



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

NOTICE AND AGENDA

ENCINO NEIGHBORHOOD COUNCIL

EXECUTIVE COMMITTEE MEETING

Tuesday August 17th, 2021 @ 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#

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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
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Webinar ID: 871 7215 3317

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Zoom Webinars are recorded

Public Comment: Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. 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, for a total of 5 minutes per speaker. Time may be modified at the Chair's discretion.

1. Call to Order. Start recording. Roll call. determination of quorum.

2. Discussion and possible action regarding meeting conduct. It has become apparent that the Encino Neighborhood Council (ENC) General Board meetings have been running significantly too long, for a number of reasons. This is not fair to the board members or to the public. After discussion with the Los Angeles City Attorney's office, the following procedural changes to the General Board meetings are recommended. The conduct of Committee meetings is under the purview of the committee chairpersons, but they may adopt these procedures.

- a. Motion to modify meeting procedure for public comment on agenda items to 1 minute per item with an aggregate limit per speaker of 5 minutes for the meeting. Times may be modified at the Chair's discretion.
- b. Motion to modify the Standing Rules to allow the public comment on non-agenda items period at any point in the meeting, at the Chair's discretion. This ought to be considered by the Bylaws Committee which is meeting next Friday.
- c. Motion to eliminate any comment on Reports from Public Officials/Community Agencies other than requests for clarification of information provided (e.g., confirm the date of an upcoming event).
- d. Motion to request that any board member asking for amendment or substitute motion related to an agenda item requiring a vote provide to the chair the text of the requested change prior to the meeting so the requested change may be distributed to the board. This requirement may be waived by the Chair in the case of exigent circumstances. The entire board should be reminded that we expect most of the items on the General Board Meeting Agenda to have been considered and passed by one of the ENC Committees. The agendas for these meetings are available to the entire board, if a member has an issue with or questions about an item being considered by a committee, that member should weigh in at the committee meeting.

3. Approval of July 2021 Executive Committee [minutes](#).

4. Public Comment on Non-Agenda Items (10 minutes) – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. 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.

5. Officer's Reports:

- A. President's Report – 2min
- B. Vice-President's Report – 5min
- C. Secretary's Report – 2min

1. Review of General Board Meeting minutes and Vote Count sheets – [July 2021](#).
- D. Treasurer's Report – 3 min
 1. [July 2021 Monthly Expenditure Report \(MER\)](#), emailed to board 8/6/2021 and posted to ENC Financials webpage
 2. Neighborhood Purposes Grants – update on previous NPGs
- E. Sergeant-at-Arms Report: Training compliance– 2min

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

6. New Business Executive Committee (1 hour):

- A. **Discussion & possible action:** *Discussion and possible action to appoint Board Members to attend the 2021 Civic University for Neighborhood Councils scheduled on September 9, 23 and 30, 2021.* The Department of Neighborhood Empowerment, in partnership with the Mayor's office and Cal State LA's Pat Brown Institute for Public Affairs, invites each Neighborhood Council to appoint board members to attend Civic U. The number of appointees from each Board will need to be less than a majority of the quorum for your board. We invite your Board to take gender diversity and inclusiveness in its decisions. Your Neighborhood Empowerment Advocate is ready to assist you in this process. The 90 minutes sessions will be held virtually on: Thursday, September 9, 2021, at 6:30pm: *Power Structure at Los Angeles City Hall* Thursday, September 23, 2021 at 6:30pm *The Guts of City Government* Thursday, September 30, 2021 at 6:30pm: *Mobilizing for Influence.* *The following Board Members are being appointed: Jodie Francisco, David Krygier*
- B. **Discussion & possible action:** Consideration of possibly scheduling a virtual Board Retreat
- C. **Discussion and possible action:** Remove the Encino Women's Club at 4924 Paso Robles Avenue, Encino from the list of Agenda posting locations. Access to that building is restricted during Community Center activities, and in fact it is generally inaccessible.
- D. **Discussion:** Evaluate the ENC's computer equipment, recommend upgrades, or modification of procedures. This would include possibly migrating all data to Google Drive and increasing the storage capacity there as needed. Include discussion of options and related costs for internet access at the Encino Women's Club building to possibly provision of access for the entire Community Center after consultation with the city of Los Angeles Department of Recreation & Parks. Recommendations would be directed to the appropriate committee.

- E. **Announcement:** DONE is accepting Bylaws amendments now. The submittal deadline is April 15, 2022
- F. **Announcement:** 2021 Election Feedback Sessions: The North and South Valley Session will be held on August 23, 2021 at 6:00 p.m. Facilitating ENC feedback will be determined
- G. **Applications for open positions on the Encino Neighborhood Council (5 min):Open Positions Include:** At Large Alt (1), Apartment/Condo Alt (1), Business Rep Alt (1), Public Safety Rep Alt (1), Volunteer Alt (1), Area 3 Alt (1), Youth Rep (1).

7. Review General Board Meeting Draft Agenda

8. Board Member Comment on Non Agenda Items

9. Adjournment by 8:30pm

Next Executive Committee meeting: September 17th, 2021

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 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 1 minutes per speaker per item, for a total time per speaker of 5 minutes per meeting, unless adjusted by the presiding officer of the Board or Committee.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and Encino Women’s Club at 4924 Paso Robles Ave, 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 at <https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meetings-agendas-and-documents>

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: 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 Pat Bates, 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 <http://www.encinonc.org/bylaws.ph>

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