



Winnetka Neighborhood Council

GENERAL MEETING AGENDA

Tuesday, October 8, 2019, 6:30 PM

Winnetka Convention Center (WCC)

20122 Vanowen St. Winnetka, CA 91306

(Located next to Winnetka Bowl, ground floor of hotel)

board@winnetknc.com | www.winnetkaNC.com | @winnetkaNC



President	Treasurer	Secretary	Parliamentarian
David Uebersax	Samantha Ludwig	Lisa Reeber	Franklin Solis
Vice-President	Assistant Treasurer	Assistant Secretary	Assistant Parliamentarian
Erick Lace	Vacant	Victor Lerma	Vacant
Board Members			
Steven Fuhrman	Ajantha Sriramya	Judith Giglio	Jill Kline
Celia Vasquez	Vacant	Youth Representative: Vacant	

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 location: Winnetka Recreation Center, 8401 Winnetka Ave., CA 91306 and are available on our website at www.winnetkanc.com. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at the website below:

<http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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** (Refreshments) [10 min] _____ # of Guests
- 2) **CONVENE MEETING and PLEDGE OF ALLEGIANCE** [1 min]
- 3) **BOARD MEMBER ROLL CALL** [2 min]

Board Member	Apr 9	May 14	Jun 11	Jul 09	Aug 13	Sep 10	Oct 8
Ajantha Sriramya	A	A	LE	LE	A	A	
Lisa Reeber	X	X	X	X	X	L	
David Uebersax	X	X	X	X	X	X	
Erick Lace	X	X	X	X	X	X	
Franklin Solis	X	X	X	L	L	X	
Steven Fuhrman	X	X	X	X	X	X	
Judith Giglio	X	X	X	X	E	X	
Victor Lerma	X	A	X	X	X	X	
Samantha Ludwig	X	X	X	X	X	X	
Jill Kline	/	/	/	/	X	X	
Celia Vasquez	/	/	/	/	/	X	
Gregory Coley	X	X	A	X	A	/	/
JJ Popowich	X	A	A	X	X	/	/
John Poer	A	A	A	A	A	/	/
Sayed Amir Malekpour	X	A	A	A	A	/	/
Tamicka Eisley	A	X	X	/	/	/	/

X = Present, A = Absent, E = Excused, / = Not on the Board at this time, L = Late, LE = Left early

4) MEETING RULES & ANNOUNCEMENTS [2 min]

A The Board may take action on any item on the agenda, which may be taken out of order.

5) APPROVAL OF MINUTES: We will review and approve the Minutes as available. [5 min]

A Motion to approve minutes for July 9, 2019 (**WNC-2019-100819-5A**)

B Motion to approve minutes for August 13, 2019 (**WNC-2019-100819-5B**)

C Motion to approve minutes for September 10, 2019 (**WNC-2019-100819-5C**)

6) GOVERNMENT REPRESENTATIVES: Updates: The latest information from representatives of the offices of Mayor Garcetti, Councilman Bob Blumenfield (CM BB), Congressman Brad Sherman (CMN BS), State Senator Stern, State Assembly Jesse Gabriel, the LAPD, LAFD, LAUSD, Dept. of Neighborhood Empowerment General Manager Rachael Beltran or staff (DONE), Board of Neighborhood Commissioners (BONC), and any other local, state, or federal agencies in attendance. [5 min each, 20 min max]

7) PUBLIC COMMENT: 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, 20 min max]

8) FINANCIAL CONSENT CALENDAR: Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion, please advise the Secretary before the meeting or request the item be pulled at the time it is brought up for discussion. [15min]

A The WNC approves the following items on the Financial Consent Calendar. (Ludwig/Coley/Uebersax) (**WNC-2019-100819-9A**)

- Moore Business Results Invoices (Outreach)
 - ◇ Invoice #WNC-2019-0901 in the amount of \$479.55 (for activity in the month of August)
 - ◇ Invoice #WNC-2019-1001 in the amount of \$250.70 (for activity in the month of September)
 - ◇ Updated estimated cost for ICDsoft website hosting renewal of \$170
- Valentino's expenses for meeting food (Outreach)
 - ◇ October 8, 2019 meeting in the amount of \$50.00
- ExtraSpace Storage (Office)
 - ◇ October Storage expense: \$244.00
- Winnetka Convention Center (Office)
 - ◇ PWT Committee: 9/23: \$100
 - ◇ Outreach Committee: 9/24: \$100
 - ◇ Public Safety Committee: 9/25: \$100

9) TREASURER'S REPORT: (Ludwig) Update, discussion, and possible action regarding the status of Winnetka NC finances, Funding portal, and any additional financial reports as needed. [20min]

A Discussion, review, and approve Monthly Expense Report (MER) for September 2019:

- "The Winnetka NC Board has reviewed the September 2019 Monthly Expenditure Reports. The Board approves the report and authorizes the Treasurer to submit the report to the City Clerk." (Ludwig/Uebersax) (**WNC-2019-100819-10A**)

- B** Discussion & possible action to approve invoice to support Winnetka Recreation Center Halloween Event in the amount \$1000. Item previously submitted and voted on as an NPG, however the Winnetka Recreation Center is not a 501c3 nor school, so this must be submitted and voted on as an invoice.
- C** Discussion & possible action to approve reimbursement for purchase of branded polo shirts for board members by Erick Lace in the amount of \$91.98. (Funds were allocated in our 2019-2020 budget specifically for this reimbursement and voted on as part of the overall budget approval.)
- D** Discussion & possible action to approve invoice for a year's worth of "Constant Contact" email blast services in the amount of \$378. (If we were to pay monthly the rate would be \$45/month. Paying for a year saves \$162.)
- E** Discussion & possible action to approve paying past unpaid invoice #106611 from GSD Publishing Service in the amount of \$428.12 to make our account status current (see attached).
- F** Discussion and possible action on approving up to \$92.40 or up to 4 hours for AppleOne minutes taker. (Currently, there is an item in the Budget for this expense. This discussion will possibly lead to a contractual arrangement and subsequent update to the Budget where it comes to approved City vendors).
- G** Discussion & possible action to authorize purchase of conference microphones for use at WNC meetings, up to a cost of \$50 plus shipping.
- H** Discussion and possible action on approving WNC info sheet and associated printing costs.
 - The pamphlet will have general information about WNC including the purpose of the WNC, council meeting dates, council contact information, and community resource information including 311
 - Pamphlet will be handed out at the disaster preparedness fair and the Winnetka Rec Center Halloween event
 - Printing costs not to exceed \$100
- I** Discussion & possible action to approve "proposed action" recommendations in Storage Facility Visual Inventory (dated 07/16/19)
- J** Discussion & possible action to approve payment in the amount of \$250 to Canoga Park Chamber of Commerce for participation in the 2019 Memorial Day Parade per earlier motion for previous fiscal year.

10) NON-CONSENT CALENDAR:

- A** Discussion and possible action to fill Board Vacancies [15min]
 - Consideration to appoint a candidate for the At Large Director Seats (expiring 2023)
 - Consideration to appoint a candidate for the vacant Youth Member Seat
 - Election of vacant Office positions (Assistant Treasurer, Assistant Parliamentarian)
- B** Discussion & possible action to approve WNC magnet design incorporating website and social media accounts.

C Discussion & possible action to approve utilizing social media for WNC outreach.

- WNC currently has accounts for Facebook and Twitter
- Following Outreach Committee recommendations and further discovery through DONE, we are looking at new Instagram, Nextdoor accounts.
 - ◇ WNC Instagram account setup proposal is to designate Jill Kline as primary account manager, and will primarily be responsible for managing the account. Wendy will be secondary account manager
 - ◇ Instagram handle will be @WinnetkaNC, and may also be linked to the WNC Facebook and Twitter platforms for easy cross-platform posting
- Overall discussion may lead to further refinement as to refinement of the type of Content will be published where it represents the WNC Board as a whole

11) CONSENT CALENDAR: Board members or members of the public may request any item listed on the consent calendar to be pulled for discussion. If you wish to pull an item for discussion, please advise the Secretary before the meeting or request the item be pulled at for discussion.

12) REGULAR COMMITTEE REPORTS & MOTIONS:

- A Planning & Land Use Management Committee (PLUM) Report (Popowich) [10 min]**
 - NOTICE: Meetings are held at the WCC on the 3rd Tuesday of each month at 6:30 PM
 - ◇ Discussion as to the scheduling of a PLUM Committee Special Meeting to provide for a presentation from the consultant for the proposed Grocery Outlet Project.
 - ◇ Discussion and possible action in regards to acting on PLUM guidelines as approved at the September WNC Board meeting, along with approved funding of up to \$250, so as to produce signage for the Grocery Outlet hearing(s) at PLUM and/or upcoming WNC Board meeting(s)
- B Public Safety Committee (PSC) Report (Ludwig) [10 min]**
 - NOTICE: Meetings are held at the WCC on the 4th Wednesday of each month at 7:00 PM
 - ◇ General update on Committee plans and activity
- C Public Works & Transportation Committee (PWT) Report (Uebersax) [10 min]**
 - NOTICE: Meetings are held at the WCC on the 4th Monday of each month at 7:00 PM
 - ◇ General update on Committee plans and activity
 - ◇ Discussion as to scheduling and preliminary planning for the 2020 Spring Clean, suggested for April 18, at Winnetka Park, and possible.
- D Outreach & Social Media Committee (OSM) Report (Reeber) [10 min]**
 - NOTICE: Meetings are held at the WCC on the 4th Tuesday of each month at 7:00 PM
 - ◇ General update on Committee plans and activity
- E Youth Advocacy Committee (YAC) Report (Lace) [5 min]**
 - NOTICE: The YAC Committee Meeting: TBD (Location to be decided)
 - ◇ General update on Committee plans and activity
- F Budget & Finance Committee (B&F) Report (Ludwig/Uebersax) [2 min]**
 - NOTICE: Meeting TBD (Location to be decided)

G Elections & By-Laws Committee (REB) Report (Uebersax) [2 min]

- NOTICE: Meeting TBD (Location to be decided)

13) OFFICER & LIAISON REPORTS:

A President's Report (Uebersax) [5 min]

B Secretary's Report (Reeber/Lerma) [4 min]

C Budget Advocate/Budget Rep Report (Uebersax/Ludwig) [5 min]

D LA DWP Memorandum of Understanding Oversight Committee Report (Uebersax) [2min]

E LA Neighborhood Council Coalition (LANCC) Report: (Uebersax): [2 min]

F Valley Alliance of Neighborhood Councils (VANC) Report: (??) [3 Min]

G LA City Council District 3 Beautification Action Team Liaison Report: (No Rep) [2 min]

H LA Public Works Liaison Report: (Uebersax) [2 min]

I Reserve Animal Control Officer (RACO) Liaison Report (Vacant) [2 min]

14) GOOD OF THE ORDER [2 min]

15) MEETING ADJOURNED

THE AMERICAN WITH DISABILITIES ACT

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 and 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 either:

- The Winnetka NC Board Secretary via email at secretary@winnetkanc.com, or
- The Winnetka NC President at 818-992-1650, or via email at duebersax@winnetkanc.com.

PUBLIC ACCESS OF RECORDS

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 at our website: www.winnetkanc.com 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 the Winnetka NC Board Secretary via email at secretary@winnetkanc.com.

RECONSIDERATION AND GRIEVANCE PROCESS

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.

SERVICIOS DE TRADUCCION

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.