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VICTORIA MILLER  
Vice President

Karie Purcell  
Secretary

PATRICIA BATES  
Treasurer

LEE BLUMENFELD  
Sergeant at Arms

## NOTICE AND AGENDA

### ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING Tuesday September 15<sup>th</sup>, 2020 @ 6:30pm

### MINUTES

Please click the link below to join the webinar:

<https://zoom.us/j/95992857546>

Or iPhone one-tap :

US: +16699006833,,95992857546# or +12532158782,,95992857546#

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Webinar ID: 959 9285 7546

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**Zoom Webinars are recorded**

**Public Comment:** Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Time may be adjusted at the Chair's discretion. Public calling in, please press \*9 on your phone to raise your hand to speak. For those that are using the video feature please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 2 minutes per speaker. Time may be modified at the Chair's discretion.

**Call to Order. Roll call; determination of quorum. – Meeting called to order at 6:30pm**

**Approval of August 2020 Executive Committee minutes: <https://www.encinonc.org/docs/34483350-5708.pdf>**

- **Alex moves to approve, Karie 2nds. Passed: 4-0-0**

**Public Comment on Non-Agenda Items (10 minutes) – limit to 2 minutes per speaker, time may be adjusted at the Chair's discretion.**

- **No public comment on non-agenda items, public comment period closed.**

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

#### **1. Officer's Reports:**

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

1. **Deferred**

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

1. Update on committees – **discussed the Youth seat and voting in committee. Not specified whether the Youth Rep can vote in committee. Waiting on guidance from BONC and Gibson. Reminder that we have to call the speakers attending by the name on the screen and only refer to them by the name on the screen.**
  - \* **Discussed closing Government committee, Public Safety and Education. Currently the Government Committee is not listed on the ENC website. No action taken on the other two committees for now.**
  - \* **Discussed the importance of the Parks & Environment Committee meeting with all the fires in the Basin recently.**

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

1. Review of General Board meeting minutes and Vote Count sheets – August 2020

- **General Board meeting minutes not completed**

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

1. August 2020 Monthly Expenditure Reports (MER)

- **The \$9K+ encumbrance has been added to the budget, need to coordinate with CD5 on how to transfer the funds for the signs. The YMCA received their NPG. Web Corner provided a contract and we should talk about upgrading the ENC website.**

##### **E. Sergeant-at-Arm's Report (Exec Committee) 2min - Roster, Ethics, Funding & Code of Conduct**

- **Bylaws should be current and up to date as of the latest revision. Updated council file for the West Valley Animal Shelter, new HHH CF file 20-1145 and 20-1044 that PLU will consider at the next meeting.**

#### **2. New Business Executive Committee (1 hour): Next coding starts at EXE-20-08-0126**

- A. **CF 20-0963.** The City is planning on a mail only voting for the 2021 NC elections. They are looking on how to conduct outreach to engage Stakeholders and may consider one location per region. Encino is in region 3 with a voting date set for May 4<sup>th</sup>, 2021. Dates for submitting applications as well as the voting portal have not been set. See supporting document, CF 20-0963. **Discussion and possible action** on whether the ENC should file a CIS.
- **MOTION; EXE-20-09-0126 – The ENC’s Executive Committee request that the Encino Neighborhood Council support filing a CIS, in favor if amended to include in-person voting at a local polling station or have at least 1 drop-off box in Encino. Alex moves, Victoria 2nds. Passed: 5-0-0.**
- B. **NC Elections** – Can the board be polled as to which board members plan on running again for their positions? Motion from Outreach regarding advertising. The USPS has a program called Every Door Direct based on the carrier routes. Total Encino addresses: 18,946. Total mailing cost: \$3,258.71. A postcard could be mailed to every address to; 1) Let residents know that they will need to register in order to vote in the NC election, 2) advise that there will be an election & 3) that all positions are open and how to apply. The cost to print 18,946 post cards (from the Encino Printing House is approximately \$1400. **Discussion and possible action.**
- **MOTION; EXE-20-09-0127: The ENC’s Executive Committee requests that the Encino Neighborhood Council support using the USPS Every Door Direct Campaign to send out postcards to all Encino residents to alert of the upcoming neighborhood council elections, how to receive a ballot and encourage to run for a position. We’re requesting the board approve up to \$4,700 (from the budgeted election funds) to use the USPS Every Door Direct campaign and printing postcards from the Encino Printing House. Alex moves, Karie 2nds. Passed: 5-0-0.**
- C. **Virtual Meetings** – Discussion on the roles board members play during the meetings and are seen on video. Should each board member’s mic be on mute unless talking? Some issues with background noise and/or having a hot mic. Discuss roll call at the beginning of meetings and other virtual meeting items.
- **Discussed the importance of how ENC members represent themselves during the virtual meetings. All ENC board members need to conduct themselves in the same manner as if we were meeting in person. A reminder of how to conduct ourselves & to keep mics muted will be sent with the General Board meeting agenda.**
- D. **Public Comment on agenda items – Discussion and possible action** on asking if speakers would like to discuss multiple agenda items and having it done all at once. Discuss potential concerns and benefits.
- **Discussion on the possibility of having all public comment, agenda and non-agenda, items at the beginning of each meeting using a combined public comment period. Total time should not exceed 3 or 4 minutes. A member of the public advised that this could cause issues if each is given 5 minutes to speak. This has been tabled until details can be worked out. A possible concern is that if a motion is amended it opens up discussion and public comment again from attendees. Public comment would be moved to after updates from Officials and before the agenda items begin. Order would be multiple agenda items as well as non-agenda items then public comment is closed for all. If a motion is pulled or amended, the item is open for discussion and the public would be able to once again comment. Further details on procedure will be obtained.**
- E. **Public Comment satisfied at Committee** – At a recent City Council meeting, certain agenda items were labeled as, public comment satisfied at committee. How is this possible? **Discussion and possible action.**
- **Tabled – need further information from the City on how to proceed.**

**F. Agendas in 2021, post-election – Discussion and possible action** – Currently the President is putting together all the agendas and physically posting the agendas with the exception of the Homelessness Committee agenda. The NC should plan on hiring someone to put together the agendas, posting them and sending to the appropriate parties. This will be easier if NCs are allowed to have in person meetings. All virtual meetings are setup by the President and they have to be started by the President. The NC needs to budget for office assistance.

- **Need to start allocating funds for the new budget to have someone put together agendas and other office items; mail, copies, etc..., because the new President may not want to handle this.**

**G. Request for a presentation on Prop 15 –** We received a request to have a presentation in support of Prop 15. **Discussion and possible action.**

- **Discussion about having a separate meeting to discuss both sides of all the props on the ballot. No action taken.**

**H. Beautification Committee** – Several residents are commenting on how Encino seems to lack support in keeping the community clean. Should the ENC consider starting a beautification committee? **Discussion and possible action.**

- **The item was discussed, especially the difficulties are with starting new committees and getting involvement from the board and Stakeholders. The Outreach Committee will look into starting some campaigns that involve beautification.**

### **3. Review General Board Meeting Draft Agenda**

- **Agenda not ready, agenda will be light, the Sherman and a few items from this meeting and our general housekeeping items.**

### **4. Board Member Comment on Non Agenda Items**

- **Lee B., request to add to the next Exec Committee meeting, and agenda item to regarding the redistricting of Encino and that the representative should be from the ENC.**

### **5. Adjournment by 8:30pm – Meeting adjourned at 8:45pm**

**Next Executive Committee meeting: October 20<sup>th</sup>, 2020**