



Officers
ALEX GARAY
President
VICTORIA MILLER
Vice President
Vacant
Secretary
PATRICIA BATES
Treasurer
LEE BLUMENFELD
Sergeant at Arms

NOTICE AND AGENDA

ENCINO NEIGHBORHOOD COUNCIL EXECUTIVE COMMITTEE MEETING

Tuesday October 16th, 2018 @ 7pm

**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 Member's Roles - Discussion.
 2. Community Update – St. Nicolas Homeless Program
 3. Encino Family Festival Update
 4. Encino Town Hall on Crime - Update
 - B. Vice-President's Report
 1. Committee Chairs and membership
 2. Update on committees not meeting
 - C. Secretary's Report
 1. Review of General Board meeting minutes and Vote Count sheets – Feb., April, May, June & July & August, September.
 - D. Treasurer's Report
 1. Update - ENC Account and cash flow.
 2. 2018 September 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 – Area 3 Rep



2. Roster - Ethics, Funding, Code of Conduct

4. New Business:

- 4-1** Board Member Resignations – Discussion on when board members resign. Currently nothing prevents a board member from resigning and then turning around and wanting to rejoin. Should we request the By Laws Committee to adopt a Standing Rule or amendment to the By Laws to include a “cooling off” period when board members resign? MOTION; EXE-18-10-0019: The ENC Executive Committee would like to modify the Standing Rules to include a cooling off period of _____ months after a board member resigns.
- 4-2** Elections & Vetting – Discussion and possible action. Other than checking an ID for an address verification should the ENC vet potential new board members and/or those that are running in the election? MOTION; EXE-18-10-0020: The ENC Executive Committee recommends that all future candidates and applicants for ENC board member positions undergo a basic background check (i.e. Been Verified).
- 4-3** Forum & Holiday Toy Drive – The Outreach Committee discussed having an event in December, possible topics are Disaster Preparedness (earthquakes, etc...) or perhaps a forum on sidewalks and urban canopy (losing green space). These could be done in conjunction with a holiday toy drive, the ENC can deliver the toys to Fire Station 83 in Encino. MOTION; EXE-18-10-0021: The ENC Executive Committee supports the Outreach Committee setting up a December Forum and Toy Drive. Topic, Location, Date and Expense to be determined at the next Outreach Committee meeting.
- 4-4** Reach of the ENC – The ENC needs to reach many more residents in Encino, not only to make them aware of the ENC but to also provide proper notices about upcoming projects, developments and events. The CD5 office does not have a mailing list for all Encino residents. The USPS has a program called Every Door Direct Mail. In the 91316 Zip Code there are 13,632 total delivery addresses (residential and business). In the 91316 Zip Code, there’s a total of 12,664 residential address. In the 91436 Zip Code there’s a total of 7,354 mailing addresses (residential and business) and a total of 5753 residential mail addresses. The cost to mail to, in the 91316 Zip (both residential and businesses) is: \$2,426.50 or for residential only; \$2,254.19. These cover 21 mail routes. The 91436 zip comes to (both residential and business) to \$1,309.01 or for residential only, \$1,024.03. These cover 19 mail routes. We can only mail 5000 pieces per day however we can spread it out over several days. With the elections coming up, this is a good way to get the word out about candidates, election site and date, and some information about the ENC, all in one flyer.
- 4-5** ENC Public Safety Committee Chairs – Discussion on new possible Public Safety Committee Chairs, Suzan Richmond & Sam Apikyan. MOTION; EXE-18-10-0022: The ENC Executive Committee recommends Suzan Richmond and Sam Apikyan as Co-Chairs of the Public Safety Committee.
- 4-6** ENC Secretary – Discussion on possible candidates for the ENC Secretary Position. MOTION; EXE-18-10-0023: The ENC Executive Committee recommends _____ to be the new Encino Neighborhood Council Secretary.
- 4-7** ENC Public Safety Committee and Rep – Discussion on having an ENC Public Safety Rep that does not Chair or Co-Chair the Public Safety Committee.



4-8 Conversations with the City Attorney – The protocol is that the City Attorney will only communicate and field questions from the NC President unless a change is made in the By-Laws and/or Standing Rules to appoint someone else to speak with the City Attorney in the President’s absence. Our existing By Laws indicate that in the absence of the President, the Vice President shall act as President and is able to communicate with the City Attorney in the President’s absence.

4-9 Removal of Alternate Kathy Moghimi-Patterson. Kathy has missed about 20 consecutive meetings. Per the City Attorney, we will need to vote on her official removal. Kathy will be emailed that her position will be deemed vacant at the October 24th ENC General Board Meeting. MOTION; EXE-18-10-0024: The ENC Executive Committee will agendaize a formal vote to remove Kathy Moghimi-Patterson as the At-Large Alternate at the October 24th 2018 Encino Neighborhood Council General Board Meeting.

4-10 Committee Books, Minimum Requirements – A suggestion has been brought forth to the Executive Committee to add a minimum requirement to the Committee Books (refer to Supporting Document A). MOTION; EXE-18-10-0025: The ENC Executive Committee supports adding a minimum requirement to the Committee Books as illustrated in Supporting Document A.
<http://www.encinonc.org/docs/34483194-5195.pdf>

4-11 Parks Committee activities.

4-12 Outreach Committee activities

4-13 PLU Committee activities

4-14 Review draft General Board meeting agenda.

4-15 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 November 20, 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 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 president@encinonc.org

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."

