

Minutes of the Regular General Board Meeting of the

Reseda Neighborhood Council

Monday, October 1, 2018

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

- I. **Meeting called to order** by Board President C.R. Cochrane at 7:09 PM.
- II. **Pledge of Allegiance** was led by Secretary Jeffrey Minter.
- III. **Roll Call – In attendance**, making a quorum: CR Cochrane, Anna Measles, Jeffrey Minter, Gilbert Juarez, Sarah Williams, Sharon Brewer, Martin Buonora, Anthony Contreras, Yassmin Flores, Jeff Girtten, Cameron Lambert and Joe Phillips. **Not in attendance:** J. Benjamin Johnson, Priscilla Anchondo, Maggi Espada-Hernandez (she arrived to the meeting late at some point, unclear on recording), Narguess Noohi
- IV. **Introduction of City Employees and other visitors:**
 - A. **Joseph Campbell** from Councilmember Bob Blumenfield’s office,, addressed the meeting to announce an upcoming events, for more information, visit the councilmember’s website.
 - B. **Diane Lopez**, lives down the street, wants to learn how to help and serve.
- V. **Public Comment and Announcements:**
 - A. No comment cards submitted.
 - B. 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 through 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.LA-HOP.org. Once the report is processed an outreach team will be sent to offer aid, resources, housing and/or shelter referrals to the person/families.
- VI. **Officer Reports:**
 - A. President C.R. Cochrane:

The Valley Alliance aka BANC is having an election forum, talking about November election issues, wants rsvp’s, it’s on Oct. 11 @ CBS Studios, 6pm, please rsvp, email CR or RNC Secretary and they’ll send flyer.

A Bridge Housing meeting is tomorrow, 10/2 at 8pm at the Sherman Oaks galleria, if interested, contact her for links to the event.
 - B. Vice President Anna Measles:

Two events this past Saturday, the disaster fair, thanks to all the folks who helped and attended. Second event was the Art Aalk, sponsored by 1111, it was a great success, thanks to all the people who helped and attended.

C. Secretary Jeffrey Minter:

Currently the site domain will be back in our control by 10/4, a temporary site will be up today, legal requirements will be met, thanks to all.

D. Treasurer Gilbert Juarez:

Nothing to report, meeting in a week, unsure which day, please email him if interested, gilbertresedacouncil@gmail.com, more info will be posted on the site – most likely 10/16, Tuesday but not yet posted. There was a mistake made that he's fixing, regarding the Apple One check. Newsletter check is coming soon. Any complaints or concerns, email him.

E. Parliamentarian Sarah Williams:

She touched briefly on the Congress of LA Neighborhoods, advice given is that the RNC needs to follow parliamentary procedure much more carefully and bylaws. We are beholden to many laws, especially those that come from DONE. If you have questions about any of this, she is the compliance officer, feel free to contact her. She provided handouts about Roberts Rules, etc., please look them over, get familiar with them. She reminded about time limits for speakers and how she'll notify speakers w/colored sheets. CR noted that the congress was very well attended, a full report would be welcomed at some point if anyone wants to do it.

F. Sergeant-at-Arms J. Benjamin Johnson:

Not present.

VII. Committee Reports:

A. Outreach and Public Relations – Sarah Williams

A lot of the motions are already on the agenda, so we're trying to reach out to the community and get things done. Meeting 4th Tuesday of each month. 7 pm

B. Planning and Land Use Management (PLUM) – D.J. Frank

Nothing to report. No PLUM meeting in October.

C. By-laws & Standing Rules – D.J. Frank

Have been making progress. Next meeting we'll have updated standing rules for discussion and hopefully approval, another meeting near the end of the month. Comments about standing rules can be forwarded to him and his team.

D. Finance Committee/Grant Proposal – Gilbert Juarez

Grants not yet approved, can't do Finance meeting on the 16th, so a Finance special meeting will probably be next week, still working out the details, he'll let everyone know by email. Asked about AtoZ Printing, not paid yet, more to come, check offline.

E. Disaster & Emergency Services/Community Safety – Larry Bowman

Garth Carlson spoke on his behalf, the committee meeting will be a week from tomorrow, 10/9. There's a CPR class on Saturday 10/13 at 1:30 pm, it's in the newsletter. Anna Measles noted she would be contacting Larry about his health issues and if he needs to take a leave of absence. Joe Phillips noted that the disaster fair was well-attended and other NC's were there, it's good to connect with our neighbors. Phillips has set up first aid classes, one for November, one for December, if anyone is interested in attending, there will be cost, but talk to him, he is still putting it all together.

F. Economic Development – Garth Carlson

Meetings are the 4th Thursday of the month, this month it will be 10/25.

G. Youth & Senior Advocacy – Carmen Winston

She spoke with Candy, who would like to join the committee, Winston wants to organize high school seniors, something for them, getting them prom dresses for example, or a beauty/spa day, or a jazz festival, committee meetings on Saturday being planned.

- H. Health & Wellness – Maggi Espada-Hernandez
Not present, might show up late.
- I. Mobility & Environment – Joe Phillips
Over the weekend he did CICALIVIA, it happens several times a year, picking specific areas of the city, closing off streets, until about 3:00 pm. Next one is Dec 2. Environmentally, he's concerned about what's in the air, water, etc., wants to make it better, air cleaner, etc., if you're interested, next meeting is 10/8, in this space.
- J. Homelessness Advocacy – Anthony Contreras
The Homelessness Town Hall scheduled for Saturday, 10/20, 10 am to noon, here in the community space, it's an open house situation, lots of info booths to educate stakeholders about services and plans offered by the city and county to help alleviate the homeless crisis. There's a lot we can do together, this is an informational event. Participants include Sen. Henry Stern, Councilmember Bob Blumenfield, Sheila Keuhle, LAPD and others. Next meeting of this committee is Thursday 10/18 at 6pm.
- K. Community Space – Robert Vogel
Met last month, passed a few things, the aforementioned CPR classes, a clean-up coming on 10/27. He's asking for help, want to clean up the back room, and to all committees, please keep your meetings scheduled on the calendar so there's no overlap. The next meeting is on 10/18. Anna Measles mentioned that she spoke w/TLC director today, they're interested in doing the cleaning service, she'll update Vogel, they're volunteers who used to provide cleaning services with the RNC. Also been talking with the Outreach Committee about the annual holiday party.
- L. Ad Hoc Beautifying Reseda – Yassmin Flores
Nothing to report.
- M. Ad Hoc Election – Priscilla Anchondo
Not present, but meeting will be held this month, per Anna Measles, more info to come.

VIII. Presentations:

- A. Vision Zero on Reseda Blvd.
 - 1. LA City Bureau of Engineering and LA City Dept. of Transportation
Julia Sauter, and Destiny Thomas spoke about the Vision Zero program and what's planned for Reseda. Handouts were distributed and projections displayed to the council about their holistic and sustainable approach to the streets, accessibility and safety. Details were discussed - Top themes for Reseda included improving access to social services, improving safety and improving crossing opportunities across boulevards, which at this time are too far apart. There followed more specific details, all noted on the handouts and can be found online. Sauter, Thomas and a colleague named Carlos who joined them during the presentation took comments and questions regarding the projects and indicated that they're still interested in feedback, the door is always open but plans are progressing.
- B. Public Bank LA
No one here, postponing this item.

IX. Administrative Matters:

- A. Approval of Minutes: September 6th 2018 and any prior Board Meetings.
Jeffrey Minter moved to approve the minutes from 9/6 as corrected, Anna Measles seconded. After a show of hands vote, the corrected minutes were approved.

Vote Count: Yes 9, No 0, Abstain 1 (Williams), Absent (Johnson, Noohi, Espada-Hernandez, and Joe Phillips was out of the room)

B. Effective September 24th, Narguess Noohi has resigned from the Board. Applications for the vacant board seat will be accepted on October 24th and thereafter. This is a member at large position, up for reelection in May of 2019.

C. Discussion and possible action regarding:

1. The LA Bureau of Street Lighting (BSL) policy on banners and Street lighting.

The RNC recently learned, at the Congress of Neighborhoods, that Vendors we work with have to be approved by the City of LA. The procedure of vendor selection and how to install banners or street lighting were detailed by CR Cochrane. She referred to a motion from 2010, copies of which and policies and a list of vendors are available to board members. We had been working with Sierra Installation, who are not listed among city vendors. Sierra Installation needs to be added as vendor and they have to apply for a permit to the city and be approved, which is a 90-day process, so we are up against time for this year's holiday season. We might also have to seize/return collected monies which are collected through the west valley chamber of commerce. The City didn't know because it's never been processed through them before. Cochrane has a letter from Ansar, sent last week. After extensive discussion of the process, conflicting notions of how past events and circumstances unfolded, possible ways forward and suggestions, Jeffrey Minter moved to refer the item to the Outreach Committee, Sarah Williams seconded. After further extended discussion, including which committee would be best for this item, debates over how funding works and attempts to amend the motion which were ultimately discarded, Sarah Williams moved to close discussion, Jeffrey Minter seconded, a show of hands vote was taken to close discussion and discussion was closed.

Vote Count to close discussion: (unclear, totals not announced on recording)

A show of hands vote was taken on the motion to refer the item to the Outreach Committee was taken, and the motion passed.

Vote Count: Y 8-N 4(Cochrane, Anthony, Juarez, Measles)-A 0-I 1(Lambert)

Anna Measles noted there are items in storage, banners, which require more research.

2. The Reseda Neighborhood Council's policy on board correspondence and social media.

There were some concerns about posters that have gone out for activities or events, they received new information about social media policy from DONE at the neighborhood congress. Sarah Williams noted that DONE and the City Atty's office spoke about any info sent on behalf or representing the RNC, best practices is that everything is approved by the board. Newsletters, etc. They recommend no comment sections for the social media for the council. As individual, we can speak, but not as members of the RNC. Cochrane recommends that if all things need to be approved before going public, then in standing rules guidelines should be determined. Williams noted that it's in committee, guidelines are being drafted. Discussion and suggestions followed. This will be discussed at the Standing Rules meeting. There was extended discussion on this item. DJ Frank thinks having both the Outreach Chair and Board President approving outgoing correspondence and announcements, creating a coherent message, plus redundancy, is the best way forward. Again, this item will be included in future bylaws and standing rules discussions.

3. The Ad Hoc Beautifying Reseda Committee's status of continuation and justification as an ad hoc committee.

Yassmin Flores moved to dissolve the committee, effective immediately, Jeffrey Minter seconded. After discussion, including an invitation from Joe Phillips to continue the work with the Mobility & Environment committee, a show of hands vote was taken, and the motion passed.

Vote Count: Y 10, No 1 (Contreras), Abstain 0, Absent 2 (Johnson, Espada-Hernandez)

4. Encino Neighborhood Council's request for letters of support regarding:
 - a. NFDTA, No Flyer/Door Tag Advert, list.
Postponed until more information can be obtained.
 - b. Protect Urban Canopy through adjustments to the municipal code, tracking system and enforcement
Both items postponed pending more information.
5. The Reseda Neighborhood Council's attendance policy.
Cochrane noted that an attendance policy is in the bylaws, (3 consecutive meetings or 6 or more within 12 months is subject to removal, each absence will be recorded in minutes, etc.). Sarah Williams clarified, someone is subject to review, this is addressed in the standing rules draft being worked on. Jeffrey Minter brought up Benjamin Johnson, looking to agendize this. Joe Phillips said to put this on as an agenda item so as to try to avoid what happened with David Garner, where his oversight being missing left committees adrift. After extended discussion including examples of past instances, Jeffrey Minter moved to agendize holding Johnson accountable for his missing attendance, Joe Phillips seconded. After discussion, including process questions, how others have dealt with absences and statements about Johnson's situation and motives, whether communicating absences to the president is enough or if the entire board should be involved in that communication, a show of hands vote was taken and the motion to agendize Johnson's absences passed.
Vote Count: 7 yes, 5 no (Buonora, Cochrane, Contreras, Juarez, Lambert) Abstain 1 (Girten), Absent 2 (Johnson, Espada-Hernandez)
6. Printing of the last edited flyer for the Homeless Town Hall on October 20th.
Cochrane asked about a homelessness poster that had been removed from the door, no one took responsibility for removing it. If it's not yours, please don't remove. Sarah Williams noted that the space is part of the community so all RNC materials should be approved and the poster wasn't so removing it was appropriate. Cochrane noted items have gone up and down in the past without approval, so until a new policy is put in place, things should go as they have in the past. Jeffrey Minter made a motion to appeal the president's ruling speaking on a non-agenda item. After heated discussion over procedures and perceived disrespect, Sarah Williams spoke about ignoring procedure and interpreting disrespect. Yassmin Flores seconded Minter's motion. A show of hands was taken and the motion passed.
Vote count: 8 yes, 4 no, 1 abstain. (unclear who opposed and abstained, not announced on recording)
There was further discussion about the flyer and whether or not it was approved or appropriate to take down. Yassmin Flores noted listing The Tarzana Treatment Centers, where two board members work, being listed on flyers is a conflict of interest. Williams clarified that there should be recusal by those employees so that there is no taint to the RNC. In cases of uncertainty, the City Attorney can advise. Minter made a point of order stating that the president had threatened to take him out. During her speaking time there was severe conflict between Cochrane and Minter over his level of intensity. Cochrane suggested consulting legal counsel. Anthony Contreras said he felt it's the

board's duty to inform the public. He described his process in chairing the homelessness advocacy committee and obstacles he's faced. Garth Carlson pointed out that had Contreras been contacted about the possible conflicts over the flyer at the outset, this would have resolved easily, but things were not handled in that way. After extended, heated discussion, often with aggressive disputes over procedure, Martin Buonora moved to modify the flyer to mitigate any legal ramifications for the RNC, Gilbert Juarez seconded and after a show of hands vote, the motion passed.

Vote Count: Yes 13 (Unanimous).

After this item Cameron Lambert left the meeting. (10:12 was mentioned as the time a few moments later)

- D. Discussion and possible action regarding the Finance Committee's recommendation for the:
1. To approve funds of up to \$100 for each CPR class in October and November for refreshments and snacks.
Vote Count: Yes 12, No 0, Abstain 0, Absent 3 (Anchondo, Johnson, Lambert). The motion passed.
 2. To approve funds of up to \$8800 for the holiday lights installation from Sierra Installations, Inc.
Martin Buonora moved to table this item, Jeff Girten seconded, and a show of hands vote was taken and after a unanimous vote this item was tabled.
- E. Discussion and possible action regarding the By-Laws and Standing Rules Committee's recommendation:
1. To approve and certify draft standing rules as the Reseda Neighborhood Council's Standing Rules.
This item was postponed.
- F. Discussion (at the request of C.R.) and possible action regarding the Outreach and Public Relations Committee's recommendation:
1. To review and verify LAprint purchase orders to the full board.
Sarah Williams noted that the wording out of committee for this agenda was changed. After discussion, no action was taken.
 2. To review and approve having an Outreach table at all sponsored/partnered events that take place outside the space.
Sarah Williams moved to table Items F2 and F3, seconded by Jeffrey Minter, no objection was made.
 3. To review and approve provision of outreach materials and presence at large community events that are Reseda-based such as large festivals (i.e. art walks, fairs, parades).
 4. To approve Jeffrey Minter as a Committee Member of the Outreach and Public Relations Committee.
This was approved by a unanimous show of hands.
- G. Discussion and possible action regarding the Community Space Committee's recommendation:
1. To approve the addition of Joe Phillips to the Community Space Committee.
This was approved by a unanimous show of hands.
 2. To approve the removal of David Garner from the Community Space Committee.
This was approved by a unanimous show of hands.
 3. To approve the cleaning up the back room of the RNC space scheduled 10-27-18.
This was approved by a unanimous show of hands.

- H. Discussion and possible action to add or remove committee members to all standing and/or ad hoc committees.

This item was tabled.

X. **Upcoming Agenda Items:**

- 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 (squiggle) 2 of the Bylaws.
- B. Any item also may be suggested outside of the general meeting by contacting Reseda NC President, CR Cochrane at crcochrane@resedacouncil.org or Reseda NC Vice President, Anna Measles at asmeasles@gmail.com.
- C. Any item may also be included by recommendation by committee to the general board, please talk to a relevant committee chair to seek a recommendation.

- XI. **Tentative -Next Meeting:** 7:00pm, Mon. October 15th, 2018 at 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.

- XII. **Adjournment.** The meeting was adjourned at 10:32 PM.