



## North Hills East Neighborhood Council

### BOARD OF DIRECTORS MEETING

**Monday – November 5, 2018 – 6:30 PM [REV: Word errors #13, #14, Est. times #13 to #20][No Spanish]  
Penny Lane Center - Rainbow Room, 15314 Rayen Street, North Hills, CA 91343**

**Free Parking available in Penny Lane parking lots across the street**

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, photo or video as long as it is not disruptive.

#### OFFICERS OF THE BOARD

President, Tony Wilkinson – Vice President, Italia Lagunas – Secretary, Edward Cisneros – Treasurer, Perla Lagunas

#### MEMBERS OF THE BOARD OF DIRECTORS (INCLUDING OFFICERS)

Elvira Higuera Alvarado / Edward Cisneros / Olivia Diaz / Punam Gohel / Brisa Lagunas / Italia Lagunas / Perla Lagunas  
Margarita Lopez / Wilfred Negrete / Severiana Pablo / Alberta Abundez Peralta / Tony Wilkinson - (12)

VACANCIES: Organization (1), Region 2 (1), Region 3 (1)

ALTERNATES: (1) Jill Akahosi, (2) Evelyn Mendoza, (3) Esther Vega, (4) Ricardo Piña

**Public Comment is limited to 2 minutes per speaker. The presiding officer may restrict the time more or set other rules. You may make a public comment without filling out a speaker card.**

**THE CHAIRMAN OF THE MEETING MAY TAKE ITEMS OUT OF SEQUENCE.**

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

- 6:30 1. Call To Order – Pledge of Allegiance – Welcome**  
(Tony Wilkinson, President) (3m)
- 6:33 2. Roll call of the board.** The board has 15 seats. Twelve are filled. The quorum for the board is 8. Alternates may be seated for absent Board members and for vacant seats and counted in the quorum. (2m)
- 6:35 3. Report from the Los Angeles Police Department:** Senior Lead Officer Charles Chacon, Basic Car 19A61 North Hills (cell: 818-634-0545, office: 818-838-9845, email: 35441@lapd.online) (10m)
- 6:45 4. Reports from other government officials: (12m)**  
Council District 6 [south of Rayen Street] (Councilwoman **Nury Martinez**) / staff **Andres Sandoval** (818-771-0236, andres.x.sandoval@lacity.org)  
Council District 7 [north of Rayen Street] (Councilwoman **Monica Rodriguez**) / staff **Juan Solorio** (818-485-0600, juan.solorio@lacity.org@lacity.org)  
Los Angeles Mayor **Eric Garcetti** / staff **Jaqueline Serrano** (Office: 818-778-4990, Mobile: 213-910-9104, Jaqueline.Serrano@lacity.org)  
Los Angeles Unified School District, District 6 (Board Member **Kelly Gonez**) / staff **Cara Onofre** (Office: 213-241-6097, Mobile: 818-389-9216, cara.onofre@lausd.net)  
Los Angeles County Supervisorial District 3 (Supervisor **Sheila Kuehl**, 213-974-1311) / staff **Benita Trujillo** (818-901-3831, BTrujillo@bos.lacounty.gov).

Assembly District 46 (Assemblymember **Adrin Nazarian**) / staff **Vanessa Carr** (818-376-4246, Vanessa.Carr@asm.ca.gov)

State Senate District 18 (Senator **Bob Hertzberg**) / (Van Nuys District Office: 818-901-5588). Staff **Jorge Reyes Salinas** (818-901-5588, Jorge.Reyes@sen.ca.gov).

California Congressional District 29 (Congressman **Tony Cardenas**) / Staff **Lucia Senda** (818-221-3718, Lucia.Senda@mail.house.gov)

- 7:12 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. (8m)
- 7:20 6. **Consideration and possible action to appoint a candidate to the vacant Organization and Region 2 seat and Region 3 seat on the Board, and to any other seat or Alternate position that may be available.** (5m)
- 7:25 7. **Approve minutes of prior meetings.** (4m)
- 7:29 8. **Consideration and possible action to approve the Treasurer's financial reports as the official records of the Board, and any budget adjustments that may be required. Also possible consideration and action to revise the Inventory and the Fiscal Year Administrative Packet that were approved at the Board meeting on June 4 (which includes the budget).** (8m)
- 7:37 9. **Consideration and possible action regarding committees, and committee reports.** The Board may change its committees and its committee chairs at any time to meet its needs. No committees are named in the current bylaws. The Board has a policy that all Board members and Alternates are automatically members of all committees, and that committees will be scheduled as joint meetings with the Board. People who are not on the Board are also welcome to serve on committees. (5m)

At its meeting on July 2, the Board indicated its desire to reorganize its committees to achieve more frequent meetings and more public engagement. The Board planned to hold a committee meeting to discuss committees. That did not happen. *The Board may want to schedule this work at its "Board Retreat", if it plans such an event in November, December, or January (see item 11).* The Board has a commitment to operate in both English and Spanish. Committee chairs who speak only one language should probably have a co-chair or a vice chair who speaks the other language, or arrange for regular translation at committee meetings.

**Beautification and Community Services:** Severiana Pablo

**Education:** Ricardo Piña [?]

**Executive:** Tony Wilkinson

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

**Land Use:** Punam Gohel

**Outreach:** Perla Lagunas

**Public Safety:** Esther Vega and [?]

**Rules:** Perla Lagunas

- 7:42 10. **Appointment of special representatives and alternates, including DWP, Homeless, Public Works, Animal Services, Aging and other representatives to citywide efforts.** These representatives do not need to be members of the Board. The positions do require occasional meetings downtown. At least one of the representatives of a particular type should read English because many information materials are not translated into Spanish (*again, see item 11*). (3m)
- 7:45 11. **Consideration and possible action to schedule a "Board Retreat" in November, December, or**

**January, and to reaffirm the Board's action allocate up to \$1,500 for a facility, translation, and food for the Board and the public.** No facility was available for the retreat in October. This item extends the Board's approval for this event through the month of January. (5m)

The purpose of the retreat would be:

- (1) for Board members to get to know each other better,
- (2) to better organize the work of the council, especially the committees,
- (3) to learn more about city rules, training, and opportunities,
- (4) to plan for elections in 2019, especially plans to recruit candidates NOW, and
- (5) to receive the computers purchased for loan to Board members, to receive some training in their use, and to plan for future computer training sessions.

- 7:50 12. Recommendation of the Outreach Committee that the Board expand its definition of participation in the "Coffee with the Principal" programs at local public schools, which the Board approved at its October meeting, to include Parent Center meetings, Parent Teacher Student Association (PTSA) meetings, and similar events at the schools, in order to afford a choice of which meetings will be the most helpful for outreach, and to and allocate an additional \$800 for light food and refreshments for these meetings at local schools in December and January.** The Board has already approved up to \$800 for outreach expenses at school meetings in the months of October and November. The meetings to date have been well received. Everyone who is active with the NHENC is welcome and encouraged to participate in this program of outreach and civic education. The Outreach Committee attended One Parent Center meeting and one PTSA meeting in October. Both meetings were well attended. The Outreach Committee provided light refreshments under the Board's policy that permits unanticipated outreach event and office expenses under \$200 as long as they are reported and approved during the monthly financial reporting process. (10m)
- 8:00 13. Consideration and possible action on the recommendation of the Beautification Committee that the Board request the City to install PEDESTRIANS PROHIBITED signs in the Sepulveda Boulevard medians in the NHENC area (between Rayen Street and Nordhoff Plummer Street), as requested by LAPD Senior Lead Officer Charles Chacon.** These signs have already been installed in the Parthenia Street median in the Panorama City Neighborhood Council area. The signs have been very effective in helping the Police Department to prevent homeless encampments in the Parthenia Street medians. (5m)
- 8:05 14. Consideration and possible action on the recommendation of the Beautification Committee that the Board support a December community cleanup in partnership with City Council District 7 along Sepulveda Boulevard, and to extend its support for monthly cleanups to an event in December that will be held in partnership with Council District 6, including an additional amount of up to \$500 for light food and refreshments for volunteers.** The Board approved cleanups in alternating CD6 and CD7 areas. Since the planned December event will include temporary parking removal to clean the outside lanes and gutters in CD7, the December event will assure a return to cleanups in CD6. (5m)
- 8:10 15. Consideration and possible action on the recommendation of the Outreach Committee that the Board support a Winter Festival at North Hills Community Park in the month of November, December, or January, and allocate up to \$1,500 for activities and light food and refreshments for the public.** North Hills Community Park remains closed to the public. When the park is reopened, the Outreach Committee wants to schedule a park event as soon as possible. That is why it asks for this approval. (5m)
- 8:15 16. Consideration and possible action on the recommendation of the Outreach Committee that the**

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

**Board allocate up to \$700 for additional Pick Up After Your Dog signs, and \$300 for a test run of Pick Up After Yourself / 311 App signs.** The Pick Up After Your Dog signs have been well received and much requested. It is hoped that the Pick Up After Yourself signs will also be helpful to the community. (5m)

**8:20 17. Consideration and possible action to approve a Board Policy that any committee that recommends and event will be responsible for preparing the Event Approval forms and for obtaining City approval for those events. (8m)**

**8:28 18. Consideration and possible action to approve the annual Self-Assessment form from the Department of Neighborhood Empowerment.** Note that the Plan for Neighborhood Councils requires each council to assess its own operations each year. The Board is welcome to use a different format from the City form -- however, the City form must still be completed. (7m)

**8:35 19. Comments by Board members and seated Alternates on matters within the jurisdiction of the Neighborhood Council. (5m)**

**8:40 20. Adjournment.** (The times in this agenda are estimates. The meeting is not scheduled to adjourn at a particular time.)

*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](http://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 91343 (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. There is no General Public Comment at a Special Meeting.

**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](mailto:info@northhillseastnc.org).

**RECONSIDERATION PROCESS** - Reconsideration of a vote by the Board may be proposed with 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](http://EmpowerLA.org/nhenc) and on the Council's website at [northhillseast.org](http://northhillseast.org). For your convenience, the Bylaws are available during every meeting.