



Officers:
PAT BATES • President
VICTORIA MILLER • Vice President
ALEX GARAY • Secretary
GLENN BAILEY • Treasurer
HENRY ESHELMAN • Sergeant at Arms

4924 Paso Robles Avenue • Encino • CA • 91316 (747) 284-0450 www.encinonc.org

NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL
EXECUTIVE COMMITTEE
Tuesday, January 18, 2022 @6:30
MINUTES

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87172153317>

Meeting ID: 871 7215 3317

Or One tap mobile :

US: +16699006833,,89413565644# or +12532158782,,89413565644#

Or Telephone:

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 929 205 6099 or +1 301 715 8592 or +1 312 626 6799 or 833 548 0276 (Toll Free) or 833 548 0282 (Toll Free) or 877 853 5257 (Toll Free) or 888 475 4499 (Toll Free)

Webinar ID: 871 7215 3317

International numbers available: <https://us02web.zoom.us/j/87172153317>

Zoom Webinars are recorded

IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION

Public Comment: Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. 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 Zoom Webinar 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 1 minutes per agenda item. Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair's discretion.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

1. **Call to Order. Start recording. Roll call. determination of quorum.**
 - **Meeting called to order at 6:33pm, in attendance; Patricia Bates, Glenn Bailey & Alex Garay**
2. Approval of December 2021 Executive Committee [Minutes](#) and September 2021 [Minutes](#)
 - **Alex G. moved, Pat B. 2nds – minutes approved 3 (Y), 0 (N), 0 (A)**
3. Reports from Public Officials/Departments/Community Agencies
 - **No officers or officials in attendance.**
4. Public Comment on Non-Agenda Items – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. 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 Zoom Webinar please use the raise your hand feature to speak.
 - **The public comment period was opened, no attendee spoke during the public comment period.**
5. Officer's Reports:
 - A. President's Report
 - **The President provided a quick report regarding up coming events.**
 - B. Vice-President's Report
 - **The VP was not in attendance.**
 - C. Secretary's Report
 1. Review of Prior General Board Meeting minutes
 - **The General Board meeting minutes are on the website and will be discussed at the regular board meeting.**
 - D. Treasurer's Report
 1. [December 2021 Monthly Expenditure Report \(MER\)](#), emailed to board and posted to ENC Financials webpage
 - **The check for the Encino Charter has not cashed the check and Alex G. will follow up with the school to inquire when it will be cashed.**
 2. Neighborhood Purposes Grants – update on previous and potential NPGs
 - E. Sergeant-at-Arms Report:
 1. Anti-Bias (ABLE) training required of all Board Representatives and Alternates. Deadline was extended to January 1, 2022 so is now past due. Members who have not completed **all** of their required trainings, and keep them current, cannot vote on any NC matter per the ENC Bylaws.
 - **The SAA is out of the country – the Anti-Bias training was required to be completed by January 1st, the President reiterated that it is critical to keep up with the required trainings.**
 2. Planning 101 training is required of all members of the Planning and Land Use Committee. Deadline was extended to January 1, 2022. Any member who has not completed Planning 101 training may not participate in the committee until they do so.
 - **Glenn B, suggested to have a conversation with the PLU Chair regarding committee members that have not taken the training. The training does not seem to have an expiration date.**
 - **Currently there are 3 board member/alternates but have not completed them.**

- There were multiple communications sent regarding the due date for the Anti-Bias training, which also changed to January 1st. We should be prepared for the board meeting with all the dates that the communications were sent out.
- Lee commented that there should be a correction with the language in the agenda regarding the PLU training. A request was made for an exemption for the anti-bias training.
- Members of the Executive Committee clearly stated their position regarding required trainings.
- Before moving on with the agenda, Glenn B requested to publicly discuss item 3.
- Pat B. commented that she does not always receive the monthly profile and not all board members are receiving them.
- Glenn B. discussed the emails and distribution of the monthly profile and stressed the importance of each board member receiving and reviewing the monthly profile each month.
- Pat B. will follow up with the department regarding the distribution of the monthly profile.
 3. DONE issues a NC Monthly Update (formerly Monthly Profile) at the beginning of every month. It is the responsibility of every Board member to review this information upon receipt. Discussion regarding ENC distribution of the Monthly Update to all ENC Board members if needed.
 4. Discussion and possible action regarding current compliance situation

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

6. New and Old Business Executive Committee

A. **Discussion and Possible Action:** Update on the EmpowerLA Virtual Governance Hybrid Work Group, which is scheduled to make recommendations to BONC on October 18, 2021. See **BONC 10/18/2021 agenda** http://ens.lacity.org/done/agendas/doneagendas197155399_10182021.pdf

- **Glenn B commented that there are no updates at this time.**

B. **Discussion and Possible Action: Status of Draft Digital Communication Policy, possible Community Impact Statement (CIS).** The draft policy - which covers use of platforms like social media, email newsletters, and websites - will have a 60-day review process, leading up to the Commission's March 21, 2022 meeting, when they are expected to make a final decision on this policy.

- The item was introduced by the President and questioned whether or not there should be a lengthy discussion at this meeting.
- Glenn B commented that the draft policy has been officially released and that the final decision should be at the March 21st BONC meeting.
- Alex G commented that the Outreach Committee did look at the policy and issued a recommendation for the board. The policy, as written, is overreaching and needs drastic revisions. Although a policy is needed it should be more of an umbrella policy leaving each NC to define the parameters of the policy. Further clarification is needed on many items in the policy.
- Pat B. suggested that the Exec Committee should look at the administrative aspects of the policy and discuss at the next Exec Committee.
- Alex G requested to get an initial CIS filed so the ENC is able to speak at the upcoming BONC meeting.
- Glenn B agreed about the importance of submitting a CIS as soon as possible.
- Alex G commented that there are several committee members that are Stakeholders only and they would be subjected to following the same requirements that board members would be required to.
- Lee B commented on the policy.
- Heather M commented on the policy

- No action was taken at the committee level, the item will be on the regular board meeting agenda.

C. Discussion and possible action: [20-0963](#) City Clerk report, dated October 20, 2021, relative to the 2021 Neighborhood Council elections. Department of Neighborhood Empowerment report, dated January 11, 2022, relative to a Neighborhood Council 2021 Election Outreach update.

- **Pat B introduced the item and mentioned that a neighboring NC is contemplating filing a CIS. Additional comments regarding the elections were made, including the lack of assistance from the department regarding any outreach and that the elections were a disaster.**
- **Glenn B commented that the ENC's election, during a pandemic, received more candidates than in the past 10, maybe 20 years. The efforts taken by the ENC made the election a success, however, the support that the NC received from the city was lacking. The CIS should contain issues other than funding. One issue is the lack of support from the City Clerks' office regarding the paid, full time election administrators.**
- **A detailed CIS will be prepared for the regular board meeting.**

D. Discussion and possible action: regarding the issue of the various seats that Encino as part of CD5 had on different entities, including the VNY CAC and PRB. Currently these seats are for people living in CD5 and appointed by that district. What happens now that we are part of CD4 and frankly CD5 really doesn't have a concern anymore (especially with the PRB)? Both of these entities actually have issues that previously included CD4, CD5, and CD2, and now that we are all part of CD4 it is possible that we will lose our place to have a position(s) on important issues involving Encino.

- **The item was introduced by the President. Now that we're not in CD 5 there are concerns for several important positions, like the PRB. The President further commented that our residents are not aware that we are in a new council district. A suggestion was made to discuss that the next meeting with all members of the Executive Committee.**
- **Glenn B commented that it's important that we advocate on this and added the Mulholland Scenic Parkway Design Review Board to a list that should be generated of all the seats filled. Another is the RVNOC, Regional Volunteer Neighborhood Oversight Committee.**

E. Discussion and possible action: Rules for PLU committee, including but not limited to committee member *ex parte* communications with developers and other interested parties, authority of PLU Committee Chairperson, clarification of the authority of the PLU committee independent from the entire board (e.g. pre-application letters for the Ventura/Cahuenga Design Advisory Committee Chairperson (which would be the PLU Chair)), clarification of recusal rules for PLU committee Members who also represent other interested parties.

- **The President would like clarification from the City Attorney's office on rules that should apply to PLU Committees including to what degree can they engage in independent discussions with a developer and/or having business in front of the committee. Would like clarification of recusal rules of those that represent other groups, like homeowners' groups.**
- **Alex G asked what would be the outcome if someone did have conversations?**
- **That's the question – would they need to identify outside conversations at the beginning of a meeting.**
- **Glenn B commented that all committees make recommendations to the board and only recommendations to the board. Suggested to have time at the PLU Committee to have a conversation regarding some of these issues with some seasoned PLU individuals.**

F. **Discussion and Possible Action:** Authorize representative or alternate representative to the to the West Valley Neighborhood Alliance on Homelessness to vote on matters considered by the WVNAH in compliance with the ENC Bylaws and Standing Rules

- **A motion was introduced by Pat B., to authorize a representative to vote in accordance with our bylaws and standing rules. Glenn B. 2nds.**
- **Glenn B asked who the alternate is**
- **It was clarified that there is no alternate.**
- **The item was opened to public discussion.**
- **A vote took place, the motion passed unanimously.**

G. **Discussion and Possible Action:** Discuss and resolve any remaining issues on designating a Compliance Officer position and appointing an officer.

- **Glenn B commented that his recollection was that the title was Training Compliance Officer and further commented that the item was pulled.**
- **Lee B, who originally pulled the motion, commented why the item was pulled.**
- **Glenn B clarified the reason that this was originally introduced and agreed that the conversation should be held at a Bylaws Committee meeting.**

H. **Announcement:** DONE is accepting Bylaws amendments now. The submittal deadline is April 1, 2022 (note date changed to April 1, 2022)

- **An announcement regarding that DONE is accepting Bylaws amendments and that the ENC will submit them.**

I. **Applications for open positions on the Encino Neighborhood Council :Open Positions Include:** At Large Alt (1), Apartment/Condo Alt (1), Business Rep Alt (2), Education Alt (1), Public Safety Rep Alt (1), Religious Alt (1), Volunteer Alt (1), Area 2 Alt (1), Area 3 Alt (1), Youth Rep (1). Let's get these filled!

7. **Review General Board Meeting Draft Agenda**

- **The agenda was briefly reviewed.**

8. **Board Member Comment on Non Agenda Items**

9. **Adjournment by _____pm**

- **The meeting adjourned at 8:36pm**