

CITY OF LOS ANGELES

California



SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

PUBLIC RELATIONS: Maria Silva

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SYLMAR NEIGHBORHOOD COUNCIL SPECIAL MEETING OF THE EXECUTIVE COMMITTEE - MINUTES July 13, 2015, 7:16 PM – 9:02 PM El Cariso Park Community Room, 13100 Hubbard Street, Sylmar, CA

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 7:16 PM

2. Roll Call

Roll Call was taken by Ms. Job. Present: Ann Job, Diane Valencia

Absent: Kathy Grubert, Derek Martin, Maria Silva

Stakeholders present: Bonnie Bernard

SNC Directors present: Pat Rau

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

Ms. Job provided a general explanation of these items.

Ms. Silva arrived at 7:17 PM

4. Discussion and possible action to approve the Minutes of the June 8, 2015 Executive Committee Meeting

MOTION (by Ms. Valencia, seconded by Ms. Job): To postpone this item to the next regularly scheduled meeting.

MOTION PASSED unanimously by those present.

5. Discussion and possible action relative to obtaining office space for the Sylmar Neighborhood Council.

Ms. Valencia advised that this issue continues to be a challenge due to DONE staffing levels. Jeff Brill in Administration was due back last week but her calls and emails to him have not been returned. She will continue to follow-up with others within DONE to obtain assistance.

6. Discussion and possible action relative to administrative work and processes for the Sylmar Neighborhood Council.

Ms. Valencia will call Apple One to inquire about Minutes Taker staffing on an ongoing basis. Ms. Bernard suggested a meeting with Apple One and/or their temporary staff to set clear expectations and to explain protocols for SNC work.

7. Discussion and possible action relative to parliamentary procedure, Board meeting conduct and other meeting processes

The Committee discussed the process of setting the agenda. Ms. Silva and Ms. Valencia both expressed concerns that Councilmember Fuentes takes up far too much of our meeting time when he attends. Ms. Valencia indicated that the

community would likely benefit from a Town Hall meeting hosted by Councilmember Fuentes, to help avoid the SNC meetings being used as the sole forum for community Q&A. Ms. Bernard suggested that when Ms. Job gives her report during Board meetings, that she provides an update on what was discussed at monthly meetings with CD7. Ms. Job indicated that as of January, 2015, CD7 is no longer hosting monthly breakfast meetings with NC Presidents. Ms. Job will ask to meet with CD7 to discuss having a Sylmar Community Town Hall. Ms. Bernard suggests having a “Meet your Politicians” meeting with Felipe Fuentes, Patty Lopez, Sheila Kuehl, etc.

Ms. Silva suggested that all agenda items be discussed with the Committee and also suggested that we find a way to respond to or resolve questions / issues which have been brought up by Stakeholders during our meetings. She also feels that all Directors should be representing their seats and doing work related to their affiliation – Youth, Retail, Education, etc.

The Committee discussed a possible Board Retreat for mid-September. Possible topics include Bylaws review, conflict resolution, team building. Maria suggested giving everyone assignments, and possibly ask Directors to prepare something related to how they are representing their seat on the Board.

8. Discussion and possible action relative to the Neighborhood Council Self Assessment, due September 1, 2015.

Ms. Valencia will attempt to obtain the full summary of 2014-2015 goals from DONE. The SNC was required to submit all information online and now only a brief summary is available, not the full text.

9. Discussion and possible action to review the draft agenda for the July 23, 2015 General Board Meeting.

Ms. Rau would like the SNC to send CD7F a note asking that we have our streets cleaned on a regular basis. She indicated that based on her research, the last time that our streets were cleaned in Sylmar was July, 2014. Per the Bureau of Street Services for LA – every place where it is not posted to the contrary should be done every 4 weeks.

10. Public Comment on matters not appearing on the agenda.

None

11. Committee Member Comments on subject matters within the committee’s jurisdiction

None

12. Closing Remarks, Announcements, Acknowledgements, and Adjournment

Ms. Job adjourned the meeting at 8:49 PM