



Officers

ALEX GARAY
President

VICTORIA MILLER
Vice President

MARK LEVINSON
Secretary

PATRICIA BATES
Treasurer

LEE BLUMENFIELD
Sergeant at Arms

NOTICE AND AGENDA

ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING

Tuesday May 15, 2018 @7:00PM

**Encino Women's Club Kitchen
4924 Paso Robles Ave., Encino CA 91316**

Motion, Discussion, and Vote may be taken on all items

1. Call to Order. Roll call; determination of quorum.

2. Approval of Executive Committee minutes

3. Officer's Reports:

A. President's Report

1. Board meeting presentation – Climate Resolve
2. Board meeting presentation for June – City Planning
3. Appoint Homeless Liaison
4. Appoint Disaster Preparedness Liaison
5. Senior Symposium – May 19th
6. ENC Board Member Training

B. Vice-President's Report

1. Committee Chairs and membership

C. Secretary's Report

1. Review of General Board meeting minutes and Vote Count sheets - Jan, Feb, March

D. Treasurer's Report

1. Update - ENC Account and cash flow.
2. 2018 April Monthly Expenditure Reports (MER)
3. NPGs and other financial requests

E. Sergeant-at-Arm's Report

1. Applications for open positions on the Encino Neighborhood Council
2. Roster - Ethics, Funding, Code of Conduct

4. New Business:

1. **MOTION:** Resolved that the Encino Neighborhood Council authorizes President Alex Garay (alexfgaray@yahoo.com) to submit Community Impact Statements on behalf of the Encino Neighborhood Council.
2. **MOTION:** The Encino Neighborhood Council approves the appointment of President, Alex Garay as the second signer Financial Officer pending his completion of the in-person NC Funding Program Training, NC Funding System Portal Training, and submission of bank documents.
3. Self-Assessment required under Article XIV Compliance – defer to By-Laws Committee. Request Gibson Nyambura to approve format per “The form of the review shall be prescribed by DONE.”

Cite: http://empowerla.org/wp-content/uploads/2012/12/Plan_Amended_12-18-131.pdf

How To: [http://www.asnc.us/2008-archives/Special-2008/020408-info-DONE-](http://www.asnc.us/2008-archives/Special-2008/020408-info-DONE-NCSelfAssesment.htm)

[NCSelfAssesment.htm](http://www.asnc.us/2008-archives/Special-2008/020408-info-DONE-NCSelfAssesment.htm)

<http://empowerla.org/selfassessment/>

MOTION: The ENC Executive Committee approves to defer the Self-Assessment requirement to the Encino Neighborhood Council By-Laws Committee.

4. Standing Rules Amendment – Adding Item 1.I to the current Standing Rules (2/3 Vote required), see attachment “A – Standing Rules Amendment.”
 5. Encino NC Tracking System of Actions (if needed for Standing Rules 1.D.1. A need has arisen for tracking and referral to current, future and past motions to ease in the identification and proper conduct of business of the Encino Neighborhood Council. The following tracking system is proposed – see attachment “B – Encino NC Tracking System of Actions.”
 6. Outreach Committee activities
 7. PLU Committee activities
 8. Review draft General Board meeting agenda.
 9. Discussion on improvements to General Board meeting; recap previous meeting.
5. **Public Comments on Non-Agenda Items:** Limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Public is asked to fill out a speaker card and hand it to the Board’s Secretary.

6. Adjournment by 8:30pm

Next Executive Committee meeting June 19, 2018

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” 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 only when the respective item is being considered. 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 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows:
glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino
Encino-Tarzana Branch Library, Encino Community Center

- www.encinonc.org
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

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 Alex Garay, Board President, at [\(818\) 971-6996](tel:8189716996) or email via president@encinonc.org

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: [encinonc.org](http://www.encinonc.org) 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 Alex Garay, Board President, at [\(818\) 971-6996](tel:8189716996) or email via enc@social.rr.com

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RECONSIDERATION AND GRIEVANCE PROCESS

For information on the ENC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website www.encinonc.org

SERVICIOS DE TRADUCCION

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Alex Garay, Presidente de la Mesa Directiva, al [\(818\) 971-6996](tel:8189716996) o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal."

ATTACHMENT A – STANDING RULES AMENDMENT

Standing Rules Amendment - Adding Item 1.I. to the current Standing Rules (2/3 Vote required)

1.I. Voting Tally - Eligible Votes for motions shall be counted in the manner exemplified by the City of Los Angeles <http://empowerla.org/neighborhood-council-voting-facts/example> dated January 21st, 2016.

"Example

A Neighborhood Council has 15 board seats and has a quorum of 9 board members to take action. Eleven board members are present, but only 9 are qualified to vote for an item before them because of training requirements. Based on the 3 ways a board can take action, here are the important numbers for the scenario:

- 1. Simple majority of board members present – Requires 6 votes to pass*
- 2. Simple majority of board members present and voting – Requires 5 votes to pass*
- 3. Simple majority of the total board – Requires 8 votes to pass*

If the final vote is 6 for, 3 against and 2 ineligible, then the motion only passes under the first 2 scenarios.

Remember, the required number of votes necessary can change between each agenda item. For instance, if in this scenario, the next item requires 2 board member recusals as well as the 2 ineligible board members, then some of the important numbers have shifted because only 9 board members are present now with 7 qualified to vote:

- 1. Simple majority of board members present – Requires 5 votes to pass*
- 2. Simple majority of board members present and voting – Requires 4 votes to pass*
- 3. Simple majority of the total board – Requires 8 votes to pass*

If the final vote is 4 for, 3 against and 2 ineligible, then the motion still passes under the 2nd scenario, but not the 1st and 3rd.

Even though a board member is ineligible to vote, s/he still counts towards quorum and the number of board members present. S/he does not, however, count towards the number of board members voting. A recused board member does not count towards quorum or the number of board members present or the number of board members voting."

ATTACHMENT B – ENCINO NC TRACKING SYSTEM OF ACTIONS

Actions taken and approved by the ENC will be assigned a label code of ENC-XXX-YR-####.
Where XXX = to the committee that generated the action.
Where #### = to the sequential action taken by a committee
Where YR = to the last two digits of the year of its creation as it first appears on an agenda.
Where ENC = Encino Neighborhood Council Board

Example:

EXE-18-0001 : "EXE" indicated the Action was created in the Executive Committee; "18" indicates the year 2018; 0001 indicates the first action of the year for the committee
ENC-EXE-18-0001: "ENC" indicated the board has approved the action generated by the executive committee in 2018 at their first action request.

Notes:

1. Committee Chairs are responsible for creating and tracking their individual counter of actions. These actions shall be stored in a continuity book kept by the presiding chair and handed off to the succeeding chair if there is a change in seats.

2. Current Committee Prefixes are

<i>EXE = Executive Committee</i>	<i>GOV = Governmental Affairs</i>	<i>BYL = Bylaws</i>
<i>Committee</i>	<i>EDU = Education Committee</i>	
<i>FIN = Finance Committee</i>	<i>OUT = Outreach Committee</i>	<i>PAR = Parks</i>
<i>Committee</i>	<i>PLU = Planning and Land Use Committee</i>	
<i>PSA = Public Safety Committee</i>	<i>TRA = Traffic/Transportation Committee</i>	

New Committees will be assigned a prefix upon creation by the Secretary, or if not present, the sequential order of presiding executive committee members. Ad Hoc Committees will be given the Prefix "AXX" A = Ad Hoc, "XX" assigned as mentioned above.

3. Qualified initiatives will be assigned a YR-#### by the same procedure as above with the prefix of "INI". Example: INI-18-0001

4. Once an action is passed by a committee or qualified under an initiative, and then passed by a legal vote of the board, the letters "ENC" is added to the front of the tag without any change to the remainder of the tag. Example: Board votes and passes action on item EXE-18-0001. Item is now ENC-EXE-18-0001.