



Winnetka Neighborhood Council
GENERAL MEETING AGENDA
Tuesday, May 12, 2020, 6:30 PM
Virtual Meeting Teleconference using Zoom



The public is encouraged to join the meeting by:

[1] going to [WNC Zoom](#) Password: WNC200512

[2] Calling: (669) 900 6833 or (253) 215 8782 or (346) 248 7799 or (312) 626

6799 or (929) 205 6099 or (301) 715 8592 Webinar ID: 944 0855 2289 Password: 916412

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

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

VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor’s Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, this Winnetka Neighborhood Council meeting will be conducted entirely telephonically. Every person wishing to address the Neighborhood Council must join by going to [WNC Zoom](#) (<https://zoom.us/j/92986767572?pwd=RXdqalNNRCtKd3NWMzMzOXpOYzV0dz09>, Meeting ID: 929 8676 7572, Password: WNC200512) or by dialing either (669) 900 6833 or (253) 215 8782 or (346) 248 7799 or (312) 626 6799 or (929) 205 6099 or (301) 715 8592, entering 929 8676 7572 and then press # to join the meeting, followed by the password 916412 and then #. One tap mobile: +16699006833,,92986767572#,,1#,916412# US (San Jose) +12532158782,,92986767572#,,1#,916412# US (Tacoma)

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

Instructions on how to sign up for public comment will be given to listeners at the start of the meeting, or per the following:

[1] emailing board@winnetknc.com, [2] by clicking the ‘raise hand’ button via Zoom during the period allotted for public comment, or [3] by dialing *9 (if joining the meeting via telephone) to ‘raise hand’ during the period allotted for public comment when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard when the respective item is being considered.

GENERAL PUBLIC COMMENT ON NON AGENDA ITEMS

Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 3 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS

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: <https://www.lacity.org/subscriptions>.

1) GENERAL WELCOME [10 min]

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	Nov 12	Dec 10	Jan 14	Feb 11	Mar 10	Apr 14*	May 12†
Ajantha Sriramya	A	A	LE	LE	A	A	A	A	X	X	X	E	N/A	
Lisa Reeber	X	X	X	X	X	L	X	L	X	X	E	X	N/A	
David Uebersax	X	X	X	X	X	X	X	X	X	X	X	X	N/A	
Erick Lace	X	X	X	X	X	X	X	X	X	X	X	X	N/A	
Franklin Solis	X	X	X	L	L	X	X	X	X	X	X	X	N/A	
Steven Fuhrman	X	X	X	X	X	X	E	E	X	X	X	X	N/A	
Judith Giglio	X	X	X	X	E	X	X	X	X	A	X	X	N/A	
Victor Lerma	X	A	X	X	X	X	X	X	X	X	A	X	N/A	
Samantha Ludwig	X	X	X	X	X	X	X	X	X	A	X	X	N/A	
Jill Kline	/	/	/	/	X	X	X	X	A	X	A	X	N/A	
Celia Vasquez	/	/	/	/	/	X	X	X	X	X	X	X	N/A	
Oswaldo Estrada	/	/	/	/	/	/	X	X	A	A	E	E	N/A	
Ana Karen Estrada	/	/	/	/	/	/	X	X	A	X	X	X	N/A	

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

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 December 10, 2019 **(WNC-2020-051220-5A)**
- B Motion to approve minutes for January 14, 2020 **(WNC-2020-051220-5B)**
- C Motion to approve minutes for February 11, 2020 **(WNC-2020-051220-5C)**
- D Motion to approve minutes for March 10, 2019 **(WNC-2020-051220-5D)**

6) GOVERNMENT REPRESENTATIVES: Updates and reports 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 Board Member Scott Schmerelson, Dept. of Neighborhood Empowerment (DONE), Board of Neighborhood Commissioners (BONC), and any other local, state, or federal agencies. [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 agency. [3 min each, 20 min max]

8) COVID-19 ISSUES:

A Report on activities by WNC Officers and Webmaster in the wake of the order by Mayor Garcetti suspending meetings in March, including coordination of Outreach and Social Media; advocacy, correspondence, and collaborative efforts with Department of Neighborhood Empowerment (DONE) and the Board of Neighborhood Commissioners (BONC); alliances and coalitions including NC Presidents, [Los Angeles Neighborhood Council Coalition \(LANCC\)](#), [Valley Alliance of Neighborhood Councils \(VANCC\)](#), [Plan Check Neighborhood Councils \(PlanCheckNC\)](#); and engagement with City Officials and staff including for Mayor Garcetti, City Attorney Mike Feuer, City Councilmember Bob Blumenfield City Councilmember

David Ryu, Los Angeles Planning Department and Department of Water and Power.

B Report and possible action to ratify contributions per the NC Funding Policy 5.0 regarding Expenditures During Declared Emergencies, extended from the basic amount of \$1000 per DONE authorization to increase the total to \$5000 in response to the COVID-19 emergency.

- i. WNC President David Uebersax and Treasurer Samantha Ludwig, (with input as appropriate from fellow WNC Board Members in a minority of a Quorum per BONG guidelines and Brown Act requirements), with input from Council District 3 staff and approval through DONE, submitted an Emergency Action Plan for disbursements in the amount of \$1250 each to supplement relief efforts through the following organizations:
 - ◇ [West Valley Food Pantry](#): (Local Food Pantry based in Woodland Hills serving unprecedented number of hungry clients during COVID-19.
 - ◇ [West Valley YMCA](#): (Local YMCA in Reseda opening showers to homeless individuals during pandemic, running clothing drive and blood drive.
 - ◇ [ONEgeneration](#): (Senior Enrichment Center based in Reseda providing food and programming for seniors throughout the West Valley.
 - ◇ [Guadalupe Center](#): Catholic Charities organization based in Canoga Park providing food, ESL, tutoring, thrift store and recreational classes.
- ii. Additionally, the Emergency Action Plan included a provision to dispense surplus copy/printer paper (previously procured for intended donations to local schools as well as WNC use), along with Outreach materials, through the LAUSD Grab-N-Go food distribution center based at Sutter Middle School in Winnetka.

C Review and discussion in regards to the [DONE EmpowerLA Virtual Governance \(EVG\) Implementation Plan](#), and status of WNC Board Members making use of available training:

- i. [EmpowerLA COVID Webpage](#)
- ii. [EmpowerLA Virtual Governance Portal](#)
- iii. [EmpowerLA Neighborhood Council Virtual Governance Protocols](#)

D Discussion and possible action to submit a Community Impact Statement (CIS) in support of City Council Motion [20-0416](#) Neighborhood Council / Funds Rollover to Fiscal Year 2020-21 / Teleconference Meetings / COVID-19 Related Grants:
http://clkrep.lacity.org/online/docs/2020/20-0416_mot_04-07-2020.pdf

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

A Discussion, review, and approve Monthly Expense Reports (MER) for March and April 2020

- i. "The Winnetka NC Board has reviewed the March 2020 Monthly Expenditure Reports. The Board approves the report and authorizes the Treasurer to submit the report to the City Clerk." (Ludwig//Uebersax) **(WNC-2020-051220-9Ai)**
- ii. "The Winnetka NC Board has reviewed the April 2020 Monthly Expenditure Reports. The Board approves the report and authorizes the Treasurer to submit the report to the City Clerk." (Ludwig//Uebersax) **(WNC-2020-051220-9Aii)**

B Report regarding the Denial of Neighborhood Purpose Grants by NCFunding for local Winnetka schools (6 @ \$300), in light of the cancellation of their Graduation Ceremony events.

- C Discussion and possible action in terms of reallocating some or all remaining funds for Fiscal Year 2019-20. In addition to normal Budget updates, given the short time remaining prior to Payment Request and Charge Card cutoffs in June, amidst ongoing deliberations as to the status of Rollover to Fiscal Year 2020-21, and in context of preliminary proposals which would reduce funding for 2020-21, it may be required to 'Encumber' or otherwise earmark expenditures prior to June 30, in order to have unspent funds available moving forward.

10)NON-CONSENT CALENDAR:

- A Discussion and possible action as to an Update of efforts of the Web Page Ad Hoc Committee, with a recommendation to accept the proposal by Moore Business Results as presented and approved at the ad hoc committee meeting on February 19, 2020.
 - i. "The Winnetka NC Board has reviewed the Proposal by Moore Business Results to perform updates and transition the existing WNC website to the WordPress Content Management System, for a cost up to the amount of \$3000. **(WNC-2020-051220-10A)**
 - ii. Leveraging efforts for creating Website content in integration with pending planning for WNC Newsletter(s).

- B Discussion and possible action to provide additional funding to support West Valley Food Pantry food distribution efforts in an amount up to \$5000. (Ludwig) **(WNC-2020-051220-10B)**

- C Discussion and possible action by Board, or delegation to the Rules, Elections, and Bylaws Committee for updates prior to 2021 Election Cycle, including possible changes involving the following items (specific verbiage will be sent separately).
 - i. Possible updates involving the designated Youth Member.
 - ◇ Governing Board Composition (Article V Section 1 Paragraph B).
 - ◇ Governing Board Term and Term Limits (Article V Section 4 Paragraphs A & B).
 - ii. Officers Duties and Powers (Article VI Section 2 Paragraph B), VP/Other as Ad Hoc chair.

- D Discussion and possible action in regards to establishing details for the printing of new WNC Business Cards, and name badges.

- E Discussion and possible action to discuss Board Member responsibilities and participation, communication regarding emergency situations or for the coordination of meetings (e.g. email versus text), absences and possible removals, as well as filling Board Vacancies, [10 min]

- F Report and discussion regarding meetings attended by Secretary/Outreach Chair Lisa Reeber
 - i. Emergency Preparedness Liaison Meeting
 - ii. Report and discussion regarding an Introduction to Data workshop

- G Discussion and possible action in regards to the following workflow and processes:
 - i. Monitoring City Council agenda items, actions, proposals, etc. and how does WNC decide when to do Community Impact Statements.
 - ii. Email/Website Form Submission/text: Expectations on responding and time frames.

H DONE Newsletter items for discussion and possible action:

- i. NC Board member demographic survey: What is this, when is it due, have we done it?
- ii. Discussion and Possible action related to the NC reforms introduced in 2018, and providing feedback to the Board of Neighborhood Commissioners on resolutions related to NC code of conduct, censure, and removal of board members.

11)REGULAR COMMITTEE REPORTS & MOTIONS:

A Outreach & Social Media Committee (OSM) Report (Reeber) [20 min]

- i. NOTICE: Meetings are held as needed on the 1st Tuesday of each month at 7:00 PM
 - ◇ General update on Committee plans and activity

B Planning & Land Use Management Committee (PLUM) Report (Uebersax) [10 min]

- i. NOTICE: Meetings are held as needed on the 3rd Tuesday of the month
 - ◇ General update on Committee plans and activity.
 - ◇ Discussion as to the membership of PLUM Committee.

C Youth Advocacy Committee (YAC) Report (Lace) [5 min]

- i. NOTICE: The YAC Committee Meeting as needed
 - ◇ General update on Committee plans and activity

D Public Safety Committee (PSC) Report (Ludwig) [5 min]

- i. NOTICE: Meetings are held as needed on the 4th Wednesday of the month
 - ◇ General update on Committee plans and activity

E Public Works & Transportation Committee (PWT) Report (Uebersax) [10 min]

- i. 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 regarding the 2020 Spring Clean Event cancelled in light of COVID-19 concerns, as to whether rescheduling might be considered, or planning for 2021.
 - ◇ Winnetka Avenue StreetsLA project, Phase 2 bike lanes, and HAWK pedestrian signal.

F Budget & Finance Committee (B&F) Report (Ludwig/Uebersax) [2 min]

- i. NOTICE: Meeting TBD

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

- i. NOTICE: Meeting TBD

12)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]

13)GOOD OF THE ORDER [2 min]

14)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 Department of Neighborhood Empowerment by email: NCsupport@lacity.org or phone: (213) 978-1551 and/or 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 Winnetka Recreation Center, 8401 Winnetka Ave., CA 91306 and are available on our website at 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 or email duebersax@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 (818) 314-0333.

Notice to Paid Representatives

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org.