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MINUTES

ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING

Tuesday August 20th, 2019 @ 6:30pm

Encino Woman's Club Room – Kitchen
4935 Balboa Blvd., Encino CA 91316

Public Comment: Public is asked to fill out a speaker card and hand it to the Committee's Secretary *prior to the beginning of the meeting*. TWO MINUTES (2) per speaker is allotted; total time for all public comment is limited to 10 minutes. Time may be adjusted at President's discretion. Public Comment on Non-Agenda Items will be heard during the public comment period. Public Comment on agenda items will be heard when the respective item is up for consideration. All public comment cards (non-agenda items) must be turned in by the beginning of the meeting.

Call to Order. Roll call; determination of quorum.

Glenn Bailey, Alex Garay, Victoria Miller, Karie Purcell, Lee Blumenfeld, Patricia Bates, Samantha Greitzer, Varant Majarian, Heather Michaels, Sharon and 3 guests

Approval of July 2019 Executive Committee minutes. V Miller/L Blumenfeld (5,0,0)

Public Comment on Non-Agenda Items (10 minutes) – limit to 2 minutes per speaker

Motion, Discussion, and Vote may be taken on all items

1. Officer's Reports:

A. President's Report (Exec Committee) 5min

1. Presentation at 8/28/19 General Board meeting – Cool Pavement Project
2. Ride share services – use of car seats for fares that ride with children (moved to Traffic committee)
3. Oak Tree on Weddington & Amestoy in Area 4 (tree died; City will probably replace)

B. Vice-President's Report (Exec Committee) 5min

1. Update on committees – Review new board members on committees
V Miller stated: Public Safety Committee is scheduling meeting
Airport committee is meeting August 28th, joint meeting with Van Nuys and Burbank airports regarding the noise.
Homeless is working hard
Parks committee is busy
Education has no chair but we need to talk about working with Encino Chamber Education committee
ByLaws will be scheduling a meeting with a recap of previous meeting

C. Secretary's Report (Exec Committee) 5min

1. Review of General Board meeting minutes and Vote Count sheets – July 2019 – not completed to date. Will be completed before the next General Board Meeting.

D. Treasurer's Report & Finance Committee (10min)

1. 2019 July Monthly Expenditure Reports (MER)
2. If required re-agendize m.a.r.y. Glenn Bailey requested to have the item up for reconsideration as pertinent documents have not been filed – Glenn was given an update and is ok with the m.a.r.y not being re-agendized. Need to make sure they are current in taxes before they get funded in the future.
3. Update on roll over funds – RollOver funds are \$9,909.81
Also, business cards will be updated when all training is current. Titles will be used if wanted.
4. **Sergeant-at-Arm's Report (Exec Committee) 2min** - Roster, Ethics, Funding & Code of Conduct
Walter Almora training expires on August 30th, Laurie Kelson hasn't been updated on website but is current, code of conduct is current with all board members, but need to make sure it posts.

2. New Business Executive Committee (1 hour):

- A. **Animal Welfare Committee (15 minute presentation and discussion)** –. Board member Heather Michaels has requested that the Encino Neighborhood Council (ENC) have an Animal Welfare Committee. Presentation by Heather Michaels on the importance of Animal Welfare committees and the role the ENC's committee would take if approved. **MOTION; EXE-19-08-0072:** No committee needed...
H Michaels spoke wanting to be chair of a new committee. ENC Executive Committee appoints Heather Michaels as the ENC Animal Services Liaison – L Blumenfeld / A Garay (5,0,0)
- B. **Toner & Paper for the ENC Office** – Supply ENC office with toner & paper.
MOTION; EXE-19-08-0073: The ENC's Executive Committee recommends that the Encino Neighborhood Council approve up to \$500 for paper and toner for the ENC office from Office Depot or similar.
L Blumenfeld / V Miller (5,0,0)

- C. **Assistance in setting up room for General Board meetings:** Assistance is needed in setting up and breaking down the room for General Board meetings. **Discussion and possible action:** Should the ENC hire someone to help setup and breakdown the room for General Board meetings only?

MOTION; EXE-19-08-0074:

ENC Executive Committee supports hiring someone to assist in setting up our General Board Meetings and live feeds. Funding not to exceed \$150.00 per month. Vendor will be Partners in Diversity.

Ad to be created for local colleges.

- D. **Status or EPOA and HOME** – Two appointed seats are yet to provide their certification to hold seats on the ENC. A few documents have been received from HOME but not the entire request. Should DONE step in and assist in obtaining these documents? **MOTION; EXE-19-08-0075:** The ENC's Executive Committee requests the assistance from DONE in obtaining required documents per the ENC's Bylaws.

K Purcell / P Bates (5,0,0)

- E. **General Board Meeting, Time Management** – Discussion and possible action on ways to control the length of the General Board meetings, disruptive attendees and cross talk between board members.

Comment cards should determine what items to be pulled before the vote, ask board members to read agenda and ask questions before meeting?

- F. **City Attorney's Victim Assistance Program** – The Victim's Assistance Program is entering its 40th year. The program is State-grant funded, none of the Victim Advocates or any of the program's staff are funded through the City's General fund. In order to continue their outreach efforts and maintain their presence at all 21 LAPD divisions and the four LAPD Traffic divisions, they are requesting a letter of support from our NC. **MOTION; EXE-19-08-0076:**

P Bates will send letter of support / 2nd by K Purcell (5,0,0)

- G. **Additional Cabinet for ENC Agendas** – Our Brown Act display at the Encino Chamber can only accommodate about 6 pages. ENC agendas are usually larger, especially if they include supporting documents. **MOTION; EXE-19-08-0077:** The ENC's Executive Committee recommends that the Encino Neighborhood Council approve the purchase of a new display cabinet to be able to post our agendas and approve up to \$400 for a new cabinet. Possible vendor is Display2Go. - TABLED

- H. **Motion/Discussion/vote to approve the use of a Consent Calendar:** Consent calendars expedite meetings and reserve time for matters that need to be discussed. Items on the consent calendar are generally non-controversial items that do not require much, if any, discussion. The consent calendar allows decision makers to group such items together under one heading and decide them at one time. Local agencies typically have a procedure for removing an item from the consent calendar for separate discussion. This enables the item to be considered and voted upon separately if discussion is needed or if a decision-maker needs to not vote on that item because of a disqualifying conflict of interest. **MOTION; EXE-19-08-0078:** The ENC' Executive Committee recommends that the Encino Neighborhood Council support using a consent calendar, starting with the September 2019 General Board meeting and update the ENC's Bylaws to include the use of a consent calendar. - TABLED

3. Review General Board Meeting Draft Agenda

4. Adjournment by 8:28pm

Next Executive Committee meeting September 17, 2019