



PORTER RANCH NEIGHBORHOOD COUNCIL

General Board Meeting Minutes

Tuesday, May 6, 2014

at Shepherd of the Hills Church, 19700 Rinaldi St., Porter Ranch, CA 91326

1. Welcome

Vice-President Pat Pope called the Meeting to order at 6:00 p.m. The Pledge of Allegiance was led by Board Member Becky Leveque.

2. Roll Call

Board Members introduced themselves: Pat Pope (Vice-President), Eric Nam (Secretary), Sean O'Rourke (Treasurer 1), Ethan Turer (Treasurer 2), Sue Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee and Becky Leveque. Nine of the 11 Board Members were present at the beginning of the Meeting. Anthony Park arrived later. Board Member absent: Paula Cracium (President). The PRNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven, so the Board could take such votes. All 11 of the 11 Board Seats were filled. No Board Seats were vacant. Also attending: 35 Stakeholders and guests.

3. Minutes Approval

MOTION (by Mr. Nam, seconded by Mr. O'Rourke): The Porter Ranch Neighborhood Council approves the Minutes of its April 1, 2014 General Board Meeting as written.

MOTION to CALL FOR THE QUESTION (by Mr. Pope); there were no objections.

MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor ("Yes" or "Aye") (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Nam, O'Rourke, Pope, Park and Turer); one abstained (Leveque).

MOTION (by Mr. Nam, seconded by Mr. Turer): The Porter Ranch Neighborhood Council approves the Minutes of its April 16, 2014 Special Board Meeting as written.

MOTION to CALL FOR THE QUESTION (by Mr. Pope); there were no objections.

Board Member Anthony Park arrived at this time, making ten Board Members present (the PRNC quorum is seven).

MOTION PASSED unanimously by a roll call vote of the ten eligible voters present with all 10 in favor ("Yes" or "Aye") (Hammarlund, Kim, Ashiley Lee, Cindy Lee, Leveque, Nam, O'Rourke, Pope, Park and Turer).

4. Treasurer's Report -- Treasurer 1, Sean O'Rourke

Mr. O'Rourke displayed the "Treasurer's Report" and reported that all Neighborhood Purposes Grant (NPG) allocations paperwork has been distributed. He said "we have about \$2,048 to spend this Fiscal Year." May 15th is the last opportunity to make a Demand Warrant or NPG expenditure; June 13th is the P-Card (Purchase Card) deadline.

5. Motion – Treasurer 1, Sean O'Rourke: Motion to approve Treasurer's report.

FUNDING MOTION (by Mr. O'Rourke, seconded by Mr. Nam): the Porter Ranch Neighborhood Council approves the April 2014 Treasurer's Report as presented.

MOTION to CALL FOR THE QUESTION (by Mr. Pope); there were no objections.

FUNDING MOTION PASSED by a roll call vote of the ten eligible voters present with nine in favor ("Yes" or "Aye") (Hammarlund, Ashiley Lee, Cindy Lee, Leveque, Nam, O'Rourke, Pope, Park and Turer); one abstained (Kim).

Mr. O'Rourke explained that anyone can store a camera. Ms. Leveque would like the Board to previously be notified before such actions. She reminded that the Porter Ranch Community School was built to also serve the PRNC, including with meeting space and equipment storage.

6. Community / Governmental Updates and Announcements – Fire Station 28's Captain Raul Miranda will give a presentation on Rattlesnake Season.

Jeanine Angeles, LAPD Devonshire Division Senior Lead Officer (office 818-363-1726; mobile/text phone 818-325-7749; 30392@LAPD.LACity.org), reported that theft is still a problem. She cautioned about phone scams with posers claiming to be with the DWP, the IRS, a relative in trouble or other false claim. Remember to "Lock It, Hide It, Keep It." Online e-policing is available at www.LAPDOnline.org; you "can sign up to receive" news and tips. The LAPD is also on Twitter. The May 17th SOLID Breakfast starts at 8:00 a.m.; the Open House is at 10:00. The Greek Festival and Carnival will be May 23-26 at St. John Eudes Church [9901 Mason Ave. at Lassen]. National Night Out August 5th will probably be at the Park at Reseda and March, possibly at Mason Park.

Ron Rubine, Field Deputy for L.A. City District 12 Councilman Mitch Englander (818-882-1212; Ron.Rubine@LACity.org), reported that there is a clothing drive at the CD12 Office on Oakdale to help the burned-down San Fernando Valley Rescue Mission. DWP representatives will be at the Office June 6th, 9:00-2:00. The Councilman entered a Motion to upgrade Fire Dept. services. [The following was announced after Item #7.] Mr. Pope announced that the Councilman will host a "Senior Citizens Recognition Event" at the end of May and is requesting Neighborhood Councils' funding. Mr. Pope asked and Board Members indicated that they're willing to have a Special Board Meeting about this; Mr. Pope will advise Ms. Cracium. Mr. Kim recommended and Mr. Pope agreed to e-mail the Board tomorrow.

L.A. City Fire Dept. Captain Raul Miranda, Station 28, presented about “rattlesnake awareness.” Most thin-headed, thin snakes are non-venomous; thick-headed, thicker-bodied snakes are venomous. Rattlesnake rattles are harmless and only used to warn other animals such as humans to stay away. Rattlesnakes “do not hunt people” and only attack when they’re “startled, threatened, provoked or cornered.” Their average length is 31”. If you encounter a rattlesnake, “take two giant steps back . . . out of its striking range.” If you or someone you’re with is bitten, if possible, take a picture of the snake to help identify what kind of snake it is. Do not apply a tourniquet, pressure or ice or take painkillers; remain calm and call 9-1-1. If you see a snake in the wild, such as in a park or hiking trail, “leave it alone . . . don’t call 9-1-1.”

Grace Yu, Executive Director of the Korean-American Association, introduced herself and congratulated the PRNC on higher voter turnout in its recent election and for serving the community.

7. Neighborhood Council Board Orientation

- a. The role of your NC in your community and for your community
- b. Quick hits on laws that govern NCs - City Charter, NC Plan, Brown Act PRA, ADA, Conflict of Interest
- c. Getting to know your bylaws
- d. Funding for your NC
- e. Having a great NC meeting
- f. Questions and answers

Melvin Canas, Neighborhood Empowerment Analyst, L.A. Dept. of Neighborhood Empowerment (DONE) (818-374-9953; cell 323-972-7782; Melvin.Canas@LACity.org; www.EmpowerLA.org), introduced himself and distributed copies of a “Neighborhood Council Board Member Development Handbook,” “2014 NC Board Orientation” notes and other Board and Meeting management materials. NC’s are considered government agencies. The most recent Bylaws version includes the new Stakeholder definition as changed by the City Council: “Stakeholders shall be defined as those who live, work or own real property in the neighborhood and also to those who declare a stake in the neighborhood as a community interest stakeholder, defined as a person who affirms a substantial and ongoing participation within the Neighborhood Council’s boundaries and who may be in a community organization such as, but not limited to, educational, non-profit and/or religious organizations.” He encouraged submitting Community Impact Statements (CIS’s), designating a CIS Liaison and signing up through the City website [www.LACity.org] to receive Council File information. He explained that the State Brown Act is to ensure the public knows what will be discussed, with “sufficient information” on the meeting Agenda, and regulates Board Members’ communications with each other outside of meetings. Agendas should be e-mailed to NCSupport@LACity.org for posting on the City’s Early Notification System.

Mr. Canas said the PRNC’s “magic number” equals four, a quorum of the quorum of seven. “Outside of meetings, up to three” Board Members can communicate

together about Board business without violating the Brown Act. The quorum of a quorum applies to standing and ad hoc Committees; it does not matter what the Board Member's title is. He advised that, if a Committee Meeting is to be held and at least four Board Members are expected to be present, to title the Meeting "Joint Board and [Name of Committee] Committee Meeting." Board Members attending Committee Meetings are all considered to be Board Members, not Stakeholders, whether the Board Members are also Committee Members or not. If a quorum of a quorum of Board Members will attend an event such as a tour, it is okay for them to attend "as long as [they] don't discuss Neighborhood Council business." It's okay for more than three PRNC Board Members [a quorum of a quorum] to communicate with each other if the communication is only about establishing a meeting date or something like that; it's best to "reply to the sender" of an e-mail rather than "reply all," and "for information purposes only," not for decision-making. The Executive Board can meet to make recommendations to the full Board. Also, "according to your Bylaws, you're including abstentions" in votes.

If there's a concern about or knowledge of a conflict of interest or ethics violation, contact DONE or the City Attorney [Alois Phillips, L.A. City Deputy Attorney, Neighborhood Council Advice Division (213-978-8132; Alois.Phillips@LACity.org)]. If you are concerned about your own voting, "err on the side of caution" and "don't vote." He confirmed that e-mails can be subpoenaed as part of a PRA (Public Records Act) request. If you receive a PRA request "notify [DONE] right away." He confirmed that Board Members less than 18 years old cannot vote "on financial matters," including approvals of the Monthly Expenditure Reports; they are considered "ineligible" like Board Members who haven't completed the Ethics and/or Funding Trainings.

He recommended to first make a Motion, then discuss it. Motion dollar amounts can be changed from the Agendized amount if it is within "a reasonable range." He counseled that "public comment is comment, not discussion." He presented a list of meeting management tools including a gavel, public comment time remaining reminders and a sample public records book. www.EmpowerLA.org has informational videos.

Mr. Canas reminded that all Board Members need to have completed the Ethics Training and the Funding Training. Also, a meeting's Presiding Officer can ask "if there is no objection" [or abstention] a vote can be considered a unanimous roll call vote. A Vote Count Form must be completed "for funding matters." Meetings must be held at ADA-compliant facilities; Agendas need to indicate which Board Member to contact for an ADA request. This does not include translation services. He encouraged participating with VANC (the Valley Alliance of Neighborhood Councils) at their second Thursday nights meetings at Sherman Oaks Hospital.

8. **Motion** -- Sue Hammarlund -- to approve the purchase of an outdoor covering for when we have the PRNC table set up for outdoor functions price not to exceed \$1000.

FUNDING MOTION (by Ms. Hammarlund, seconded by Mr. O'Rourke): The Porter Ranch Neighborhood Council approves the purchase of an outdoor covering for when we have the PRNC table set up for outdoor functions price not to exceed \$1,300; the design and lettering will be discussed at the next Board Meeting.

DISCUSSION: Ms. Hammarlund passed around an image of the possible covering, or pop-up tent

MOTION to CALL FOR THE QUESTION (by Mr. Pope); there were no objections.

FUNDING MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor ("Yes" or "Aye") (Hammarlund, Cindy Lee, Leveque, Nam, O'Rourke, Pope, Park and Turer); one abstained (Kim). Ashiley Lee was ineligible to vote due to not yet being of age (18) to vote on financial matters.

9. **Motion** [see below]

FUNDING MOTION (by Ms. Hammarlund, seconded by Mr. Turer): The Porter Ranch Neighborhood Council approves purchasing various items for outreach functions not to exceed \$500. Such items might include note pads, pencils, calendars, etc.

DISCUSSION: There was discussion of how and at what event(s) to use the items.

MOTION to TABLE to the June Board Meeting (by Ms. Hammarlund, seconded by Mr. Turer).

MOTION to TABLE PASSED with no objection.

10. **Future Meeting/Retreat** June 28/Porter Valley CC (Tentative Date) and location pending agreement of the Board.

The Board agreed that June 14th is better. Ms. Leveque noted that the Porter Valley Country Club will be available then. Mr. Pope "will let Paula know."

11. **Public Comments**

There were no comments at this time.

12. **Motion to adjourn**

Mr. Pope declared the Meeting ADJOURNED.

The Meeting was adjourned at 9:37 p.m.