



Officers:
Alex Garay • President
Victoria Miller • Vice-President
Laure Stevens • Secretary
Pat Bates • 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 MEETING

Tuesday, March 19, 2024 @ 6:30pm

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/u/kdbF4S6dh9>

Zoom Webinars are recorded

IN CONFORMITY WITH GOVERNOR NEWSOME SIGNING SB411 INTO LAW ON OCTOBER 9, 2023 AND IN COMFORMITY WITH THE LOS ANGELES CITY COUNCIL PASSING CF 23-1114, 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.**
2. **Reports from Public Officials/Departments/Community Agencies/Candidates**
3. **General Public Comment on Non-Agenda Items** – Public comments on non-agenda items within the ENC's subject matter jurisdiction is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair's discretion.
4. **Officer's Reports:**
 - A. President's Report – Public Safety Rep Application Received, multiple interest in Youth Seat, Area Reps
 - B. Vice-President's Report
 - C. Treasurer's Report – NPGs Received
 - D. Secretary's Report
 - E. Sergeant-at-Arms Report
5. **NEW BUSINESS:**
 - A. **Grievance Panel** – The Department of Neighborhood Empowerment has certified grievances filed by stakeholders and board members. For those filed by board members and subsequently certified, a regional grievance panel will be formed. If a regional grievance panelist has not yet been appointed by your respective Neighborhood Council, the Department of Neighborhood Empowerment is requesting that Neighborhood Councils take board action to recommend one board member to serve as a panelist to sit on a Regional Grievance Panel. The ENC shall designate at least 1 board member to be part of the grievance panel. **Discussion and Possible Action**
 - B. **Homelessness Liaison** – Homelessness Liaisons. Homelessness Liaisons play a vital role in addressing homelessness-related issues within our community. Homelessness is a complex and pressing challenge that affects communities across the nation, including our own. To better address this issue, foster collaboration, and facilitate communication, we have established a series of Neighborhood Council Homelessness Liaison. The ENC is able to appoint up to 3 board members to be homelessness liaisons. **Discussion and Possible Action**
 - C. **Increase in NC Budgets** – The ENC has been advised to send a letter/motion to our councilmember requesting that; NC Budgets are increased to 50K/yr and to calendar for a vote by City Council to approve the increase. **Discussion and Possible Action**
 - D. **Stakeholders on Committees** – Stakeholders on ENC committees, have a seat at the table (identified as committee members rather than members of the public), have voting privileges on funding and non-funding items, volunteer to man ENC booths at events and engage with the public on an official capacity as a committee member, yet no Ethics, Code of Conduct or Financial trainings are required. Given that they interact with community members in an official capacity (meetings, booths, etc) should Stakeholders be required to take: Code of Conduct, Ethics and Financial trainings? Recently BONC changed the Code of Conduct to include Stakeholders serving on committees. However, should be, in addition to adding a Standing Rule, include the other mandatory trainings, including ABLE & Gender? **Discussion and Possible Action**

- E. Approval of Reimbursement** – An accidental charge was made on our pCard, in the amount of \$16.51 to META and we need to reimburse the city, however we need approve the reimbursement.
Discussion and Possible Action
- F. Standard Operating Procedure (SOP) for the Outreach Committee** – Review of the SOP created for the use of social media accounts by the Outreach Committee. The SOP may be viewed here: [SOP](#).
Discussion and Possible Action.
- G. Time Limit on Reports from Officials** – Reports from officials are a crucial part of our meetings, for many Stakeholders, it is the only time they may have to interact with our elects or representatives. However, board member comments to our officials, a times, take an inordinate amount of time...board members have the ability to reach out to our elects or their representatives at any time. Should we limit the comments/questions from board members during reports from our officials to short concise comments only? Should we set a time limit for board member comments? **Discussion and Possible Action.**
- H. Mailers for the PLU Committee April Agenda** – The April PLU Committee agenda will include the Oak Tree Motel and there are approximately 100 addresses within 500ft of the project address. See supporting document: [Oak Tree Mailing List](#). Should we recommend that the Outreach Committee coordinate a mailer to inform the residents about the upcoming PLU Committee meeting and further request approval of up to \$250 - \$450 for printing, labels and postage? **Discussion and possible action.**
- I. 2025 Neighborhood Council Election Handbook & Election Timeline**– Review and discussion of the recently released 2025 Neighborhood Council Election Handbook and Election Timeline. The documents may be viewed here: [2025 Draft Election Handbook](#) and [2025 Draft Election Timeline](#). Should we make a recommendation to the board on support, request changes or reject the drafts? **Discussion and Possible Action.**
- J. Committee Membership/Agendas/Meetings** – Review of current Committee Membership, Committee Chairs, Time Frame for Prepping Agendas, critical steps that must be taken before meetings and review of virtual meetings (conduct of committee members, both board members and Stakeholders). **Discussion and Possible Action**
- K. 2024 Concert at the Park** – The large 3 day event is scheduled to be held October 11, 2024 thru October 13, 2024 at Woodley Park, it is expected to have 25K attendees per day. The public comment period is currently open and will close on April 2, 2024. Members of the public can submit public comments at: [Woodley Park Concert Public Comment](#). In addition to having a mention on our Regular Board meeting agenda, should we; 1) Make a recommendation to the board (or at a future meeting), 2) request that the Outreach Committee immediately send notice, via our social media accounts and to our mailing list information on the concert and how to submit public comment? **Discussion and possible action.**
- L. Standing Rule Update, Finance Committee** – Should we recommend to the board that Finance Committee members shall be open only to sitting Board Members, who are in compliance with all training, especially Funding. **Discussion and Possible action.**

6. Review ENC Regular Board Meeting Agenda

7. Committee Member comment on non-agenda items.

8. Adjournment

Next meeting: 04/16/2024

Announcements: Please see the Encino NC [website](#) for announcements of other events and to join our mailing list.

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board's subject matter jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to one (1) minute per speaker per item, unless adjusted by the presiding officer of the Board or Committee. Consent items which have been unanimously approved by a public committee meeting are exempted unless pulled from the consent section by a Board member.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass display case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and Encino Community Center auditorium at 4935 Balboa Blvd, Encino, 91316, and digitally at www.encinonc.org You can also receive our agendas via email by subscribing to L.A. City's Early Notification System: [Early Notification System \(ENS\)](#)

THE AMERICAN WITH DISABILITIES ACT – As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodation to ensure equal access to its programs, services, and activities. Sign language interpreters, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.encinonc.org or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Alex Garay, Board President, at (747) 282-0450 or email via president@encinonc.org.

RECONSIDERATION AND GRIEVANCE PROCESS – For information on the ENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website <https://www.encinonc.org/page/viewPage/bylaws>

NOTICE TO PAID REPRESENTATIVES - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

SERVICIOS DE TRADUCCIÓN: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Alex Garay, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal.