

CITY OF LOS ANGELES
CALIFORNIA

EXECUTIVE COMMITTEE

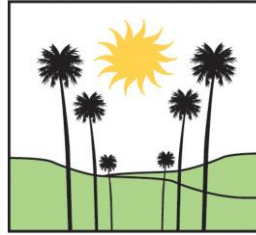
CONNIE CASTRO
PRESIDENT

TAMMY MEMBRENO
VICE-PRESIDENT

ANTHONY MANZANO
TREASURER

SCOTT JOHNSON
RECORDING SECRETARY

EDWARD R. SANTILLAN
CORRESPONDING SECRETARY



LA-32
Neighborhood Council

LA-32 COMMUNITIES

EL SERENO

HILLSIDE VILLAGE

ROSE HILLS

UNIVERSITY HILLS

Executive Committee Meeting Agenda

Wednesday, July 31, 2013

6:00PM-8:00PM

Barrio Action

4927 Huntington Drive North

Los Angeles, CA 90032-1626

1. Call to Order – Roll Call
2. Review and approval of Meeting Minutes for:
 - a. May 29, 2013 Executive Committee Meeting
 - b. June 26, 2013 Joint Meeting of the General Board, Executive Committee & Budget and Finance Committee
3. Old Business: (For discussion and possible action)
 - a. **LA-32 NC Official Letterhead:** Recommend to LA-32 Board “Motion to recommend the LA-32 Official Letterhead on all outgoing correspondence, social media, outreach materials, etc.”
4. New Business: (For discussion and possible action)
 - a. **Inventory DONE Form:** Recommend to LA-32 Board – “Motion that all current and former LA-32 NC Board Members return all LA-32 NC Equipment to Storage Facility for inventory and cataloging per City of Los Angeles Funding Program Requirements”.
5. Review of Proposed Resolution/Action Items brought forth by LA-32 NC Stakeholders
6. Review of Proposed Resolution/Action Items brought forth by Executive Committee Members
7. Review of Proposed Resolution/Action Items brought forth by Standing Committees
8. Agenda Setting for August 7, 2013 LA-32 Neighborhood Council General Board Meeting
9. Public Comments – Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. Public comments are limited to one or two minutes per speaker (for a maximum of 20 minutes).
10. Adjournment

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two occasions, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and take action. If the motion to reconsider and action is to be scheduled at the next regular meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) a Motion for Reconsideration on the described matter and (2) a Proposed Action should the motion to reconsider be approved. A motion for reconsideration can only be made by a Board member who has previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

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 is within the committee’s subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker and for a maximum of 20 minutes, unless waived by the presiding officer of the board. In compliance with Government Code section 54957.5., non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed at El Sereno Senior Citizens Center, 4818 Klamath Place, LA, CA 90032 during the monthly General Board Meeting held the First Wednesday

of each month. In addition, if you would like a copy of any record related to an item on the agenda, please contact Recording Secretary, Scott Johnson, in writing. All Records can be viewed at the LA-32 NC office located at 4927 Huntington Drive, Suite 111 Los Angeles CA 90032. Agenda is posted for public review at the El Sereno Library, 5226 Huntington Drive So., LA, CA 90032, El Sereno Senior Citizens Center, 4818 Klamath Place, LA, CA 90032, El Sereno Recreation Center, 4721 Klamath St, LA, CA 90032, Rose Hill Recreation Center, 4530 Mercury Avenue, LA, CA 90032, and CSULA, 5151 State University Drive, LA, CA 90032. 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, or 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 the Department of Neighborhood Empowerment at (213) 485-1360 or NCsupport@lacity.org

LA32 Neighborhood Council Executive Committee Draft Minutes for Wednesday, May 29, 2013
Barrio Action Family and Youth Center, 6:00PM

1. Call to Order – Roll Call:

Meeting was called to order by President Connie Castro at promptly 6:00 PM. Upon the completion of the roll by Recording Secretary Scott Johnson, the following Executive Committee Members were present, President Connie Castro, Treasurer Anthony Manzano, Recording Secretary Scott Johnson and Corresponding Secretary Edward Santillan. This constituted a quorum.

- Vice-President Tammy Membreno was excused.

2. Review and Approval of April 24, 2013 Executive Committee Minutes:

*** The Question on the Motion to approve the April 24 Executive Committee Minutes was called for by Scott Johnson and seconded by Edward Santillan. The Motion was approved by a 4-0-0 vote.*

3. New Business:

LA-32 Budget – (For discussion and possible action) Discuss, review and recommend action to the General Board regarding LA-32 NC monthly actualized balanced budget including NPGs, Bank Statements, and Purchase Card Reconciliation Report.

- Connie Castro stated that all our Demand warrants were accepted.
- Scott Johnson recommended that each committee receive binder with sample Demand Warrant and Check Off List.
- Connie Castro thanked Tammy for her use of office space.
- Scott Johnson stated that Motion to approve April and May P-card forms would be Agenda Item 7a on upcoming General Board Agenda.
- Michael McGuire asked if Treasurer if he had receipt for Johnny's Market? Yes.

*** The Question on the Motion was called for by Connie Castro and seconded by Scott Johnson. The Motion was approved by a 4-0-0 vote.*

- **LA-32 Unused Funds – (For discussion and possible action) Discuss, review and recommend action to the General Fund regarding LA-32 Budget unused funds. - "Motion to purchase LA-32 Outreach supplies for use and distribution during Outreach Events. All items will display the LA-32 Logo.**

- Edward Santillan read the motion.
- Connie Castro detail the payment protocol.
- Discussion on the need to purchase Business Cards. T-shirts at recent event were given by a former board member. "What do we need"?
- Connie Castro read off past payments. A T & T went to collections. We have \$300 set aside for public storage and Debs Park Deposit that could be reallocated.
- We also need flyers for public consumption.
- For the record, "Attachment A" denotes items for purchase.

*** The Question on the Motion was called for by Edward Santillan and seconded by Scott Johnson. The Motion was approved by a 4-0-0 vote.*

- **Standing Rule – (For discussion and possible action) Discuss, review and recommend action to the General Board regarding Standing Rule for Website/ Facebook/ Twitter/ You Tube, Administrated Access, Content (Agenda Setting, Master Calendar, Events, etc.).**
 - Martin would maintain Website at a rate of \$200 a month for a Fiscal year total of \$2,400 per month.
 - Ruben Chavez recommended \$250 per month.
 - Scott Johnson recommended You Tube which was accepted.
 - Ruben Chavez has access issues.

*** The Question on the Motion was called by Connie Castro and seconded Edward Santillan. The Motion was approved by a 4-0-0 vote.*

4. Executive Committee Members Announcements:

- Scott Johnson gave brief report on Joint Education/ LUD Zoning Sub Committee meeting on 11/11 Letter to Councilman Huizar on Zoning Complaints against the Academia Semillas del Pueblo Charter School.
- Anthony Manzano broached the idea of allocating pre-approved fund for a dinner at the upcoming General Board Meeting.
- At this point, Connie Castro left the room (she is part owner of Hecho En Mexico) as the remaining Executive Committee Members discussed and picked the business to provide the food. The cost not to exceed \$400 dollars. ** Upon review, the vote was 3-0-1 to contract with Hecho En Mexico for food, with Connie Castro abstaining.
- Edward Santillan commented that the Ramona Gardens event was “small and isolated”. Further, the Healthy Start Fair did not have enough people. He finished his comments sighting the “great courage” at the Memorial Day Flagpole Event.
- New LA-32 Flyer will not list Sierra Park or Emery Park.

5. Review of Proposed Resolution/ Action Items brought forth by Standing Committees:

- None submitted from any Standing Committees at this meeting.

6. Agenda Setting for June 5, 2013 LA-32 Neighborhood Council Board Meeting:

- Due to tech issues with LA 32 Laptop, a reading of draft agenda was waived.

*** A Motion on a date change for the General Board Meeting to July 10, 2013, along with the draft agenda was called for by Scott Johnson and seconded by Edward Santillan. The Motion was approved by a 3-0-1 vote.*

7. Public Comments – Comments from the public on non-agenda items within the: Board’s subject matter jurisdiction. Public comments are limited to two minutes per speaker:

- Yolie Garcia requested the presence of the LAPD Senior Lead Officer at the next meeting.

8. Adjournment:

*** The Question on the Motion to adjourn the May 29, 2013 LA-32 Executive Committee Meeting was called for by Connie Castro and second by Scott Johnson. The Motion was approved by a 4-0-0 vote at 8:00 PM.*

**** The Formal and Approved Minutes of the May 29, 2013 LA-32 Executive Committee were passed by a vote on July 31, 2013.**

President Connie Castro

Date:

Recording Secretary Scott Johnson

Date:

LA-32 NC Joint Executive and Budget & Finance Committee Meeting Draft Minutes, June 26, 2013
Barrio Action Family and Youth Center, 6:00 PM

1. Call to Order – Roll Call:

Meeting was called to order by President Connie Castro at 6:07 PM. Upon completion of the roll by Recording Secretary Scott Johnson, the following board members were present, President Connie Castro, Treasurer Anthony Manzano, and Recording Secretary Scott Johnson. The presence of three Executive Committee Members constituted a legal quorum. * Corresponding Secretary Edward Santillan was excused and Tammy soon after joined the meeting in progress.

2. Pledge of Allegiance:

- Was not done.
- Ivan Speigel of Council for Councils gave brief update on moratorium on changes to Neighborhood Council Bylaws that remains in effect until after the next cycle of NC Elections.
- Connie Castro spoke briefly regarding Agenda Item 4a, reading the LA32 NC Bylaw Passage on the the issue.
- Item 4a was tabled to a future meeting.

*** At this time, the Budget and Finance Committee Chairperson Anthony Manzano took roll call of the committee members. Upon completion, the following committee members were present, Anthony Manzano, Angelica Duarte, and Yolie Garcia. This constituted a quorum for Agenda Item # 3.*

3. Budget: (For discussion and possible action):

- a. Action Item: *“Motion to approve the 2013-2014 LA-32 NC Budget” Attachment A*
- Ivan Speigel spoke regarding the official position of DONE/Empower LA regarding NC oversight of fiscal issues. “Either you are totally inclusive or not”. Further on the fiscal structure, all members need to take fiscal training. “Board will have pre-approved monthly expenditures”. “Treasurer by Committee”. No fiscal expenditures will take place between June 14 and July 7, 2013. Speigal ending his remarks by asking board to come up with theme for 2013-2014 Fiscal Year (FY) expenditures.
 - Terrance Gomes, President of the Los Angeles Neighborhood Council Coalition (LANCC) facilitated discussion on goal setting for the 2013-2014 FY.
 - Stakeholder Val Marquez asked Gomes to fully introduce himself.
 - Val Marquez stated that many people in LA 32 do not have Internet. Further he added that getting out information via “Walking Man ‘is not the same is getting out into the community.
 - Note this segment was dialog on outreach (S.J.).
 - Tammy Membreno discussed the need to break down discussion of outreach into smaller segments.
 - Ivan Speigel stated that you, you and you are responsible for outreach.
 - Rose Hill Homeowner’s Association stakeholder recommended digital screen sign.
 - Michael McGuire broached how do you overcome apathy?
 - Scott Johnson commented how blog outreach at the Mayor Sam can be incorporated into NC websites.
 - Tammy Membreno commented on need to revisit the apathy issue. “What is your goal”? The Big Picture. A Strategic Plan for Budget.
 - Joe Manzano commented on a negative group within the community.
 - Val Marquez stated that you must manage your own website.

- Yolie Garcia expressed the need to communicate in other languages.
- Tammy Membreno stated the demographics of the community.

*** Ivan Speigal talked through the “Planning Structure”.*

- Ruben Chavez commented of the differences of the LA-32 Community compare to the areas that Mr. Gomes and Spiegel represent.
- One goal mentioned was increasing meeting attendance by 20% from the average of 30 stakeholders per meeting via Terrance.
- Scott Johnson commented on the need to create a structure that grows outreach.
- Anthony Manzano highlighted the need to take ownership of projects.
- Roxana Melgar commented on getting more pro-active.
- Val Marquez stressed the importance of having the LA 32 Logo on all material connected to sponsored events.
- Michael McGuire commented on the need to get access to CD 14 Mailing List.
- Scott Johnson commented on need for facilitator training (sighting the colliding, contrary style of Ivan and Terrance) and community Meet and Greets on a quarterly basis.
- Michael McGuire commented on the role of Hillside Village in the creation of LA-32.
- Roxana Melgar lamented the length of meetings.
- Connie Castro gave background how Executive committee plans agenda.
- Tammy Membreno broached how regional goals facilitation is a problem. “Who you represent”?

*** At 7:30 PM, the Budget Committee Portion of Joint Meeting moved the focus of the proceedings to reviewing the Proposed Line-Item Budget.*

- Ivan Speigal outlined what items needed to be allocated for in Election Line Item of \$3,700 dollars.
- A dialog took place on mailing cost.
- Michael McGuire commented on the use of CD 14 Mailing List.
- Scott Johnson recommended leaving Election Line Item as is.
- Connie Castro broached the issue of paperwork.
- Tammy Membreno suggested hiring an intern.
- Terrance stated that we can only hire from “Apple One”.
- Roxana Melgar in favor of hiring temp help.
- Pam Marquez commented that it was a good idea to have “Temp Line Item” in Budget. Further, she notice that there was no money for “Facilities”. (Public Storage costs \$126 per month).
- Val Marquez stated that there may be office space available at El Sereno Graphics. Also recommends hire help.
- Ruben Chavez asked if we are legally allowed or how much can be allocated for office space?
- Terrance Gomes stated that Apple One is the only DONE Approved vendor.
- Ruben Chavez commented on his dislike that committees can’t work together with money.
- Terrance Gomes questioned if Standing Rules had an answer to Mr. Chavez’s comment.
- Angelica Duarte question the scope of a temp worker contract.
- Terrance Gomes elaborated on Ms. Duarte’s question while encouraging seeking free help.

*** Discussion on Line Item 200:*

- Anthony Manzano spoke out against \$2,000 allocation for advertising.
- Val Marquez stated that ads are a lot of work.
- Angelica Duarte inquired about street banners.
- Terrance Gomes stated that they costly.
- Cynthia Sandoval broached using one side of “street furniture triangle” for NC outreach.
- Ruben Chavez stated need for Electronic Message Sign like the one at Lincoln High School.
- Anthony recommended moving \$2,000 from “EVE Lin Item” and \$1,000 from “MEE Line Item”.
- Pam Marquez recommended moving money into “Event Line items”.
- Scott Johnson recommended line items for events.
- Cynthia Sandoval broached idea of community Spelling Bee Event.
- Yolie Garcia recommending allocating the \$3,000 to committees.
- Jorge Garcia clearly stated the need for outreach.
- Ruben Chavez stated that event this weekend needed equipment, P.A. system. Translation gear a priority via Connie Castro.
- Yolie Garcia commented on need to focus events around the Holidays.
- Scott Johnson mentioned that LA-32 should seek additional funding from the CD 14 CLARTS Amenities Fund.
- Jorge Garcia agreed.
- Ruben Chavez stated that Scott Johnson was smearing Councilman Huizar by bring this issue up.

**** Complete Line Items Review via Connie Castro.**

- A Stakeholder commented on lack of clarity in the process.
- Terrance Gomes recommended approving budget and amending later due to hard deadline.
- Ruben Chavez noted from newsletter discussion that LA 32 Flyer would be ready next month.
- Yolie Garcia recommended keeping \$16,000 in 200 Line Item.
- Anthony Manzano recommended cutting the Neighborhood Purpose Grant for Parade. Ruben Chavez strongly disagreed as Parade Vice President. “It’s important to measure rate of return”
- Tammy Membreno stated that parade is worthy of \$5,000 allocation.
- Anthony Manzano recommended not funding the parade.

**** The question on the Motion to approve the 2013-2014 LA 32 Proposed Budget was called for by Tammy Membreno and seconded by Yolie Garcia. The Motion was approved by a 3-0-1 vote of the Budget Committee with Anthony Manzano abstaining.**

**** The Meeting of the Budget Committee ended and returned to the Executive Committee portion of the June 26, 2013 Agenda (S.J.)**

4. New Business:

- a. LA-32 NC Official Letterhead (For discussion and possible action).** LA-32 Official Letterhead options on all outgoing correspondence, social media, outreach materials, etc. Attachment B

**** This items was tabled for a future meeting.**

- b. LA-32 Community Impact Statement: Single-use Carry out Bags (For discussion and possible action).**
The LA32-Neighborhood Council supports/rejects the proposed ordinance adding Article 2 Chapter XIX of the Los Angeles Municipal Code to regulate the use of plastic and paper single use carryout bags to

promote the use of reusable bags amending the Los Angeles Municipal Code (LAMC) Sections 1 and Sec. 2. Article 2. (Sec. 195.01, 195.02, 195.03, 195.04, 195.05, 195.06, 195.07, 195.08) Attachment C

c. Los Angeles Neighborhood Councils Coalition (LANCC): (For discussion and possible action)

Motion: *“The LA-32 Neighborhood Council supports/rejects LANCC motion to have City Council open a Council file to place NC Representatives on the Executive Employee Relations Committee (EERC) and to make proceedings transparent”.* Attachment D

**** The Question to recommend the placement of Agenda Item 4b and 4c on the July 10, 2013 General Board Agenda was called for by Scott Johnson and seconded by Tammy Membreno. The Motion was approved by a 4-0-0 vote.**

5. Review of Proposed Resolution/Action Items brought forth by Standing Committees:

- The Land Use and Development Committee presented one item for General Board consideration. They were granted 15 minutes for a 710 freeway presentation.
- The Environment & Green and Beautification Committees were allotted five and three minutes of report time respectively.

6. Agenda Setting for July 10, 2013 LA-32 Neighborhood Council General Board Meeting:

**** After a quick read through of the proposed July 10, 2013 General Board Agenda, The Question on the Motion to approve the draft agenda was called for by Scott Johnson and seconded by Tammy Membreno. The Motion was approved by a 4-0-0 vote.**

7. Public Comments – Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. Public comments are limited to two minutes per speaker:

- No public comments submitted.

8. Adjournment:

**** The Question on the Motion to adjourn the June 28, 2013 LA-32 Executive Board Meeting was called for by Scott Johnson and seconded by Tammy Membreno. The Motion was approved by a 4-0-0 vote at 9:15 PM.**

**** The Formal and Approved Minutes of the June 28, 2013 LA-32 Executive Committee were passed by a vote on July 31, 2013.**

President Connie Castro:

Date:

Recording Secretary Scott Johnson

Date: