



## CITY OF LOS ANGELES

### GRANADA HILLS SOUTH NEIGHBORHOOD COUNCIL

#### RETREAT AGENDA

#### Approved Minutes

**Saturday, June 4, 2016, Time: 9:00 am – 1:00 pm**

**Aegis, 10801 Lindley, Granada Hills CA 91344**

#### BOARD OF DIRECTORS

<b>President:</b> Dave Beauvais (Senior)	Dawn Lopez (At-Large)
<b>Vice President:</b> Jerry Askew (Business)	Deron Lopez At-Large)
<b>Secretary:</b> Julie Carson (At-Large)	Joel Lyle (At-Large)
<b>Treasurer:</b> Brandon Schindelheim (At-Large)	Anthony Matthews (Parks and Cultural Arts)
Michael Benedetto (Community Organizations)	Mark Morris (Faith-Based)
Jeffrey Bohrer (At-Large)	Rene R. Trinidad (Homeowners)
Bonnie M. Bursk (Commercial Prop. Owners)	Andrew Wall (Students)
Jett Dunlap (At-Large)	Cindy Wu Freedman (MaL-CI)
Don Graham (At-Large)	Michael J. Kabo ( <b>Parliamentarian</b> )
Sally Kolstad (Education)	

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

#### **I. Call to order and the pledge of allegiance** (Presiding officer) 9:10

**II. Roll Call** (Secretary) – Present at the start of the meeting: Jerry Askew; Dave Beauvais, Michael Benedetto; Jeffrey Bohrer; Julie Carson; Sally Kolstad; Dawn Lopez; Deron Lopez; Joel Lyle; Anthony Matthews; Mark Morris; Rene Trinidad; Andrew Wall; Cindy Wu-Freedman. Absent: Jett Dunlap; Don Graham. Brandon Schindelheim arrived at 9:15 a.m. Also present: Immediate Past President Brad Smith.

**III. 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 agendized for discussion at a future board meeting.

One member of the public was in attendance: Linda Romney, who made comments later in the meeting about improving communication.

#### **IV. Dept. of Neighborhood Empowerment Presentation** (Melvin Canas)

Mr. Canas reviewed the packet given to us at our first meeting (oath, code of conduct, orientation packet, acronym list.) He then proceeded to discuss the Brown Act, what a Community Impact Statement is and how to use it; Funding requirements and issues.

Every member needs to certify that they have completed the required trainings: Ethics and Funding, along with signing the Code of Conduct form. We can email a pdf of our certifications to [rosters@empowerla.org](mailto:rosters@empowerla.org)

To find the Funding trainings, members can go to:

MAILING ADDRESS: **GHSNC; 11024 Balboa Blvd., Box 767; Granada Hills, CA 91344**

WEBSITE [www.ghsnc.org](http://www.ghsnc.org) E-mail: board@ghsnc.org

Empowerla.org – look for the Self Serve link – one oval will say “Trainings” another link is for the video itself and one to register (for 20 min training)

For the Code of Conduct verification: link will be at the same place.

#### Requirements for training:

Ethics every 2 years – goes to database downtown; they’re responsible for keeping it up-to-date  
Funding training is a one-time thing. Members don’t need to renew it once you’ve completed it.  
Code of Conduct requirement is not as clear about how often. Mr. Cannas said there is no specific language about having to do it every term.

The Treasurer and second signatory have to complete the extended funding training and that may only be done in person (live sessions).

There is an issue with DONE not showing that our training requirement verifications have been sent in. It was suggested that we each send copies of our verifications to the secretary so we have the verifications in house too.

#### Community Impact Statements

Main reason for Neighborhood Councils: - is to figure out how we get our community’s voice heard in the city. The NC’s were created to be that voice. One way is through Community Impact Statements (CIS). If our NC has submitted a CIS on a topic, we can send a representative to speak when it comes up on the city council agenda. One thing our committees can do is review the City Council Files and possibly make a statement on issues before the council. We may have other avenues to communicate our concerns – like through our city council member. One of the main NC roles is to advise City Council on issues. We need to represent our community through CIS on issues that come before the board.

We also have Valley Alliance of Neighborhood Councils (VANC) –we can really influence officials through these mechanisms. There’s an online portal to go into the system to submit our position electronically. (There’s an app for it – Mark Morris) We can also fax or email it. There are 5 positions we can take on an issue (see handout) and a place for a statement. Normally DONE allows up to five individuals (need a username and password) to submit CIS.

If a council file is amended that we submit a CIS on, we should get a notification that it’s been amended. We can subscribe to a file too, to get updates on what happens.

#### Funding:

Some NC’s think the funding is distracting from our NC work. However, we need money to operate and do outreach. Beauvais commented that a Neighborhood Purpose Grant (NPG) can be a form of outreach; it’s also an opportunity to bring tax dollars to our community in a way that the community wants.

There is no rollover of funds from fiscal year to fiscal year. Whatever isn’t spent goes back to city council general fund. We can give funds to the NC Congress and budget advocates and NC awards events. Some are advocating that any unspent NC funds go into a special pot, and that NC’s could apply for special grants for special projects from these unused monies. The NC budget: \$37,000/yr

Minutes are now required and have to be approved by the next meeting and posted on line. This applies to board meetings and regular meetings, not committee meetings.

#### Brown Act

Applies to board meetings and committee meetings. There are two kinds of meetings: Regular and Special. (Emergency meetings are really for City Council)

We should take a photo of posting the agenda so it’s date and time stamped.

Response to a Public Records Act request (PRA) can simply be “thank you. We’re going to look into it. We’ve received your response. We will be getting back to you within 14 days...” A PRA request has to be about matters that deal with the public interest. Mr. Cannas stated that we should consider everything we do public. PRA’s aren’t always given in writing; they can be a verbal request; however, it has to be in special legal form.

Special meetings need 24 hr notice.

Agenda Sample: Mr. Cannas reviewed the different categories on the agenda. Motions should have who, what, when, where, why, how. Be detailed. There should be a time limit. Speaker cards are useful but not required.

Regarding serial discussions: Can we all go to community/social events? Yes. However no more than 5 can discuss a NC item likely to be addressed by the board for a decision (pg 10/11 on the Brown Act doc). Our quorum is 11; if we have 11 at a meeting, then 6 could pass a motion.

Any board meeting (that contains board business, like this training), has to be noticed.

JA: Announce committee meeting as joint meeting of the board. “However board meeting won’t be called to order” Committee doesn’t take final action (it will not have a quorum)

Discussion re violations of Brown Act.

Posting agenda requirements: we must post in one location that is viewable 24 hrs a day; 72 hrs ahead for regular meeting; 24 hrs for special. Should/must be posted on our website. Also send it to [ncsupport@lacity.org](mailto:ncsupport@lacity.org). (both w/in the required time)

Chamber of Commerce is our posting place. We’re going to try to post on Fridays.

Empower LA can issue a letter from risk management to show we have insurance as a body of city – because it’s city business.

#### **V. Board Issues:**

- A. Conduct of Board meetings, Robert’s Rules of Order (RRO), submission of agenda items (President) Beauvais: We’ll be following RRO. When we have business to conduct, motion will be put before the board, then public discussion, then board comments. We will have only 2 speakers if everyone is in favor (or no opposition). We will be using roll call voting

- B. Review of agenda, minutes and meeting materials prior to meeting, obtaining copies (Secretary)

JCarson: Emails, verification of training, sitting together as a council, asked that we review agendas and minutes before meeting.

There was discussion about changing the venue or day of meeting. If someone wants to take on that project, they are free to do so.

The contact person at GHCHS for meeting rooms is Judy Keyser if you want to reserve a room for committee meetings.

- C. Input from Each Director regarding goals and plans for new term (All)

#### Discussion of our goals and requests for Committee Assignments

Committees are: Budget, Bylaws, Governmental Affairs, Beautification, Safety & Public Health, Education, Planning & Land Use, Outreach

Some of the ideas:

We need to do more outreach, possibly a newsletter more social media; get name badges; possibly have a different arrangement for seating at our meetings; develop a closer relationship with LAPD;

deal with homelessness, potholes, crime; put on a pet expo, haunted house; we need to spend our limited funds more evenly throughout the community (not to the same organizations all the time); we need greater/more visible recognition when we do; we should organize debates when there's an election; suggestion to adopt GH Rec Center as our main project –it could be the eastern anchor of our community – (perhaps create Friends of Petit Park; Friends of GH Rec Center; public/private partnership)—pool needs renovation, and it could take outreach in a whole different direction—expanding it; when we do an NPG we're going to ask to go to their assemblies etc and speak, we should ask them to come to our meeting; Neighborhood council sustainability alliance; more social justice involvement through faith based organizations; help with mitigation of abandoned property; we'd attract more attendees if we had a presentation on a specific issue at the beginning of the program; we need to keep the ad hoc veterans committee; renters association; community interest speakers.

D. Discussion of Strategic Plan for 2016-17 (All)  
(see above discussions)

E. Discussion of Committee Assignments (All)  
(see above discussions)

F. Participation in outreach events (Outreach Chair)

Everyone should participate in a couple of events a year. There's an expectation that each of us will participate in Outreach. We should try to go to places we haven't been before, like the Academic Decathlon recognition. We need volunteers weekly, if not monthly at Food Truck night to hand out flyers, etc. A safety event is coming up (Disaster Preparedness Fair, GH Street Fair). Movie night will be in the next budget. Our next meeting is July 7.

**VI. Adjournment. 12:55 pm**