

# CITY OF LOS ANGELES

Sylmar Neighborhood Council

SYLMAR NEIGHBORHOOD COUNCIL

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SNC Office Administrator: David Levin



**OFFICERS**  
**PRESIDENT:** Quyen Vo-Ramirez  
**V.P. ADMINISTRATION:** Tammy Flores  
**V.P. COMMUNICATIONS:** Rick Donnelly  
**TREASURER:** Randall Kelly  
**PUBLIC RELATIONS:** Nick Krall  
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## SYLMAR NEIGHBORHOOD COUNCIL SPECIAL BOARD OF DIRECTORS MEETING AGENDA

**Thursday, March 26, 2009**

**6:30 p.m. –9:25pm**

**Sylmar Elementary School (Auditorium)  
13291 Phillippi Ave, 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 Park, 13109 Borden Ave 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

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, Amelia Herrera-Robles at (818) 374-9894 or e-mail to [amelia.herrera-robles@lacity.org](mailto:amelia.herrera-robles@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 of Minutes** – February 26, 2009 General Board Meeting Minutes (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, Community Representatives and Board Member announcements and presentations.** (10)
- 6:52 - 7:02 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. (10)
- 7:02 – 7:24 pm 7. **Reports – two minutes each by Chair(s) (22)**  
{Please submit all reports in writing to the Secretary or V.P of Administration within 10 days after the BOD meeting}:  
Secretary's Report – David Levin  
Treasurer's Report/Budget Committee - Randall Kelly  
Land Use – George Ortega  
Commercial/Business Interests – Jan Sandstrom  
Outreach –Jeanne Rowe and Hiral Bhakta  
Election Committee – Chair to be appointed  
Events- Esteban Tavares and Erlin Arellano  
Public Services – Jim Schopper and Guillermo Reyes  
Beautification/Grants – Chair to be appointed  
Education – Saul Gonzales  
Public Safety/Emergency Preparedness – Fabian Garcia  
Bylaws Ad Hoc- Martin E. Laufer and Lynn Zekanis

**New Business:**

7:24 - 8:00 pm 8. Report and discussion on Sylmar Neighborhood Council Appreciation Day planning duties and duties still to be performed. Update on board members who will attend, invited guests and rsvp guests. (36)

**Recess:** 8:00 – 8:10 pm

**New Business:**

- 8:10 – 8:20 pm 9. Discussion and possible action to support a letter from stakeholder Jeh Meher of World Gym addressed to Council member Richard Alarcon of CD-7. (10)
- 8:20 - 8:30 pm 10. Discussion and possible action to participate in the Spring Egg Hunt at Sylmar Recreation Center Saturday, April 11, 2009 from 11:30am to 1:30pm in financial partnership up to \$500.00 towards the purchase of materials for the egg hunt. (10)
- 8:30 – 8:40 pm 11. Discussion and possible action to participate in Salute to Recreation in May, 2009. Will take nominations for Volunteer of the year. (10)
- 8:40 – 8:55 pm 12. Presentation by Max Podemski of Pacoima Beautiful on current projects and possible extension of the Pacoima Wash Green Belt Project into Sylmar. (15)
- 8:55 – 9:10 pm 13. Discussion and possible action to participate in the Valley Regional Congress of Neighborhood Councils on May 30, 2009 in financial partnership up to \$1,500 towards the venue. (15)
- 9:10 – 9:20 pm 14. Board Member Comments - Comments from Board on subject matters within the Board’s jurisdiction. (10)
- 9:20 - 9:22 pm 15. Next Meeting date, Future Agenda Items – Please submit in writing to the Executive Board. (2)
- 9:22 – 9:25 pm 16. Closing Remarks, Announcements; Acknowledgements & Adjournment (3)

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**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.sylmarnc.org](http://www.sylmarnc.org) or in the Public Records Notebook in the SNC office located at 13109 Borden Avenue.**