

Paula Cracium, President Patrick Pope, Vice President
Eric Nam, Secretary Sean O'Rourke, Treasurer 1, Armando Nunez II, Treasurer 2
Becky Leveque, Susan Hammarlund, Alex Kim, Ashiley Lee, Cindy Lee, Dick Rippey

General Board Meeting Minutes

Wednesday, September 3, 2014

Porter Ranch Community School Multipurpose Room, 12450 Mason Ave., Porter Ranch

1. Welcome

President Paula Cracium called the Meeting to order at 6:00 p.m.

a. Reminder to sign in; it is completely optional and not required for attendance.

Ms. Cracium noted the above.

2. Roll Call

Board Members introduced themselves: Paula Cracium (President), Pat Pope (Vice-President), Eric Nam (Secretary), Sean O'Rourke (Treasurer 1), Ethan Turer (Treasurer 2), Sue Hammarlund, Alex Kim and Cindy Lee. Eight of the nine Board Members were present at the beginning of the Meeting. Board Members absent: Becky Leveque. The PRNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see <http://empowerla.org/wp-content/uploads/2012/06/PorterRanchNC-Bylaws.pdf>), so the Board could take such votes. All 11 of the 11 Board Seats were filled (by election or appointment). Two Board Seats were vacant: one Open and one Student. Also attending: approximately 70 Stakeholders and guests.

3. Discussion with the Office of the City Attorney which may include any of the following topics:

- a. Legal concerns arising from conduct between or among Board Members: Board communication skills (including electronic), representing the City with dignity, personal conflicts in City matters, disharmony versus disagreement, eliminating bullying and harassment, and improving conduct at meetings, including a questions and answer session on these topics.
- b. Plan for a Citywide System of Neighborhood Councils
- c. The Administrative Code provisions applicable to Neighborhood Councils
- d. Ethics and conflict of interest laws applicable to Neighborhood Council Board Members
- e. The Brown Act
- f. The California Public Records Act
- g. The Americans with Disabilities Act

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h. The Board's Bylaws.

i. The City Charter

Speakers may include Deputy City Attorneys Vivienne Swanigan of the Labor Relations Division and Alois Phillips of the Neighborhood Council Advice Division. Please note that this discussion does not fulfill the requirement that Board Members also take the mandatory 2 hour ethics course.

Vivienne Swanigan, Deputy City Atty., Labor Relations (213-978.7156; Vivienne.Swanigan@LACity.org; <http://atty.LACity.org/index.htm>), presented. Copies were distributed of a "We Ain't Misbehaving" handout about sexual harassment and workplace violence. Ms. Swanigan reviewed issues such as threats of violence (including by text message, Facebook, Twitter, IG, emails, etc.); stalking and presence of an unauthorized weapon. She cautioned to note the difference between "a difficult person" (relentless, always wants to prove you wrong) and "a person having a bad day" (positive words can change their mood). Workplace violence can be considered to be anywhere a Board Member is getting threatened or stalked. She counselled that it is not wise for Board Members to speak on behalf of the Neighborhood Council on social media. Board Members don't have to edit personal social media sites.

Alois Phillips, Deputy City Attorney, North Valley/South Valley/East Areas, Neighborhood Council Advice Division (213-978-8132; Alois.Phillips@LACity.org), presented. She counselled that Board Members can post on social media, but should use caution to not get into legal issues or what the Board position was on a certain topic. The Brown Act would consider as a serial communication a Board Member forwarding an email from a Board Member(s) to all the Board Members. One exception: setting the Agenda and time of meeting; for example, the Secretary can send the Meeting Agenda.

[Also see below Item #15.]

4. **Minutes Approval**, August 6th [not "3rd"] Meeting Minutes

It was agreed to POSTPONE approval of the Minutes of the August 6, 2014 General Board Meeting.

5. **Minutes Approval**, Special August 2nd Meeting Minutes

MOTION (by Mr. Nam; SEAN seconded): The Porter Ranch Neighborhood Council approves the Minutes of its August 2, 2014 Special Board Meeting as written.

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MOTION PASSED unanimously by a hand vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Hammarlund, Kim, Cindy Lee, Nam, O'Rourke, Pope and Turer). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.]

6. Treasurer's Report

Mr. O'Rourke gave a summary of the Treasurer's Report.

7. Motion to approve budget report.

Mr. O'Rourke is working to resolve charges mistakenly charged by DONE (the L.A. Dept. of Neighborhood Empowerment) to the PRNC for its website. Items have to be renewed every year; they cannot be prepaid for years in advance for a lower price rate. Two items paid for a deposit last year in the amount of \$3,100 are waiting for reimbursement.

FUNDING MOTION (by Mr. Pope, seconded by Mr. Nam): the Porter Ranch Neighborhood Council approves its July 2014 and August 2014 Budget Reports as presented.

FUNDING MOTION PASSED by a roll call vote of seven of the eight eligible voters present with six in favor ("Yes" or "Aye") (Hammarlund, Cindy Lee, Nam, O'Rourke, Pope and Turer); one opposed ("No" or "Nay") (Kim). Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.]

8. Community / Governmental Updates and Announcements

The City's ACE (Administrative Code Enforcement) Program was described.

An LAUSD representative from Castlebay Charter Elementary School reported that they are working to repair the school sprinkler system fault that flooded a few classes at one school.

LAPD Officers John Parks and Danny Del Valle, LAPD Devonshire Division Senior Lead Officer (west of Tampa Ave.; office 818-363-1726; mobile/text phone 818-634-0362; 27677@LAPD.LACity.org, or DelVallesw.45@att.net for urgent) reported that crime is down 4.8% in Porter Ranch. Street racers are racing at around 2:00 a.m. on Wednesday and Sunday nights; two weeks ago an accident occurred; a month ago there was a fatal accident. If you see any street racing call 9-1-1. The most common stolen cars are: American-made; Toyota Camry; Honda Civic; and Fiat. Threats against law enforcement worldwide have increased.

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9. **Motion – Vice President, Pat Pope: Motion to approve the submission of a Community Impact Statement** (CIS) for the Porter Ranch Neighborhood Council in support of the resolution submitted by Councilmember Englander regarding the Termo Company's drilling proposal in Aliso Canyon- requesting they do an Environmental Review including an Environmental Impact Report.

MOTION (by Mr. Pope; Mr. Nam seconded): The Porter Ranch Neighborhood Council approves the submission of a Community Impact Statement (CIS) in support of the resolution submitted by City Councilman Mitchell Englander re: the Termo Company's drilling proposal in Aliso Canyon requesting that Termo do an Environmental Review including an Environmental Impact Report.

MOTION PASSED unanimously by a roll call vote of seven of the eight eligible voters present with all seven in favor ("Yes" or "Aye") (Hammarlund, Kim, Cindy Lee, Nam, O'Rourke, Pope and Turer). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.]

10. **Motion** – Sue Hammarlund: [see below].

FUNDING MOTION (by Ms. Hammarlund, seconded by Mr. O'Rourke): The Porter Ranch Neighborhood Council approves the spending of \$500 for the Valley Disaster Preparedness Fair to be held at Fire Station 87. Money to be spent on purchasing safety items such as glow sticks, heavy duty gloves and goggles.

DISCUSSION: Outreach ideas discussed included: information cards to collect Stakeholder contact information, and distributing PRNC stickers and bags. Mr. O'Rourke did not think bags should be distributed. Funding would be allocated from the Category 200 Outreach Budget.

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

11. **Motion – Alex Kim: Motion to amend the budget** to allocate up to \$4,000 to category 100 operation- translation transcription

It was agreed to TABLE this Item.

12. **Motion – Alex Kim: Motion to provide** up to \$1,000 to Save Porter Ranch group for their outreach effort fund to be used for flyers, newspapers ad and so on.

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It was agreed to INDEFINATELY POSTPONE this Item. It was reminded that Neighborhood Councils are only able to vote on items posted in the Agenda and cannot allocate funds for something that already happened.

- 13. Discussion - Secretary Eric Nam: inviting the two candidates for LA County Sheriff,** Paul Tanaka and Jim McDonnell, for a candidate forum at the October 1 PRNC meeting.

The above was discussed.

- 14. Motion - Secretary Eric Nam:** [see below].

FUNDING MOTION (by Mr. Nam, seconded by Ms. Hammarlund): The Porter Ranch Neighborhood Council will allocate and spend up to \$400 for outreach for October 1 PRNC meeting. Funds to be used for online and offline efforts including, but not limited to, the purchase of necessary paper, printing, flyer distribution, postage, Facebook advertising. To be contingent upon the confirmation of attendance by candidates for LA County Sheriff: Jim McDonnell and Paul Tanaka.

DISCUSSION: There was discussion that previous outreach regarding the oil drilling issue was 30% Newsletter, 30% phone calls and 29% fliers.

FUNDING MOTION PASSED by a roll call vote of seven of the eight eligible voters present with six in favor ("Yes" or "Aye") (Hammarlund, Kim, Cindy Lee, Nam, Pope and Turer); one opposed ("No" or "Nay") (O'Rourke). [Presidents/Presiding Officers can choose whether or not to vote; if they don't a vote can still be unanimous.]

- 15. Discussion - President, Paula Cracium: Phone calls and email to the entire Board.** Eric is the point of first contact – PLEASE do not automatically reply to one of these calls or emails unless you have either been asked to by Eric, the President or you have communicated with Eric you desire to do so.

[Also see above Item #3.]

- 16. Report – Becky Leveque: Mayor's Budget Day September report.**

It was agreed to TABLE this Item.

- 17. Update – Becky Leveque: Use of Nextdoor** - per Grayce Liu, General Manager, Department of Neighborhood Empowerment email.

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It was agreed to TABLE this Item.

- 18. Discussion - Secretary Eric Nam: To draft and send a letter** to the LAPD, Councilmember Englander's office, and Shapell Industries Commercial Division urging all to increase their efforts in resolving the ongoing problem of late night speeding race cars throughout our main roads (Mason, Sesnon, Rinaldi, etc.).

The above was discussed.

- 19. Discussion - Secretary Eric Nam: To draft and send a letter** to Councilmember Englander's office, Toll Brothers, LADOT, and LAPD urging all to individually and/or collectively plan and execute a solution to the traffic light problem at Rinaldi and Avenida Aldea.

The above was discussed.

- 20. Discussion – President, Paula Cracium: Creating PRNC Committees** out of some of the Focus Areas.

It was agreed to TABLE this Item.

- 21. Election of open Board seats** -- President, Paula Cracium:

a. Ethan Turer, PRNC Student Representative, and Anthony Park and Ashiley Lee, PRNC Open Board Seat Members, have resigned.
Mr. Turer had wanted it known that he can be contacted at EthanRTurer@gmail.com and 818.527-0514.

b. The Secretary will present candidates' names.
Open Board Seat Candidates were Alan Cohen, Ana Machado, Armando Nunez, Cheri Derohanian, David Balen, Dick Rippey, Francisca Barros, Kendi Kim, Michelle Brekke, Roxana Arostu, Sam Kojack and Patti Petratia [not present].
The Student Representative Seat Candidate was Ashiley Lee.

c. Candidates statements

Each of the Candidates gave a brief statement; Alan Cohen's statement was on a DVD played at this time.

d. Questions from the Board to the candidates

The Board asked questions.

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e. Vote on open Board Position #1

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), guided the PRNC through the elections.

Paula Cracium voted for Alan Cohen and Armando Nunez;
Sue Hammarlund voted for Cheri Derohanian and Dick Rippey;
Alex Kim voted for Ana Machado and Roxana Arastu;
Cindy Lee voted for Armando Nunez and David Balen;
Eric Nam voted for Alan Cohen and David Balen;
Sean O'Rourke voted for Alan Cohen and Dick Rippey;
Pat Pope voted for Alan Cohen and Dick Rippey.

Dick Rippey was elected with four Board Members' votes.

f. Vote on open Board Position #2

Paula Cracium voted for Alan Cohen;
Sue Hammarlund voted for Cheri Derohanian;
Alex Kim voted for Armando Nunez;
Cindy Lee voted for Armando Nunez;
Eric Nam voted for David Balen;
Sean O'Rourke voted for Alan Cohen;
Pat Pope voted for Alan Cohen.

On the second round of voting no candidate received the minimum majority of four votes thus moving the election into a third round.

g. Vote on open Board Position #2

Paula Cracium voted for Armando Nunez;
Sue Hammarlund voted for Armando Nunez;
Alex Kim voted for Armando Nunez;
Cindy Lee voted for Armando Nunez;
Eric Nam voted for Alan Cohen;
Sean O'Rourke voted for Alan Cohen;
Pat Pope voted for Alan Cohen.

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Armando Nunez was elected with four Board Members' votes.

h. Vote on open Student Representative Position

Ashiley Lee was elected with nine Board Members' votes.

Ashiley Lee, Mr. Nunez and Mr. Rippey read aloud the PRNC Oath of Office and were Seated with the Board, making ten Board Members present (the PRNC quorum is seven).

22. Election of Treasurer 2 -- President, Paula Cracium

MOTION (by Mr. Pope, seconded by Mr. Kim): The Porter Ranch Neighborhood Council appoints Board Member Armando Nunez as its Treasurer Two.

DISCUSSION: It was reminded that Mr. Nunez must soon complete the DONE Ethics Training [<http://Ethics.LACity.org/Education/Ethics2007/?audience=done>] and Financial Training [<http://empowerla.org/funding>].

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

23. Public Comments

There will be an Open House Sep. 9th, 3-7 p.m. at Porter Ranch Country Club. The Congress of Neighborhood Councils will be Sep. 20th, 7:45 a.m.-4 p.m. at City Hall.

24. Future meetings

The PRNC December Holiday Party is coming.

25. Motion to adjourn

The Meeting was adjourned at 10:00 p.m.