

SYLMAR NEIGHBORHOOD COUNCIL

OFFICERS

PRESIDENT: Tammy Flores

VICE-PRESIDENT: Bonnie Bernard

TREASURER: Lynn Zekanis

CITY OF LOS ANGELES

CALIFORNIA



SYLMAR NEIGHBORHOOD COUNCIL

13515 1/2 Hubbard Street

Telephone: (818) 833-8737

Fax: 818 833-8707

Email: [SylmarNC@verizon.net](mailto:SylmarNC@verizon.net)

Website: [www.sylmarnc.org](http://www.sylmarnc.org)

SNC Secretary:

Mark Seigel

SYLMAR NEIGHBORHOOD COUNCIL  
BOARD OF DIRECTORS MEETING  
AGENDA

Thursday, May 31, 2007

6:30 pm – 9:00 pm

Hubbard Street Elementary School (Auditorium)

13325 Hubbard Street - 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 1/2 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](mailto: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 – President, Tammy Flores (2)
- 6:32 – 6:35 pm 2. Roll Call – Secretary (3)
- 6:35 – 6:40 pm 3. Adoption of 3/8/07, 3/29/07, 4/26/07 BOD 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 & SNC President's announcements and presentations. **handouts** (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 - 7:09pm 7. Implementation of methodology of Secretary - **tabled to June 28 meeting based on 60 day review period.** (2)
- 7:09 - 7:12pm 8. Presidential appointment of Commercial/Business Development Committee and Rental/Manufactured Homes, Protection Chair/s. (3)
- 7:12 - 7:22pm 9. Discussion and possible Board action to withdraw Bylaws adjustment application submitted in January 11, 2007 for Article VII, Sections E, F, G, H regarding Election Procedures and Article XIV regarding Conflict of Interest as a result of a rejection of the Application submitted to D.O.N.E. **Handout** (10)
- 7:22 - 7:37pm 10 Discussion and possible Board action regarding recommendation of Executive Board Expansion Ad Hoc Committee to increase the Executive Board by two members. **Handout** (15)

**Old Business:**

- 7:37 - 7:42pm 11. Ongoing discussion regarding SNC Boundaries Adjustment (5)
- 7:42 - 7:45pm 12. Discussion and possible board action due to a Parliamentary irregularity on the motion regarding amendment of the Bylaws Article VI, Section I. to modify the forth paragraph requiring advance approval, and initialing before posting of all agendas. Motion is: "Two members of the Executive Board will review and approve Board meeting agendas before posting for compliance, errors and suggestions for clarity and the Secretary shall submit the Board meeting agendas to an Officer for initialing before posting. Committee Chairs shall submit Committee agendas to the President or Vice President at least 24 hours in advance of posting as a courtesy." (3)

**New Business:**

- 7:45 - 8:00pm 13. Discussion and possible Board action regarding Bylaws adjustment to be submitted by the Election Committee to include restricting voting age to 14 year olds or more, change of the election date to read May through September, Election Procedures approved, and to announce the election date for the 2007 Election.  
Bylaws: B.ELECTION: After the Initial Board members have been installed, new elections shall be held 60 days prior to end of term for seats that are vacated by the members serving one year. The end of each annual term shall be the date of the ~~August~~ SNC Board Meeting each year at which the newly elected Board members will be installed. The Board member elections will be held during the ~~month of June each year.~~ The Sylmar Neighborhood Council will consult with a DONE recommended third party to oversee the practice of the election. DONE may be the third party or recommend a third party and the third party will be the final arbiter for purposes of resolving your initial election disputes.  
Proposed: B.ELECTION: After the Initial Board members have been installed, new elections shall be held 60 days prior to end of term for seats that are vacated by the members serving one year. The end of each annual term shall be the date of the next SNC Board Meeting following the certified election each year at which the newly elected Board members will be installed. The Board member elections will be held during the months of May through September. The Sylmar Neighborhood Council will consult with a DONE recommended third party to oversee the practice of the election. DONE may be the third party or recommend a third party and the third party will be the final arbiter for purposes of resolving your initial election disputes. Stakeholders voting must be at least 14 years old. (15)

**Recess 8:00 p.m. – 8:10 p.m.**

- 8:10 - 8:17pm 14. Discussion and possible Board action regarding Revised DWP MOU(Memorandum of Understanding) (7)
- 8:17 - 8:22pm 15. Valley Interfaith Alliance to discuss their programs for Senior services. - Speaker: Howard (5)
- 8:22 - 8:32pm 16. Presentation and discussion about the current '06-'07 budget and upcoming '07-'08 budget due to DONE by July 1. (10)
- 8:32 - 8:35pm 17. Discussion and possible Board action to hold a Community forum for the purpose of addressing issues following our recent Board retreat as suggested by the Human Relations Department and Leyla Campos - date and location to be determined (presented by Jeanne Rowe).
- 8:35 – 8:45 pm 18. **President Flores request for Committee Reports – I minute each chair**  
***{Please submit all reports in writing to the Secretary or President}:***  
Treasurer’s Report - Lynn Zekanis  
Secretary’s Report – Correspondence  
Beautification/Grants – Quyen Vo-Ramirez  
Commercial/Business Interests – **Chair needed**  
Education – Fidel Ramirez  
Land Use – Nick Krall or Cheri Blose  
Outreach - Tammy Flores, Rick Donnelly  
Public Safety/Emergency Preparedness – Rodolfo Lopez or Hector Cabrera  
Public Services – Louis Perry  
Rental/Manufactured Homes Protection – **Chair needed**  
Election Committee – Melanie McShane

**President Flores request for any Ad Hoc Committee Reports:**  
**(1 Minute each) Reports Only**

**Ad Hoc** – Senior/Multipurpose Center – Cheri Blose; LAMC – Lois Fife; Boundary Adjustment - Jeanne Rowe; Executive Board Expansion – Lynn Zekanis / Jan Sandstrom; Website research/development - Fabian Garcia

- 8:45 – 8:55 pm. 19. Board Member Comment - Comments from Board on subject matters within the Board’s jurisdiction. (10)
- 8:55 – 8:57 pm. 20. Next Meeting date 6/28/07; Future Agenda Items – Please submit in writing to the Executive Board or email to Sylmarnc@verizon.net: (2)
- 8:57 – 9:00 pm. 21. 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**

**C-4.** 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 13515 ½ Hubbard Street.**