



CITY OF LOS ANGELES

GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL SPECIAL MEETING AGENDA

Thursday, March 18, 2021 Time: 6:30 pm

Zoom meeting by telephone (audio only) or online (audio and video)

By phone dial (669) 900-9128, or toll-free numbers 888-475-4499, 877-853-5257, 833-548-0282, 833-548-0276 or go to zoom.us/j to join the meeting

Enter this webinar ID: 822-6789-2946 and press # (by phone) or join (on Zoom)

Dave Beauvais, President
Mike Benedetto, Vice President
Julie Carson, Secretary
Brandon Schindelheim, Treasurer
Carlos Amador, Member
Bonnie M. Bursk, Member
John Horn, Member
Sally Kolstad, Member

Rachel Lee, Member
Jerilyn Lopez Mendoza, Member
Mark Morris, Member
Emayatzy Oliver, Member
Abbey Ronquillo, Member
Brad Smith, Member
Colleen Toumayan, Member
Ross Turmell, Member

BOARD OF DIRECTORS

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY. TO ACCESS DOCUMENTS RELEVANT TO THIS MEETING GO TO [GHSNC.ORG](https://ghsnc.org) AND CLICK ON THE LINK IN THE MEETING ANNOUNCEMENT. INSTRUCTIONS FOR PUBLIC COMMENT WILL BE GIVEN TO PARTICIPANTS AT THE START OF THE MEETING.

I. Call to order, flag salute and instructions for participating in the virtual meeting (Presiding officer and moderator)

II. Roll Call (Secretary)

III. Public Comment: The public is requested to dial *9 if calling in or use the raise hand function on the Zoom screen when prompted by the presiding officer to address the Board on any agenda item before the Board takes 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 matters that are not appearing on the agenda and that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the

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

public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

IV. Board Issues

- A. Discussion and Possible Action to approve the method for seating new board members in accordance with DONE policy. Since GHSNC has the same number of candidates as seats, the new Board may take effect upon either the regular meeting following certification by the City Clerk Election Division or on July 1, 2021.

- B. Revote on NPG from PALs. This revote is necessary because of a typo in the Agenda from the Regular March meeting. The Agenda read, and the Board voted for \$3500, but the funding request was for \$2500. The revote is to approve the NPG in the amount of \$2500.

V. Adjournment

The 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 Julie Carson at jcarson@ghsnc.org. **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, assisted 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org.

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Department of Neighborhood Empowerment

Neighborhood Council Board Seating Policy

Department Policy

Purpose: The purpose of this policy is to describe the specific methods the Department will employ to implement relevant sections of the Los Angeles Administrative Code and policies of the Board of Neighborhood Commissioners. The policy provides a consistent approach to managing various internal and external elements of Neighborhood Council elections including, but not limited to a) consistent period for establishing Board terms; b) clarity about the date when Board Members assume their roles and responsibilities; c) clarity related to when the Board shall hold its ‘organization’ meeting (if applicable); and d) recognition of the need to enhance our ability to increase opportunities for the success of all Board Members with a lens on equity and inclusiveness. The policy describes ways in which the Boards can request assistance from the Department to plan for anticipated or address unanticipated transition issues.

Summary: The Election of Board Members for the City of Los Angeles Neighborhood Council System (System) is a vibrant and ongoing process. Board elections are one of the most important duties that the System administers. The election process involves specific roles and responsibilities of Neighborhood Councils, pursuant to their bylaws and also the Department of Neighborhood Empowerment (Department) and the Office of the Los Angeles City Clerk (City Clerk). The Department and City Clerk derive their authority over the administration of Neighborhood Council elections from [Admin Code Section 20.36 \(b\)](#).

(b) The Department and City Clerk shall each be authorized to promulgate any election procedure, rule, regulation, or issue any directive or moratorium necessary for that portion of the elections they administer, including the promulgation of any procedures, rules, regulations, directives, or moratoria for the resolution of any election challenge.

Additionally, on January 2, 2020, the Board of Neighborhood Commissioners approved a [Neighborhood Council Orientation Policy 2020-1](#). This policy concerns itself with the need to expand the leadership skills of Board Members relative to the proper functioning of Neighborhood Council Board meetings. The policy requires the department to develop specific training guides, handbooks, and a Leadership Academy following the 2021 elections for executive board members (president/chair, Vice president/Vice-Chair, Treasurer, Secretary, and any other duly elected or elected “executive” board members” or equivalent).

Neighborhood Council elections are held every two years. Twelve roving election schedules are established by the City Clerk. These schedules are held, generally, between the months of November - June of the election year. As a result, the date of the election for a neighborhood council is subject to change. For example, the election could be in the month of March in one election cycle and in the month of June in a subsequent election cycle (typically two to four years following). The roving election schedule creates a wide variety of circumstances associated with board terms and the opportunity for Board Members to prepare for Board service. This is particularly challenging for the Department of Neighborhood Empowerment given its limited staffing capacity and resources.

The revisions to the *Board Seating Policy* as described below further allows the Department to plan for and make a concerted effort to establish and evaluate equity goals for the onboarding of Neighborhood Council Board Members and consider approaches for the meaningful and responsive distribution of related resources.

Policy: Members of the City of Los Angeles Neighborhood Council System shall be elected in the manner prescribed for the election of members of the individual Neighborhood Council Board. The Department of Neighborhood Empowerment’s (Department) Board Seating policy shall be amended as

follows.

- A. Board members shall assume the duties and responsibilities to the seats to which they are elected:
 - 1. after all official election challenges for the Neighborhood Council have been resolved;
 - 2. after the City Clerk has issued certified election results for the Neighborhood Council, and;
 - 3. after, if applicable, the City Clerk has certified the list of candidates and determined that the seats are uncontested such that no election shall be held. In such circumstances, the incumbent(s) shall continue to assume the duties and responsibilities of the corresponding seat. In such circumstances, the terms of office as described in item 'A' shall apply.
- B. The terms of office for Board Members shall commence on July 1st of the Board seat's election year. The terms of office shall end on the last day in June of the Board seat's election term (e.g., end of two-year term). Commencing newly elected or re-elected Board Members on July 1st allows the terms to be consistent with the City of Los Angeles fiscal year which commences on July 1st and ends on June 30th. No additional meeting or oath of office shall be required to begin assuming duties and responsibilities. On July 1st, all powers shall immediately be transferred to the newly elected Board.
- C. Members of the Board whose terms have expired and are not re-elected shall continue to discharge the duties of the office until his or her successor has assumed the associated duties and responsibilities on July 1st.
- D. The new Board Members shall assume their duties and responsibilities as a single unit on July 1st. No partial and/or interim seating is allowed. Where a single vacancy to a single seat has been resolved, the rest of the Board cannot be seated. The incumbent Board will set the agenda for the July meetings, pursuant to the Neighborhood Councils' bylaws.
- E. The Board shall have an organization meeting in the month of July (if applicable). The organization meeting is for the purpose of electing Board Officers, for example, of possible action Neighborhood Council take at organization meetings.
- F. Should a Board seat become vacant after the election, the Board shall fill the vacancy pursuant to the Neighborhood Council's bylaw.
- G. The administration of the oath is conducted in a manner determined by the Board. This process is ceremonial and has no effect on when the term of office officially begins, unless indicated in the bylaws.
- H. Where a regularly scheduled meeting is not scheduled, the newly elected board in July, The Department may choose to call a regular or special meeting, pursuant to the aforementioned criteria for the celebration of the election and in accordance with applicable meeting laws, policies, procedures, and rules. In these circumstances, the Department may choose to preside over the meeting where the first order of business may be to hold an organization meeting, if applicable. Any leftover business from the outgoing board will be acted upon by the newly elected Board Members.
- K. Newly elected or re-elected Board Members shall be aware that once elected, their participation in the Board shall be subject to the State open meetings laws (Brown Act) from the time the election is certified by the Office of the City Clerk in the month of July when the individual assumes their duties and responsibilities.

The outgoing Board is encouraged to consult with the Department to prepare the agenda for the regular or special meeting to ensure a smooth transition between the outgoing and incoming Board Members. Boards anticipating quorum issues for any reason may request the Department manage the Board meetings using available tools in order to allow the board to conduct business.

Additionally, as a best practice for the transition of Board Members, incumbent Board Members are encouraged to establish a mentoring relationship with newly elected Board Members and consult with them on items to be discussed before the Board. As a reminder, the Brown Act applies once the certification of elections is completed as described.

Effective date: 3/2021. This policy will be effective and applicable for the 2021 neighborhood council elections. In order to provide neighborhood councils the opportunity to implement a transition, neighborhood councils shall be given the option to choose to seat board members pursuant to the provisions of this 2021 for the provisions of the 2019 *Board Seating Policy*.

Revisions: rev. 1/2019, 2/24/21

Relevant Sources: [Admin Code Section 20.36 \(b\)](#); authorities of Board of Neighborhood Commissioners ([LA City Charter, Section 902](#)); [Neighborhood Council Orientation Policy](#).

DRAFT

Neighborhood Council Funding Program

APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

Name of NC from which you are seeking this grant: Granada Hills South Neighborhood Council

SECTION I - APPLICANT INFORMATION

1a) LAPD Devonshire PALS 23-7270505 CA 05/15/2019
Organization Name *Federal I.D. # (EIN#)* *State of Incorporation* *Date of 501(c)(3) Status (if applicable)*

1b) 8721 Wilbur Avenue Los Angeles CA 91324
Organization Mailing Address *City* *State* *Zip Code*

1c) _____
Business Address (if different) *City* *State* *Zip Code*

1d) **PRIMARY CONTACT INFORMATION:**
Edgar Sedano 818-885-6433 Esedano@devonshire-pals.org
Name *Phone* *Email*

2) Type of Organization- Please select one:
 Public School (not to include private schools) Attach Signed letter on School Letterhead or 501(c)(3) Non-Profit (other than religious institutions) Attach IRS Determination Letter

3) _____
Name / Address of Affiliated Organization (if applicable) *City* *State* *Zip Code*

SECTION II - PROJECT DESCRIPTION

4) Please describe the purpose and intent of the grant.

The mission of LAPD Devonshire PALS (PALS) is to build character and enrich the lives of children and teens by offering year-round, after-school activities that foster trust and understanding between young people, the LAPD and the community. To that end, PALS provides a range of programs that pique our members' interests, encourage their curiosity, and expand their horizons. The requested funds will be allocated to supplies at our youth center for our agricultural, robotics, and arts programs. Funds will be designated specifically for agricultural materials including the following:

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

PALS is dedicated to developing character in youth, reducing juvenile crime and creating safer communities. We do this by providing after-school enrichment programs for low-income, at-risk children and teens. Particularly during the ongoing health, economic, and educational crisis, youth are suffering from heightened stress, anxiety, and depression. We know that we will have to provide local youth with more academic, emotional, and social support than ever before while maintaining stringent safety protocols. By offering a variety of hands-on, experiential, and FUN learning activities, we are supporting our members' educational progress while taking a much-needed break from ubiquitous screen time. We also are providing an outlet for participating children and teens to decompress, express themselves creatively, and use different tools to manage stress and anxiety - benefiting themselves, their families, and their

SECTION III - PROJECT BUDGET OUTLINE

You may also provide the Budget Outline on a separate sheet if necessary or requested.

6a)	Personnel Related Expenses	Requested of NC	Total Projected Cost
		\$	\$
		\$	\$
		\$	\$

6b)	Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
	Agricultural program supplies	\$ 700	\$ 1,500
	Robotics kits	\$ 1500	\$ 3,500
	Art supplies	\$ 300	\$ 900

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?
 No Yes If Yes, please list names of NCs: _____

8) Is the implementation of this specific program or purpose described in Question 4 contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes If Yes, please describe:

Source of Funding	Amount	Total Projected Cost
	\$	\$
	\$	\$
	\$	\$

9) What is the TOTAL amount of the grant funding requested with this application: \$ 2,500

10a) Start date: 03 / 15 / 21 10b) Date Funds Required: 04 / 01 / 21 10c) Expected Completion Date: 09 / 30 / 21
 (After completion of the project, the applicant should submit a Project Completion Report to the Neighborhood Council)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a current or former relationship with a Board Member of the NC?
 No Yes If Yes, please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application?
 Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the NC Funding Program will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read the documents "What is a Public Benefit," and "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

Edgar Sedano Executive Director  02/12/21
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Bree Breckenridge Board Secretary  02/12/21
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the NC Funding Program at (213) 978-1058 or clerk.ncfunding@lacity.org for instructions on completing this form