



WINNETKA NEIGHBORHOOD COUNCIL

20830 Sherman Way, Winnetka, CA 91306

winnetkanc.com

President	Vice-President	Secretary	Treasurer	Parliamentarian
Eric Lewis	Erick Lace	Mary Ellen Moreno	JJ Popowich	Trevor Owen
Board Members				
Steven Fuhrman	Victor Lerma	Kathleen Pelaez	Tess Reyes-Dunn	Marilyn Robinson
Bettie Ross-Blumer	Tom Sattler	David Uebersax	vacant	Madison Lamoreaux (Youth Rep)



SPECIAL GENERAL MEETING AGENDA

Tuesday, April 29, 2014, 7:00 PM

Valley Village, 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 a regular or special meeting is posted for public review within Winnetka, 91306, at the following locations: **Canoga Park Bowl**, 20122 Vanowen St., **Express Pack & Ship**, 7657 Winnetka Ave., **Fulton Cleaners**, 20109 Roscoe Blvd., **Gil's Barber Shop**, 20433 Sherman Way, **Winnetka Recreation Center**, 8401 Winnetka Ave.

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 not specifically listed on this agenda yet is within the Board's 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 ensures that each speaker's name is complete and correct in the meeting's Minutes. 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 Board vote on any 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 last no longer than 5 minutes total.

1. Meet & Greet. [1 min] # of Guests _____
2. Convene Meeting, Board Member Roll-Call [2 min]
3. Explanation of Meeting Rules & Safety Announcements [1 min]
4. **Public Comments:** Comments from the public on any items not specifically listed on this agenda. Board Members should not address or discuss these comments other than to direct matters to the appropriate Winnetka NC committee or other government agency. [3 min each, 15 min max]
5. **President's Report** (Lewis) [1 min]
6. **Vice-President's Report** (Lace) [1 min]
7. **Secretary's Report** (Moreno/Pelaez) [3 min]
 - Discussion and approval of the Winnetka NC Minutes for Apr. 8, 2014 **WNC-2014-042914-01**
8. **Parliamentarian's Report** (Owen/Robinson) [1 min]
9. **Treasurer's Report** (Popowich/Uebersax)
 - A reminder, the deadline for funding NPGs and Demand Warrants is May 15th.
 - Update, discussion, and action regarding Winnetka NC finances as needed.
 - Presentation of the Treasurer's Report including discussion and possible action to approve the past month's expenditure report. (Popowich) [6 min]
 - Motion: "The Winnetka NC Board has reviewed the April 2014 Monthly Expenditure Report including the US Bank Statement for the month ending in April, 2014. The Board authorizes the Treasurer to submit the report to DONE."
 - Update and possible action on potential loss of NPGs and full funding freezing by DONE. (Popowich) [2 min]
 - Discussion and possible action to review DONE audit findings for the 2012-2013 Fiscal Year and direct the Treasurer on how to respond. This could include making additional motions for funding and/or procedural changes. (Popowich) [12 min]
 - Discussion and possible action to pay for printing costs for the Treasurer. (Popowich) [4 min]

- Motion: “The Winnetka NC Board approves up to \$80.00 for the pay for Treasurer’s printing costs.”
- Discussion and possible action to buy a program to create and edit PDF files (similar to Adobe, or PDF 995). (Popowich) [4 min]
 - Motion: “The Winnetka NC Board approves up to \$200.00 for the purchase of PDF editing software.”
- Discussion and possible action to buy more paper for Board use. (Lewis) [4 min]
 - Motion: “The Winnetka NC Board approves up to \$400.00 for the purchase of paper.”
- Discussion and possible action to approve the purchase of snacks and refreshments for the June Board meeting. (Lewis) [4 min]
 - Motion: “The Winnetka NC Board approves up to \$75.00 for the purchase of snacks and refreshments for the June Board meeting.”

REGULAR COMMITTEE REPORTS & AGENDA ITEMS

Discussion and board action is possible on the following Committees’ reports. [2 min or as noted]

10. Planning & Land Use Management Committee Report (Popowich) [2 min]

- PLUM Cmte meetings: 1st Tue of the month as needed, 6:30PM, Valley Village.

11. Public Safety Committee Report (Lerma)

- Safety Cmte meetings: 3rd Tue of each month, 6:30PM, Valley Village.
- Community committee members needed. Contact the board president if interested.
- Disaster Preparedness Weekend Boot Camp Report. More info at www.CD3-PSC.com
- Discussion and possible action regarding purchasing additional copies of the WNC Safety flyer. (Lerma) [4 min]
 - Motion: “The Winnetka NC Board approves up to \$100.00 to pay for copying costs to make additional copies of the existing Safety flyer.”
- Discussion and possible action regarding the purchase of first aid kits and other safety-related outreach items. (Lerma) [4 min.]
 - Motion: “The Winnetka NC Board approves up to \$700.00 for the purchase of first aid kits to give away to stakeholders as safety-related outreach items.”
- Discussion and possible action regarding purchasing safety lanterns. (Lerma) [4 min]
 - Motion: “The Winnetka NC Board approves up to \$700.00 for the purchase of lanterns to give away to stakeholders as safety-related outreach items.”
- Discussion and possible action regarding purchasing WNC stickers. (Lerma) [4 min]
 - Motion: “The Winnetka NC Board approves up to \$100.00 for the purchase of WNC logo stickers for branding outreach items.”

12. Public Works & Transportation Committee Report (Uebersax) [2 min]

- PWT Cmte meetings: 4th Mon of each month, 7PM, Limerick Ave. Elementary School, 8530 Limerick Ave., Winnetka.

13. Outreach & Public Relations Committee Report (Robinson)

- PR Cmte meetings: 4th Thur of each month, 7:30PM, Valley Village.
- Community committee members needed. Contact the board president if interested.
- Discussion and possible action regarding sponsorship of the 2014 Memorial Day Parade. (Lewis) [4 min]
 - Motion: “The Winnetka NC Board approves up to \$150.00 to pay for an entry in the 2014 Memorial Day Parade.”
- Discussion and possible action regarding purchasing additional Winnetka NC promotional items. (Lewis) [6 min.]
 - Motion: “The Winnetka NC Board approves up to \$2500.00 for the purchase of Winnetka NC outreach items, including flashlights, pens, and pen pouches, from Marco Promotional Products.”
- Discussion and possible action regarding providing financial support for the 2014 Senior Symposium. (Lewis) [4 min]

- Motion: "The Winnetka NC Board approves up to \$500.00 to pay for catering at the 2014 One Generation Senior Symposium."
- Discussion and possible action regarding providing financial support for the 2014 NC Congress. (Lewis) [4 min]
 - Motion: "The Winnetka NC Board approves up to \$250.00 to financially support the 2014 NC Congress."
- Discussion and possible action regarding purchasing additional website maintenance time from Moore Business Solutions to cover services through the end of the fiscal year. (Lewis) [4 min]
 - Motion: "The Winnetka NC Board approves \$400.00 to purchase additional website maintenance time from Moore Business Solutions."
- Neighborhood Purposes Grants update of the status of the NPGs being submitted: Valley Village, Junior Blind Olympics, One Generation Senior Symposium. (Lace) [4 min]
- Discussion and possible action on proposed donations to school libraries in the amount we want/need to spend so that WNC monies are kept in Winnetka. (Lace) [2 min]
- 14. Youth Committee Report** (Lace) [2 min]
 - Youth Cmte meetings: 4th Thur of each month, 6:30PM, Valley Village

ADDITIONAL NEW & RETURNING AGENDA ITEMS

- 15. WNC Public Works Inaugural Spring Clean Event** (Uebersax) [6 min]
 - Discussion of the status of the event, which has been moved to late-May/early-June to better align with the opening of the new LA River Walk. Date TBD.
 - Additional volunteers are still needed to help clean up Winnetka. Please contact the board if you can join us for a morning dedicated to a good cause followed by lunch in the park.
 - Discussion and possible action on voting for additional financial expenses required for this postponed event.
 - "The WNC Board approves up to \$100.00 for the purchase of flyers, from a local printing vendor, to promote the 2014 Spring Clean." (Lewis) [2 min]
- 16. WNC Public Works Street Services Project** (Uebersax) [4 Min]
 - Discussion of the list being assembled by PWT to incorporate suggestions previously submitted as priority items for street and sidewalk improvements (as part of the Mayor's two recent NC Pothill Blitzes), as well as other items that have been brought to the attention of the WNC.
 - This is being conformed to the format of the form (<http://bss.lacity.org/NeighborhoodCouncils/RequestFormNC.pdf>) posted by the website for Bureau of Street Services (<http://bss.lacity.org/NeighborhoodCouncil.htm>).
 - Following prioritization of items submitted, action will be taken to work with CD3 liaisons and the Bureau of Street Services, as appropriate, to utilize this fiscal year for local street services, the funding of \$50,000 that was provided by previous CD3 Councilmember Dennis Zine.

ADDITIONAL COMMITTEE AND REPRESENTATIVE REPORTS

Discussion and board action is possible on the following reports. [2-4 min or as noted]

- 17. Budget & Finance Committee** (Uebersax) [1 min]
- 18. Executive Committee** (Lewis) [4 min]
 - Designate up to five board members from the current board to be authorized to submit approved WNC Community Impact Statements to the LA City Clerk.
- 19. Rules, Elections, & By-Laws Committee** (Lewis) [1 min]
 - Discussion and possible action regarding the REB Committee's recommendations to revise the WNC Bylaws and Rules, including an update to the committees, officers, and posting locations.
- 20. Good of the Order** [1 min]
- 21. Future Agenda Items & other Calendar Events** [1 min]
 -
- 22. Adjournment Time:** _____

23. Attendance

Board Member Name	Jan-14	Feb-11	Mar-11	Apr-8	April-29	May-13	Jun-10	Jul-8	Aug-12	Sep-9	Oct-7	Nov-11	Dec-9
Marilyn Robinson	A	X	x	X									
Erick Lace	X	X	x	X									
Eric Lewis	x	X	X	X									
JJ Popowich	x	ae	x	X									
Tess Reyes-Dunn	X	X	x	X									
William "Lance" Hilliard	X	X	xLE8:30	x	/	/	/	/	/	/	/	/	/
Kathleen Pelaez	/	/	/	/									
David Uebersax	x	X	x	x									
MaryEllen Moreno	X	Ae	x	x									
Bettie Ross-Blumer	AE	X	x	AE									
Trevor Owen	X	X	x	x									
Greg Sullivan	X	X	x	x	/	/	/	/	/	/	/	/	/
Steven Fuhrman	X	X	x	x									
Victor Lerma	X	X	AE	xLE									
Tom Sattler	AE	X	x	x									
Madison Lamoreaux, Student	X	X	x	x									
Total	12	13	14	14									
X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late, LE = Left early Quorum is 8 members													

**WNC-2014-031114-xx AUTHORIZES \$x FOR THE PURCHASE OF ---STUFF--- FROM WHOM---
-VENDOR----**

MOVED, SECONDED APPROVED

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven						
Lace, Erick						
Lamoreaux, Madison						
Lerma, Victor						
Lewis, Eric						
Moreno, Mary Ellen						
Owen, Trevor						

Pelaez, Kathleen						
Popowich, JJ						
Reyes-Dunn, Tess						
Robinson, Marilyn						
Ross-Blumer, Bettie						
Sattler, Tom						
Uebersax, David						
Vacant						
Total						

Members of the public may request and receive, without undue delay, copies 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 mmoreno@winnetkanc.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 to 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 panel's 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's Rules or Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, state law, and/or 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.

