



**Issam Najm, President; Susan Gorman-Chang, Vice President; Gabriel Khanlian, Secretary; Andrew Krowne, Treasurer; David Balen, Signer; Cheri Derohanian; Jason Hector; Alex Kim; Becky Leveque; Jennifer Milbauer; Mel Mitchell**

**Porter Ranch Neighborhood Council (PRNC)  
Board Retreat and General Board Meeting  
Saturday, October 8, 2016  
9:00 AM – 12:00 PM  
Porter Valley Country Club  
19216 Singing Hills Dr., Porter Ranch, Ca 91326**

Item #1 --Meeting called to order by President Issam Najm at 9:06 am.

Item #2 --Welcome—President Issam Najm welcomed Board members and welcomed and thanked stakeholders for attending.

Item #3 --Roll Call—Gabriel Khanlian took attendance and all 11 board members are present. We have quorum.

Present (11)	David Balen, Cheri Dorohanian, Susan Gorman-Chang, Gabriel Khanlian, Alex Kim, Andrew Krowne, Becky Leveque, Jennifer Milbauer, Mel Mitchell, Jason Hector and Issam Najm
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Item #4 --Motion to approve reimbursement to Gabriel Khanlian in the amount of \$458.95.

Agree (11)	David Balen, Cheri Dorohanian, Susan Gorman-Chang, Gabriel Khanlian, Alex Kim, Andrew Krowne, Becky Leveque, Jennifer Milbauer, Mel Mitchell, Jason Hector and Issam Najm
Disagree (0)	
Abstain (0)	
Absent (0)	

Item #5 --Motion to approve reimbursement to Issam Najm in the amount of \$187.62 for meeting expenditures.

Agree (11)	David Balen, Cheri Dorohanian, Susan Gorman-Chang, Gabriel Khanlian, Alex Kim, Andrew Krowne, Becky Leveque, Jennifer Milbauer, Mel Mitchell, Jason Hector and Issam Najm
Disagree (0)	
Abstain (0)	
Absent (0)	

Item #6 –Discussion of NC Budget and Strategic Plan for FY 2016-2017 by Susan Gorman-Chang  
Prior to Susan’s presentation, public comment was given by Chris Sales from Northridge Vision 2025 who spoke about their role in the long term planning goals of the Northridge area, and invited PRNC to have someone participate in their group. Mentioned that Glenn Bailey and Don Larsen are on Northridge Vision and they meet the 2<sup>nd</sup> Wednesday of the month at CD12. Susan Gorman-Chang described the current place-holder budget, and solicited input from stakeholders and board members on what the PRNC budget should be spent on.

introduced Judy Daniels as past president of Chatsworth NC. It was mentioned that funding was changed from DONE to City Clerk. Also now included is an outreach plan and strategic plan component. Big Vision part is to make a mission statement short and concise paragraph. Big goal part—department has 5 goals with 4<sup>th</sup> part being a self-assessment to be done next June/July. Goals should be measurable and can be achieved if progress toward the goal is achieved. A stakeholder mentioned it would be nice if committee members were posted on the website with the email of the chairs. DONE doesn't review the content of the goals and it is a tool for Neighborhood Councils. Self-assessment is a yearly requirement.

The budget may be revised anytime during the fiscal year or a note for next year can be made. Becky had concerns about the numbers in the budget and if NPG money can be switched. Issam explained Yes. And that the numbers were for filing with the city and there is a clean slate as of this morning. Becky asked about last year how much money was left...\$28 Andrew said. Previous board overspent by about \$7500 including the church fireworks which may come back but was included in the \$7500. Issam said PRNC has \$27,500 after the roughly \$9500 in obligations is taken out. \$500 Nobel, \$2500 fireworks, \$2200 LAFD packs, \$56 Minuteman, \$1500 Wendy Moore, \$550 Apple One, \$2000 Save Porter Ranch.

Kathleen Quinn from DONE—Funding oversight by DONE. DONE keeps track of funding requests. Every transaction online at controlpanellA (controllerdata.lacity.org) which is an open data portal showing deposits and purchases of Neighborhood Council expenses updated once a month. Purchases with card don't say what for if not noted (Issam). It was noted the charges are categorized with card purchases. Square and PayPal don't have code for type of expenditure and are not allowed. Becky said go back to minutes regarding past board expenditures. \$2500 is daily limit for bank card. Call DONE if need exception. Misuse of funds issue brought up by stakeholder—Response was have internal audit team who investigate and turn over to police if needed. NC could be de certified.

#### Item #7 --Community Impact Statement Presentation by Glenn Bailey

Something only Neighborhood Councils (NC) can do to express a position and make recommendations to City. A CIS is a very powerful tool to engage Board and Stakeholders and raise questions and suggestions. The name of the NC appears on the agenda with their position. City might take a second look if several NC's weigh in on an issue. Authorized NC speaker gets separate time (usually 5 minutes) but definitely more than public and a seat at the table, maybe. Sometimes question and answer time. Can authorize whole board to speak but only one person may speak on behalf of a particular issue the day of the hearing. Yes you can do a CIS without a council file. Example was Porter Ranch Village which has a City Planning File. There is a list of other file types/commissions/governing bodies etc on dropdown bar when you upload the CIS onto the portal. PRNC can speak to Lorenzo at DONE who is the point person for setting up accounts. Portal is located at lacity.org---Meet your government tab on right then choose council file management system or top 10 popular city council files. City council files can be searched by file number of description keyword. Also you can sort by last change date since many files are old. You can file with City Planning Commission and others, not just city council. Comments in opposition to the Boards position can be noted in the comments section of the CIS. Even a report from a department could have a file number and a CIS can be done. Subscribe to referral lists on lacity.org website to keep up with files and cases. Valley Alliance of Neighborhood Council, LANC and PlancheckNC are all good places to share cases or council files which are candidates for doing community impact statements. Also, a CIS can help files stuck

in committees or delayed to get agendaized. Outside NC's can weigh in but should be able to show how it impacts their community.

Item #8 and 9--Brainstorming Session by Jennifer Millbauer

#### Transportation Committee

- Traffic on Rinaldi at rush hour at 5 pm
- Traffic congestion impact on community

#### Safety Committee

- Preparedness for Earthquakes
- Emergency Plan for Porter Ranch
- People moving away because of SoCalGas Well Blowout
- Continuing threat of fire
- Town Hall Meeting to discuss where to go/what to do in various emergencies & discuss emergency preparedness
- Post to PRNC website the suggested contents of Emergency Kit
- Emergency Prep. Alliance—possibly join

#### Outreach

- Goal to reach more than 5K – 10K of people
- Partner with schools
- Have Town halls
- Inform the public about upcoming hearings, etc.
- Our page for PRNC at Empower LA needs to be updated
- Online polling on PRNC website to ask people to weigh in on issues
- Tabling at as many community events as possible
  - Ensure a sign-up sheet is available for people to sign in at our table
  - Consider putting space for a person's particular expertise or skill
- Partner with schools to fund raise
  - Cross promotion on schools websites and PRNC website
  - Parents at Porter Ranch Community School & Castlebay Elementary
    - PRCS & Castlebay are not a Title 2 schools
    - Parents at both schools are now asked to donate \$1,000
- PRNC website: Fill in profession of each Board Member and their goals

#### Beautification

- Streets east of Tampa need help
- Medians on Tampa need plants/trees/watering
  - Don Larson: Northridge West/Northridge Sparkle can help us here in Porter Ranch with median on Tampa
  - Don was able to get water to medians
  - Plant trees/secure drip irrigation system on medians
  - Put artwork on medians
- Proposed bike path in Aliso Canyon at Sesnon
  - Don Larson & Glenn Bailey

#### Communications

- Protocol for emails to PRNC Board: Gabe (Secretary) responds to them
- Response time:
  - Can we speed it up?
  - Can we use a second Board Member experienced on the issue?
  - Can we discuss and vote on it?

### Land Use

- Inform community of public hearings and public gatherings
- Subscribe to Early Notification System (ENS) which is broken down by Neighborhood Council
- Subscribe to North Valley Planning Commission and City Planning Commission
- Be proactive and aware with zoning code changes and development projects or land use applications
- RE-CODE LA is going on now
- PRNC can join PlanningNC

### Sustainability

- Town hall to inform public about options for solar panels given by a consumer advocate
- Encourage & inform businesses about how to use clean energy & work sustainably

### Committees

- Add a Business Liaison Committee
- Engage local businesses
- Aliso Canyon (concerns about re-injections, facility not gone, don't know role of NC)

### Item #10 --Kathleen Quinn from DONE—Board Orientation

Asset Mapping (healthycity.org) gives population density, number of schools with census data and community surveys updated every year with other data every 6 years. Windshield survey is done to look for things like broken signs, etc. If Board is not getting along, call DONE to deal with contentious issues. Board can elect 2 budget reps and 1 budget advocate who can influence city budget and advise Mayor. Also, Planning and Land Use is most important way to influence the process and make sure the community needs are addressed.

Events must be open to the public and free. NC's cannot receive donations but can have table and assist with areas of the fair. Sponsors can be on flyer, states as a sponsor. Regarding Food Fair, can have food if someone else provides and has proper permits and health department approvals. Janet Hernandez is the PRNC funding representative. Part of NPG form is a hold harmless so NC's are not liable.

Joint Board / Committee meetings can take place for letting other Board members participate. However, the Board prefers not to hold joint meetings.

Regarding surveys, it was recommended they be made public record on website.

Regarding mailing surveys to residents, concerns because not even way of distribution if one owns a business and may not receive a notice. Must check with City Attorney first.

It is recommended that a Custodian of Records be designated and that the ADA paragraph also be on the website.

Motion adjourned at 12:10 PM.