT A SPEAKER CARD.

- 6:30 1. Call To Order – Pledge of Allegiance – Opening Remarks**
(Fred Morris, President of the Board) (2m)
- 6:32 2. Roll Call of the Board.** The Board has 15 seats. Fifteen are filled. Four Alternates may (in sequence) take the place of absent Board members. The quorum for the Board is 8. [The bylaws changes adopted by the Board, including the quorum change to 8 and the addition of four Alternates, have been approved by the Department of Neighborhood Empowerment.] (1m)
- 6:33 3. Report from the Los Angeles Police Department:** Senior Lead Officer **Charles Chacon**, Basic Car 19A61 North Hills (mobile: 818-634-0545, office: 818-838-9845, email: 35441@lapd.lacity.org); **rotating Senior Lead Officers**, Basic Car 19A93 North Hills and Panorama City south of Roscoe (mobile: 818-637-2082, office: 818-838-9847) (10m)

- 6:43 4. Reports from government officials: (7m)**
Council District 6 [south of Rayen Street] (Councilwoman **Nury Martinez**) / staff **Marcos Sanchez** (818-771-0236, marcos.sanchez@lacity.org)
Council District 7 [north of Rayen Street] (Councilmember **Felipe Fuentes**) / staff **Cristina Coria** (818-485-0600, cristina.coria@lacity.org)
Los Angeles Unified School District, District 6 (Board Member **Mónica Ratliff**) / staff **David M. González** (818-935-7042, david.gonzalez3@lausd.net)
Los Angeles County Supervisorial District 3 (Supervisor **Sheila Kuehl**, 213-974-1311) / staff **Angelica Ayala** (818-901-3831, aayala@bos.lacounty.gov) and **Benita Trujillo** (818-901-3831, btrujillo@bos.lacounty.gov).
Assembly District 46 (Assemblymember **Adrin Nazarian**) / staff **Angie Aramayo** (818-376-4246, Angie.Aramayo@asm.ca.gov)
State Senate District 18 (Senator **Bob Hertzberg**) / (Van Nuys District Office: 818-901-5588). Staff **Eveline Bravo-Ayala** (evenline.bravoayala@sen.ca.gov).
California Congressional District 29 (Congressman **Tony Cardenas**) / Staff **Brian Gavidia** (818-781-7407, brian.gavidia@mail.house.gov)

- 6:50 5. Public comment on non-agenda subjects. Please limit comments to two minutes per speaker.**
Candidates for public office may speak during the public comment period. Public comments on other agenda items will be heard when the item is considered. (10m)

- 7:00 6. Consideration and possible action on the status of the training courses and the Code of Conduct acknowledgement that must be completed by members of the Board of Directors. (5m)**

(1) The State of California requires that every member of the Board complete an "Ethics and Open Government" training class every two years. The City of Los Angeles requires that every member of the Board complete a "General Board-Oriented Funding" training class. Both classes are available online on the city's website, EmpowerLA.org. In order to vote on funding matters, a member of the Board must complete BOTH ethics training and funding training.

The status of training for each member of the Board is listed on the EmpowerLA.org website. This status may not always be up to date. Members of the Board who take the online training will receive a certificate at the completion of the online class.

If your name is incorrectly listed below as missing a training class, please bring a copy of your certificate of completion to this meeting, so that the Interim Secretary can ask the city to correct the training records.

All training complete: Italia L. Abundez, Margarita Diaz, Punam Gohel, Perla Lagunas, Marisol Lopez, Venancio Lopez, Fred Morris, Juana Ramirez, Jay Stern, Bartolome Trevino, Severiana Pablo

Missing Ethics: Maria Estevez, Sofia Iraheta, Loresa Macon, Elvira Higuera Morales, Raul A. Robles

Expired Ethics: Tony Wilkinson (2015-02-21), Anchulee Raongthum (2014-09-22)

Missing Funding: Maria Estevez, Fabian Lopez, Sofia Iraheta, Loresa Macon, Elvira Higuera Morales, Anchulee Raongthum, Raul A. Robles

(2) The Board of Neighborhood Commissioners has adopted a policy that all members of the

Board of Directors of a Neighborhood Council must sign an acknowledgement that they have received a copy of the Code of Conduct.

The acknowledgement forms do NOT say that the signer agrees with the wording of the Code of Conduct, or that the signer agrees to abide by the Code of Conduct. **As of JUNE 1, any Board member who has not signed the Code of Conduct policy WILL BE AUTOMATICALLY REMOVED FROM THE BOARD.**

The Code of Conduct acknowledgement form may be completed online, using a computer or a tablet or a smart phone. A mouse or a finger is used as a stylus to "sign" the form. Members of the Board can sign the acknowledgement form at:

<http://empowerla.org/code-of-conduct/>

A receipt will be presented to you on screen. Please SAVE or PRINT this receipt.

- 7:05 7. Consideration and possible action to assign the four Alternates who were appointed with a single vote at the July meeting to the positions of Alternate 1, Alternate 2, Alternate 3, and Alternate 4. Alternates are supposed to be ranked by their vote totals in the last election or by their order of appointment. In appointing the four alternates, the Board action did not specify their sequence.**

The Alternates drew numbers from a hat at the August 6 regular meeting. This established the order shown at the start of this agenda. However, only three of the six Alternates were allowed an opportunity to draw a number on August 6. Board member Sofia Iraheta (Region 4 Resident) was incorrectly allowed to draw a number in place of Alternate Elvira Morales. In addition, the August 6 regular meeting may not have been physically posted in time. Using the voting order that was determined at a meeting that could be challenged could make the votes of Alternates at this special meeting open to a challenge. Drawing numbers again at this meeting, with all four Alternates having the opportunity to draw a number, should result in a sequence that can be defended.

Alternates sit and vote in place of Board members who are absent. The numeric sequence determines which Alternate is seated first, second, and so on, when there are absent Board members. (5m)

- 7:10 8. Approve minutes of prior Board meetings.** Minutes for the meetings of November 3, December 1, January 5, February 2, February 5, March 2, April 6, June 1, July 6, and August 3 need to be approved. (10m) *[No minutes were presented at the August 3 meeting.]*

- 7:20 9. Approve the first edition of the Rules and Procedures Manual.** This manual will be a collection of the rules and procedures adopted by the Board. These will include matters such as the Board's regular meeting date, which is now the first Monday of each month, and the committee structure. The manual will also include some rules issued by the city, such as the new Code of Conduct. (5m) *[No manual was presented at the August 3 meeting.]*

- 7:25 10. Consideration and possible action to approve the Treasurer's financial reports as the official records of the Board.** The report for July is scheduled for approval. In addition, other reports may need to be revised. (5m) *[No report was presented at the August 3 meeting.]*

- 7:30 11. Consideration and possible action on the request of Board member Perla Lagunas that the Board follow its bylaws and remove Board members who have three or more absences within the past year. On June 16, Ms. Lagunas sent a message to the Board saying that her records show that Marisol Lopez, Venancio Lopez, and Maria Estevez have more than three absences**

during the past 12 months. (10m) [No action was taken at the August 3 meeting.]

The council's bylaws contain conflicting language about permitted absences (Article V - Governing Board, Section 7 - Absences). This section says that each member shall be allowed to miss a total of three meetings each year, provided that no more than two of these absences are unexcused. (An excused absence is defined as one where the member notifies the President, Vice President, Secretary, or Treasurer more than 24 hours in advance that the member will not attend the meeting.) However, it then directs that once a Board member misses three meetings OR accrues two unexcused absences, the President shall immediately issue a letter to the individual indicating that he or she is no longer qualified to serve as a Board member. The President will then begin the process of filling the vacancy as described in Section 6 - Vacancies. [Given the "allowed to miss" language, it would appear that the "not qualified" trigger should actually be three unexcused or four total absences.]

The council's President has not issued "no longer qualified" letters because the bylaws require that "The Secretary will report the total absence count at each monthly meeting", and that has not happened. Approved minutes would serve as proof of absences. However, the Interim Secretary has not provided the Board with historical minutes upon which the President could act.

At its July meeting, the Board reached agreement that a member removed for absences could reapply for their vacant seat and be considered for re-appointment by the Board. The Board then voted to instruct the President or the Secretary to document the absences for the three Board members named in this item and to write the letters that are required by the bylaws. At the time this agenda was posted, these letters had not been written.

President Fred Morris recommends that the Board take note of the stringent bylaws requirements for attendance, and start counting absences going forward.

The Board should discuss its absence situation and again decide how to move forward.

The Secretary needs to announce the total absence count at each monthly meeting, as the bylaws require. (25m)

The following Board members were absent at the meeting of July 6, 2015:

Fabian Lopez

Marisol Lopez

Fred Morris (excused)

Punam Gohel arrived after the roll call and was present for all votes.

Margarita Diaz left the meeting at about 8:30 pm.

Venancio Lopez left the meeting at about 8:30 pm.

Anchulee Raongthum left the meeting at about 8:30 pm.

Juana Ramirez left the meeting at 9:18 pm and missed one vote.

- 7:40 12. **Consideration and possible action on the recommendation of the Land Use committee that the Board OPPOSE the issuance of a Conditional Use Permit for serving alcoholic beverages to Kopper Kitty Inc., in conjunction with an Adult Cafe / entertainment show at 8314 Sepulveda Boulevard.** (5m) [Approved at the meeting of August 3.]
- 7:45 13. **Consideration and possible action on the recommendation of the Land Use committee that the Board SUPPORT a proposed residential development at 15500 Plummer Street at Sepulveda Boulevard, by developer Carl Steinberg.** Additional information on the project will be provided at

the meeting. (10m) *[Approved at the meeting of August 3.]*

7:55 14. Consideration and possible action on the recommendation of the Outreach committee that the Board SUPPORT the proposal of the Los Angeles Alliance for a New Economy (LAANE) for the addition of required sick days to the city's new minimum wage law, and authorize the filing of a Community Impact Statement (CIS) to this effect on the appropriate Council File. The Board may or may not also consider taking a position on the proposal to exempt union workers from the new minimum wage. The council is already in support of the basic minimum wage law, which has yet to pass in its final form. Additional provisions are now being discussed. (5m) *[Approved at the meeting of August 3.]*

8:00 15. Consideration and possible action on the recommendation of the Outreach committee that the Board support a Multicultural Independence Day event sponsored by the North Hills United Methodist Church Mission at its North Hills campus on Saturday, September 12, and allocate up to \$600 for light food and refreshments and decorations. (5m) *[Approved at the meeting of August 3.]*

8:05 16. A motion by Board member Jay Stern that the Board consider the following resolution, and if it is approved, send a letter without delay to the area's Assembly Member, requesting a prompt reply. This motion requires a "second" in order to be considered. (5m) *[Approved at the meeting of August 3.]*

"The community of North Hills, California, a political subdivision within City of Los Angeles, is situated within the California 46th Assembly District. The North Hills East Neighborhood Council is a representative body for North Hills, California within the structure of City of Los Angeles government. The North Hills East Neighborhood Council does hereby call upon and request that our representative for the 46th Assembly District to the California State Assembly, Adrin Nazarian, introduce, author and/or support legislation or resolutions as appropriate to call for a Convention of the States in accordance with Article V of the United States Convention, to restrict the power and jurisdiction of the federal government. We also request that specific matters relating to desired restrictions on the power and jurisdiction of the federal government be identified by collaboration with interested parties within the boundaries of the 46th Assembly District, including, but not restricted to, the North Hills East Neighborhood Council. We further request that introduction of said resolution be accomplished without delay and in any event not later than August 20, 2015 (which is 3 days after reconvening after summer recess)."

8:10 17. A motion by Board member Jay Stern that the Board consider the following resolution, addressed to the area's City Councilmember. The resolution concerns the 9200 block of Langdon Avenue, and requests (1) weekly street sweeping with posted "No Parking" signs, and (2) a restricted overnight parking district and related signage. This motion requires a "second" in order to be considered. (5m) *[Did not receive a second at the meeting of August 3.]*

I, Jay L. Stern, Chairman of the North Hills East Neighborhood Council Beautification Committee do hereby move that;

WHEREAS the 9200 block of Langdon Avenue, North Hills, CA is a neighborhood of mixed single family residences and multiple family occupancy dwellings, and

WHEREAS there are no posted signs to restrict vehicle parking on the 9200 block of Langdon Avenue, North Hills, CA, and

WHEREAS parked vehicles constantly line this portion of Langdon Avenue, North Hills, CA preventing street cleaning by public or private agencies or individuals, with concomitant

accumulation of trash, debris and unsanitary substances, and

WHEREAS areas which do not restrict parking are used by prostitutes to service customers, or by illegal drug uses and sellers, and

WHEREAS parking restrictions are in effect on Langdon Avenue south of Nordhoff Street, an area of similar residential occupancy to the 9200 block of Langdon Avenue, North Hills, CA, to permit weekly street cleaning, and

WHEREAS parking restrictions are in effect on Langdon Avenue north of Tupper Avenue, an area of largely single-family occupancy, to discourage prostitution and illegal drug related activities,

NOW THEREFORE LET IT BE RESOLVED THAT:

1. The North Hills East Neighborhood Council hereby requests that the councilman representing the North Hills East portion of the City of Los Angeles, to call upon the appropriate Los Angeles City Agency(-ies) to:

a. Install parking restriction signs in the parkway of the 9200 block of Langdon Avenue, North Hills, CA as follows:

i. "No parking between the hours of ____ and ____ on _(day)_ for street sweeping."

ii. "No parking between the hours of 11 PM and 5 AM nightly."

b. Initiate, or cause to be initiated, regular and consistent street sweeping service as is conducted in other areas of Los Angeles.

c. Regularly patrol the 9200 block of Langdon Avenue, Los Angeles, and issue citations for illegally parked vehicles, especially those which remain unmoved for over 72 hours and in many cases for over a month.

2. In the event the councilman demurs on this request, or finds that the request is not within his scope of capability, responsibility or other reason, then the councilman shall be requested to specify in writing the reason(s) why the request cannot be fulfilled along with applicable information as to how the service can be implemented, to the best of his knowledge.

3. The councilman representing North Hills East is requested to respond promptly to this resolution."

8:15 18. Consideration and possible action on any recommendations by committee chairs for people to be added to their committees, and possible action to fill vacant committee chairman positions, or to change committee chairmen. The job of the committee chairman is to (1) recruit committee members, (2) meet every month, (3) find interesting and useful subjects for the agendas, (4) write and post the agendas, and (5) follow up and carry out any recommendations for action that the Board approves. (5m) [*Severiana Pablo was appointed Chair of the Education committee at the August 3 meeting.*]

At a special meeting on Wednesday, July 29, the Outreach committee recommended that the Board appoint Severiana Pablo to fill the vacant Education committee position. The Outreach committee also recommended that the Education committee consider a program of youth activities for children who come to council meetings, and report back to the Board.

Currently the Board has the following committees and committee chairs:

Outreach: Italia Abundez [Perla Lagunas, Vice Chair]

Beautification and Community Services: Jay Stern

Land Use: Punam Gohel

Public Safety: Margarita Diaz

Alcohol and Drugs subcommittee Bart Trevino

LEGALLY REQUIRED OFFICIAL POSTING – PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME

Finance: Italia Abundez (Board Vice President, required by bylaws)

Executive: Fred Morris (Board President, automatic)

Education: (vacant) [*Severiana Pablo was appointed at the August 3 regular meeting.*]

Rules: (vacant)

8:20 19. Consideration and possible action on the recommendation of the Alcohol and Drugs subcommittee of the Public Safety committee that the Board support a family marijuana education event in advance of the movie at North Hills Park on Saturday, October 30, and allocate up to \$1,500 in outreach funds for the event [text added]. This event will include education tables and a short video to be shown in advance of the movie. The purpose will be to inform families about the dangers posed by the recreational use of marijuana and its edible derivatives, which are increasingly available in the community. *This item was postponed from the special meeting of August 3. (5m)*

8:25 20. Consideration and possible action on the distribution of approximately \$2,000 in school backpacks (about 250 backpacks) that were purchased following Board authorization for a Back to School event for the children of Langdon Elementary School. At the regular meeting on August 3, the Chief of Staff for School Board member Monica Ratliff announced that a backpack giveaway event would be held at Langdon Elementary School in August. This made distribution of the council's backpacks to that school redundant. Outreach Chair Perla Lagunas recommends that the backpacks be distributed to youth who participate in the City-sponsored Summer Night Lights program at the Sepulveda Recreation Center. *This item was postponed from the special meeting of August 3. (5m)*

8:30 21 . Adjournment.

*The North Hills East Neighborhood Council Agenda is posted for public review at the **Penny Lane Center, Rainbow Room Door, 15314 Rayen Street, North Hills, CA 91343**. It is also posted on the NHENC website: northhillseast.org. This council uses the city's ENS mailing list as its agenda email list. You may sign up for the ENS agenda system at: <http://lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.*

In addition to the Penny Lane Rainbow Room, agendas MAY occasionally be posted at the following locations: Noble Elementary School, 8329 Noble Avenue, North Hills, CA 913439 (818-892-1151), El Redil, 15226 Parthenia Street, North Hills, CA 91343 (818-920-1908), North Hills United Methodist Church Mission, 15435 Rayen Street, North Hills, CA 91343 (818-892-1164).

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – Please fill out “Speaker Card” and give it to the Secretary so that we can identify your input. You do not need to fill out a speaker card in order to make a public comment. You are welcome to make a brief comment on any item on the agenda at the time that it is heard. Comments on other matters that are within the Board’s jurisdiction will be heard during the General Public Comment period.

THE AMERICAN WITH DISABILITIES ACT - As a 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 and 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 (72 hours) prior to the meeting you wish to attend by contacting any Board officer or by contacting the Board by email at info@northhillseastnc.org.

RECONSIDERATION PROCESS - Reconsideration of a vote by the Board may be called as a motion by a Board member that voted on the prevailing side of the decision.

GRIEVANCE PROCESS - If you believe that the Board is not following its own rules or any of the other rules by which it must operate, you may file a Grievance in writing with the Secretary. The Grievance will be placed on the agenda for the next Board meeting. If the Board cannot easily resolve the Grievance with you, it shall refer it to a Grievance Panel, as described in the Council's Bylaws. The report of the Grievance Panel will be considered at the following Board meeting. Board members may not file a Grievance.

PUBLIC ACCESS OF RECORDS - 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 the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda please contact the Board Secretary.

NHENC BYLAWS - The Bylaws of the North Hills East Neighborhood Council are available at EmpowerLA.org/nhenc and on the Council's website at northhillseast.org. For your convenience, the Bylaws are available during every meeting.