

# CITY OF LOS ANGELES

California

## SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

PUBLIC RELATIONS: Maria Silva



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Secretary: David Levin

## SYLMAR NEIGHBORHOOD COUNCIL

### AGENDA - SPECIAL MEETING OF THE BOARD (RETREAT)

Saturday, September 6, 2014, 9:00 a.m. – 2:00 p.m.

LA Mission College / Culinary Arts Building, 13356 Eldridge Ave., Sylmar, CA 91342

The Agenda is posted for public review at the Los Angeles Public Library (Sylmar Branch), 14561 Polk Street, Sylmar, CA 91342. As a courtesy, and as time permits, agendas may be emailed to Stakeholders if requested. Agendas may also be found on the SNC website at [www.SylmarNC.org](http://www.SylmarNC.org)

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 three business days (72 hours) prior to the meeting you wish to attend by contacting the Sylmar Neighborhood Council Vice President of Administration, Diane Valencia by phone at (818) 833-8737 or email to [Diane.Valencia@sylmarnc.org](mailto:Diane.Valencia@sylmarnc.org).

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 1 minute per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agendized Items period.

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed by visiting our website at [www.SylmarNC.org](http://www.SylmarNC.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact President Ann Job at [Ann.Job@SylmarNC.org](mailto:Ann.Job@SylmarNC.org).

The below times are only estimates. Items may be addressed in a different order and/or at different times.

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|---------------|--|
| 9:00 – 9:01   | <b>1. Call to Order and Pledge of Allegiance (1)</b>   |
| 9:01 – 9:03   | <b>2. Roll Call – Diane Valencia (2)</b>   |
| 9:03 – 9:04   | <b>3. Housekeeping, Speaker Cards, and Timekeeper – Diane Valencia (1)</b>   |
| 9:04 – 9:06   | <b>4. Welcome by facility Host – Carlos Gonzalez (2)</b>   |
| 9:06 – 9:07   | <b>5. Welcome and Opening Remarks – Ann Job (1)</b>  |
| 9:07 – 9:12   | <b>6. Public Comment on Non-Agendized Items within the Board's subject matter jurisdiction (5)</b><br>Public comments are limited to 1 minute per speaker. Public speaker cards (forms) are located on the welcome table. Please fill out and submit to the President. |
| 9:12 – 9:25   | <b>7. Icebreaker – Kathy Grubert and/or Diane Valencia (13)</b>  |
| 9:25 – 10:10  | <b>8. Neighborhood Councils 101 (45)</b><br>Presentation by Mark Seigel, President of Sunland-Tujunga Neighborhood Council   |
| 10:10 – 10:40 | <b>9. Everything You Ever Wanted to Know About Committees, But Were Afraid to Ask (30)</b><br>Presentation by DONE and Diane Valencia, SNC Vice President of Administration  |

- 10:40 – 11:10     **10. Funding Made Comprehensible, If Not Simple (30)**  
Presentation d by Patricia Rau, SNC Treasurer
- 11:10 – 11:25     **11. Discussion and possible Board action** to approve the draft Neighborhood Council Strategic Plan, as required for the Neighborhood Council Budget Package for Fiscal Year 2014-2015. (15)
- 11:25 – 11:30     **12. Discussion and possible Board action** to approve the draft Neighborhood Council Outreach Survey, as required for the Neighborhood Council Budget Package for Fiscal Year 2014-2015. (5)
- 11:30 – 11:35     **13. Discussion and possible Board action** to approve the draft Neighborhood Council Self-Assessment Form for Fiscal Year 2013-2014, as required for the Neighborhood Council Budget Package for Fiscal Year 2014-2015. (5)
- 11:35 – 11:40     **14. Discussion and possible Board action** to approve an amount not to exceed \$375 for a 12-month e-blast subscription. (5)
- 11:40 – 12:00     **15. Everything We Do Is Outreach (20)**  
Presentation by Maria Silva, Chair - SNC Outreach Committee
- 12:00 – 12:29     **Working Lunch**
- 12:29 – 1:59     **16. Team Building (90)**  
Conducted by Mark Seigel, President of Sunland-Tujunga Neighborhood Council
- 1:59 – 2:00     **17. Closing Remarks, Acknowledgements and Adjournment (1)**

**For future Agenda item suggestions from public and Board members:**

Write to Executive Board by email at [ExecutiveBoard@SylmarNC.org](mailto:ExecutiveBoard@SylmarNC.org) or mail Executive Board c/o Sylmar Neighborhood Council, 13517 Hubbard St., Sylmar, CA 91342.

The next General Board meeting will be September 25, 2014 at Sylmar High School – Spartan Hall

**Grievance Procedure**

Any Grievance by a Stakeholder must be submitted in writing to the Board who shall cause the matter to be placed on the agenda for the next regular Council meeting. At that meeting, the Board shall refer the matter to an Ad Hoc Grievance Panel comprised of three (3) Stakeholders randomly selected by the Board from a list of Stakeholders who have expressed an interest in serving from time-to-time on such a Panel. Within two (2) weeks of the Panel's selection, the Board shall coordinate a time and place for the Panel to meet with the person(s) submitting a Grievance to discuss ways in which the dispute may be resolved. Within two (2) weeks following such meeting, a Member of the Panel shall prepare a written report to be forwarded by the Secretary to the Board outlining the Panel's collective recommendations for resolving the Grievance. The Board may receive a copy of the Panel's report and recommendations prior to a Board meeting, but, in accordance with the Brown Act, the matter shall not be discussed among the Board Members until it is heard publicly at the next regular Council meeting.

This Grievance process is intended to address matters involving procedural disputes, such as the Board's failure to comply with Board Rules or these Bylaws. It is not intended to apply to Stakeholders who merely disagree with a position or action taken by the Board at one of its meetings, which Grievances may be aired publicly at Council meetings.

Board Members are not permitted to file a Grievance against another Board Member or against the Council.

**Reconsideration of Agenda Items - Bylaws (Article IV)**

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 be in compliance with the Brown Act.

**(Remove after Sept. 6, 2014)**

**Approved by: AJ, DV**