



North Hills East Neighborhood Council

BOARD OF DIRECTORS MEETING

Monday – November 2, 2015 – 6:30 PM

Penny Lane Center - Rainbow Room, 15314 Rayen Street, North Hills, CA 91343

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 Penny Lane parking lots across the street
or at the United Methodist Church parking lot on 15435 Rayen St.**

OFFICERS OF THE BOARD

President Tony Wilkinson – Vice President, Italia L. Abundez – Secretary Jay Stern – Treasurer, Perla Lagunas

MEMBERS OF THE BOARD OF DIRECTORS (INCLUDING OFFICERS)

Italia L. Abundez / Punam Gohel / Sofia D. Iraheta / Perla Lagunas / Fabian Lopez

Elvira Higuera Morales / Severiana Pablo / Jauna Ramirez / Jay Stern / Bartolome Trevino / Tony Wilkinson

ALTERNATES: (1) Raul A. Robles, (2) Loresa Macon, (3) (vacant), (4) (vacant)

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.

THE TIMES FOR AGENDA ITEMS ARE A GUIDELINE. THE MEETING DOES NOT HAVE A SCHEDULED ENDING TIME. PLEASE KEEP COMMENTS BRIEF TO HAVE A QUICK MEETING.

- 6:30 1. Call To Order – Pledge of Allegiance – Opening Remarks**
(Tony Wilkinson, President of the Board) (2m)
- 6:32 2. Roll Call of the Board.** The Board has 15 seats. Eleven are filled. Four Alternates may (in sequence) take the place of absent Board members. The quorum for the Board is **8**. (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); **new Senior Lead Officer Daniel Ruelas**, Basic Car 19A93 North Hills and Panorama City south of Roscoe (mobile: 818-679-2082, office: 818-838-9847) (10m)
- 6:43 4. Consideration and possible action on the recommendation of the Outreach committee that the Board authorize a letter of commendation to Senior Lead Officer Charles Chacon and LAPD Mission Division for their active help in abating unsafe conditions at an apartment building at 15242 Sunburst Street, just east of Columbus Avenue.** (2m)
- 6:45 5. Reports from government officials:** (10m)

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).

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 **Marco Santana** (818-901-5588, Marco.Santana@sen.ca.gov).

California Congressional District 29 (Congressman **Tony Cardenas**) / Staff **Brian Gavidia** (818-781-7407, brian.gavidia@mail.house.gov)

6:55 6. **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)

7:05 7. **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.**
(3m)

(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, Punam Gohel, Perla Lagunas, Elvira Higuera Morales, Severiana Pablo, Jay Stern, Bartolome Trevino, Tony Wilkinson

Missing Ethics: Sofia Iraheta, Fabian Lopez, Loresa Macon, Raul A. Robles; **Need to document Ethics:** Juana Ramirez

Missing Funding: Sofia Iraheta, Fabian Lopez, Loresa Macon, 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.

Missing Code of Conduct: (none)

- 7:08 8. The Secretary needs to announce the total absence count at each monthly meeting, as the bylaws require. (2m)**

The following Board members were absent at the regular meeting of October 5, 2015:

Italia Abundez (excused)

Loresa Macon

Accumulated absences since the June 1 meeting, which have been reported on Board agendas:

Punam Gohel - 2 (includes *1 excused): August 6, *September 14

Sofia D. Iraheta - 2 : August 6, September 14

Italia Abundez - 2 (includes *2 excused): *September 14, October 5

Severiana Pablo - 1 : August 6

ALTERNATES:

Loresa Macon - 3 : August 6, September 14, October 5

- 7:10 9. Consideration and possible action to fill vacant seats by appointment. (15m)**

- (a) The **Employee** Board seat is vacant.
- (b) The **Organization** Board Seat is vacant.
- (c) The **Employee Stakeholder** Board seat is vacant.
- (d) The **Resident Region 4** Board seat is vacant.
- (e) The Alternate 3 position is vacant.
- (e) The Alternate 4 position is vacant.

- 7:25 10. Approve minutes of prior Board meetings. (5m)**

- 7:30 11. Consideration and possible action to approve the Treasurer's financial reports as the official records of the Board. (5m)**

- 7:35 12. Consideration and possible action on the recommendation of the President that the Board authorize a search for a new office space and authorize a lease of up to 7 months at a cost not to exceed \$7,000.** The North District Union of the United Methodist Church served the North Hills East Neighborhood Council a 60 day Notice to Quit (Eviction Notice) for its office at 15435 Rayen Street on Friday, October 30, 2015 at 3:50 pm. **(10m)**

- 7:45 13. Consideration and possible action on the recommendation of the President that the Board authorize rental of a storage unit for a period of up to 4 months at a cost not to exceed \$1000.** The purpose of this unit is to store the city office furniture and equipment in a secure location until a new office can be rented. It may also serve as a more secure storage facility during the remaining days of the current office tenancy. **(7m)**

- 7:52 14. Consideration and possible action on the recommendation of the Outreach committee that the Board support an event honoring veterans at the North Valley Military Institute on Friday, November 13, authorize an outreach table at the event, and authorize up to 100 fabric shopping bags with the council's name and contact information (already in stock, value up to \$250) for use at the event. (3m)**

- 7:55 15. Consideration and possible action on the recommendation of the Outreach committee that the**

Board support a cleanup in the Langdon Elementary School area, to be sponsored by Council District 6, and authorize up to \$250 for light food and refreshments for volunteers. (4m)

- 7:59 16. Consideration and possible action on the recommendation of the Outreach committee that the Board support an outreach effort at monthly "Coffee with the Principal" meetings and the six elementary schools in the council's service area in November, December and January, and authorize up to \$450 TOTAL for light food and refreshments for the parents and school personnel who attend. (4m)
- 8:03 17. Consideration and possible action on the recommendation of the Outreach committee that the Board authorize the purchase of advertising specialties with the council's name and contact information for distribution to the public at outreach events, for a total of up to \$2,700. (4m)
(a) Fabric shopping bags, up to \$1,000 (approximately 500 bags)
(b) 2016 magnetic calendars, up to \$800 (similar design to the NHENC 2015 calendars)
(c) Imprinted merchandise, up to \$900 (pens, small flashlights, pizza cutter/bottle opener)
- 8:07 18. Consideration and possible action on the recommendation of the Outreach committee that the Board authorize up to \$900 for the purchase of an additional 30 signs that warn pedestrians that city law requires pet owners to pick up dog droppings left by their dogs, for use on the fences of elementary schools, with permission (6 schools, estimate 5 signs per school). (4m)
- 8:11 19. Consideration and possible action on the recommendation of the Outreach committee that the Board authorize the purchase of shirts with the council's logo and message for use at formal events and for street outreach, for a total of up to \$500: (4m)
(a) Polo shirts for new Board members (estimate 8 at \$25), up to \$200
(b) T-shirts with "Join Us" messaging (estimate 30 at \$10), up to \$300
- 8:15 20. Consideration and possible action on the recommendation of the Outreach committee that the Board support a Christmas tree giveaway and holiday event sponsored by the San Fernando Valley Partnership on December 19 and allocate up to \$1,200 for light food and refreshments and supplies. The Board supported a similar event by the organization in December 2014. (4m)
- 8:19 21. Consideration and possible action on the recommendation of the Outreach committee that the Board authorize the purchase of light food and refreshments for the public at committee meetings, not to exceed \$35 per meeting. (4m)
- 8:24 22. Consideration and possible action on the recommendation of the Outreach committee that the Board support an entry in the Pacoima Holiday Parade in December and authorize up to \$500 for materials and signs to advertise 2016 neighborhood council elections on a vehicle that will be entered by a non-profit organization or an individual. (4m)
- 8:28 23. 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. (4m)

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

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

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: Bart Trevino

Alcohol and Drugs subcommittee Bart Trevino

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

Executive: Tony Wilkinson

Education: Severiana Pablo

Rules: (vacant)

Election: Jay Stern

Election Outreach: Perla Lagunas

8:32 24. Committee reports and comments by Board members and seated Alternates on matters within the jurisdiction of the Neighborhood Council. (8m)

8:40 25. 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 AMERICANS 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.