



Officers:
 PAT BATES • President
 VICTORIA MILLER • Vice President
 ALEX GARAY • Secretary
 GLENN BAILEY • Treasurer
 HENRY ESHELMAN • Sergeant at Arms

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**NOTICE AND AGENDA
 SPECIAL MEETING - ENCINO NEIGHBORHOOD COUNCIL
 EXECUTIVE COMMITTEE**

MINUTES

Wednesday December 1, 2021 @ 4 pm

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87172153317>

Meeting ID: 871 7215 3317

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IN CONFORMITY WITH THE SEPTEMBER 16, 2021 ENACTMENT OF CALIFORNIA ASSEMBLY BILL 361 (RIVAS) AND DUE TO CONCERNS OVER COVID-19, THE ENCINO NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY WITH A CALL-IN OPTION OR INTERNET-BASED SERVICE OPTION

Public Comment: Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair’s discretion. Public calling in, please press *9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 1 minutes per agenda item. Comments from the public on agenda items will be heard only when the respective item is being considered. Time may be adjusted at the Chair’s discretion.

AB 361 Updates: Public comment cannot be required to be submitted in advance of the meeting, only real-time public comment is required. If there are any broadcasting interruptions that prevent the public from observing or hearing the meeting, the meeting must be recessed or adjourned. 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.

1. **Call to Order. Start recording. Roll call. determination of quorum.**
 - **Meeting called to order at 4:05pm, all committee members present.**

2. Approval of September 2021 ([recording](#)) and [October 2021](#) Executive Committee Minutes
 - **The October 2021 minutes were shared on the screen.**
 - **Pat B moved to approve, a 2nd was received by Victoria M.**
 - **Glenn B. commented on item D that the order was incorrect.**
 - **A member of the public spoke regarding the order.**
 - **The item will be corrected and there's another item on the agenda for discussion of this matter.**
 - **The minutes passed: 5 (Y), 0 (N), 0 (A).**
 - **The September minutes were not physically completed but noticed that other NCs are using the recordings as minutes.**
 - **Victoria M. commented that physical minutes are required and now that there's a secretary it should be easier.**
 - **Glenn B. commented that DONE has addressed the issue and that many NCs do put the links to the recordings but it's not "instead" of the minutes, it is considered supplemental. Once the Zoom account is no longer used, the recordings will vanish unless our NC decides to keep it.**
 - **A question was brought up to start downloading the meetings to keep them even after the Zoom account is removed.**
 - **Additional storage would be required but the cost of storage is relatively inexpensive.**
 - **The minutes for September will be typed up and approved at the next meeting.**

3. Reports from Public Officials/Departments/Community Agencies
 - **No public officials/departments/community agencies in attendance.**

4. Public Comment on Non-Agenda Items – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker. Time may be adjusted at the Chair's discretion. Public calling in, please press *9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak.
 - **The item was opened for public comment, no public comment. The session was closed.**

5. Officer's Reports:
 - A. President's Report
 - **A brief update on redistricting was provided**
 - B. Vice-President's Report
 - **A brief update on committee meetings was shared.**
 - C. Secretary's Report
 1. Review of Prior General Board Meeting minutes
 - **The meeting minutes had not been emailed to the committee but will be distributed to the entire board prior to the General Board meeting.**
 - D. Treasurer's Report
 1. [October 2021 Monthly Expenditure Report \(MER\)](#), emailed to board and posted to ENC Financials webpage
 - **The MER was shared, all expenditures are usual.**

- A request was made to agendize both the October and November 2021 MERs to be on the general board meeting agenda.
- It was agreed to include both MERs on the general board meeting agenda.

2. Neighborhood Purposes Grants – update on previous and potential NPGs

- An update was provided regarding an NPG from the Encino/Tarzana Library at this time. Also the Balboa Sports Facility need some new tables and are planning to do the Spring Egg Hunt but it should be something and would like some outreach from the ENC.

E. Sergeant-at-Arms Report: Training compliance, including new Anti-Bias training and PLU Training (new deadline 1/1/2022)

- All but 2 board members have not completed the trainings
- A question regarding public comment was brought up, regarding public comment on agenda items that are not on topic.
- A question was asked if Walter Almora had completed his training.
- It was confirmed that his trainings have been completed.
- A comment was made that our Bylaws do not indicate that the SAA should be responsible for keeping track of completed trainings.
- A comment regarding public comment being off topic was presented. In City Council, warnings are given, usually a first and second. Perhaps we would be OK if we follow their guidelines.
- It was recommended to consult with the City Attorney for the proper language.

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

6. New and Old Business Executive Committee

A. **Discussion and Possible Action:** Update on the EmpowerLA Virtual Governance Hybrid Work Group, which is scheduled to make recommendations to BONC on October 18, 2021. See BONC 10/18/2021 agenda http://ens.lacity.org/done/agendas/doneagendas197155399_10182021.pdf

B. **Discussion and Possible Action: Status of Draft Digital Communication Policy.** See BONC 10/18/2021 agenda http://ens.lacity.org/done/agendas/doneagendas197155399_10182021.pdf

- Glenn B. commented that Digital Policy may be finalized by the end of the year so it's important to look at and that the hybrid work group can wait until the beginning of the year.
- It was brought up that the Outreach Committee should review the digital communication policy.

C. **Discussion and Possible Action: Permitted Fireworks displays adjacent to residential communities:**

The City of Los Angeles apparently has neither neighborhood notification requirements nor ascertainable standards which are readily available to the public for permitting professional fireworks displays adjacent to residential neighborhoods, yet film productions which use pyrotechnics require expanded community outreach and notification. The City of Los Angeles has been very active in attempting to combat illegal fireworks, which, in addition to posing a fire danger frightens residents and pets alike. However, the City inexplicably permits unpublicised and episodic professional fireworks displays adjacent to residential neighborhoods, including on property under the purview of the Department of Recreation & Parks.

Consider a Community Impact Statement directed to the Los Angeles City Council and the Board of Recreation & Parks Commissioners requiring either a public hearing on any such event at least 30 days prior to the event (or commencement of a series of events) and/or a stringent notification requirement of residents who will be impacted. Further, any permit granted by any City of Los Angeles Department for

such a display, including any attached diagrams regarding placement and size of devices, should be available for public inspection at least 60 days prior to the event. There should be a designated city official charged with evaluating public input on the proposed event with authority to deny the permit and further to refer the matter to the City Attorney in the case a resolution can not be achieved.

- The item was introduced by President Bates and opened to board member comment.
- Victoria M. commented that the request to remove the displays from the little league
- Alex G. asked if high schools notify surrounding residents when they have displays.
- Pat B. motion should encompass more and be broadened. A draft motion was read.
- Glenn B. commented that the motion referenced RAP, are we only looking at RAP lands or others.
- Pat B., We should draft a new motion and send to City Council and Fire Commissioners and make the motion broader to encompass all displays. Should we request a public hearing as well?
- Henry E., Should we conform to some standard of notification?
- Victoria M., this would be something that a Councilmember could introduce as it would cover the entire city.
- Alex G., commented, would it be easier to ask the CEO to conduct a feasibility study requiring notice to be distributed to surrounding communities. A study/report may be needed as it may create new jobs and responsibilities at the City level.
- Glenn B., likes the idea of a report back to from all the affected entities.
- Pat B., shall I draft something before the general meeting that we can all agree with?
- No objections received.

D. Discussion and Possible Action: Selection of General Meeting dates for 2022. 1/26/2022, 2/23/2022, 3/23/2022, 4/27/2022, 5/25/2022, 6/22/2022, 7/27/2022, 8/24/2022, 9/28/2022, 10/26/2022, 12/7/2022

- **Pat B., commented that all the dates avoid most holidays.**
- **Glenn B., requested to change the date of the December meeting to the 2nd Wednesday of the month.**
- **Victoria M., commented perhaps we should table this until later in the year.**
- **Pat B., mentioned to select the dates now and leave December open until later in the year.**
- **The December meeting was changed to December 14th. Pat B made a motion to approve, Glenn B. 2nds.**
- **Dates approved: 4 (Y), 0 (N), 1 (A)**

E. Discussion and Possible Action: Recommendation of appointment of Neighborhood Council Sustainability Alliance (NCSA) Representative and Alternate for voting purposes.

- Pat B., commented that she believes that this has been corrected.
- Glenn B., requested to start from the beginning. He further commented that he has been attending the meetings since the inception of the alliance. He recognizes the board members interest but she has not been seen at many meetings. The position was offered as the 2nd alternate at the previous meeting and accepted the 2nd alternate position. Moving forward there is no need for me to stay on and Pat may be the voting member and Heather as the alternate, if you want to make a switch, that's up to you.
- Heather M., commented on the time she has spent on this topic.
- Pat B., commented that she would be happy to have Heather as the voting member.
- Glenn B., commented that no one other than the board is able to decide who the voting member is and any confusion should be cleared up moving forward.
- Pat B., made a motion to have Heather M as the voting rep and her as the alternate.
- The motion passed: 4 (Y), 0 (N), 1 (A).
- For clarification, this item will be presented to the full board.

- F. **Discussion and Possible Action:** Use meeting recordings for minutes of meetings, in the attached format or similar: <https://www.encinonc.org/ncfiles/viewCommitteeFile/25949>
- **Pat B., We already decided the deal with the recordings and I'm inclined to still post them.**
- G. **Discussion and Possible Action:** Designate alternate representative to the Sepulveda Basin Wildlife Areas Steering Committee
- H. **Discussion and Possible Action:** Designate alternate representative to the West Valley Neighborhood Alliance on Homelessness.
- I. **Discussion and Possible Action:** Authorize representative or alternate representative to the to the West Valley Neighborhood Alliance on Homelessness to vote on matters considered by the WVNAH in compliance with the ENC Bylaws and Standing Rules
- **Items G, H & I may be moved to another agenda item.**
 - **Victoria M. commented that the entire board should be questioned as to who may be interested in the open positions.**
 - **Pat B., liked the idea and we should be able to move forward without a vote.**
 - **Glenn B., asked if we're talking about G & H only?**
 - **Confirmed by Pat B.**
 - **Glenn B., commented that there may be good people out there and having time is good.**
 - **Pat B., we will have a list of reps on alliances, etc..., it's on my list of things to do.**
 - **A member of the public made a comment.**
- J. **Discussion and Possible Action:** Consider who shall be in charge of training compliance for the Encino Neighborhood Council, by adding the responsibility to an existing position or create a new position for a compliance Officer.
- **Pat B. introduced the item and made a motion to select Henry E as the compliance officer.**
 - **Alex G. 2nd the motion**
 - **Victoria M., asked if this is being voted on by the full board?**
 - **Glenn B., commented that this should be voted on by the board since we do not have this as a current position.**
 - **Pat B., agreed to create a motion to create the position of a Compliance officer, Alex G 2nds**
 - **The item passed: 5 (Y), 0 (N), 0 (A)**
 - **Glenn B, asked to further include the selection of the officer.**
- K. **Discussion and Possible Action:** Add Secretary Alex Garay as an authorized Community Impact Statement filer in place of past secretary Jodie Francisco.
- **A motion to add Alex G. as an authorized person to file a CIS. Victoria 2nds.**
 - **Glenn B. commented that there needs to be a resolution at the regular board meeting.**
 - **The item passed: 5 (Y), 0 (N), 0 (A)**
- L. **Announcement:** DONE is accepting Bylaws amendments now. The submittal deadline is April 1, 2022 (note date changed to April 1, 2022)
- **Victoria M. commented that there will be something from meeting for regular board meeting.**

- **Pat B. commented that the agenda needs to be posted by Sunday so as long as the info is received before then it will be on the agenda.**

M. Applications for open positions on the Encino Neighborhood Council :Open Positions Include: At Large Alt (1), Apartment/Condo Alt (1), Business Rep Alt (2), Education Alt (1), Public Safety Rep Alt (1), Religious Alt (1),Volunteer Alt (1), Area 2 Alt (1), Area 3 Alt (1), Youth Rep (1).

- **Pat B.** commented that she will post it on the website and that someone expressed interest in the Youth Rep position.
- **Victoria M.** commented that perhaps we could do an e-blast and have a button on our website where that will take people right to the application.
- **A member of the public commented that back in 2005 a stipulation was set in the Bylaws that due to an incident in Sylmar that all committee members had to be actual residents but it's no longer a requirement.** With AB9 passing, is it possible to put this stipulation back in the Bylaws?
- **After a discussion it was decided that it may be on a future Bylaws Committee meeting.**

7. Review General Board Meeting Draft Agenda

- **Pat B. commented that there will be some changes, including items from the PLU and Bylaws that still need to be added before it's posted. The item was not discussed.**

8. Board Member Comment on Non Agenda Items

- **No comments from board members**

9. Motion to adjourned at 5:59pm – motion passed, the meeting was adjourned.