



Officers

LOUIS KROKOVER
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LAURIE KELSON
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Treasurer
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Secretary
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**EXECUTIVE COMMITTEE & GENERAL MEETING
TUESDAY, APRIL 19, 2011 - 12:30 P.M.
ENCINO WOMENS CLUB
4924 Paso Robles Avenue, Encino, CA.
APPROVED MINUTES**

1. Call to Order at 12:30 .Roll Call: Present: Mr. Krokover, Mr. Kaufman, Ms. Rivlin, Ms. Kelson, Mr. Silver and Ms. Brewer. Determination of a Quorum of 5
2. Approval of MARCH 2011 Minutes
3. President's Report: Shared letter of appreciation for ENC support of ECC. Mr. Krokover asked Ms. Kelson and Ms. Rivlin to prepare agenda for April general meeting. Since both Ms. Kelson and Ms. Rivlin will be excused from the meeting he asked that we Email all board members have someone volunteer to take minutes.
4. Report from Vice-President on Committees – refer to comments on issues below
5. Report from Treasurer – Preliminary March expense report distributed. Funds in good shape.
6. Web site update – Original domain name verified and site running well. Access limited to Theresa and Rob/webcorner.
7. Discussion on the APRIL 27, 2011 General Council Agenda
 - A. Board Business - Committee Reports
 1. By Laws
 2. Education – Paper still missing for one school project. We can use purchase card for 2 of the schools' projects.
 3. Finance
 4. Outreach
 5. Planning and Land Use: Councilman Paul Koretz Re: Administrative Citations Enforcement Procedures Ordinance (ACE) Council Files 10-0085 and 10-0600
 6. Public Safety
 7. Parks
 8. Traffic & Transportation
 9. VNY Airport
 10. 12th Council District Service Committee Report
 - B. Guest Speaker (Bureau of Sanitation) for the April 27, 2011 General Meeting postponed but hopefully someone from LAFD regarding Fire Season with Jerry Mallis LAFD Battalion Chief

- C. Board member actions, issues and concerns – Article X of the By-laws (Grievance Procedures) last updated and approved – February 2008. Anyone has right to file a grievance but must follow procedures of by-laws
- D. Brown Act and proper titles for posting for agendas – 20 words or less must be written but structure is not specified . Use of “see attached” qualifies as part of those 20 words but must be part of agenda items. Mr. Silver’s Parliamentary determination stands.
- E. Board attendance requirements per the 2008 by-laws. Ms. Rivlin delegated to prepare a letter to inform those board members in violation on behalf of Mr. Krokover and the exec board.
- F. Monthly News Letter (Email & Regular Mail Posting) – Expense of notification discussed.
- G. Monthly Food Expense Allowance – Mr. Kaufman will research options such as IN n Out, Uncle Bernie’s, food trucks.
- H. Future Guest speakers for consideration – Brenda Barnet, Animal Services, Michael LeGrand, Bud Ovrum, Sen. Payley.
- I. Discussion regarding office staff’s request to increase hours up to 6 hrs a week. Ms Kelson moved to increase by 4 hrs a week. 2nd Mr. Silver. Passed on a unanimous voice vote.
- J. Discussion on Outreach opportunity: passing out ENC shopping totes with information about the ENC and the Community Centers in return for their contact information. Bring bags to meetings.
- K. Other items for Council consideration (General)
Mr. Kaufman requested to have general board vote on printing 100 signage brochures from LA Ventura/Cahuenga specific plan review board. Discuss how to distribute to local business and Chamber.

Executive committee discussed having general board discuss donations to local food pantry and library. Refer to outreach committee to undertake donation of supplies to Encino community food drive at VBS in response to letters of requests from VBS and from library

- 8. Public Comments on non-agenda items within the Board’s jurisdiction. Ms. Brewer requests that when minutes are sent the subject line be more specific as to date.
- 9. Board Member Comments on subject matters within the Board’s jurisdiction. Ms. Kelson expressed her concerns about board member decorum at meeting. Code of civility will be stated at start of meetings.

Mr. Silver informed that the PRB agreed to take issue of Envicom’s status with Streetscape plan at next month’s meeting.

- 10. Next Executive Committee meeting: **Tuesday, MAY 17, 2011 at 1:00 pm (pending ECC clearance as to time change).**

Meeting adjourned at 1:25 p.m.

Respectfully submitted,
Shelley Rivlin

The ENC is made up of elected persons 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.

The ENC General Meetings are usually on the 4th Wednesday of each month at the:
Encino Community Center, 4935 Balboa Blvd at 7:00pm.

For further information – Please go to: www.encinocouncil.org

PUBLIC INPUT AT ENC MEETINGS - An opportunity for the public to address the Council or Speaker on agenda items will be provided before or during consideration of the item. Members of the public who wish to be recognized on any item are requested to complete a question card for each item they wish to address, and present the completed card(s) to the Sergeant-At-Arms. Speaker cards are available at the back of the meeting room.

The Council will also provide an opportunity for the public to speak on any **[Non-Agenda Items*]** during **“Public Comment”**. **The Council may not take any action or discuss matters addressed in “Public Comments”**. However, the Council President may refer such matters to the appropriate Council Committees for further consideration.

*** Public comments are limited to 3 minutes per speaker.**

*** ENC COUNCIL DISCUSSION AND TIME LIMITS** – ENC Councilmember's requesting to speak will be recognized by the President in the order requested. **For any item, the Chairperson of the Committee, or the maker of the original motion shall have up to five (3) minutes to discuss the item. Councilmember's may speak up to TWO (2) minutes each on the matter unless extended by the President or Council.** After all members desiring to speak on a question have had an opportunity to be heard once, **the time for each Member desiring to speak again shall be limited to a maximum of ONE (1) minute unless extended by the President or Council.** A motion calling the **“Previous Question”** may be introduced by any member during a Council debate.

If adopted, this motion will terminate debate on a matter and the matter will then be submitted for a vote.

VOTING AND DISPOSITION OF ITEMS - Most motions require a majority vote of the Councilmember's present and voting will be by hand vote unless otherwise decided by the Council.

Unless requested for further consideration by an ENC Councilmember, any item which has been forwarded to the Council by a unanimous committee vote shall be approved as a “Consent Item” without further discussion.

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 Tom Soong, at (323) 359-2579, toll-free at (866) LA HELPS, or e-mail thomas.soong@lacity.org



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