

**ENCINO NEIGHBORHOOD COUNCIL**  
**GENERAL BOARD MEETING**  
Proposed Minutes  
Wednesday September 17, 2014

**Location:** Encino Community Center Auditorium, 4935 Balboa Blvd. Encino

**1. – Call to Order, Pledge of Allegiance, Roll Call, Excused Absences, Determination of a Quorum, Sign-in Sheet, Public Speaker Cards, Code of Civility, & Appoint Parliamentarian:**

The meeting was called to order at 7:03 PM and the pledge of allegiance was led by Jeffrey Prang. Jason Ackerman was appointed as the Parliamentarian.

A sign in sheet was circulated and a quorum was established based on the attendance of 14 board members. The following Board members were present: Kathy Patterson, Sherman Gamson, Todd Rubinstein, Shelley Rivlin, Debra George, Eliot Cohen, Anni Keusseyan, Jason Ackerman, Ken Silk, Mel Roberts, David Hudgins, Gerald Silver, Carol Levin and Harmon Sieff. (Sherman Gamson left the meeting at 8)

Also were present the following Alternates: Sharon Brewer, Raquel Cianci, Laurie Kelson, Debbie Watson, Norma Landau.

**2. - Approval of the Aug 27, 2014 General Meeting Minutes (Motion required, unless no objections**

A motion was moved by Jerry Silver and was 2<sup>nd</sup> by Carol Levin to approve the minutes for General Board meeting from August 27th. Motion passed by 13/0/1

**3. - Reports from City/State/Fed Officials:**

**a. LAPD / LAFD - Senior Lead Officers (SLOs) & Captains:** None

**b. LA City Council Offices (CD5) Field Deputies & Reps:** None

**c. State Assembly or Senate Offices Field Deputies & Reps:**

- Assembly member Matt Dababneh was present at the meeting; he updated everyone with his accomplishments and his future agenda. He said he welcomes everyone's suggestions and new ideas and encouraged everyone to vote on November 4<sup>th</sup>.
- Congressional candidate Mark Reed was present, he spoke about his background and his agenda, and He also encouraged everyone to vote on November 4<sup>th</sup>.

**d. Federal Congresspersons Field Deputies & Reps:** None

**e. Valley Alliance of Neighborhood Councils (VANC) / Los Angeles Neighborhood Council Coalition (LANCC):** None

**f. Board of Neighborhood Commissioners (BONC) / Dept of Neighborhood**

President Rubinstein presented Encino Community Center's new Director Jackie Kochi to the board members and the stakeholders. Jackie spoke and said she was very excited for new assignment. She also said that she was open for suggestions and encouraged everyone to contact her with their concerns and suggestions.

She reminded everyone of the upcoming Halloween party on October 25<sup>th</sup>.

4. **Guest Speaker (10 min): BOBBY SHRIVER, Candidate for LA County Supervisor, 3<sup>rd</sup> District currently being held by Zev Yaroslavsky:** The Candidate was not present.

5. **Guest Speaker (10 min): Guest Speaker (10 min each): JEFFREY PRANG & JOHN MORRIS, Candidates for LA County Assessor**

Jeffery Prang, candidate of LA County Assessor's office was present and spoke. He gave brief description about his background and also talked about his agenda as LA County Assessor. Mr. Prang also answered few questions addressed by board members and stakeholders.

6. – **Officer's Reports:**

a) **President's Report:** (2 minutes) Todd reiterated the following important points:

- i. **Hours of Operations at Encino Community Center** remains 9:00 am to 9:00 pm. And that the general meeting should end by 9:00 pm. As mentioned above, he introduced the new director Jackie to the audience.
- ii. **ENC General Board Meetings in November & December 2014 to Wednesday, December 4, 2014** – Todd reiterated that due to Thanksgiving and Christmas Holidays the November and December board meeting will be combined into 1 meeting, which will take place on Wednesday December 4<sup>th</sup>.

b) **Vice-President's Report:** (2 minutes)

- i. **Committee Participation by Stakeholders and Committee Meetings - Airport, Outreach, Public Safety, and By-Laws should meet at least once a quarter:** Kathy mentioned that, there are 2 committees that have not met yet. She encouraged chairs to schedule their meetings soon.
- ii. **Update: Board Seats, Vacancies, and Candidates to fill positions. Stakeholders- ENC Website- [http://encinonc.org/home\\_elections.php](http://encinonc.org/home_elections.php)**  
Kathy mentioned that there are still vacancies on the board, she encourage the stakeholders to check the ENC website for details.
  1. **Public Safety Chair Appointment - Warren Holden Co-Chair,** Kathy advised that Warren Holden was currently holding co-chair position; she said that she is appointing him as the Chair of Public Safety and asked for board's confirmation. It was confirmed by 13/0/1

c) **Treasurer's Report:** (2 minutes)

- i. **Union Bank Account update - ENC Funds remaining - FY 2013/2014**
- ii. **Monthly Expense reports (June, July, & Aug 2014 - Last MER of FY 2013/2014)** (see below)

d) **Secretary's Report:** None

e) **Sergeant-at-Arm's Report:** Board members' Ethics and Funding training compliance.

- i. DONE website and links at: <http://empowerla.org> (Ethics and Funding Buttons)
- ii. Ethics Training link:  
<http://ethics.lacity.org/education/ethics2007/?audience=done>
- iii. Funding Training at: <http://empowerla.org/funding/>

- Sherman mentioned that all members need to take their Ethics and Training. And asked everyone to check DONE website listed above.

**7. – Committee Reports: (New and Old Business):**

- a. **Education – Update from Meeting with LAUSD Board Members, etc:** Shelly, the Education Committee chair mentioned the Education Committee met today, the meeting went well and was very productive. The committee discussed its Grant request process. It was decided to create a subcommittee to review the grant applications that ENC has received and confirm their accuracy and completeness; once done, they will present the list to the general board for confirmation before their official filing.
- b. **Parks – Update from Chair if needed:** Debra mentioned the Parks committee met on September 8, 2014
- c. **Planning & Land Use (PLU) – information on other projects:** David, PLU chair mentioned that the PLU had met last week. He said Tom from City of LA planning team came to the meeting and made a presentation on City's re planning activities. He mentioned that at the next PLU meeting they will discuss the new multi-residential development proposed by Moss Group.
- d. **Traffic / Transportation – Burbank / Hayvenhurst, etc.** Per Laurie, Traffic and Transportation Committee Co-Chair, there are no scheduled meetings at this time.
- e. **Public Safety - Update on budget / Disaster Preparedness**
- f. **Airport Committee – Update from Chair if needed:** Mel Roberts advised that he had attended the Citizens Advisory Committee meeting at the Van Nuys airport. He said the meeting was very informative.
- g. **Outreach Committee – Goals, Strategy, Desires, and New ENC Marketing effort:** Raquel said the outreach committee meeting was scheduled for September 22<sup>nd</sup> and encouraged everyone to attend.

**8. – Committee or General Action items (New Business):**

- a. **Open Officer Position | Board vote to fill position – Treasurer**  
It was decided to table this at the next general board meeting.
- b. **Funding or Expense Matters:**
  - i. **Approval of Monthly Expense reports (MER) – June, July, & Aug 2014 reports.** Anni moved a motion to approve the MER for July & August as it was presented, Kathy 2<sup>nd</sup>. Motion passed. 12/0/1
  - ii. **Time-Warner proposal for business class internet service switch to avoid future problems with residential class authorization and access to company when new officers are seated.**
  - iii. It was decided to discuss this at a later time.
  - iv. **Authorize up to \$46.00 recurring expense for unlimited email distribution through Vertical Response versus "Pay as you Go", which puts monthly expenditure at approximately \$75.00 for 5,800 emails at \$0.013 cost per email.**

Todd made a motion authorizing up to \$46/month for unlimited email distribution, 2<sup>nd</sup> by David. Motion passed by 12/0/1

- c. Voting on Items and requirements for DONE Budget Package**
- i. Neighborhood Council Self-Assessment for Fiscal Year 2013-2014**
  - ii. Neighborhood Council Strategic Plan for Fiscal Year 2014-2015**
  - iii. Neighborhood Council Outreach Survey for Fiscal Year 2014-2015**
  - iv. Neighborhood Council Budget for Fiscal Year 2014-2015**

Jerry moved a motion to approve ENC Budget Package 8c, 2<sup>nd</sup> by David. Motion passed 12/0/1

- d. Budget 2014-2015 Reallocation: Motion passed at Finance Committee Meeting Wed, Sept 3, 2014 reallocating budget for Education and Public Safety Committees**
- i. Reduce TAC Temp Staff line item in 100 Operations from \$17,900 to \$14,900 and adding a new line item MIS Public Safety Committee Assets & Equipment \$1,500 and move remaining \$1,500 from 100 Operations to 400 Neighborhood Purpose Grants (NPG) leaving 100 Operations subtotal with \$18,400 from \$19,000**
  - ii. Alter 200 Outreach by reducing PLU Planning and Land Use, etc. from \$3,000 to \$1,500 and using the \$1,500 from PLU to a new line item MAT Public Safety Outreach Budget. The subtotal of 200 Outreach stays the same at \$9,100**
  - iii. With the \$1,500 moved to 400 NPG, a new line item GRT Education Committee Public School Grants is created for \$5,000. The existing general line item GRT Neighborhood Purpose Grants at \$6,000 is reduced to \$2,500. Thus, the entire subtotal for 400 NPG is now \$7,500 increased from \$6,000**
  - iv. The entire budget stays the same at \$37,000 including the \$2,000 subtotal for 300 Community Improvement**
  - v. Motion made by Todd Rubinstein and was seconded by George Jawlakian. The motion passed; 3 yes - 1 no**

Shelley made a motion to approve 8d, 2<sup>nd</sup> by David. Motion passed by 10/1/2

- e. Parks Committee - Motion(s) passed at Parks Committee Meeting held on Monday, Sept 8<sup>th</sup> 2014:**
- i. Motion to support CF 14-1062 Vending and Camping in Public Parks. The proposed amendment to LA Municipal Code Section 63.44 protects the rights of citizens to enjoy the full use of public parks. Further, we support the six-month delay in implementation in order to create a public awareness campaign. We also request that the camping ban be suspended in the event of a disaster such as a large earthquake with reported structural damages. Community Impact Statement to be sent to Arts, Parks, Health, Aging, and River Committee. 5 yes – 1 no – 0 abstain**

Debra moved a motion to approve 8e, 2<sup>nd</sup> by Anni. Motion passed 12/0/1

- f. City of Los Angeles Elections Lottery Issue: Does the ENC support a lottery of prizes to encourage the citizens of Los Angeles to vote? Herb Wesson, President of the LA City Council would like input from the NC's. Discussion and vote. It was decided to table this at the next meeting.**

**9. – Committee Consent Items:** (Items approved unanimously without abstentions in Committee):

- a. **Executive Committee** - Motion(s) passed at Executive Committee Meeting Wed, Sept 10, 2014: Reimburse Anni Keusseyan for incurred expenses for refreshments for June 25th and July 23rd General Board Meeting as follows: 6/26/14 - \$24.43 | 7/27/14 - \$22.90 (**combined total \$47.33**). Motion by Kathy, 2nd by Todd, passed 3 yes - 0 no - 1 abstention  
Kathy moved a motion to approve 9a, 2<sup>nd</sup> by David. Motion passed by 11/0/2

**10. – Public Comments: [Non-Agenda Items]** Within the “Board’s” jurisdiction are limited to **TWO MINUTES (2)** per speaker. This is a NON-DISCUSSION PERIOD

The following stakeholders made public comments: Jacqueline Lange, Robert Monfrini and Brandon Beckner.

**11. - Board Member Comments:**

- Jason mention that next Sunday at the Van Nuys Orange Line location there will be PTA Bike alternative transportation s
- NC congress is scheduled for September 20<sup>th</sup>.
- Regional budget day October 11<sup>th</sup>.

**12. - Future Meetings:**

- a. ENC ByLaws Committee Meeting: Tues, September 23, 2014
- b. Next ENC Executive Committee Meeting: Wed, October 8, 2014
- c. Next ENC General Board Meetings: **Wed, October 22, 2014 & Wed, December 3, 2014**
- d. VANC Monthly Meeting: - Thurs, October 9, 2014
- e. VANC Candidate Forum - LA County Supervisor 3rd District Race: October 9, 2014
- f. LANCC Meeting: - Sat, October 4, 2014 (Hollywood Neighborhood City Hall
- g. BONC Meeting: - Tue, October 7, 2014 (United Neighborhoods of West Adams, etc )
- h. Regional Budget Day: - Sat, October 11, 2014 (Marvin Braude Center - VN City Hall )

**13. – Adjournment:**

Adjournment of general meeting at 9:00 pm

- ❖ Meeting minutes submitted by Anni Keusseyan, Secretary