



Winnetka Neighborhood Council Special GENERAL BOARD MEETING Board Retreat Agenda

Saturday, September 30, 2023 09:00 AM
Winnetka Convention Center,
20122 Vanowen St. Winnetka, CA 91306

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

board@winnetkanc.com | www.winnetkaNC.com | @winnetkaNC



President	Treasurer	Secretary	Parliamentarian
Mihran Kalaydjian	Samantha Ludwig	Elizabeth Chapman	Mikhail Anthony Maniyan
Vice-President			
Erick Lace			
Board Members			
David Uebersax	Janet Burt	Roy Hadavi	Ajantha Sriramya
Jonathan Vickburg	Robert Stewart	David Bassani	
Victor Lerma	Vacant - 2025	Holden Tsao - Youth Representative	

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.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

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

[1] emailing mihran@winnetkanc.com, 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. If members of the public are unable to provide public comment or be heard due to issues within the Neighborhood Council's control, the meeting must be recessed or adjourned.

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. Additionally, supporting documents distributed to Board Members pertaining to Agenda Items will be posted for Download as well. 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/government/subscribe-agendasnotifications/neighborhood-councils>

- I. CALL TO ORDER
- II. ROLL CALL
- III. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

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issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

1. Board Member Training Overview

- a. City Roles
 - i. Department of Neighborhood Empowerment
 - 1. NC Operations
 - ii. Office of the City Clerk – Funding Division
 - 1. Funding
 - 2. City Clerk Funding Dashboard
 - 3. Budgets
 - 4. MERs
- b. Ralph M Brown Act Compliant
 - i. Transparency
 - ii. Regular Meeting vs Special Meeting
 - 5. Minimum posting requirement
 - 6. General public comment
 - a. Freedom of Speech
 - 7. Public comment
 - iii. Agenda Item
 - iv. Public review of agenda & documents
- c. Law vs Policies
 - i. Brown Act
 - ii. Board of Neighborhood Commissioners (BONC)
 - a. Early Notification System (ENS)
 - b. Website
- d. Agendas
 - i. Agenda Basics
 - 1. Consequences of a poorly written agenda
 - ii. Required language
 - i. ADA
 - ii. General Public Comment
 - iii. Public Access of Records
 - iii. Highly Recommended Language
 - iv. Public Input
 - v. Notice to Paid Representatives
 - vi. Servicios de Traducccion
- e. Board Official Action
 - i. Quorum - 7

- ii. What does this mean?
 - 1. Simple Majority of Board Members present and voting, not including abstentions
 - iii. What does my vote mean?
 - 1. Yes
 - 2. No
 - 3. Abstain
 - 4. Recusal
 - 5. Ineligible
 - f. Standing Committees vs Ad Hoc
 - i. Roles & Responsibilities
 - 1. Only make recommendations
 - 2. Standing vs Ad Hoc
 - g. Data
 - i. Introduction to open data, opportunities and pit falls
 - 1. Demographics
 - 2. 311 data
 - ii. How does data affect my Neighborhood Council
 - iii. What use of data do I have for my Neighborhood Council
 - h. PRAs
 - i. CA Public Records Act
 - 1. Email, phone, text, electronic communication
 - i. Community Impact Statements (CIS)
 - i. What is a CIS?
 - 1. CIS
 - 2. Call to Action
 - ii. How does Winnetka file a CIS?
 - 1. Board can appoint up to 5 filers
 - j. Bylaws
 - k. Etiquette
 - i. Social Media
 - ii. Email Etiquette
 - 1. cc vs bcc
 - l. NC Resources
 - i. Roberts Rule Portal

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 President via email at mkalaydjian@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 President NC via email at mkalaydjian@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 AVISAR AL CONCEJO VECINAL 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. POR FAVOR CONTACTE VICTOR LERMA AL (818) 314-0333 O POR CORREO ELECTRÓNICO President@winnetkanc.com PARA AVISAR AL CONCEJO VECINAL O SI NECESITA AYUDA CON ESTA AGENDA,

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.