

Van Nuys Neighborhood Council

www.VNNC.org



SPECIAL Executive Board Meeting Agenda
September 4, 2018
6:00PM – 8:00PM

Marvin Braude Constituent Center
6262 Van Nuys Blvd.
Van Nuys, CA 91401



Van Nuys Neighborhood Council Board of Directors

President
GEORGE CHRISTOPHER THOMAS
Industrial #2

Vice President
MARLIN MEDRANO
At-Large Representative

Parliamentarian
JOSEF LAZAROVITZ
Commercial #2

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VERONICA MARIN
Commercial #1

Secretary
JEANETTE HOPP
Non-Profit Org #2

Sergeant At Arms
JEFFREY LYNN
Resident at Large #2

RICHARD HOPP
At-Large Representative

MICHAEL BROWNING
At-Large Representative

JOHN CAMERA
Resident Zone 3

JERRY MARTIN
Stakeholder At-Large

PENNY MEYER
Resident Zone 4

MARIA SKELTON
Renter At-Large #2

STEVE FRIEDMANN
Commercial #4

JAKLEN KESHISHYAN
At-Large Representative

KATHLEEN PADDEN
Senior Representative

STACY RAINS
School Representative

JASON ACKERMAN
Renter At-Large #1

JOHN HENDRY
Resident Zone 3

KATHY SCHREINER
Resident Zone 2

ASHLEY NEYRA
Youth

GLENN EPSTEIN
At-Large Representative

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 minute per speaker, per item, with a maximum total of 10 minutes per speaker, unless adjusted by the facilitator.

1. Call to Order, Pledge of Allegiance to the United States of America and Roll Call
2. Officer’s Report
 1. President’s Report
 2. Vice President’s Report
 3. Secretary’s Report- Approval of the Executive Meeting Minutes from 08/06/2018
 4. Treasurer’s Report- Discussion and possible action to discuss the email from the City Clerk concerning missing documents and signatures dated 08/29/2018. The email had the following concerns:
 - i. November MER has a Sizzler Transaction that also may require a BAC and a description of what the transaction was about. It does need an Itemized receipt.
 - ii. In December 2017, Vatican Banquet Hall needs an Itemized receipt what is uploaded in the Portal does not have Vendor Info., date or what you were charged for. Please attach any supporting documentation with what you have in the Portal.
 - iii. March BAC is not signed in the MER Portal.
 - iv. April through June BAC is missing or has not been uploaded, have you had a meeting to approve those MER’s?
 - v. Also, July MER for this FY has not been generated. Please advise when you can submit the missing documents?
 - vi. Discussion and possible action to place on the 09/12/2018 General Board Meeting the missing MERS reports.
 - vii. Discussion and possible action to approve proxy payments for the month.
3. Discussion and possible action to create outreach plan for events sponsored or co-sponsored by the VNNC.

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4. Discussion and possible action on report of items approved by the VNNC and the purchase status of those items.
5. Discussion and possible action of items for placement at the 09/12/2018 General Board Meeting.
 1. Discussion and presentation by Councilmember Hopp of the DONE proxy payment program.
 2. Discussion and possible action to feature Brionna Thompson in the "Distinguished Speaker Series" The Victim Assistance Program provides direct services to victims of crime and their families. Some of the services we provide are information on referrals to local and public agencies, counseling referrals, crisis intervention and emergency assistance, criminal case status, information on the Criminal Justice System and court escort/support.
 3. Discussion and possible action to obtain the DONE's report in regards to the Councilmember assault/harassment at the VNNC General Board meeting held on July 16, 2018.
 4. Discussion and possible action to have a "Call to Action" for all current Van Nuys Councilmembers. The CTA to include each VNNC member picking a council file to attach a Community Impact Statement to, picking a place for a new mural, and becoming affiliated with a local community organization. A spreadsheet will be created to track the CFs and Councilmembers.
 5. Discussion and possible action to reimbursement of George Christopher Thomas for \$93.00 for popcorn from Smart & Final. The VNNC partnered with Los Angeles City Councilwoman Nury Martinez for the "Movies In The Park" event on August 10th. The VNNC was requested to help staff the event, as well as provide individually wrapped popcorn bags for the attendees. This is an ongoing partnership and the VNNC sponsored this event last year as well. NTE \$93.00
 6. Discussion and possible action to allocate \$1000 to each committee chair to spend on election outreach and committee business. The VNNC to request help in facilitating monthly committee meetings and procedure for setting up the agenda. The VNNC to empower the committee chairs and embrace "The Committee Constitution."
6. Discussion and possible action to amend the bylaws to allow for four alternate Council seats. The alternate Councilmembers to act as stand ins when the full 21 VNNC is not present. The 4 alternates to be dully trained in ethics and funding, and have full voting rights. The VNNC to appoint the alternates after the bylaws are amended, then one month after elections in 2019, with that policy continuing thereof after each general election. (2021, 2023, etc.)
7. Discussion and Possible Action to create a document for tracking the work of the committees. This living document will show the time, date, and location of all committee meetings. Additionally having committee member information and pending items. This document shall be referred to as "The Committee Constitution." Mr. Gomes and City Hall staff shall facilitate the creation and implementation of document.
8. Discussion and possible action to submit a Community Impact Statement on Council File 13-0002-S145 calling for reform within the United States Postal Service (USPS). The VNNC to take additional steps by creating a "Call For Action" and request all postal vehicles come equipped with air conditioning, as to prevent dangerous health conditions for the employees delivering the mail. The CIS and CTA to be submitted to the Los Angeles City Council and Congressman Tony Cardenas.

9. Discussion and possible action To Approve sponsorship of Annual the VANC Mixer on March 14, 2019. NTE \$250.00
10. Discussion and possible action to Review and contingency approval of VNNC.org website, cost study, and Board members emails. Presenter Wendy Moore from Moore Results NTE\$3500 The Contingency consist to present to the board prior to our General Meeting, the following supporting Documents: Statistics, traffic, and analytics for the past 2-months. To learn and discuss where 1600 registered emails from our old database are; and why have not been merge with the 275 emails in MailChimp currently and current ENS Status.
11. Discussion and possible action to sponsor a Mid Valley YMCA Clean upon Saturday 15, 2018 from 9am to 12pm by providing lunch for the volunteers. YMCA expects 75 volunteers. i.e. Van Nuys HS JROTC cadets NTE \$150.00
12. Discussion and possible action to amend the standing rules and officially create four additional standing committees. The VNNC to make permanent the Special Committee on Policy & Education (SCOPE) as an official standing committee. The VNNC to make permanent the Legislative Information Committee (LIC) as an official standing committee. The VNNC to additionally create a permanent Transportation Committee as well as a permanent Beautification Committee.
13. Discussion and possible action to continue hosting a “Taste of Van Nuys” at its September General Meeting. The VNNC to pick one ethnically diverse restaurant per month to sample the delicious dishes from the business that make up the community of Van Nuys. The VNNC to continue to reach out to different restaurants and business in Van Nuys to continue the “Taste of Van Nuys” at least once a month. (NTE 150.00 a month)
14. Discussion and possible action to follow up on agenda items that were directed back to committee from the August 6, 2018 executive meeting:
 1. Item 19-Discussion and possible action to have the PLUM committee create an overall principles guideline that incorporate the goals, strategies, action steps, and their detailed tasks for planning that can be used by the VNNC.
 2. Item 20-Discussion and possible action to fund banner maintenance and possible additional banner locations. The VNNC to pick additional locations and purchase additional banners. (NTE \$8,000) Back to B&F, Outreach
 3. Item 21-Discussion and possible action to create the process to approve and post photos on VNNC's website and/or social media sites. Back to Outreach
 4. Item 24-Discussion and possible action to purchase a popcorn machine and supplies for outreach events. (NTE \$600) [Popcorn Maker](#) Back to B&F
5. General Public Comment on Non-Agenda Items within the Board’s Jurisdiction (up to two minutes per speaker)
6. Board Member Comment on Non-Agenda Items
7. Adjournment

***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 VNNC by calling: (818) 533-8662 or via email at: info@vnnc.org

****PUBLIC POSTING OF AGENDAS** – VNNC agendas are posted publicly near the front door to the conference room of the Marvin Braude Constituents Building, 6262 Van Nuys Blvd, Van Nuys, CA 91401 and also online at www.vnnc.org You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

****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 , 6262 Van Nuys Blvd, Van Nuys, CA 91401, at our website: <http://www.vnnc.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 via email: info@vnnc.org

****RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the VNNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the VNNC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.vnnc.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 info@vnnc.org por correo electrónico para avisar al Concejo Vecinal.