



President	Vice – President	Secretary	Treasurer	Sergeant at Arms
Erick Lace	Eric Lewis	Greg Sullivan	JJ Popowich	Mike Mikaelian
Board Members				
Tess Reyes-Dunn	Doug Schmidt	Tara Walker	William Hillard	Natasha Somerville
Tom Sattler	Marilyn Robinson	Wilson Linares	Asadbaig Baig	Youth Position - Vacant

REGULAR MEETING AGENDA
Tuesday, April 12, 2011 – 6:30 PM
Valley Village at 20830 Sherman Way, Winnetka, CA 91306

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for the regular and special meetings is posted for public review at **Limerick Avenue Elementary School**, 8530 Limerick Ave., Winnetka, 91306; **Fulton Cleaners**, 20109 Roscoe Street, Winnetka, 91306; **Express Pack & Ship**, 7657 Winnetka Ave., Winnetka, 91306; **Canoga Park Bowl**, 20122 Vanowen St., Winnetka, 91306 (near Bar & ATM Machine); **Winnetka Park** 8401 Winnetka Ave., Winnetka, 91306

1. Call to Order & Board Member Roll Call

[illegible]

X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late, LE = Left early
Quorum is 8 members

2. Explanation of Meeting Rules

3. Approval of Minutes for March:

Board Member	Yes	No	Abstain	Absent
Eric Lewis				
Erick Lace				
Greg Sullivan				
JJ Popowich				
Marilyn Robinson				
Mike Mikaelian				
Natasha Somerville				
Tara Walker				
Tess Reyes-Dunn				
Tom Sattler				
William Hilliard				
Asadbaig Baig				
Doug Schmidt				
Total				

WNC-2011-041211-01

4. **Public Comments:** Comments from the Public on non-agenda items within the Board's subject matter jurisdiction. The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. The Speaker Card is requested so that the Speaker's names are complete and correct in the meeting Minutes.
5. **State and Local Government Representative Updates:** Mayor Villaraigosa's representative, Councilman Smith's representative, Councilman Zine's representative, Department of Neighborhood Empowerment representative, and other local or state government representatives that may wish to attend.
6. **Possible speakers, including representatives from Station 72, from the Los Angeles City Fire Department to speak on local Fire station closures and what kinds of help the fire stations might need. (Popowich)**
7. **Discussion and possible action, in at least 4 separate motions, for local Fire Station support to purchase 4 sets of items from a list of items requested by and for local LAFD stations 72 & 104, each for a cost no greater than \$2500. The list includes items for fitness/exercise, equipment maintenance, cooking, and audio/visual uses, as well as hand tools and more.(Lewis)**
Fire Station 72: Exercise Treadmill or Elliptical Machine; Two commercial grade hand buffers for fire apparatus; Power 10" Miter Saw; Roll away tool chest; Additional hand tools; Additional weight lifting equipment/machines; Office chairs; resurface front office floor; TV with Blue Ray DVD player; Basketball Hoop with Backboard

Fire Station 104: Tuff Shed; Kitchen Aid mixer; Cookware; Gas powered hedge trimmer; 3/4 hp garbage disposal; weight lifting equipment/machines; three garden hose reels; home theater system; TV and wall mount; five gallon container of tire dressing and spray wax for fire apparatus; Basketball Hoop with Backboard.
8. **Discussion and possible action on an Outreach motion to purchase a sound mixer and microphone for Primary Purpose Productions, a 501(c)(3) non-profit organization that produces videos dedicated to the art of recovery for substance abuse patients, for a cost no greater than \$1100. (Lewis)**

9. Discussion and possible action on how fast to proceed on the Sherman Way Rock installation project. Status report on repairing the sprinkler system along the Sherman Way median, by stakeholder Art Sims. Natasha Said, "The Board will need to determine if they would like to start the project in phases or wait until the entire median has been corrected. Thanks to Art Sims and John Arriola, the City has corrected the median West and East of Winnetka on Sherman Way. There were some electrical challenges identified and corrected." (Somerville).
10. Discussion and possible action on a motion to spend up to \$5,500, for Tarzana Nursery's labor, to plant about 600 donated plants which will be donated by the city with the labor no more than \$5,500. (Sullivan)
11. Discussion and possible action on a motion to approve funds to assist in producing helpful literature for seniors at the events. (Popowich)
12. Discussion and possible action to consider Outreach Plan including waking around, newsletter, emails and making connections with stakeholders etc. (Lace)
13. Discussion and possible action on approving JJ's re-edit of a previous WNC newsletter. (Popowich)
14. Discussion and possible action to support the Children's March at a local Winnetka Park. (Robinson and Somerville)
15. Discussion and possible action to increase the amount allowed for the ABC T-shirt Company from \$350 up to \$425.00 in order to cover increased costs. (Popowich)
16. Discussion and possible action on a motion to approve web hosting renewal. From Wendy Moore, our web mistress, "By the way, the hosting is due to expire on June 17th and can be paid at any time. It looks like the amount due is \$143.40." (Popowich)
17. Discussion and possible action on a motion to purchase a laptop/portable personal computer, accessories, protective case and virus protection for use by the WNC Treasurer and/or the WNC Asst. Treasurer, for a cost no greater than \$2000. (This item is similar to an item that was approved in 2009 by the WNC, but never completed.) (Lewis)
18. Discussion and possible action on a motion from the Ad-Hoc Merchandise Committee to purchase WNC badges and table placards, for use by council members, for a cost no greater than an amount to be determined.(Lewis)
19. Discussion and possible action to allow council to properly budget for and automatically purchase any future necessary WNC business cards from the City of Los Angeles Publishing Services, as well as any other identification items from the appropriate vendor(s), when needed, without requiring a vote on the matter at every occurrence. (Lace)
20. Discussion and possible action on a motion to purchase 1 box of WNC business cards each, from the City of Los Angeles Publishing Services, for newly appointed member Doug Schmidt, the next Youth position member to be appointed and Greg Sullivan, to correct an error on existing card, for a cost no greater than \$85. (Lewis)
21. Discussion and possible action on a motion to purchase items through and from Nationwide Banners for a cost no greater than \$20,000. The items would include 2 WNC event banners (approx. 4'x6'), 2 WNC meeting banners (approx. 3'x8') and approximately 75 Winnetka light-pole banners (96"x34"), plus associated graphic design fees, taxes, permit fees and any other miscellaneous costs. The light-pole banners would hang on both

Sherman Way and Winnetka Ave., within Winnetka. The 75 banners would consist of approximately 55 newly designed year-round banners and 20 additional Christmas banners. (Lewis)

22. Discussion and possible action to approve the design of the year-round Winnetka light pole banners for Outreach.(Lewis)

23. Discussion and possible action on selecting a new youth member. (Lace)

24. Discussion and possible action to select a new Safety Committee Chair. (Lace)

25. Discussion and Possible action on a motion(s) to include Sutter Middle School along with the 5 elementary schools targeted for Library books and Dictionaries. No additional dollar or student count as of this time. (Lace)

The 12/14/2010 minutes read as follows for reference:<<Item 6. Discussion and possible action on a motion for books/dictionaries for Limerick Ave Elementary's new library and third graders in all 5 of our schools including Sunny Brae, Limerick, Winnetka, Fulbright and Stanley Mosk; 710 kids approximately. (Dictionaries are \$1.75, approve up to \$2,000.) As well as a motion for general library (elementary) school books for a total motion up to \$3,500 (Lace) Erick Lace wants to buy enough dictionaries for the 5 schools, Sunny Brae, Limerick, Winnetka, Fulbright and Stanley Mosk; about 710 kids. Books are cheap as they are paid for by foundations. English only. These Tess said \$1000 was when allocated in the budget. May have tax and cargo charges,too. Want them delivered to one location so the WNC can deliver personally. Erick has the relationship with each principal. Sutter more expensive as has an 8th grade.

Erick asks for a motion to sponsor literacy in our 4 elementary school by buying for dictionaries for Limerick Ave Elementary's new library and third graders in all 5 of our schools including Sunny Brae, Limerick, Winnetka, Fulbright and Stanley Mosk; 710 kids approximately. (Dictionaries are \$1.75, approve up to \$2,000.)

WNC-2010-1214-1 Marilyn motioned, Eric seconds; unanimous approval, none opposed.

Tess makes a motion and Eric seconds for general library books again for our 5 elementary schools for a total motion up to \$3,500. Teachers will select their own titles.

WNC-2010-1214-2; In the vote; all unanimous approved.>>

26. Discussion and possible action on a motion to apply up to \$2500 for the purchase of an item(s) needed for the Topanga Police Station. The item(s) is yet to be determined. (Lace)

27. Discussion and possible action, perhaps through multiple motions, to purchase items needed for WNC infrastructure, at a cost of no greater than \$2500. These items include, but are not limited to, 2 8' tables, 6-8 chairs (for outdoor events), shelving (for a rented storage unit), cases of bottled water, pens, clipboards, copy paper, plastic tarps, a dolly, plastic storage boxes, flashlights and batteries. (Lace)

28. Discussion and possible action on a motion to purchase a 10' x 10' canopy for the WNC to use at outdoor events at a cost of no greater than \$1000. (Lace)

29. Discussion and possible action on a motion to allocate funds to secure 1 year of rental of a storage unit, for use by the WNC, at a cost to be determined. (Lace)

30. Discussion and possible action on a motion to allocate funds to purchase 2 additional event signs, and their installation, for Winnetka Park, at a cost of no more than twice what was paid for the 1st sign. (Lace)

- 31. Discussion and possible action on a motion to allocate approximately \$5,000 for a public works project to be matched by Councilman Zine, who has extended an offer to match funds for public works projects, for an approximate total of \$10,000. (Mikaelian)**

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING COMMITTEE REPORTS

32. Finance Committee Report (Including Treasurer's Report) (Popowich):

A. Discussion and possible action on approving the Monthly Finance Report as presented by the Treasurer.
In addition:

- 1) Approval of quarterly submission report.
- 2) Discussion on setting budget for 2012. I would like to let everyone know we need to start that process by next month. (Popowich)

33. By-Law Review Committee: (Lace)

34. Public Safety Committee: (Linares)

35. Outreach and Youth Committee Report: (Robinson)

36. Planning & Land Use Management Committee: (Popowich)

37. Public Works & Transportation Committee: (Mikaelian)

38. Rules, Elections & By-Laws (REB) Committee: (Lace)

39. Valley Alliance of Neighborhood Council; V.A.N.C. report (Hilliard and Lewis)

40. Good of the Order.

41. Future Agenda Items & other Calendar Events:

- **Public Safety Committee.**
- **Outreach & Youth Committee.**
- **Public Works & Transportation Committee. 4th Tuesday**
- **PLUM**

42. Adjournment

The public is requested to fill out a **"Speaker Card"** to address the Board on any agenda item before the Board takes an action. Public comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a vote on each item any member of the public who has not filled out a **"Speaker Card"** will be accorded 1 minute to make a statement. This period will not last longer than 5 minutes total.

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is within the Board's jurisdiction. In addition, the members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, assistive listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure the availability of services, please make your

request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Secretary at (818) 718-0629, or please send an e-mail that states the accommodations that you are requesting to sullivang@hotmail.com

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (310) 562-3268.

PROCESS FOR RECONSIDERATION

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

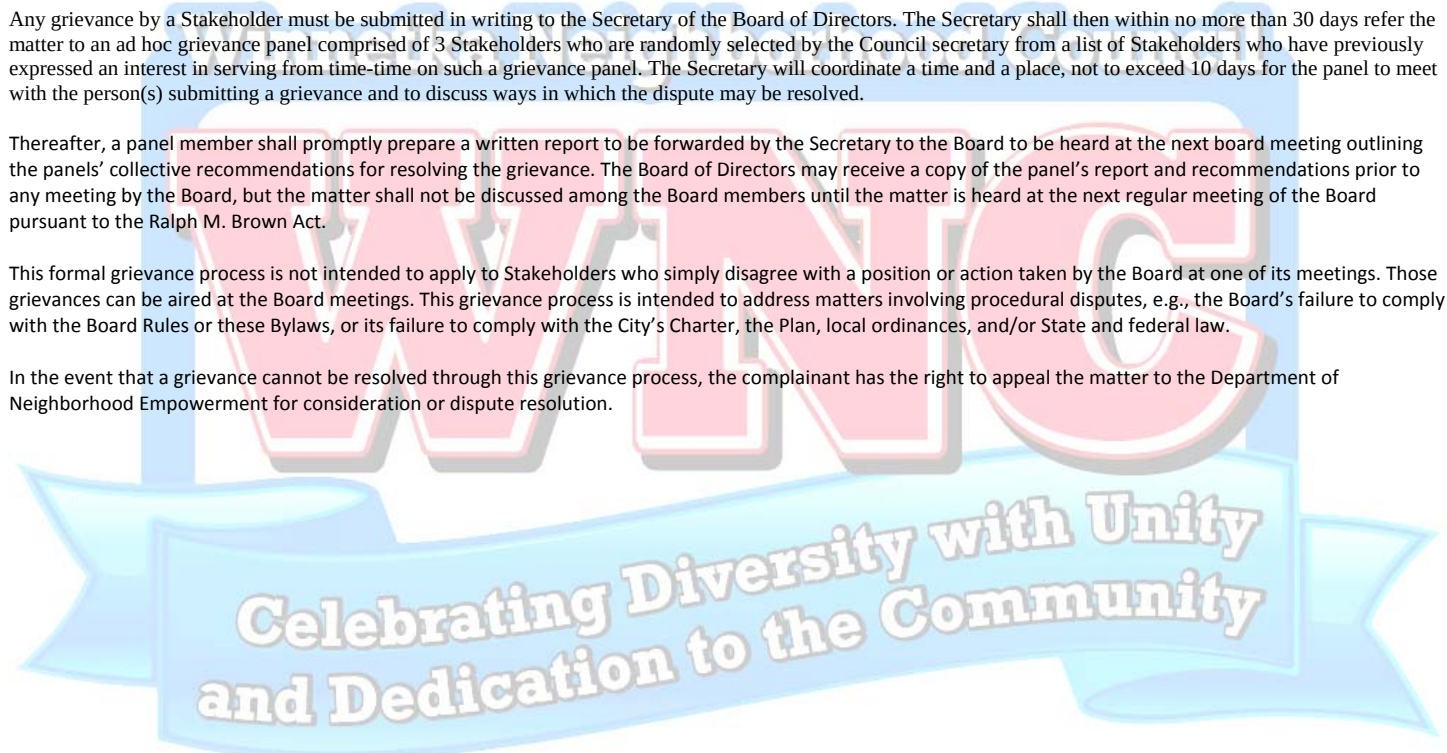
PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council secretary from a list of Stakeholders who have previously expressed an interest in serving from time-time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panels' collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.



**Celebrating Diversity with Unity
and Dedication to the Community**