



**Winnetka Neighborhood Council**  
 c/o Winnetka Convention Center,  
 20122 Vanowen St. Winnetka, CA 91306  
**OUTREACH & SOCIAL MEDIA COMMITTEE**  
**SPECIAL MEETING AGENDA**  
**Thursday, January 07, 2021, 7:00pm**  
**Teleconference Meeting via Zoom**



[board@winnetknc.com](mailto:board@winnetknc.com) | [www.winnetkaNC.com](http://www.winnetkaNC.com) | @winnetkaNC

Committee Chair	Committee Member	Committee Member	Committee Member
Jill Kline	Samantha Ludwig	Lisa Reeber	Celia Vasquez

The public is encouraged to join the meeting by:

**1. Joining Zoom Meeting**

<https://us02web.zoom.us/j/83873171463?pwd=UEXteHdIV3lXMHNiSXVuVi9iTF1BZz09>

**Meeting ID: 838 7317 1463**

**Passcode: WNCOSM**

**One tap mobile**

+16699006833,,83873171463#,,,,\*246150# US (San Jose)

+13462487799,,83873171463#,,,,\*246150# US (Houston)

**Dial by your location**

+1 669 900 6833 US (San Jose) +1 346 248 7799 US (Houston) +1 253 215 8782 US (Tacoma) +1 301 715 8592 US (Washington D.C) +1 312 626 6799 US (Chicago) +1 929 205 6099 US (New York) 833 548 0282 US Toll-free 877 853 5257 US Toll-free 888 475 4499 US Toll-free 833 548 0276 US Toll-free Meeting ID: 838 7317 1463 Passcode: 246150

**Find your local number:** <https://us02web.zoom.us/j/83873171463?pwd=UEXteHdIV3lXMHNiSXVuVi9iTF1BZz09>

The Winnetka Neighborhood Council Outreach and Social Media Committee holds its regular meetings on the first 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 meeting by one of the two methods listed above.

**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](mailto: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 Committee on any agenda item before the Committee 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 Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee 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 Committee meeting. Public comment is limited to 3 minutes per speaker, unless adjusted by the presiding chair of the Committee.

**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](http://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. CONVENE MEETING:** Roll Call, Introductions, Meeting Rules and Announcements - 2 minutes

**2. COMMITTEE CHAIR UPDATE (Kline) - 3 minute****3. PUBLIC COMMENT:** Comments from the public on any items not specifically listed on this agenda - 5 minutes**4. NEW BUSINESS****A. Discussion and possible action to approve past minutes - 10 minutes**

i. November 2020 Meeting minutes

ii. December 2020 Meeting minutes

**B. Discussion of potential new projects and outreach initiatives for 2021- 20 minutes****5. OLD BUSINESS****A. Discussion and possible action on newsletter – 40 minutes**

i. Update on mailing submission and processing

ii. Update on content and layout

iii. Assignment of next steps and deadlines

**6. GOOD OF THE ORDER AND ADJOURN MEETING – 2 minutes****THE AMERICANS 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 either:

- The Winnetka NC Board Secretary via email at [secretary@winnetkanc.com](mailto:secretary@winnetkanc.com) or
- The Winnetka NC President via email at [duebersax@winnetkanc.com](mailto: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](http://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](mailto: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 or a committee at one of its meetings. Those grievances can be aired at the appropriate meeting. 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.

If 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.