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Secretary
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Treasurer

NOTICE AND AGENDA

ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING

Tuesday August 20th, 2019 @ 6:30pm

Encino Woman's Club Room – Kitchen
4935 Balboa Blvd., Encino CA 91316

Public Comment: Public is asked to fill out a speaker card and hand it to the Committee's Secretary *prior to the beginning of the meeting*. TWO MINUTES (2) per speaker is allotted; total time for all public comment is limited to 10 minutes. Time may be adjusted at President's discretion. Public Comment on Non-Agenda Items will be heard during the public comment period. Public Comment on agenda items will be heard when the respective item is up for consideration. All public comment cards (non-agenda items) must be turned in by the beginning of the meeting.

Call to Order. Roll call; determination of quorum.

Approval of July 2019 Executive Committee minutes.

Public Comment on Non-Agenda Items (10 minutes) – limit to 2 minutes per speaker

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

1. Officer's Reports:

A. President's Report (Exec Committee) 5min

1. Presentation at 8/28/19 General Board meeting – Cool Pavement Project
2. Ride share services – use of car seats for fares that ride with children
3. Oak Tree on Weddington & Amestoy in Area 4

B. Vice-President's Report (Exec Committee) 5min

1. Update on committees – Review new board members on committees

C. Secretary's Report (Exec Committee) 5min

1. Review of General Board meeting minutes and Vote Count sheets – July 2019

D. Treasurer's Report & Finance Committee (10min)

1. 2019 July Monthly Expenditure Reports (MER)
2. If required re-agendize m.a.r.y. Glenn Bailey requested to have the item up for reconsideration as pertinent documents have not been filed – update
3. Update on roll over funds
4. **Sergeant-at-Arm's Report (Exec Committee) 2min** - Roster, Ethics, Funding & Code of Conduct

2. New Business Executive Committee (1 hour):

- A. **Animal Welfare Committee (15 minute presentation and discussion)** –. Board member Heather Michales has requested that the Encino Neighborhood Council (ENC) have an Animal Welfare Committee. Presentation by Heather Michaels on the importance of Animal Welfare committees and the role the ENC's committee would take if approved. **MOTION; EXE-19-08-0072:**
- B. **Toner & Paper for the ENC Office** – Supply ENC office with toner & paper. **MOTION; EXE-19-08-0073:** The ENC's Executive Committee recommends that the Encino Neighborhood Council approve up to \$500 for paper and toner for the ENC office from Office Depot or similar.
- C. **Assistance in setting up room for General Board meetings:** Assistance is needed in setting up and breaking down the room for General Board meetings. **Discussion and possible action:** Should the ENC hire someone to help setup and breakdown the room for General Board meetings only? **MOTION; EXE-19-08-0074:**
- D. **Status or EPOA and HOME** – Two appointed seats are yet to provide their certification to hold seats on the ENC. A few documents have been received from HOME but not the entire request. Should DONE step in and assist in obtaining these documents? **MOTION; EXE-19-08-0075:** The ENC's Executive Committee requests the assistance from DONE in obtaining required documents per the ENC's Bylaws.
- E. **General Board Meeting, Time Management** – Discussion and possible action on ways to control the length of the General Board meetings, disruptive attendees and cross talk between board members.
- F. **City Attorney's Victim Assistance Program** – The Victim's Assistance Program is entering its 40th year. The program is State-grant funded, none of the Victim Advocates or any of the program's staff are funded through the City's General fund. In order to continue their outreach efforts and maintain their presence at all 21 LAPD divisions and the four LAPD Traffic divisions, they are requesting a letter of support from our NC. **MOTION; EXE-19-08-0076:**
- G. **Additional Cabinet for ENC Agendas** – Our Brown Act display at the Encino Chamber can only accommodate about 6 pages. ENC agendas are usually larger, especially if they include supporting documents. **MOTION; EXE-19-08-0077:** The ENC's Executive Committee recommends that the Encino Neighborhood Council approve the purchase of a new display cabinet to be able to post our agendas and approve up to \$400 for a new cabinet. Possible vendor is Display2Go.

H. **Motion/Discussion/vote to approve the use of a Consent Calendar:** Consent calendars expedite meetings and reserve time for matters that need to be discussed. Items on the consent calendar are generally non-controversial items that do not require much, if any, discussion. The consent calendar allows decision makers to group such items together under one heading and decide them at one time. Local agencies typically have a procedure for removing an item from the consent calendar for separate discussion. This enables the item to be considered and voted upon separately if discussion is needed or if a decision-maker needs to not vote on that item because of a disqualifying conflict of interest. **MOTION; EXE-19-08-0078:** The ENC' Executive Committee recommends that the Encino Neighborhood Council support using a consent calendar, starting with the September 2019 General Board meeting and update the ENC's Bylaws to include the use of a consent calendar.

3. Review General Board Meeting Draft Agenda

4. Adjournment by 8:30pm

Next Executive Committee meeting September 17, 2019

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board takes an action on an item. 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 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

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, Encino Community Center

· www.encinonc.org

· You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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, assistive listening devices and 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 you wish to attend by contacting Alex Garay, Board President, at [\(818\) 971-6996](tel:8189716996) or email via president@encinonc.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](http://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 [\(818\) 971-6996](tel:8189716996) or email via president@encinonc.org

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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 www.encinonc.org **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 Alex Garay, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal."