



WINNETKA NEIGHBORHOOD COUNCIL

c/o Winnetka Convention Center
 20122 Vanowen St., Winnetka, CA 91306
WinnetkaNC.com @WinnetkaNC
 Board@WinnetkaNC.com



President	Vice-President	Secretary	Treasurer	Parliamentarian
JJ Popowich	Benjamin Hill	Matthew Gregorchuk	Jaime Pelaez	Franklin Solis
Board Members				
Steven Fuhrman	Erick Lace	Eric Lewis	Carlos Perez	Tess Reyes-Dunn
Tamicka Green	John Poer	Ajantha Sriramya	David Uebersax	Vacant (Youth Rep)

SPECIAL GENERAL BOARD MEETING MINUTES

Tuesday, June 21, 2016, 6:30 PM
 8361 Winnetka Ave., Winnetka, CA 91306
 (Winnetka Child Care Center)

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. Convene meeting, Board Member Roll-Call 7:17pm

of Guests 1

2016	Jan. 12	Feb. 9	Mar 8	Mar 22	Apr 12	Apr 26	May 10	Jun 14	Jun 21	Jul 12	Aug 9	Sep 13
Board Member												
Steven Fuhrman	X	X	X	AE	X	X			X			
Tamicka Green									X			
Matthew Gregorchuk												
Benjamin Hill									X			
Erick Lace	X	X	X	X	X	X			X			

Eric Lewis	X	X	X	X	X	X						
Jaime Pelaez	EL X	X	X	X	X	X			X			
Carlos Perez	X	A	A	A	X	A			X			
John Poer	X	X	X	X	X	X			X			
JJ Popowich	X	AE	X	X	X	X			X			
Tess Reyes-Dunn	A	X	A	X	X	X			X Left early			
Franklin Solis												
Ajantha Sriramya												
David Uebersax	X	X	X	X	A	X						
Vacant (Youth)	-	-	-	-	-	-						
Total	12	11	10	9	11	9			9			

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] No public comment

8. 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 of discussion. [5 min]

- a. Discussion and possible action to refer the following item to the Public Works & Transportation Committee for recommendations to the Board: The WNC should formally request Councilmember Bob Blumenfield submit a request, pursuant to Los Angeles Ordinance Number 182741(b)(2), to the Los Angeles Department of Transportation ("LADOT") for the LADOT to investigate whether the parking of oversized vehicles on Mason Avenue between Sherman Way and Victory Boulevard between 2:00am and 6:00am: (1) adversely affects the visibility of oncoming traffic; (2) creates traffic constriction; or (3) substantially reduces the availability parking for residents and businesses.

- b. Discussion and possible action to refer the following item to the Public Works & Transportation Committee for recommendations to the Board: The WNC should formally request Councilmember Bob Blumenfield submit a request, pursuant to Los Angeles Ordinance Number 182741(b)(2), to the Los Angeles Department of Transportation ("LADOT") for the LADOT to investigate whether the parking of oversized vehicles on Winnetka Avenue between Runnymede Avenue and Leadwell Avenue between 2:00am and 6:00am: (1) adversely affects the visibility of oncoming traffic; (2) creates traffic constriction; or (3) substantially reduces the availability parking for residents and businesses.
- c. Discussion and possible action to refer the following item to the Public Works & Transportation Committee for recommendations to the Board: The WNC should formally request Councilmember Bob Blumenfield submit a resolution to the Los Angeles City Council ("LACC") whereby the LACC would resolve, pursuant to Los Angeles Ordinance Number 182741(b)(1), to prohibit parking of any vehicle longer than 22 feet or higher than 84 inches within 100 feet of any city park or county library between 2:00am and 6:00am.
- d. Discussion and possible action to refer the following item to the Public Works & Transportation Committee for recommendations to the Board: Submitting a request to Councilmember Blumenfield to submit a resolution to the City Council requesting restricted parking along the north side of Sherman Way in front of the Rite Aid shopping center to prevent the parking of vehicles for sale. This would be similar to the request made, and granted by the City Council for restricted parking along Sherman Way in front of Sutter Middle School.

MOTION: The WNC board agrees to approve discussion of the items listed on the consent calendar

Motion by Benjamin Hill

Second by Tess Reyes- Dunn

APPROVED BY CONSENSUS: Yes 8

N/E 1

WNC-2016-062116-01

9. 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. [15 min]

A. Discussion and possible action to approve the expenditure of funds for the purchase of ink from Office Depot in the amount of \$144.96 (purchased on 01/09/16)

B. Discussion and possible action to approve the expenditure of funds for the annual fee for Constant Contact, an online direct email service, in the amount of \$126.00 (purchased on 01/11/16)

C. Discussion and possible action to approve the monthly payments for ExtraSpace Storage in the amount of \$189 paid per month for the following months: 01/13/16, 02/10/16, 03/07/16, and 04/06/16.

D. Discussion and possible action to approve the monthly payments for ExtraSpace Storage in the amount of \$200 paid per month for the following months: 05/09/16, and to authorize payment for June 2016 in the same amount \$200.

E. Discussion and possible action to approve payments to Valentino's Pizza for the food provided at Board meetings and special events on the following dates:

1. 02/05/16: \$50.00 (for February Board meeting)
2. 03/08/16: \$50.00 (for March Board meeting)
3. 03/22/16: \$37.50 (for March Special Board meeting)
4. 05/02/16: \$37.50 (for May Board meeting)
5. 05/02/16: \$187.50 (for 04/30/16 Spring Clean Event)
6. 05/16/16: \$37.50 (for May Special Board meeting)
7. 06/14/16: Up to \$50.00 for the June Regular Board meeting

F. Discussion and possible action to approve payments to AppleOne, for the administrative services of minute taking for the following invoices and amounts:

1. Invoice #01-3991869: 3.5 hours billed for 03/16/16 in the amount of \$80.85
2. Invoice #S3448514: ? hours billed for xx/xx/xx in the amount of \$173.25
3. Invoice #S3400617: ? hours billed for xx/xx/xx in the amount of \$184.80
4. Invoice #S3352770: ? hours billed for xx/xx/xx in the amount of \$161.70
5. Invoice #S3300967: ? hours billed for xx/xx/xx in the amount of \$150.15
6. Invoice: #S3504081: ? hours billed for xx/xx/xx in the amount of \$277.20
7. Invoice: #S3545144: ? hours billed for xx/xx/xx in the amount of \$192.42
8. Invoice: #S3601285: ? hours billed for xx/xx/xx in the amount of \$184.80

G. Discussion and possible action to approve the purchase of snacks from Smart & Final for two special events as listed below:

1. Election Day Outreach (04/18/16): \$58.36
2. Spring Clean Event (05/02/16): \$184.29
3. Memorial Day Parade (05/29/16): \$65.09

H. Discussion and possible action to approve payment to Moore Business Results for website maintenance and direct email administration for the following invoices and amounts:

- 1) Invoice #: WNC 2016 0404: \$300.76
- 2) Invoice #: WNC 2016 00501: \$491.51
- 3) Invoice #: WNC 2016 0601: \$455.56

I. Discussion and possible action to approve the printing of a Crime Prevention Pamphlet as requested by the Public Safety Committee in the amount of \$650.00.

J. Discussion and possible action to approve the purchase of Flat Flashlights from MARCO Promotional in the amount of \$2,000.00

K. Discussion and possible action to approve the purchase of Linen Cover Stock for \$20.00

L. Discussion and possible action to approve the purchase of bungee cords for securing banners to canopies and other locations during events, for an amount not to exceed \$40.00

M. Discussion and possible action to purchase tape for an amount not to exceed \$25.00

N. Discussion and possible action to approve the purchase of sand bags/shot bags to weigh down canopies and banners for an amount not to exceed \$120.00

O. Discussion and possible action to approve the purchase of a wireless mouse for the Secretary's computer in an amount not to exceed \$80.00

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. [15 min]

MOTION: The WNC moves to discuss Items A, B,C,D,E,G,H,I,J,K,L,M,N,O. **Motion by Erick Lace Second by JJ Popowich**

APPROVED: Yes_7_, No___, ABST___, REC___, AB_6_, INX_1_ WNC-2016-062116-02

Board Member	Y e s	N o	Abs tai n	Rec use d	Ab se nt	Ineli gible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	
Hill, [Name obscured]						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos					X	
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	
Uebersax, David					X	
Vacant, Youth						
Total	7				6	1

F. separately pulled by JJ but no other comments reason is need a # of hours and dates and also concern with the amount of invoices. Jaime – explains that some work was done separately from the meeting. John explains that timecard was because she takes minutes at

meeting and transcribes afterwards at her home. MISSING HOURS. Hours read off by Jaime to match invoice dates and listed below:

2. #14 Invoice Date 2/20 invoice date 2/24/216 – 7.5 hours
3. #17 Invoice Date 1/20/16 – 8 hours billed
4. Invoice Date 12/23/15 7 hours billed
5. #67 Invoice Date 11/25/15 6.5 hours
6. #81 Invoice Dates 3/23/16 5.5 hours 3/30/16 6.5#44
7. #44 4/20/16 5.5 hours and 4/27/16 2.83 hours
8. #85 5/18/16 2 hours 5/18/16 6 hours

Motion: To pay invoices for AppleOne
Motion by Tess Reyes- Dunn
Second by Erick Lace

APPROVED: Yes 7, No 1, ABST __, REC __, AB 5, INX 1 WNC-2016-062116-03

Board Member	Yes	No	Abstain	Recused	Absent	Ineligible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	
Hill, Benjamin						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos	X					
Poer, John	X					
Popowich, JJ		X				
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	
Uebersax, David					X	
Vacant, Youth						
Total						

10. Regular Committee Reports

TABLE A, B, D, E, F, G

C. 2. Motion Erick Lace and 2nd John Poer. Who are the vests for and who is the group? David needs to get invoice paid by Friday. Steven and Eric agree that it's a good idea as far as the vests go. Carlos agrees about vests but mentions they should be used for any group. Erick Lace likes the idea of committee use vests for safety issues his committee

is most at risk so the vests are necessary to be used for all and be stored. Tess. Who are the people on the committees and how to get in touch and advise on committees. Suggest to get groups first. John Poer – we have money that we have not used and will lose if we do not purchase now. If we contact our vendor to create the vests, make the purchase now and hold off on definition. They will all be used for public works, spring clean, etc. JJ has a substitute motion that we approve the \$500 for safety vests that say WNC. 2nd by Erick Lace. This way they can be used for anything. Has our logo and WNC. No other discussion.

MOTION to purchase safety vests containing WNC logo for WNC use.

Motion by Erick Lace

Second by John Poer

APPROVED: Yes_8_, No_0_, ABST_ , REC_ , AB_6_, INX_1_ WNC-2016-062116-04

Board Member	Y e s	N o	Abs tai n	Rec use d	Ab se nt	Ineli gible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	
Hill, Benjamin						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos	X				X	
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	
Uebersax, David					X	
Vacant, Youth						
Total	8				6	1

11. NON-CONSENT CALENDAR

A. Discussion and possible action regarding making arrangements for meeting locations. The Winnetka Convention Center has agree to continue to provide the second Tuesday of each month for free, one additional Tuesday for \$100 a month, and all remaining Tuesday's for \$300 per night. This motion would be to authorize the expenditure of \$750 for the following dates: 06/21/16, 06/28/16, and 07/19/16. (Popowich) [20 min]

B. Discussion and possible action to elect an Assistant Parliamentarian. Mr. Lewis has tendered his resignation from this position. (Popowich) [3 min]

C. Discussion and possible action to appoint a Hospitality Coordinator, whom could assist with ordering meeting food, including the collection and submission of invoices to the Treasurer in a timely manner. (Lace) [3 min]

D. Treasurer's Report (Pelaez/Uebersax)
Update, discussion, and possible action regarding the status of Winnetka NC finances, the WNC checking account, and the Treasurer's bank account access, plus any additional financial reports as needed other than the MERs.

1) Discussion and possible action on the following action to approve the Treasurer's Report for February 2016 (Pelaez/Uebersax) [10 min]

MOTION: "The Winnetka NC Board has reviewed the February 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in February, 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

2) Discussion and possible action to approve the Treasurer's Report for March 2016 (Pelaez/Uebersax) [10 min]

MOTION: "The Winnetka NC Board has reviewed the March 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in March, 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

3) Discussion and possible action to approve the Treasurer's Report for April 2016 (Pelaez/Uebersax) [10 min]

MOTION: "The Winnetka NC Board has reviewed the April, 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in April, 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

4) Discussion and possible action to approve the Treasurer's Report for May 2016 (Pelaez/Uebersax) [10 min]

MOTION: "The Winnetka NC Board has reviewed the May, 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in (past month), 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

E. Discussion and possible action for approval to file technical corrections to the Monthly Expenditure Reports submitted to DONE for the following months: 09/15, 10/15, 11/15, and 12/15. [10 min]

F. Discussion and possible action for the approval of payment of invoices for food provided at WNC Board meetings by Village Café. The exact amount and dates for services provided will be discussed at the meeting. (Lace/Uebersax/Pelaez) [5 min]

G. Discussion and possible action regarding the status of the current WNC Budget and its various committee and other allocations. This includes addressing any approved but as of yet un-purchased items; all budget adjustments/reallocation that may be necessary to account for such things as, but not limited to, unexpected cost increases and/or overages, election costs, event changes, all approved yet unpaid bills, and possible problems caused by DONE's handling of our bank accounts; and any additional motions necessary to facilitate a properly accounted budget as the fiscal year-end approaches. (Popowich) [20 min]

H. Discussion and possible action regarding the current status of all WNC computer-related equipment and potential upcoming needs of the incoming group of Officers. (Popowich)[2 min]

I. Discussion and possible action regarding setting a date for available board volunteers to meet at the WNC storage unit to assist with an inventory of all WNC-owned items. (Popowich) [2 min]

J. Discussion and possible discussion to schedule a Special Meeting for June to address the unfinished agenda items on today's agenda. (Popowich) [5 min]

C. Erick Lace suggests that the Assistant Treasurer is the purpose. Can we use the P card to use for food within the budget? David is a card holder and should be able to order food. Tess, make sure that he is ordering the correct amounts of food. Carlos asks if outside food is allowed. Steven – where do we order? **TABLE C. TABLE B.**

D. 1 Should be amended to say Jan 2016. Jamie MER 013116 4 expenses paid out of the checking account. Bill pay for more business Nov. Activity for Jan payment P, card for

Constant Contact, Office Depot, and Storage \$708.49 paid out for JAN. Bank Statement Union Bank – PAID OUT for JAN.

MOTION: To approve Treasurer’s Report for January 2016.

Motion by Erick Lace

Second by John Poer. No discussion

APPROVED: Yes_8_, No_0_, ABST___, REC___, AB_6_, INX_1_ WNC-2016-062116-05

Board Member	Y e s	N o	Abs tai n	Rec use d	Ab se nt	Ineli gible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	
Hill, Benjamin						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos	X				X	
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	
Uebersax, David					X	
Vacant, Youth						
Total	8				6	1

MOTION: To approve Treasurer’s Report for February 2016.

Motion by Erick Lace

Second by John Poer. No discussion

APPROVED: Yes_8_, No_0_, ABST___, REC___, AB_6_, INX_1_ WNC-2016-062116-06

Board Member	Y e s	N o	Abs tai n	Rec use d	Ab se nt	Ineli gible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	
Hill, Benjamin						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos	X				X	
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	
Uebersax, David					X	
Vacant, Youth						
Total	8				6	1

MOTION: To approve Treasurer's Report for March 2016.

Motion by Erick Lace

Second by John Poer. No discussion

APPROVED: Yes_8_, No_0_, ABST___, REC___, AB_6_, INX_1_ WNC-2016-062116-07

Board Member	Y e s	N o	Abs tai n	Rec use d	Ab se nt	Ineli gible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	

Hill, Benjamin						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos	X				X	
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	
Uebersax, David					X	
Vacant, Youth						
Total	8				6	1

MOTION: To approve Treasurer's Report for April 2016.

Motion by Erick Lace

Second by John Poer. No discussion

APPROVED: Yes_8_, No_0_, ABST_, REC_, AB_6_, INX_1_ WNC-2016-062116-08

Board Member	Y e s	N o	Abs tai n	Rec use d	Ab se nt	Ineli gible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	
Hill, Benjamin						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos	X				X	
Poer, John	X					

Popowich, JJ	X					
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	
Uebersax, David					X	
Vacant, Youth						
Total	8				6	1

MOTION: To approve Treasurer's Report for May 2016.

Motion by Erick Lace

Second by John Poer. No discussion

APPROVED: Yes_8_, No_0_, ABST_ , REC_ , AB_6_, INX_1_ WNC-2016-062116-09

Board Member	Y e s	N o	Abs tai n	Rec use d	Ab se nt	Ineli gible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	
Hill, Benjamin						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos	X				X	
Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	

Uebersax, David					X	
Vacant, Youth						
Total	8				6	1

11.G. Jaime has a revised budget. In order to maximize amount of funds, we can make sure everything has a category, it will be reallocated. Jaime discusses the Budget and revised budget. Reallocated funds from misc. and added to polo shirts and outreach \$120 extra for shirts added to the existing amount. Note: added additional line in new budget

Reallocate funds to reflect changes to expenses.

- > > > > 2. Increase Operations allocation by \$1,728.00
- > > > > 3. Increase Outreach allocation by \$2,840.00
- > > > > 4. Decrease Community Improvement allocation by \$1,500.00
- > > > > 5. Increase NPCG allocation by \$1,950.00
- > > > > 6. Decrease Election allocation by \$18.00
- > > > > 7. Net increase of \$5,0000.00 as a result of an increase of \$5,000.00
- > > added to budget

MOTION: The WNC board moves to approve moving funds from the misc. category and reallocating to use for difference needed to purchase shirts for new Board Members.

Motion by Erick Lace

Second by John Poer. No discussion

APPROVED: Yes_8_, No_0_, ABST___, REC___, AB_6_, INX_1_ WNC-2016-062116-10

Board Member	Y e s	N o	Abs tai n	Rec use d	Ab se nt	Ineli gible
Fuhrman, Steven	X					
Green, Tamicka	X					
Gregorchuk, Matthew					X	
Hill, Benjamin						X
Lace, Erick	X					
Lewis, Eric					X	
Pelaez, Jaime	X					
Perez, Carlos	X				X	

Poer, John	X					
Popowich, JJ	X					
Reyes-Dunn, Tess	X					
Solis, Franklin					X	
Sriramya, Ajantha					X	
Uebersax, David					X	
Vacant, Youth						
Total	8				6	1

Ben Hill - Discussion on prepay for meeting space. JJ explains that **11. A.** addresses to set aside enough money to pay for a meeting space for a committee meeting in June. We are not able to prepay but can't because we don't have a contract. Ben suggests to get an invoice for the amount. DONE has rules restricting prepaying for items. Erick Lace, suggests that there are some exceptions on prepaying for services. Trying to understand what is considered allowable. JJ. – There is a dollar limit, he thinks it's over \$2,000. Erick Lace. Carlos suggests having a second room paid for our committee meetings. Allocate an amount. Erick Lace is suggesting a monthly agreement. John - can we be billed for the space?

11. H, I, J **TABLED**

11. K MOTION to approve minutes from April 12 and May 10.

Erick Lace approved and Jamie Pelaez seconded

Approval by consensus

12. GOOD OF THE ORDER [2 min]

13. MEETING ADJOURNED 8:51 pm

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 818-648-6219, or via email at jpopowich@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.