

CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

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SYLMAR NEIGHBORHOOD COUNCIL SPECIAL MEETING OF THE EXECUTIVE COMMITTEE - MINUTES

January 12, 2015, 7:00 p.m. – 8:30 p.m.

Sylmar Park Recreation Center, Computer Room, 13109 Borden Avenue, Sylmar, CA 91342

Sylmar Neighborhood Council Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions are the Motions shown in italics and quotes shown with quotation marks (“ ”) at the beginning and ending of a word or words. The Minutes are not, nor were they ever meant to be, a comprehensive record of what was said about an issue or project.

1. Call to Order

President Ann Job called the meeting to order at 7:00 PM

2. Roll Call

Roll Call was taken by Ms. Job. Present: Ann Job, Diane Valencia, Kathy Grubert, Patricia Rau. Not Present: Maria Silva

3. Housekeeping: Sign-In Sheets, Speaker Cards for Agenda Items, Recording and Timekeeper

Ms. Job explained Sign-in Sheets and Speaker Cards and will record the meeting.

4. General Public Comment on matters not appearing on the agenda.

No Stakeholders were present for the meeting.

5. Discussion and possible action to approve the Minutes of the November 13, 2014 Executive Committee Meeting

MOTION (by Ms. Valencia, seconded by Ms. Job): The Executive Committee moves to postpone approval of the Minutes of the November 13, 2014 Executive Committee meeting.

MOTION PASSED unanimously by those present.

6. Discussion and possible action to reschedule the standing meetings of the Executive Committee so that they do not conflict with VANC meetings on the 2nd Thursday of each month.

MOTION (by Ms. Job, seconded by Ms. Rau): The Executive Committee moves to reschedule the standing meetings of the Executive Committee to the 2nd Monday of each month.

DISCUSSION: Ms. Valencia noted that the agenda item should have said the 2nd Monday of each month, rather than the 2nd Thursday of each month. She will confirm the tentative reservation for the Computer Room, pending approval by a majority of the Committee.

MOTION PASSED unanimously by those present.

7. Discussion and possible action to address any outstanding items related directly to the SNC's move to a storage unit, from its previous office space, including, but not limited to phone, fax, internet service, etc.

DISCUSSION: There was a general discussion of the move to Nova Storage, which has been completed. Ms. Valencia reported that the SNC phone line was ported over as of today, January 12th. As a result, all service with Verizon can be shut-off (phone, fax, internet). Ms. Job will contact Verizon to disconnect service.

8. **Discussion and possible action** to address any outstanding items related to the Apple One contract for temporary staffing services with the City of LA, it's restrictions on working conditions for temporary staff, and implications of same to the SNC.

DISCUSSION: Ms. Valencia reported that Apple One has indicated that it is not possible for their staff to perform work in an unsupervised environment. Due to the lack of an SNC office for staff to report to, Apple One has indicated that staff will need to report to an Apple One office to be supervised directly while performing work for the SNC. Staff may not work independently – work at home, etc. Ms. Valencia and Apple One agreed in December that Apple One staff will discontinue providing Secretary services for the SNC until such time as we can work out appropriate working conditions with supervision for staff. Apple One staff will continue to report to SNC Board meetings for the purpose of writing the meeting Minutes. Ms. Valencia will give a brief report on behalf of the Executive Committee during the January General Board meeting.

9. **Discussion and possible action** to rent a larger P.O. Box at the Sylmar Post Office to allow for bulky mailings such as Land Use related documents.

DISCUSSION: Committee members discussed the current size of the P.O. Box at the Sylmar Post Office, which still seems sufficient for its needs.

10. **Discussion and possible action** relative to the Executive Committee possibly recommending a reallocation of budget monies for the balance of this Fiscal Year.

DISCUSSION: The Committee discussed reallocating funds, a portion of which are currently set aside for office space, to Community Improvements and Neighborhood Purpose Grants. Ms. Rau will prepare a proposed revised budget for the Board to consider during it's January Board meeting.

11. **Discussion and possible action** to review the draft agenda for the January 22, 2015 General Board Meeting.

DISCUSSION: General discussion of the January Board Meeting agenda. No draft agenda was presented for review. The Committee discussed possible agenda items. Ms. Job will work on a draft agenda and invited Committee Members to submit agenda items for consideration. Agenda to be finalized by 10:00 AM on Friday, January 16, 2015.

12. **Committee Member Comments** on subject matters within the committee's jurisdiction

None

13. **Future Agenda Items:** Please e-mail the Executive Committee at ExecutiveBoard@SylmarNC.org

14. **Closing Remarks, Announcements, Acknowledgements, and Adjournment**

Ms. Job adjourned the meeting at 7:56 PM