



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

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**NOTICE AND AGENDA  
 ENCINO NEIGHBORHOOD COUNCIL  
 EXECUTIVE COMMITTEE  
 Tuesday, February 15, 2022 @6:30**

**MINUTES**

**Please click the link below to join the webinar:**

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**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.**

- **In attendance were Pat B., Victoria M., Glenn B. & Alex G. quorum met, meeting called to order at 6:32pm**

2. Approval of January 2022 Executive Committee [Minutes](#)

- **Pat B. moved to approve the minutes, Alex G. 2<sup>nd</sup>**
- **The item passed: 3 (Y), 0 (N), 1 (A)**

3. Reports from Public Officials/Departments/Community Agencies

- **None 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.

- **No public comment**

5. Officer's Reports:

A. President's Report

- **Discussed concerns regarding DONE and their limitations to enforce required trainings as it is causing issues for the NC. Commented that the homelessness count will be next Tuesday and there’s a townhall with our new Councilmember.**

B. Vice-President's Report

- **Commented that there are some committees that are not meeting regularly; Public Safety has not met and the rep has missed several meetings.**
- **Glenn B. commented that when he chaired the PS committee that he would also attend neighborhood watch meetings and other PS related meetings. One is the CPAB meeting that should be attended by someone from the PS committee. There is a new alliance, Public Safety Chairs Alliance (PBSCA) and it would be good to have someone attend those as well.**
- **Pat B. commented that we need more than policing and that Victoria made a good point and we need to address absences.**
- **Heather M. commented that she attends CPAB, the NW meetings and many other alliance meetings and would be happy to report back on any meetings.**
- **Glenn B. asked if she hears when the new SLO is assigned to the Basin to let us know.**

C. Secretary's Report

1. Review of [January 2022 Executive Committee Minutes](#)
2. Review of Prior General Board Meeting minutes

- **Alex G. commented that the minutes are done, however they were done correctly, by indicating those that have not completed trainings, as ineligible. It will be mentioned at the meeting, that they are complete however we will not take a vote at the meeting.**

D. Treasurer's Report

1. [January 2022 Monthly Expenditure Report \(MER\)](#), emailed to board and posted to ENC Financials webpage

- **Glenn B. commented that the minutes reflect what happened at the meeting and should be done correctly. There are things that are critical, such as the BACs – those are signed as being accurate and complete. The exact text was read from a BAC and some NCs have had funds frozen for inaccurate BACs.**
- **Glenn B. mentioned that he contacted funding to let them know that we have not turned in our MER and BACs because there are members that are ineligible to vote. He made a couple of suggestions on how we should proceed. He further added that he has been at several meetings where the GM has stated that the NCs should follow their Bylaws regarding the enforcement of missing trainings. The ENC is delinquent in filing the MER – nothing has been triggered because it takes two reports not being filed.**
- **Alex G. commented that all should know my position regarding the games that are being played by a board member. Our Code of Conduct and Ethics specifically talk about trainings and this frivolous suit boarders on bullying and harassment based on the Code of Conduct every board member takes.**
- **Pat B. commented that we all have different opinions and we should move on.**
- **Glenn B. commented that perhaps we're not all of different opinions.**
- **Pat B. commented that there was an issue with seating alternates that are not up to date with their trainings.**
- **Glenn B. commented that we do not seat alternates that have not completed the required trainings and it is mentioned in the agenda**
- **Pat B. suggested conducting a poll regarding should a board member missing required training should be marked ineligible.**
- **An attendee asked who are the alternates that can sign the form**
- **A comment was made that Alex G. is the 2<sup>nd</sup> signer but it may not be updated with the City.**
- **Victoria M. commented that she supports Glenn B. & Alex G. in their positions to not turn in the minutes, MER and BAC with incorrect information. We have been threatened with a law suit, which is disappointing as it comes from a board member.**
- **Glenn B. commented that he attended the last SONC meeting and Julian, a DONE Rep commented that the eligibility to vote is based on their Bylaws and they are very similar to the ENCs.**
- **Pat B. suggested to wait to see if an email is answered and will wait until Friday for a response.**
- **Victoria M. asked if a time could be setup to speak with Elise R.**

2. **Neighborhood Purposes Grants – update on previous and potential NPGs.**

- **The potential NPGs have been included in the upcoming Finance Committee agenda.**
- **Glenn B. asked if all the reports from last year's NPGs have been received.**
- **Pat B. mention she would look into it.**
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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. Standing rule revision will be considered to clarify requirements and consequences on non-compliance.**
- **Pat B. read a list of people that have not completed trainings: Lee B. (ABLE), Heather M. (ABLE), Walter A. (ABLE), Melody K. (ABLE, Planning 101), Samuel A. (ABLE), Jonathan G. (Ethics), Maury G. (Ethics & ABLE), Brooke R. (Ethics), Lenny B. (Ethics).**
  - **Pat B. has commented that she has not heard back from Melody.**
  - **Victoria M. commented that many of the members that have not completed the trainings may not be interested in being on the board, we will need to address absences.**
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.**

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: Add to standing rules the following :Standing Rules Article XIV §2 Training.** *Neighborhood Council Board Members, whether elected, selected or appointed, are required to complete and keep current all mandatory trainings in order to be seated at meetings (board, committee, and/or any alliance where the member represents the Board), make or second motions or vote on issues that come before the Board. Trainings available to Board Members are created to ensure success during their period of service. This includes all mandatory trainings as may be promulgated by the Board as well as all local, county, state and federal laws, including, without limitation, the policies approved by the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment's rules and regulations, the City Governmental Ethics Ordinance (Los Angeles Municipal Code Section 49.5.1), the Brown Act, the Public Records Act, the Americans with Rev. October 2021 32 Disabilities Act, and all laws and governmental policies pertaining to Conflicts of Interest. Newly seated Members must complete their required trainings within 45 days of being seated or the above conditions apply, and further, they must have completed Funding and Ethics training prior to voting on any Funding matters.*

- **The item was read by Pat. B and asked if the item is clear.**
- **Glenn B. commented that he had shared some language, but it seems the last sentence was not included, it should have read, “For continuing board members, there is no grace period upon the expiration of any mandatory training.”**
- **Glenn B. asked for clarification on one item regarding board members representing the board at other meetings.**
- **Pat B. commented that board members that have not completed any of the mandatory trainings should not represent the board at alliance meetings.**
- **Victoria M. commented that she supports the item as is.**
- **Lee B. commented that this is concerning, this should be done at the Bylaws committee**
- **Pat B. commented that this should be voted on here and referred to the Bylaws committee.**
- **Victoria M., moved, Alex G. 2nds.**
- **Glenn B. asked if the item included the addition of the last sentence.**
- **It was confirmed that it would be included.**
- **The item passed: 4 (Y), 0 (N), 0 (A)**
- **It was determined that a special meeting could be issued with Friday’s meeting so this can be considered the same day.**

**B. Creation of an independent oversight committee for the Department of Neighborhood Empowerment (DONE).** Currently BONC has no oversight authority over DONE and with recent investigations regarding NC election funds, the creation of new policies, and other several other instances, including the failure to have NCs thrive, there should be an oversight committee that has the authority to step in, investigate, take corrective measure and oversee DONE. Should the ENC make a recommendation to the board to have City Council, the City Attorney’s Office and the Mayor of Los Angeles, investigate and report back on the creation of an oversight committee for DONE, consisting of NC Board members and Stakeholders, appointed by City Councilmembers and/or the Mayor of Los Angeles. **Discussion and Possible Action.**

- **The item was introduced by Alex G. and mentioned that DONE needs oversight in general. Although the working group that may look into the election funds and outreach, there should be a committee that oversees the entire department.**

- **Glenn B. commented, BONC is not responsible for the day to day business but is responsible for creating policies that the department should implement and further added a detailed explanation of BONC and how some other policies came to be. Feels this is worth perusing but depending on who the mayor is, they may feel that BONC is the oversight committee. We may want to run this my Commissioner Schaffer.**
- **Lee B. commented on the item and suggested to not have the Mayor involved, change to regionally elected by the NCs or something that indicates that it is independent.**
- **Pat B. asked if we should wait on this for a month**
- **Alex G. commented that the language could be modified so we can at least get the ball rolling, if the board approves.**
- **Glenn B. commented that oversight committee should be kept for distinction and would like to see the appointment process to include all the recognized regional alliances and list each one in the final motion.**
- **The motion was revised however the detail wording will ready for the meeting.**
- **Pat B called the question and the item passed: 4 (Y), 0 (N), 0 (A).**

C. **Designation of LAANC delegate and alternate - The ENC should revisit the appointed delegates to LANCC to decide if they should continue or if a selection of new delegates is needed. Discussion and possible action.**

- **Glenn B. commented that there was a question at the last LAANC meeting if Pat could vote, it usually defers to the President. Glenn stated that he is listed as an alternate but not sure who is the primary. It is his recommendation to have Pat B as the primary and the question is who the alternate should be.**
- **Pat B. commented that she is happy to attend.**
- **Glenn B. moved that we nominate Pat B. as the NC Representative from the ENC to LAANC, Pat B. 2nds.**
- **The item was voted on and passed: 4 (Y), 0 (N), 0 (A)**

D. **Discussion and Possible Action:** Discuss adopting BONC public comment policy as to how we will implement it, who will keep track of whose minutes, etc.

- **Pat B commented that she took the BONC rules and added them to the ENC's agenda, asked if it should be vetted.**
- **Glenn B. commented that it should**
- **Victoria M. commented that in the past, Presidents had been able to make changes without board approval.**
- **Alex G. commented that while he was President, that he changed the order of the agenda as well as obtaining prior approval from DONE and the City Attorney's office to make the change.**
- **Pat B. commented on the process used, which includes limiting the total time to 5 minutes per meeting.**
- **Glenn B. commented that he is concerns and reiterated that this is procedural**
- **Pat B. commented that she will do more research and table the item for now.**

E. **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. Do we want to update the prior proposed CIS?

- **BONC will take a vote at the March 21<sup>st</sup> meeting and will consider any amendments at the March 1<sup>st</sup> meeting. There's a recommendation from the Outreach Committee that was postponed due to timing from the last regular meeting. The item will be considered at the regular board meeting.**

- **Glenn B. commented that as long as the latest version was used when the Outreach Committee reviewed the policy, we should put forth their recommendation.**
- **Pat B. commented that we will get our CIS in right away, depending on the board vote.**

F. **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. needs follow-up.

- **The item will be deferred.**
- **Glenn B. commented that attendance in Plan Check would be great.**
- **Diane R. commented that she would like to participate in Plan Check.**

G. **Announcement:** DONE is accepting Bylaws amendments now. The submittal deadline is April 1, 2022

H. **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 Rep (1), Area 3 Alt (1) Let's get these filled!

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

- **Pat B. commented that there will be a townhall with Councilmember Raman at 5:30pm before our regular board meeting.**
- **Several committee members commented on the procedure for townhall.**

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

#### 9. **Meeting adjourned at 9pm**