

CITY OF LOS ANGELES

SYLMAR NEIGHBORHOOD COUNCIL

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OFFICERS

PRESIDENT: Tammy Flores
VICE-PRESIDENTS: Bonnie Bernard, Quyen Vo-Ramirez
TREASURER: Lynn Zekanis
PUBLIC RELATIONS: Rick Donnelly



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SYLMAR NEIGHBORHOOD COUNCIL BOARD OF DIRECTORS MEETING AGENDA

Thursday, January 24, 2008
6:30 pm – 9:04 pm
Hubbard St. Elementary School - Auditorium
13325 Hubbard St- Sylmar, CA 91342

The public is requested to fill out a “**Speaker Card**” to address the Board on any item of the agenda prior to the Board taking 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 is within the Board’s subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. Agenda is posted for public review at: **1)** Sylmar Chamber of Commerce, 13867 Foothill Blvd Sylmar, CA 91342 **2)** Sylmar City Library, 14561 Polk Street Sylmar, CA 91342. **3)** Mission College, Office of the President Posting location, 13356 Eldridge St, Sylmar, CA 91342 **4)** Ross Liquor, Corner of Polk & San Fernando Road Sylmar, CA 91342 **5)** Roxford Veterinarian Clinic, 13571 Glenoaks, Sylmar, Ca 91342 **6)** Sylmar Neighborhood Council Office, 13515 ½ Hubbard Street, Sylmar, Ca. 91342.

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, or 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 the Neighborhood Council Project Coordinator, Leyla Campos at (818) 374-9894 or E-mail to leyla.campos@lacity.org

All agenda items are subject to discussion and possible board action.

- 6:30 - 6:32 pm 1. Call to Order and Pledge of Allegiance (2)
- 6:32 - 6:35 pm 2. Roll Call – Secretary (3)
- 6:35 - 6:40 pm 3. Adoption 11/15/2007 BOD Meeting Minutes. BOD Meeting for 12/13 are unavailable but recorded on tape. (5)
- 6:40 - 6:42 pm 4. Housekeeping and explanation of Stakeholder comments and Speaker Cards. Timekeeper (2)
- 6:42 - 6:52 pm 5. Public Officials & SNC President's announcements and presentations. (10)
- 6:52 - 7:07 pm 6. **Public Comments** - Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. Public comments are limited to **two** minutes per speaker. (15)

Tabled Items:

- 7:07 - 7:10 pm 7. Report from Cheri Blose on Board members with 3 or more unexcused absences. Discussion and possible Board action. (3)

Old Business:

- 7:10 - 7:12 pm 8. Progress of letters voted to be sent at August BOD meeting - Quyen Vo-Ramirez (2)

- 7:12 - 7:14 pm 9. City Attorney information about enforcement of Bylaws and Code of Conduct - Bonnie Bernard (2)
- 7:14 - 7:19 pm 10. Discussion and possible Board action regarding uses for Edison property dedicated to the community of Sylmar between Sayre and Hubbard Streets. (5)

- 7:19 - 7:22 pm 11. Discussion and possible Board action regarding 912 Commission Report (3)

7:22 - 7:32 pm 12. **Committee Reports – I minute each by outgoing Chair(s) (10)**

{Please submit all reports in writing to the Secretary or President}:

- Treasurer’s Report/Budget Committee - Lynn Zekanis
- Secretary’s Report – Correspondence
- Beautification/Grants – Quyen Vo-Ramirez
- Commercial/Business Interests –
- Education – Fidel Ramirez
- Land Use – Nick Krall & Cheri Blose
- Outreach - Rick Donnelly & Tammy Flores
- Public Safety/Emergency Preparedness – Rodolfo Lopez & Hector Cabrera
- Public Services – Louis Perry
- Rental/Manufactured Homes Protection – Chair Needed
- Election Committee – Quyen Vo-Ramirez

7:32 - 7:34 pm 13. **Ad Hoc Committee Reports by outgoing Chair:**

(1 Minute each) Reports Only

Ad Hoc – Senior/Multipurpose Center – Cheri Blose; LAMC – Lois Fife; Las Lomas:

Recess 7:34 – 7:44 pm

- 7:44 - 7:59 pm 14. Elected officials recognition of outgoing Board members (15)
- 7:59 - 8:09 pm 15. Installation of incoming Board members (10)
- 8:09 - 8:24 pm 16. Description of Executive Officer positions and duties by Done PC - Amelia Herrera-Robles: facilitates election of Executive Board: President, Vice-President of Administration, Vice-President of Communications, Treasurer, Public Relations Officer (15).

New Business:

- 8:24 - 8:29 pm 17. Discussion and possible Board action regarding hiring of a temporary or permanent Secretary (5)
- 8:29 - 8:34 pm 18. Discussion and possible Board action to decide day and place for monthly BOD meetings. (5)
- 8:34 - 8:39 pm 19. Discussion and possible action regarding NC election schedule implications related to the City Clerk’s administration of the neighborhood council elections, which are: a)extend current board member terms to 2010; b) move election forward to second quarter of 2008; and c) keep current election process for 2008. (5).
- 8:39 - 8:44 pm 20. Appointment of Committee Chairs by President. (5)
- 8:44 – 8:49 pm 21. Retreat for Board members discussion and possible action. (5)
- 8:49 – 8:59 pm 22. Board Member Comments - Comments from Board on subject matters within the Board’s jurisdiction. (10)
- 8:59 - 9:01 pm 23. Next Meeting date, Future Agenda Items – Please submit in writing to the Executive Board or email to Sylmarnc@verizon.net. (2)
- 9:01 - 9:04 pm 24. Closing Remarks, Announcements; Acknowledgements & Adjournment (3)

GRIEVANCE PROCEDURE

Any grievance by a Stakeholder must be submitted to the Secretary who will forward the grievance to the Board. The Board of Directors shall then refer the matter within fifteen calendar days to an ad hoc grievance panel. The ad hoc grievance panel will be comprised of five 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 for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved within fifteen calendar days of forwarding the grievance to the panel.

Thereafter, a panel member shall prepare a written report within three days to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board of Directors will receive a copy of the panel's report and recommendations within ten (10) days prior to any meeting of 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 by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Boards failure to comply with 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 then the matter may be referred to the Department of Neighborhood Empowerment for consideration or dispute resolution in accordance with the Plan

**Bylaws
ARTICLE VIII
MEETINGS**

Reconsidering of agenda items: 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 next 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. For a Board member to submit a motion for reconsideration the Board member must have previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then the 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.

Board and Committee meeting minutes are available on the SNC website www.svlmarnc.org or in the Public Records Notebook in the SNC office located at 13515 ½ Hubbard Street.

(Remove after 1/24/08) draft 4

Approved By: LZ BB