

Minutes of the General Board Meeting of the

Reseda Neighborhood Council

Monday, August 20, 2018

Reseda Neighborhood Council Community Space, 18118 Sherman Way, Reseda, CA 91335

- I. **Meeting called to order** by Board President C.R. Cochrane at 7:12 PM.
- II. **Pledge of Allegiance** was led by CR Cochrane.
- III. **In attendance**, making a quorum: CR Cochrane, Gilbert Juarez, Anna Measles, Martin Buonora, Sharon Brewer, Joe Phillips, Priscilla Anchondo, Yassmin Flores, Jeff Girten, Jeffrey Minter, Cameron Lambert and Maggi Espada-Hernandez. **Not in attendance:** J. Benjamin Johnson, Narguess Noohi, and Anthony Contreras. These three absences were excused absences.

**IV. Introduction of City Employees and other visitors:**

- A. LAPD Senior Lead Officers **Oscar Bocanegra** and **Denise Vasquez** addressed the meeting. They expressed thanks to those who attended the recent LAPD community events (National Night Out and the Ice Cream Social). There will be an Open House on October 20, this will be a great opportunity to meet several new Captains at the station. Good things are happening in the West Valley. Crime is down, more details at the next Neighborhood Watch meeting will be on September 13 at 7:00pm at the West Valley station, address on tape, come talk to Oscar and I. Officer Vasquez noted that she'll be attending the September 1 Jump-Starting Reseda event and is looking forward to it. Officer Bocanegra expressed thanks for use of the Community Space for the Neighborhood Watch meeting held in July.
- B. **Joseph Campbell** from Councilmember Bob Blumenfield's office, distributed flyers for the upcoming Reseda Parking Community Meeting, to be held on Tuesday, August 28 from 6:00-8:00pm.
- C. **Colin Crews**, Senior Field Deputy for Councilmember Mitch Englander, thanked everyone who attended the successful movie night mentioned by the officers above. He said there will more information coming about the 4<sup>th</sup> Annual Drive-In Movie event to be held at Shadow Ranch Park in West Hills on October 20, commencing once the sun goes down. The movie being shown is still TBD, the event is free, and last year over 100 cars made it in last year. Food might be donated by Wendy's again. More information to come. Councilmember Englander will also be hosting a memorial for the 10-year anniversary of the Chatsworth train disaster on September 12. More information will be in the Councilmember's newsletter, which can be subscribed to at Englander's web page (search "Mitchell Englander").
- D. **Vanessa Serrano**, Neighborhood Council Advocate, addressed the meeting with a few announcements. She referred to IgniteLA (more details in section B of Announcements and Public Comment, below). The Neighborhood Council Funding Division released updated guidelines in July, these are available on the City Clerk's website. All changes

are in red. One change is that funding training for financial officers on councils needs to be redone every year. Also, she was alerted that the funding division will be requesting a refund for the funds spent at LA Print by the Reseda Neighborhood Council on marketing materials in the amount of \$1,191.00. The financial procedure was not done in accordance to funding policy. As a result of the financial officer's expenditure of \$1,191.00, the board account may come under temporary suspension also referred to as "freezing". Then the Board may be required to attend additional funding training. All consequential decisions are pending at this point. Serrano recommended that the cardholder make critical purchases before the funds are frozen. Yassmin Flores asked how this would affect the Jump-Starting Reseda event on September 1. Since it's unclear exactly when the freeze will kick in, it was suggested that purchases approved on the agenda for voting later in this meeting be made as soon as possible. Joe Phillips inquired if there was an update from the City Attorney's office regarding the legal issues for making Ride Reseda an official City event. Serrano suggested putting the matter officially through the Mobility and Environment Committee, and provide a recommendation to the board to vote on as a helpful step forward. There was discussion about how to proceed to get the required training session for the entire council taken care of as soon as possible, along with putting policies and procedures in place to ensure this doesn't happen again.

**V. Announcements and Public Comment:**

Public Comment:

- A. Garth Carlson made a public comment as a member of a committee to put holiday decoration up. They're collecting funds for the annual street lights and decorations and have raised \$1300 so far. Anyone who'd like to make a donation, or know of anyone who might make a sizable donation, please send his way.

Announcements:

- B. The Department of Neighborhood Empowerment is excited to announce the second cohort of IgniteLA, a program for young women that builds civic knowledge and leadership skills to bolster civic engagement. The program is for Young women between the ages of 14-24 who are interested in government and public service. The deadline to apply is 9/12/18. For more information please visit [empowerla.org/ignitela/](http://empowerla.org/ignitela/). CR Cochrane noted that it would be excellent if the board or individual board members recommended participants for this program.
- C. LA-HOP.org online portal is now in activation and all Government officials, community members, stakeholders and related parties are encouraged to use the services. LA-HOP.org is sponsored thru LAHSA and allows individuals to anonymously report any homeless individuals/families in need of services. There are guidelines and restrictions. Please refer to the website: [www.LAHOP.org](http://www.LAHOP.org). Once the report is processed, an outreach team will be sent out to offer Aid, resources, housing and/or shelter referrals to the person/families. CR Cochrane encouraged people to utilize this program. The program helps people register so they can get assistance. This isn't reporting to law enforcement or immigration.
- D. San Fernando and Santa Clarita Valley Homeless Coalition (SFSCVHC) general meeting August 22nd at 1 to 4 p.m. Santa Clarita City Hall, 23920 Valencia Boulevard, Santa Clarita 91355.
- E. LA "Connect Day": Thursday August 23rd 10 a.m. to 1 p.m. Van Nuys- Sherman Oaks Rec Center, 14201 Huston Street Sherman Oaks 91423. Connect day is a collaboration among LA County, LA City, the State of California and nonprofit agencies that provide free services to homeless individuals in need of assistance.

F. What's Free & Fun in LA:

- A. Concerts at the Skirball, 8/23 and 8/30 [skirball.org/programs/sunset-concerts](http://skirball.org/programs/sunset-concerts)
- B. Museum Exhibits, Aug. 1-Sept. 9, at the California African American Museum. Search "CAAM"

VI. **Executive Officer Reports:**

A. **President – CR Cochrane – Report:**

After distributing hard copies of her report, Cochrane addressed the council. She wants the council to be more specifically accountable. She reminded all board members to please respond to all board related e-mails even if you haven't any comments, decisions or information to report. Simply state I have received the email thank you. Then by law, you have responded, but haven't included opinion. She noted the duties of her office as listed in the bylaws. If there is any disagreements that come up between board members, she asks that written documents be offered and that sources of information be cited, so it's not just hearsay. She asked that speaking courtesy be observed, that whatever speaker has the floor is respected and not talked over. In terms of board absences, she noted that the council hasn't been adhering completely to the bylaws, but should start. Anna Measles noted that this will be addressed specifically in the Standing Rules committee. Cochrane noted the disciplinary action/censure policy, but before taking that level of action, Cochrane recommended looking at other steps (written warnings, etc.), that can be taken. Censure is a serious, formal matter, and she hopes that most issues can be resolved informally, so that required consultations with an attorney aren't necessary. The president noted that as professionals we should be reminded that any board issues should be resolved first within the board. Formal Grievance filings should be utilized as a last resort.

B. **Vice President – Anna Measles – Report:**

Since there is currently no Youth & Senior Committee head, she would like to invite Bradley Upshaw, an teacher at the Van Alden School who has been inducted into the National Teacher's Hall of Fame, to come to a meeting and get recognized. Also, a Council District 3 member called her about a Welcome to Reseda sign that needs some maintenance. There was brief discussion about various parties that want to help with the sign, and she'll work to move that forward. Committees are now shaping up, at the Homelessness Advocacy Committee meeting a Homelessness Town Hall date has been changed to October 20. She's been to practically every committee meeting, all seem to be doing well and moving forward.

C. **Secretary – Jeffrey Minter – Report:**

He's been working on a new, more efficient website at a separate domain, which at some point will be switched over and will replace what's currently online, should make everyone's life easier. He thanked the council for everyone's understanding.

D. **Treasurer – Gilbert Juarez – Report:**

He feels it's a good thing the council will be getting the needed training as part of the process to un-freeze the funding from the City, as it will get everyone on the same page about how it all works. If anyone has any specific questions, let him know and he'll pass it on so that they can be addressed before the training takes place. He'll bring up some topics to clear up with everyone at the training. He also noted that the City would prefer people go through the Treasurer instead contacting them directly when it comes to

financial issues. He'll try to pay invoices as quickly as possible before the freeze and will email the council with details about the training as they become known.

E. **Parliamentarian – Sarah Williams – Report:**

If there's confusion, she's not sure how many board members have read the bylaws, she has copies, that's what her office/position is there for, to help clarify the rules to keep things running smoothly. They're trying, in the Standing Rules committee, to iron out vagueness. Bylaws are supposed to be a higher standard than the City standard, in some ways more stringent. If there's a disagreement, this office (Parliamentarian) is intended to help diffuse conflicts.

F. **Sergeant-At-Arms – H. Benjamin Johnson – Not present.**

At this time there were brief introductions of the stakeholders at the meeting, with new attendees providing contact information to the Secretary and other committee heads.

VII. **RNC Committee Reports:**

A. **PLUM – DJ Frank**

Anna Measles for DJ Frank, announced that the September committee meeting has been cancelled. New board member Jeff Girten, volunteered to join the committee and will attend in September/October.

B. **Bylaws & Standing Rules – DJ Frank**

Anna Measles for DJ Frank, announced that meetings are happening. Parliamentarian Sarah Williams noted some of the differences between Standing Rules and Bylaws. Another committee meeting is scheduled for August 28, so a draft is expected sometime in either September or October.

C. **Finance Committee/Grant Proposal – Gilbert Juarez**

Nothing else to report, he'll email the board more info as it becomes known.

D. **Community Space – H. Benjamin Johnson**

Not present. Joe Phillips noted that he has cleaned up some things in the back rooms, he's opened up the boxes of new chairs, he's taken donated clothes for the homeless that had been in the back. He used the 311 app to call for pickup of freon for hazardous waste, it was picked up quickly. He's working on cleaning up things, there's a clothing rack in back, that's going.

E. **Homelessness Advocacy – Anthony Contreras**

Not present, but the October 20 Town Hall was referenced, more information will come.

F. **Mobility & Environment – Joe Phillips**

Next meeting, usually on the second Monday of the month, so the next meeting is the second Monday in September.

**G. Health & Wellness – Maggie Espada-Hernandez**

The next committee meeting is scheduled for September 10, looking to recruit new folks, including new visitors to this meeting. She noted Activate Your Heart class looking to get going, it's a seven-week program, trying to schedule on Saturdays so more people can be involved, more information to come.

**H. Economic Development – Garth Carlson**

Meeting this Thursday night. A few months ago the committee was asked to do a Vision Zero survey, then in July was told not to do it. CR Cochrane suggested talking to Joseph Campbell from Bob Blumenfield's office (he had left after his announcement earlier in the meeting).

**I. Disaster and Emergency Services/Community Safety – Larry Bowman**

Garth Carlson spoke for Bowman. Normally the committee meets on second Tuesday of the month, but there was a glitch with too many meetings on that date this month, so it was postponed until tomorrow night. Next CPR class will be discussed, available dates are September 6 or 13, Carlson thinks it will probably be the 13<sup>th</sup>, that will be discussed at the meeting, the final result will be communicated. CR Cochrane suggested he partner with members of the Outreach committee on the upcoming Disaster Fair. Anna Measles noted that the Mayor's Youth Council took summer off and communication has been uncertain, so more information on is forthcoming.

**J. Outreach and Public Relations – (Vacant)**

Garth Carlson reported on newsletters, which now falls under this committee. He thanked Priscilla Anchondo and Sarah Williams for referring articles for the newsletter and encouraged anyone to send him things that might be good for the newsletter. When he gets done editing, it'll go to print, but if you have information or pictures that come in after the deadline send to him for electronic, no limits as opposed to the print version.

**K. Youth and Senior Advocacy – (Vacant)**

**L. Ad Hoc Beautifying Reseda – Yassmin Flores**

Flores spoke about the upcoming Jump-Starting Reseda event on September 1, they're combining resources with city and businesses, the event free for everyone. Food, wellness education, child ID and much more will be available at the event. There's a special meeting tomorrow (August 21) at 6:00 pm regarding working out details for this event. Please come help out, please spread the word, it's going to be great.

**M. Ad Hoc Election – Priscilla Anchondo**

The committee won't meet until October, after the Congress of Neighborhood Councils. Anchondo recommends going to the Congress where they'll have election classes, which can help. Anna Measles noted she registered for the Congress last week, she suggests coordinating so not everyone takes the same classes and the most ground can get

covered. Everyone is welcome, the Congress is not just limited to board. Vanessa Serrano said to look for an email from the Election Administrator, that process should start moving in October. Anchondo said they've been in touch and responded.

#### **VIII. Presentations and Announcements**

- A. United Way's Everyone In—15 min (Brief Video)Text. This presentation did not take place as there was no United Way representative in attendance.

#### **IX. Reseda Neighborhood Council Administrative Matters:**

- A. Discussion, Correction and possible action regarding Approval of Minutes for:

- 1. regular meeting of August 6th, 2018. (5 min)

- After discussion of corrections, Jeffrey Minter moved to approve the meeting minutes for August 6 as corrected, Anna Measles seconded. A show of hands vote was taken, and the minutes were approved unanimously by the 13 board members present.

- 2. special meeting of August 14th, 2018. (3 min)

- After discussion of corrections, Sarah Williams moved to approve the special meeting minutes of August 14 as corrected, Anna Measles seconded. A show of hands vote was taken, and the minutes were approved unanimously by the 10 board members present for that special meeting, with 1 abstention (Girten).

- 3. any prior Board Meetings where minutes have not been approved.

- No other prior minutes.

- B. Discussion and possible action regarding the Reseda Neighborhood Council General Board Meeting Calendar for the fiscal year 2018-2019. (15 min)

After discussion and evaluation of availability of council members for a meeting on a date that is not the first Monday of the month (for September, it falls on Labor Day, a holiday), and including financial training in that meeting, Sarah Williams moved to hold the next meeting on Thursday, September 6, Joe Phillips seconded. A show of hands vote was taken, and the motion passed with 11 voting yes, 1 no (Buonora) and 1 abstaining (Lambert).

It was noted that at the September 17 meeting, more calendar items will be discussed.

- C. Discussion and possible action regarding the Finance Committee's recommendation for the:

- 1. approval of July 2018 MER.

- After discussion, Anna Measles moved to approve, Gilbert Juarez seconded. A roll call vote was taken, and the motion was approved.

- Vote count: Yes 8, No 2 (Brewer, Minter), Abstain 2 (Girten, Williams) and 1 Ineligible (Lambert).

At 8:33pm, Maggie Espada-Hernandez left the meeting.

2. approval of funds of \$500 for the Making the Arts Real for Youth Foundation NPG. After questions and discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 7, No 2 (Brewer, Minter), Abstain 2 (Girten, Williams) and 1 Ineligible (Lambert).

Garth Carlson requested that any flyer for the event should go to him for the newsletter.

3. approval of funds of up to \$335 for email blast and e-mail marketing services (Services provided by Constant Contact) for 1 year of service for 2018-2019. After discussion and explanations, a roll call vote was taken, and the motion was approved.

Vote count: Yes 9, No 1 (Minter), Abstain 1 (Williams) and 1 Ineligible (Lambert).

4. approval of funds of up to \$450 monthly for the Reseda Newsletter for up to four months. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 6, No 1 (Measles) Abstain 4 (Cochrane, Flores, Minter, Williams) and 1 Ineligible (Lambert).

5. approval of funds of up to \$400 monthly for the office supplies, mailing and printing 2018-2019. After discussion, including reminders to run printing requests through cardholder Yassmin Flores, a roll call vote was taken, and the motion was approved.

Vote count: Yes 10, No 1 (Brewer) Abstain 0, and 1 Ineligible (Lambert).

6. approval of funds of up to \$60 per meeting for snacks and refreshments 2018-2019. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 10, No 0, Abstain 1 (Williams), and 1 Ineligible (Lambert).

7. approval of funds of up to \$1,500 per month for the Reseda NC community space rent/lease fee, which is a total of \$18,000 for the 2018-2019 fiscal year. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 10, No 0, Abstain 1 (Minter), and 1 Ineligible (Lambert).

Yassmin Flores left the meeting at 9:06.

8. approval of funds of up to \$400 per month for AppleOne Employment Services for the 2018-2019 fiscal year for our hired minute taker. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 10, No 0, Abstain 0, and 1 Ineligible (Lambert).

9. approval to pay the AppleOne Employment Services invoice of \$167.40 for our minute taker, Paul Plunkett. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 9, No 0, Abstain 1 (Girten), and 1 Ineligible (Lambert).

10. approval of funds of up to \$30 for key duplicates. After discussion, Gilbert Juarez moved to vote, Jeffrey Minter seconded, and a roll call vote was taken, with the motion was approved.

Vote count: Yes 9, No 1 (Williams), Abstain 0, and 1 Ineligible (Lambert).

11. approval of funds of up to \$200 for a weed whacker. A roll call vote was taken, and the motion was approved.

Vote count: Yes 7, No 1 (Brewer), Abstain 2 (Minter, Williams), and 1 Ineligible (Lambert).

12. approval of funds of up to \$50 dollars for a dust mop and dust mop handle. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 10, No 0, Abstain 0, and 1 Ineligible (Lambert).

At 9:14pm, Sarah Williams stepped away from the meeting momentarily.

13. approval of funds of up to \$475 for the purchase of chair storage rack. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 8, No 1 (Brewer), Abstain 0, and 1 Ineligible (Lambert).

14. approval of funds of up to \$150 dollars for a big clock timer for our general and committee meetings. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 7, No 2 (Girten, Minter), Abstain 0, and 1 Ineligible (Lambert).

Sarah Williams returned to the meeting at 9:15pm.

15. approval of funds of up to \$40 for annual internet and website related transfer and registration fees. After discussion, a roll call vote was taken, and the motion was approved unanimously.

Vote count: Yes 10, No 0, Abstain 0, and 1 Ineligible (Lambert).

16. approval of funds of up to \$200 for tables. After discussion, a roll call vote was taken, and the motion was approved.

Vote count: Yes 9, No 0, Abstain 1 (Williams), and 1 Ineligible (Lambert).

D. Discussion and possible action regarding Homelessness Advocacy Committee's recommendation for the:

1. approval/denial—based on the Committee’s vote outcome—to host a “Town Hall on Homelessness Part 2” on October 20, 2018 from 10am to 12pm to be hosted at the Reseda Neighborhood Council Community Space. After discussion about conflicting meetings on that date, a show of hands vote was taken, and the motion was approved.

Vote Count: Yes 10 y, No 1(Brewer), Abstain 0.

E. Discussion and possible action regarding the Outreach and Public Relations Committee’s recommendation for the:

This item was deleted, as an identical item follows.

F. Discussion and possible action regarding the appointment of a chair for:

1. Outreach and Public Relations Committee, Per recommendation of the Outreach committee Board President, CR Cochrane moved to appoint Sarah Williams as the committee chair. A show of hands vote was taken, and the motion was approved unanimously.
2. Youth & Senior Advocacy Committee – holding off on this item for this time.

G. Discussion and possible action regarding whether a letter may be of interest of the Board to show community interest on any legislative matter. A discussion was held to distinguish the difference between a community impact statement and a board letter of support. The two processes were clearly explained to illustrate the differences. The Reseda Neighborhood Council has been contacted by the office of State Senator Henry Stern, in regard to supporting SB 1320, regarding elder abuse and confidentiality and SB1281, regarding juveniles and gun laws. This item was tabled until drafts of statements are finalized.

3. **Upcoming Agenda Items:**

- a. A. Any stakeholder may request the inclusion of any specific agenda item for future meetings, and upon the concurrence of a majority vote of the Board, such item will be placed on the future agenda as requested, per Article VIII§2 of the Bylaws.
- b. B. Any items may also be suggested outside of the general meeting by contacting the Reseda NC President CR Cochrane at [crcochrane@resedacouncil.org](mailto:crcochrane@resedacouncil.org) or Reseda NC Vice President Anna Measles at [asmeasles@gmail.com](mailto:asmeasles@gmail.com).

4. **Tentative -Next Meeting:** 7:00pm, Thu. September 6, 2018 . Reseda NC Community Space 18118 Sherman Way, Reseda, CA 91335 (front half of Bank of America building).

Note: Dates of Future Meetings: Tentative APPROVED General Board meeting dates are the first and third Monday of each month.

5. **Adjournment.** The meeting was adjourned at 9:31 PM.