



CITY OF LOS ANGELES

GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL SPECIAL MEETING AGENDA

Thursday Oct. 1, 2015, Time: 6:30 pm – 9:30 pm

Granada Hills H.S. Rawley Hall 10535 Zelzah, Granada Hills CA 91344

BOARD OF DIRECTORS

President: Brad Smith (Member-at-Large)	Justin Kim (Student)
Vice President: Jerry Askew (Business)	Sally Kolstad (Education)
Secretary: Anthony Matthews (Parks & Arts)	Deron Lopez (Youth Organizations)
Treasurer: Brandon Schindelheim (MaL)	Eric Mansker (Homeowners)
Michael Benedetto (Community Organizations)	Mark Morris (Faith-Based)
Jeffrey Bohrer (MaL)	Nareh Sargsyan (MaL)
Bonnie M. Bursk (Commercial Prop. Owners)	Rene R. Trinidad (MaL)
Krisna Crawford-Velasco (MaL)	Ross Turmell (MaL)
Arthur A. Daush (Seniors)	Cindy Wu Freedman (MaL-CI)
Jett Dunlap (MaL)	Michael J. Kabo (Parliamentarian)
Gina Greschner (Renters)	At Large (one open seat): Pending

The public is requested to fill out a **“Speaker Card”** to address the Board on any item of the agenda prior to the Board taking action on an item. Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the Agenda that is within the Board’s subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at: **1)** Granada Hills Chamber of Commerce, 17723 Chatsworth St. Granada Hills, CA 91344; and **2)** GHSNC Website: www.ghsnc.org and address: 11024 Balboa Blvd., Box 767; Granada Hills, CA 91344. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the committee members in advance of a meeting may be viewed at our website by clicking the following link: www.ghsnc.org, 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 Anthony Matthews at amatthews@ghsnc.org. 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, 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 (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council c/o the president, via e-mail to board@ghsnc.org or Richard Ray, Los Angeles Department on Disability, ADA Coordinator, at Richard.Ray@lacity.org or (213) 202-2753. Meetings may be recorded.

Note that any stakeholder comments must be made during the appropriate public comment period, and either during an individual’s allotted time or if an individual stakeholder has been invited to speak by a board member. Audience members may not approach the board during a meeting except to hand out materials during the allotted speaking time, and then only with the permission of the presiding officer. If a stakeholder has any requests that cannot be addressed during the allotted speaking time, the items may be e-mailed to the board or to our Secretary. **Note that Government Code section 54957.9 provides:**

In the event that any meeting is willfully interrupted by a group or groups of persons so as to render the orderly conduct of such meeting unfeasible and order cannot be restored by the removal of individuals who are willfully interrupting the meeting, the members of the legislative body conducting the meeting may order the meeting room cleared and continue in session. Only matters appearing on the agenda may be considered in such a session. Representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend any session held pursuant to this section. Nothing in this section shall prohibit the legislative body from establishing a procedure for readmitting an individual or individuals not responsible for willfully disturbing the orderly conduct of the meeting.

Please note further that Penal Code section 403 states: Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor. The board reserves its rights to exercise appropriate remedies in the event of disruption of board or committee meetings.

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WEBSITE www.ghsnc.org **E-mail:** board@ghsnc.org

All agenda items are subject to discussion and possible board action.

I. Call to order and the pledge of allegiance (Smith)

II. Roll Call (Matthews)

III. Approval of Minutes from prior board meetings – to be considered by general board (Matthews)

IV. Public Comment: Community and Public Comment on non-agenda items. The Public may present concerns to the Board on any issue of interest in the Community. The Board will not be able to discuss or take action on any matters brought up during public comment. However, issues raised during public comment may be agendaized for discussion at a future board meeting.

V. Community Speakers:

- (1) Council District 12 deputy - Tania Oronez (General update)
- (2) LAPD Senior Lead Officer - Dario Del Core (General update)
- (3) City Planner - Priya Mehendale - Specific update on the proposed GHCSF revisions. The item is scheduled to be heard at the City Council PLUM committee 10/20/15
- (4) City Attorney - Vivienne Swanigan – City's Workplace Violence policy; reference to Code of Conduct and discipline process currently being considered/adopted by DONE/BONC/CA/City Council.

VI. Board Issues & Updates: Note that members voting on financial issues must have passed the necessary Department of Neighborhood Empowerment (DONE) training courses; in addition, board members must take the necessary ethics and code of conduct training in a timely manner.

1. GHSNC currently has one open at large seat. Appreciate applications for the additional open seat via e-mail to Secretary; Note there is a need to re-adjust committee memberships, including new Government Affairs Committee; also need volunteers for Ad hoc Veteran's Affairs Committee.

2. Election - REGION 2 election (including GHSNC) is set for Saturday, April 9, 2016; draft stipulations worksheet (required by City) to be presented for review by the Board.

3. Proposed amendments to GHSNC Bylaws regarding Article V, Section 8: Censure (currently intentionally left blank, and Section 9: Removal (currently refers to Section 7). Text to be presented for review by Board.

4. Committee memberships must be adjusted, in compliance with our existing Bylaws, to allow for the new members, and said new committee assignments will be presented at the October meeting for consideration by the Board, under process provided in Article VI of the Bylaws. Note that president has asked all members to contact him separately regarding assignments prior to this meeting.

VII. Officer's Reports – for consideration/response/ratification by the board

1. **President:** Announcements regarding:
 - a) NC Code of Conduct (see attached), board members acknowledgement of the Code, and that any violation of said policy, by a board member, while in a meeting will result in an immediate voice motion by the presiding officer and board to adjourn the meeting.
 - b) Ad hoc Veteran's Affairs Committee – requested by Ms. Crawford-Velasco.
2. **Vice President: Pending meeting**
3. **Treasurer:** will present:
 - a) Granada Hills South Neighborhood Council Budget Report – as needed to Sept., 2015
 - b) Monthly Expenditure Report(s) for: as needed through to September, 2015
 - c) NC Budget Advocates report (Velasco & Wu)
4. **Secretary:** Pending meeting

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VIII. Committee Reports

- 1) **Beautification** - Report from the Beautification Chair; Possible board actions/updates on:
 - a. REQUEST for funds / community purpose grant for Deodar Trees, Arborist and other services to assist in protection and preservation. Amount of request: \$500.00 Presented by OLD GRANADA RESIDENTS GROUP. (There is a lot of concern in the community about these historic trees, which are stressed, dropping needles and branches; several appear to have died.)
 - b. REQUEST for funds/ community purpose grant for maintenance, Veterans Memorial Park. The annual cost is \$2000.00. (Dr. Carl Melnik requesting)
 - c. REQUEST for funds, community purpose grant, for HOLIDAY TREE LIGHTING, Veterans Memorial Park. The cost is \$3500.00. (Requested by various organizations and community members)
 - d. APPOINTMENT of an ad hoc committee to research the cost of permanent lighting for the Veterans Triangle Tree.
- 2) **Budget** - Report from the Budget Chair; possible board actions/updates on the following:
 - a) Consideration of Fy16 budget. Note that in July, the City Council approved a NC budget increase and we have the additional \$5,000 available.
- 3) **Bylaws and Rules** – Report from the Bylaws Chair; possible board actions/updates on:
 - a) CIF #1 re Number [CF 15-0389](#) (Neighborhood Councils Representatives / Addressing City Council, Commissions or Boards / Sufficient Presenting Time)
 - b) CIF #2 re Number [CF 15-0524](#) (Plan for a Citywide System of Neighborhood Councils)
- 4) **Education** - Report from the Education Chair; possible board actions/updates on:
 - a) The Friends of the Granada Hills Library are seeking a NPG for 2015-16;
- 5) **Outreach** - Report from the Outreach committee; possible board actions/updates on:
 - a) Street Fair, etc.; Street Fair (Oct. 10); volunteers needed to commit to staffing GHSNC booth and vote on support of event. Note that a 10x10' booth is \$125 as a non-profit vendor. Last day to have application and \$ in - at the chamber office - is October 6th.
- 6) **Planning and Land Use (Askew)** – Report from the Planning Chair; possible board actions/updates on:
 - a) CIF #2 re Number CF # [13-1493](#) (Street Vending / Special Sidewalk Vending District Program)
- 7) **Public Safety and Emergency Preparedness (Turmeil)** – Report from the Chair; nothing from committee.

IX. Board Member announcements and agenda items for next general meeting.

X. Adjournment.

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NEIGHBORHOOD COUNCIL 2016 ELECTIONS

Election Procedures Stipulation Worksheet

The following information provides the primary elements for this Neighborhood Council (NC) election and is taken from the NC's Bylaws and 2016 Election Procedures. This worksheet supplements the policies and procedures in the Neighborhood Council 2016 Election Manual. Board action to confirm the information and to provide the additional information (*) needed to administer the election. The defaults shall take effect if this worksheet is not returned to the Department of Neighborhood Empowerment (Department) by Friday, October 9, 2015.

Neighborhood Council *

Election Time:

Please provide a four (4) hour window between the hours of 9:00 a.m. to 8:00 p.m. for the Department to hold the elections. (If only three (3) or fewer seats are contested and have more than one candidate, then EmpowerLA may hold a shortened election time of two (2) hours for the Neighborhood Council. The first two (2) hours of the selected four (4) hours time frame will be used to hold the Elections.)

Start Time *

 : AM

Hour Minutes

End Time *

 : AM

Hour Minutes

Election Location:

Polling Place must be within the NC's boundaries, comply with the Americans with Disabilities Act, have adequate parking, and be available on the Election Day two hours before and after the election time window. Location fee must be paid by the NC, and the Department will reimburse a maximum of \$200 of the amount. Default will be the Department's selection.

Facility Name

Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Location Phone

 -

Area Code

Phone Number

Location Contact Person

First Name

Last Name

Contact Person's Email

Contact Person's Phone

 -

Area Code

Phone Number

Backup Facility Name

Backup Location

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

Location Phone

 -

Area Code

Phone Number

Location Contact Person

Contact Person's Email

Contact Person's Phone

First Name

Last Name

ex: myname@example.com

Area Code

Phone Number

Translation

In addition to English, Neighborhood Councils may select additional language(s). After the first language, additional languages will cost \$50 per language. Approval is subject to EmpowerLA approval and requires an Outreach Plan for the stakeholders that speak that language.

Translation - Please specify which languages you would like to have on your Candidate Forms.

Translation - Please specify which languages you would like to have on your Voter Registration.

Translation - Please specify what language you would like spoken at the Polling Location.

NC Election / Outreach Contact Information

Election Chair *

First Name

Last Name

Election Chair's Email *

ex: myname@example.com

Election Chair's Phone *

Area Code

Phone Number

Outreach Chair *

First Name

Last Name

Outreach Chair's Email *

ex: myname@example.com

Outreach Chair's Phone *

Area Code

Phone Number

DECLARATION

We, the persons authorized by the above-named Neighborhood Council to execute this Election Procedures Stipulation Worksheet, under penalty of perjury, declare that a Brown Act noticed Neighborhood Council public meeting was held with a quorum of the Board present, and the information in this document was approved as an official action of the Board per the Neighborhood Council's Bylaws. If requested, we will provide the Neighborhood Council agenda and minutes or resolution supporting the approval of this document.

Date of Board Action:

Month

Day

Year

Board Vote: YES

ex: 23

Board Vote: NO

ex: 23

Board Vote: ABSTENTIONS

ex: 23

President / Chair *

First Name

Last Name

President / Chair's E-mail *

ex: myname@example.com

President / Chair' Phone Number *

Area Code

Phone Number

Please visit EmpowerLA.org and select Councils at the top menu, select your Neighborhood Council and confirm *

- Your Board Roster Seats
- Your NC Map
- Your Bylaws

Please give us any comments, feedback, and or suggestions.

For further information, email Elections@EmpowerLA.org or call 818-293-8683.

Submit

- **NEIGHBORHOOD COUNCIL BOARD MEMBER CODE OF CONDUCT POLICY**

WHEREAS, the Board of Neighborhood Commissioners (Commission) established Working Groups comprised of current and past Neighborhood Council members and Neighborhood Council stakeholders on January 26, 2013, to recommend changes to the Plan for a Citywide System of Neighborhood Councils;

WHEREAS, the Commission believes the following Code of Conduct (Attachment A) will address some of the concerns and recommendations of the Working Groups;

WHEREAS, the Commissioners recognize that a Neighborhood Council System that is physically and emotionally safe and secure for all Board Members promotes good citizenship, increases stakeholder attendance and supports community engagement;

WHEREAS, Neighborhood Councils are required under Article II of the Plan for a Citywide System of Neighborhood Councils to be diverse, inclusive and open to all stakeholders;

WHEREAS, the Board of Neighborhood Commissioners expects Board Members to conduct themselves in a manner in keeping with an established Code of Conduct and with a proper regard for the rights and welfare of other Board Members, Stakeholders, Committee Members, and volunteers;

WHEREAS, this Commission and others believe Neighborhood Council Board Members should be aware of other types of behavior such as sexual harassment, sexual, gender and age discrimination, "bullying," work place violence and other related conduct because it will help minimize improper conduct by making Neighborhood Council members aware of the harm that results from it;

WHEREAS, the Commission recognizes that improper conduct may occur within the Neighborhood Council System and among members of Neighborhood Councils;

WHEREAS, Section 902 (b) Article IX of the new Charter provides that the Board of Neighborhood Commissioners "shall be responsible for policy setting and policy oversight, and the promulgation of rules and regulations but not be responsible for day-to-day management."

Now, therefore, be it resolved that the Board of Neighborhood Commissioners establishes this policy to inform Neighborhood Council members of that type of conduct which this Commission and others deem harmful to the Neighborhood Council system.

- **POLICY NUMBER: 2014-2**

1. Neighborhood Council Board Members are required to read and sign a copy of the Code of Conduct attached as Exhibit "A"

2. On or before January 5, 2015, each Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department of Neighborhood Empowerment (Department) bearing their signature.

3. Thereafter each newly elected, re-elected or appointed Neighborhood Council Board Member shall provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature, within 30 days of the election being certified by the Department or within 30 days of being appointed.

4. Any Neighborhood Council Board Member who fails or refuses to review, sign, date and provide a copy of the attached Code of Conduct to the Department within the above-mentioned time frames shall be suspended from their Neighborhood Council and shall not act on any matter that comes before their Neighborhood Council and shall not be counted for the purpose of establishing a quorum of the Neighborhood Council.

a. The Department shall notify the Board Member of their suspension by sending a letter to their last known email address and/or physical address.

b. The Department shall also notify the remainder of the Board by sending a letter to their last known email address and/or physical mailing address. Members by email and/or U.S. mail of the suspension of the Board Member.

5. If within 30 days of being suspended the Neighborhood Council Board Member does not provide a signed and dated copy of the attached Code of Conduct to the Department bearing their signature they shall be removed as a Neighborhood Council Board Member by the following procedures:

a. The Department will notify the Board Member of their removal by sending a letter to their last known email address and/or mailing address.

b. The Department will also notify the remainder of the Board Members by email and/or U.S. mail regarding the removal of the Board Member and that the Board Members position on the board shall be considered vacant.

c. Any Board Member removed pursuant to this policy shall have right to present to the Department evidence that he or she has in fact complied with this policy. The Department shall be the sole decision maker as to the sufficiency of the evidence submitted.

ATTACHMENT A

1. Neighborhood Council Board Members should conduct themselves in a professional and civil manner.
2. Neighborhood Council Board Members should treat other Board Members and members of the public with respect regardless of the other's

opinion, ethnicity, race, religion, religious belief or non-belief, color, creed, national origin, ancestry, sex, sexual orientation, gender, gender expression, age, disability, marital status, income, homeowner status, renter status or political affiliation.

3. Neighborhood Council Board Members should not, during meetings, functions or events engage in or threaten to engage in any physical attack on any other individual.

4. Neighborhood Council Board Members should not use language that is threatening, obscene, or slanderous, including profanities, insults or other disparaging remarks or gestures directed toward other Board Members.

5. Neighborhood Council Board Members should promote and, if necessary, enforce a safe meeting environment. If other Board Members become disruptive or violate the Code of Conduct Neighborhood Council Board Members have agreed to abide by, Board Members should demand that the offending Board Member conduct themselves in a respectful and orderly manner.

6. Neighborhood Council Board Members should not engage in "bullying" or harassment which is generally defined as follows:

a) "Bullying" is conduct that meets all of the following criteria:

i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;

ii. is directed at one or more Board Members;

iii. is conveyed through physical, verbal, or technological means;

• iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;

v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities by placing the Board Member in reasonable fear of physical harm or by causing emotional distress; and,

vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an

association with another person who has or is perceived to have any of these characteristics.

- b) "Harassment" is conduct that meets all of the following criteria:
- i. is reasonably perceived as being dehumanizing, intimidating, hostile, threatening, or otherwise likely to evoke fear of physical harm or emotional distress;
 - ii. is directed at one or more Board Members;
 - iii. is conveyed through physical, verbal, or technological means;
 - iv. substantially interferes with participation opportunities, benefits, or programs of one or more Board Members at Neighborhood Council sponsored activities or events;
 - v. adversely affects the ability of a Board Member to participate in or benefit from the Neighborhood Council programs or activities because the conduct, as reasonably perceived by the Board Member, is so severe, pervasive, and objectively offensive as to have this effect; and,
 - vi. is based on a Board Member's actual or perceived protected characteristic (see 2 above), or is based on an association with another person who has or is perceived to have any of these characteristics.

I have read and understand the Neighborhood Council Board Member Code of Conduct. I understand that if I fail to provide the Department of Neighborhood Empowerment with a signed and dated copy of this Neighborhood Council Board Member Code of Conduct I may be subjected to suspension and/or removal from my Neighborhood Council Board.

- Full Name *
- E-mail *
- Neighborhood Council *
- Signature *
- Date *