

# CITY OF LOS ANGELES

## PANORAMA CITY NEIGHBORHOOD COUNCIL

### Directors

Gregory Wilkinson, Chair  
Viviano Montes, Vice Chair  
John DiGregorio, Treasurer  
Cheryl Compton, Secretary  
Maricar Summer Bernardo • Jan Brown  
Martha Cortez, VP • Pamela Gibberman  
Danilo Guerra • Michael Hasz  
Michelle Klein-Hass, VP • Chris Q. Martinez  
Saúl Mejía, VP • Gurgen Mkrtchyan, VP  
Marisa Persaud, VP • Ryan Reich, VP  
Tony Wilkinson, VP

### Vacant seats:

Homeowner Center-West (2018)  
Renter Center-West (2020)  
Business (2018) x2

**Youth Representative:** Douglas Bernal

## CALIFORNIA



**ERIC GARCETTI**  
MAYOR

## PANORAMA CITY NEIGHBORHOOD COUNCIL

### POSTAL MAIL

14500 Roscoe Blvd, Suite 425  
Panorama City, CA 91402

### TELEPHONE

(818) 714-2133

### ELECTRONIC MAIL

info@pcnc.us

### ALTERNATES

**Alt1** Nathan Bouldin **Alt2** Salvador Ortega  
**Alt3** Dante Harris **Alt4** (vacant)  
**Alt5** (vacant)

## PANORAMA CITY NEIGHBORHOOD COUNCIL REGULAR BOARD OF DIRECTORS MEETING MINUTES

**Thursday, November 16, 2017 6:30 PM**

**Mission Community Hospital, Medical Office Building, 2nd Floor, Room 208  
14860 Roscoe Boulevard, Panorama City, CA 91402**

The quorum is 11 Board members or Alternates. Public comments on agenda items will be heard when the item is considered. Public comments on other matters within the council's jurisdiction may be made during the Public Comment period. Public comments are usually limited to two minutes per speaker, at the discretion of the Chair. Action may be taken on any agenda item except Public Comment and announcements. Actions may be reconsidered only if a motion for reconsideration is adopted at the same meeting where the action was taken. You may request a copy of printed materials that are distributed at the meeting. You may record the meeting by audio, video or photographic means as long as it is not disruptive. Meeting notices and agendas are posted at the Plaza Del Valle Community Room and at other locations (see notes below). If you need translation, or accommodation for a disability, please call the city Department of Neighborhood Empowerment at least three business days in advance (213-978-1551, or toll-free 3-11). The city is a covered entity under Title II of the Americans with Disabilities Act. If you believe the council is not following the law or its own rules you may file a grievance in writing with copies to both the Chair and the Secretary. Please be respectful of others, even when you differ with them. Times shown in the agenda are only estimates. The sequence and time may be changed at the meeting.

- 1. Call to Order** and Opening Remarks (Chair **Gregory Wilkinson**).
- 2. Self-Introductions** of Participants and Guests - Self-introductions commenced prior to quorum.
- 3. Roll Call** of Board of Directors and Alternates (the quorum for Board meetings is 11).
  - **Present:** Summer Bernardo, Jan Brown, Cheryl Compton, Pamela Gibberman, Danilo Guerra, Michelle Klein-Hass, Chris Q. Martinez, Saúl Mejía, Viviano Montes, Marisa Persaud, Ryan Reich, Gregory Wilkinson and Tony Wilkinson. **Quorum achieved at 6:46PM with 13 board members;** John DiGregorio arrived at 6:58PM and Gurgen Mkrtchyan at 7:25PM which brought total present board members to 15.
  - **Excused Absences:** Martha Cortez and Michael Hasz were excused absences at the beginning of the meeting, but then arrived at 7:32PM, which brought the total present board members to 17.

**4. Reports from LAPD & other relevant law enforcement agencies.** Senior Lead Officer Damaris Bonfil [(818) 838-9854, mobile (818) 634-0718, 38834@lapd.online] covers Panorama City's Center-West area. Senior Lead Officer Sean Smith [(818-838-9842, mobile 818-442-3183, 35183@lapd.online)] covers Panorama City's North and Center-East districts. Senior Lead Officer Daniel Ruelas [(818) 838-9847, mobile 818-679-2082, 34435@lapd.online] is responsible for Panorama City south of Roscoe. Emergency: 911. Mission Division Front desk: 818-838-9800. Non-emergency: 877-ASK- LAPD (877-275-5273). No representatives present.

**5. California Congressional District 29, State Senate District 20, State Assembly District 46, Los Angeles County Supervisorial District 3, Los Angeles Unified School District - District 6, Los Angeles Mayor, Los Angeles City Council District 6, and other elected officials' field staff reports.**

#### **LOS ANGELES CITY COUNCIL DISTRICT 6**

Councilwoman Nury Martinez is represented in Panorama City by Andres Sandoval (Andres.Sandoval@lacity.org). Area Director is Lorena Bernal (Lorena.Bernal@lacity.org). The district field offices is located at 9300 Laurel Canyon Boulevard, 2nd Floor, Sun Valley, CA 91331; 818-771-0236.

- Andres Sandoval thanked PCNC for our involvement and support of the LAPlays event at the Panorama City Library on November 18; also wanted to remind us that December 13 is the annual Gift of Reading, also at the Panorama City Library. Further, Andres asked that all members of the public please report any issues with the homeless population outside the library to Nury Martinez's office, as well as to the police department. Also please report shoes on powerlines, as this can be a public safety hazard as well. All these issues can be reported through the 311 app. The LA Department of Transportation is making a presentation on preferential parking districts on Wednesday, November 29 at 6:30 at St. Genevieve's.

#### **LOS ANGELES CITY MAYOR'S OFFICE**

Mayor Eric Garcetti is represented in the East Valley by Area Representative, Brian Gavidia (cell: 213-713-0960 Brian.Gavidia@LACity.org). The Mayor's San Fernando Valley office is located in the Van Nuys City Hall, 14410 Sylvan Street, Van Nuys, CA 91401. No representative present.

#### **LOS ANGELES UNIFIED SCHOOL DISTRICT, DISTRICT 6**

Our LAUSD School Board Member is Kelly Gonez. Cara Onofre is her local representative. (Main (213) 241-6097 Mobile (818) 389-9216, cara.onofre@lausd.net). The District 6 office is located at 8401 Arleta Avenue, Sun Valley, CA 91352. No representative present.

#### **LOS ANGELES COUNTY SUPERVISORIAL DISTRICT 3**

Supervisor Sheila Kuehl (Sheila@bos.lacounty.gov, 213-974-3333) is located at 821 Kenneth Hahn Hall of Administration, 500 West Temple Street, Los Angeles, CA 90012. Supervisor Kuehl is represented locally by Valley District Director, Benita Trujillo (818-901-3831, btrujillo@bos.lacounty.gov). The San Fernando Valley District Office is located at 7555 Van Nuys Boulevard, Suite 1, Van Nuys, CA 91405. No representative present.

#### **CALIFORNIA ASSEMBLY DISTRICT 46**

Assemblymember Adrin Nazarian represents us in a district that runs from North Hills and Panorama City south to Studio City and the Hollywood Hills. His field office is located in the State Office Building at 6150 Van Nuys Boulevard, Suite 300, Van Nuys, CA 91401. His Field Representative for Panorama City is Angie Aramayo (818-376-4246, Angie.Aramayo@asm.ca.gov). No representative present.

#### **CALIFORNIA SENATE DISTRICT 18**

District 18 State Senator Bob Hertzberg maintains a field office in the State Office Building at 6150 Van Nuys Boulevard, Suite 400, Van Nuys, CA 91401 (818-901-5588). His Field Deputy for Panorama City is Eveline Bravo-Ayala (evenline.bravo-ayala@sen.ca.gov). The District Director is Barri Worth Girvan (Barri.Girvan@sen.ca.gov). No representative present. However, Senator Hertzberg will be at the December 21<sup>st</sup> meeting to answer questions.

## CALIFORNIA CONGRESSIONAL DISTRICT 29

Congressman Tony Cardenas' District Office is located at 9612 Van Nuys Boulevard #201, Panorama City, CA 91402 (818-221-3718). He is represented in Panorama City by Senior Field Representative Jaqueline Serrano (Jaqueline.Serrano@mail.house.gov; 818-221-3718) No representative present.

## DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT (DONE)

DONE's is located at 14410 Sylvan St. 4th Floor, Van Nuys, CA 91401. Office phone is: Office | 818-374-9898 Fax | 818-374-9877. **Jose Galdamez** is our designated liaison and can be emailed at jose.galdamez@lacity.org Our city funding representative is Ms. Shawna Dungo directly at shawna.dungo@lacity.org or general line Clerk.NCFunding@lacity.org or (213) 978-1058

- Jose Galdamez informed us that they will be launching a new and improved financial training online sometime in December. He also reminded the board that Civics U 2.0 registration deadline is December 15. NC Funding Training will be happening on November 27, 29 and December 11 in Downtown and South LA. At this point, Gregory Wilkinson brought up that one of the fundamental issues with the neighborhood councils is that the Valley has been ignored. Some events need to be in the Valley, instead of Downtown.

**6. Public Comment and Announcements (Please limit to two minutes per speaker.)** Public comment on agenda items will be heard at the time the item is considered.

- At this time, we were introduced to the new principal of Panorama High School, Dr. Rafael Gaeta, who has only been on the job for nine days. He wants to make sure that high school is part of the community and contributing in any way it can. He plans for Panorama High School to be the school of choice in the area, and they will be applying for the Magnet Program. Gregory Wilkinson expressed his hopes that PCNC could have a true partnership with the school. Dr. Gaeta said that PCNC could also have meetings at the high school. It was agreed upon that we would discuss that option at a future date. Dr. Gaeta also informed the board that there would be a bulk-item and e-waste pick-up at the school (tentatively set for December 9<sup>th</sup>). We told him that he should have a flyer posted on NextDoor to spread the word, as our neighborhood was very active on the app.
- Virginia Moderack, a CSUN student, who is from Germany, wanted to bring up the issue that we have very few trees on the street and we need to consider greener living options. Marisa Persaud acknowledged her concern and told her that Adrin Nazarian's office sponsored a shade tree giveaway not long ago.
- Erika Canstañeda, another CSUN student, who is a sustainability major, was concerned about bike lanes, especially those along the Arleta border at Plummer and Woodman. For the safety of the riders, we need to consider buffer zones. Michele Klein-Hass invited Erika to the Mobility Committee meeting to further discuss the issue.
- Saúl Mejía reminded the board that this coming Saturday was Small Business Saturday.

**7. Notation and possible correction (through documentation) of the list of Board members who may not vote on matters (financial or otherwise) because they have not completed the required training.** DONE requires two classes to vote: (1) the Ethics and Open Government course required by state law for all public officials in California within two years of their election or appointment and every two years thereafter – required to vote on any matter, and (2) basic funding training for neighborhood council Board members to vote on financial matters. DONE also requires all Board members to have signed they have received a copy of the Code of Conduct. While not required to vote any Board member who does not sign the acknowledgment of receipt will be removed from the Board by DONE. All three of these requirements can be met with online courses available at EmpowerLA.org.

- Michelle Klein-Hass updated her Ethics certification this week, and Chris Q. Martinez completed her required training for the Board. Tony Wilkinson and Pamela Gibberman both need to renew their Ethics certification, as do Saúl Mejía, Viviano Montes and Danilo Guerra.

**8. Discussion and possible action to appoint any interested qualified stakeholders to any appropriate vacant board seats.**

- No interested stakeholders at this juncture.

**7:25 9. Discussion, nomination, and selection of Committees to include adding new Committee Chairs or new members to each committee. Also includes 2-minute report form each committee. The current committees are listed below.**

- Finance: Per Gurgen Mkrtchyan, office lease negotiations continue; also researching leads on alternative spaces.
- Land Use: Per Tony Wilkinson, next meeting is Monday, November 27 at Plaza Del Valle. There are plans for an Aldi grocery store where the Black Angus used to be.
- Outreach: Per Marisa Persaud, there is continued work on updating the website, as well as assessing the gaps in inventory (SWAG, flyers, etc.)
- Rules: Per Cheryl Compton, next meeting is scheduled for Tuesday, November 28 at Plaza Del Valle.
- City Life: Per John DiGregorio, topics at upcoming meetings include homelessness in Panorama City and nightlife. Also the Halloween Party at Panorama Rec Center was a success.
- Mobility: joint meeting with Land Use on November 27, per Michelle Klein-Hass.
- Public Safety: In Martha Cortez's absence, John DiGregorio gave a summary of the committee, including that they will be working to coordinate neighborhood watches around Panorama City.
- Education: Per Ryan Reich, plans to have a meeting in December, date TBD.
- Health & Safety Fair: Per Saúl Mejía, Fair is tentatively set for March; wants to work to make it a health fair – not just a medical fair.

<b>STANDING COMMITTEES</b>					
	<b>Chair</b>	<b>Email</b>	<b>Date/Time</b>	<b>Location</b>	<b>Notes</b>
Commerce	Saúl Mejía	commercechair2016@yahoo.com	TBD		Needs additional members for quorum
Finance	Gurgen Mkrtchyan	gurgen@ympklaw.com			
Land Use	Tony Wilkinson	lawilkinson@acm.org			Land Use & Mobility meet jointly
Outreach	Marisa Persaud	Manther1222@yahoo.com			
Rules	Cheryl Compton	ComptonPCNC@gmail.com		Plaza Del Valle, Liz Galan Community Room	
<b>SPECIAL COMMITTEES</b>					
	<b>Chair</b>	<b>Email</b>	<b>Date/Time</b>	<b>Location</b>	<b>Notes</b>
City Life	John DiGregorio	johndPCNC@gmail.com			City Life & Public Safety meet jointly
Mobility	Michelle Klein-Hass	mkh.pcnc@gmail.com			Land Use & Mobility meet jointly
Public Safety	Martha Cortez	Martha.Cortez.PCNC@gmail.com			City Life & Public Safety meet jointly
Education	Ryan Reich	ryan.reich@gmail.com			
Health & Safety Fair	Saúl Mejía	commercechair2016@yahoo.com			Fair tentatively set for March 2018

**10. Discussion and possible action regarding the creation of a youth committee and criteria for youth representative as this item is no longer in the bylaws.**

- Gregory Wilkinson explained that the Youth Rep position was removed from the PCNC bylaws at some point – which was possibly an oversight by DONE. John DiGregorio spoke to a group at Valor Academy and had 25 applicants for the position. Two students from Valor were in attendance, Pedro Saavedra and Oscar Carmona. Each spoke for a few moments about the issues they were concerned with. Pedro felt that we needed to tackle the homelessness issue with a different mindset – primarily talking to them and finding out why they became homeless in the first place. Oscar was concerned with street safety. Recently there was a shooting on Blythe Street, as well as a stabbing by Michelle Obama Elementary.
- Gregory Wilkinson brought the question to the floor – should we have a Youth Committee and/or Youth

Rep? Tony Wilkinson supports the idea of 2 or 3 Youth Reps, but doesn't want the committee to be a "junior neighborhood council". Martha Cortez stated she thought Panorama High and Valor Academy were great assets to the community. Jan Brown acknowledged and thanked Oscar & Pedro, as they set up the chairs and tables for the board meeting, and agreed that they need to be integrated into the council at some level. Gregory suggested we form a committee, which would be chaired by a board member. Members of a committee can be under 18 years old – no legal issues, which Jose Galdamez confirmed. Ryan Reich and Marisa Persaud both stated that it is important for the youth of our community to go toe-to-toe with adults and consider the issues from their perspective. Many members of the board agreed that they were in support of the Youth Committee. Tony Wilkinson stated that we need involvement from schools other than Valor.

- Gurgun Mkrtchyan motioned to create a youth committee with co-chairs from the PCNC board and to have up to three Youth Reps on the PCNC board, which was seconded by Summer Bernardo. Gregory called for a hand vote. **The motion passes unanimously: 17 YES/0 NO/0 Abstain.**
- On the subject of co-chairs for the committee, John DiGregorio, Martha Cortez, Tony Wilkinson and Saúl Meija nominated themselves; Tony later withdrew his name from nomination. A roll call vote was called and each member was to give their two choices for the Youth Committee Co-Chairs. **The final tally was: John DiGregorio-14/Martha Cortez-12 and Saúl Meija-5.** As new co-chairs, Martha and John should coordinate. Gregory stated that it should be a welcoming and positive place for the youth. Viviano Montes added that LAUSD has a community service requirement. Gregory said he would check with DONE to see if there's any issue with our Youth Committee and the LAUSD requirement.

**11. Discussion and possible action regarding PCNC lease renewal and if we would accept a license vs tenancy as well as status update. The renewal and its costs were already approved but DONE has had problems negotiating the renewal.**

- Per Gregory Wilkinson, the landlord does not do a tenancy, only a license, which means PCNC could be evicted without notice. Manager would not see Tony Wilkinson. Gurgun Mkrtchyan has meeting with Patricia tomorrow at 10AM. Saúl Meija stated that there was a smaller \$500/month office available in the building. Gurgun also brought up the issue of subleasing; will confirm if allowed by DONE and take up further in the Finance Committee.

**12. Presentation about the Adult Literacy Program at the Panorama City Library by Steffi Siebert the coordinator.**

- Ms. Siebert had to leave prior to this agenda item; however, in brief, Jan Brown said that the Panorama Library is looking for literacy volunteers to assist adults in learning to read. Ms. Siebert left flyers for our information.

**13. Discussion and possible action regarding the Mobility and Land Use committees recommendation that the Board adopt a position that the City needs to provide intermediate opportunities for public input, on both the General Plan elements and on the Community Plans, between an initial "visioning" meeting and the presentation of a completed plan draft, and the Board authorizes filing a Community Impact Statement to this effect on all Council Files relating to these public planning processes.**

- Tony Wilkinson explained that we want immediate public input between initial visioning and final draft. Saúl Meija said he attended the same meeting and was very upset that often we had to pick between their choices instead of submitting our own ideas. Jan Brown clarified that the issue Saul brought up was part of the Pacoima Beautiful project and not an overall community plan. John DiGregorio further clarified that Pacoima Beautiful was part of a grant; very different from city. We didn't write the grant, so we didn't get direct input. Jan Brown added that we don't have the opportunity to find out about the plan until until they've already decided. Gregory Wilkinson stated that even if we send a CIS, it's not going to effectively do anything; Tony countered that planners know exactly what this means.
- John DiGregorio motioned to approve, which was seconded by Saúl Meija – after further discussion and clarification, the motion is: Authorization to create a resolution to ask for public input between the visioning and plan draft stages, and to send to relevant city officials. Such authorization is without expiration. Gregory called for a hand vote. **The motion passes: 15 YES/0 NO/2 Abstain.** Tony will send draft to Gregory for approval.

\*\* Brief interlude was taken at this juncture to take a few photos in recognition that this was the first time in quite some time that all board members were present for the meeting (17 out of 17).

\*\* Item No.16 re: EnrichLA was discussed out of order at this junction [see item below].

**14. Discussion and possible action regarding the Mobility and Land Use committees recommendation that the Board adopt a position that, since the City is moving from a "Centers" concept to a "Corridors" concept for the General Plan, and has introduced special planning districts for transit corridors, the PCNC believes that the Mobility Element of the General Plan must be reopened during the Community Plans process, and the Board authorizes filing a Community Impact Statement to this effect on all Council Files relating to these Community Plans processes.**

- Tony Wilkinson explained that the city plan is evolving from a dot-circle plan, to along corridors, and you can't look at corridor-planning until you consider walk/bike and other modes of transportation in the plan. John DiGregorio motioned that we authorize Tony Wilkinson to file a CIS regarding the Mobility Element on all Community Plans, which was seconded by Michelle Klein-Hass. Gregory called for a hand vote. **The motion passes: 15 YES/0 NO/1 Abstain.**

**15. Presentation about the Adult Literacy Program at the Panorama City Library by Steffi Siebert the coordinator.** [Duplicate item – see No. 12 above]

**16. Discussion and possible action regarding the PCNC official website after status report by the Outreach Committee chair and current problems re same.**

- No update at this time.

**17. Discussion and possible action regarding appoint Jan Brown as the PCNC liaison to the LA City Animal Service Department for their Citywide Cat Program, zero kill, and similar efforts. Jan may contribute input but make no official statement on behalf of the PCNC unless prior authorization is given.**

- Jan Brown has been unofficially doing these duties since 2015. Saúl Meija motioned to appoint Jan Brown as the PCNC liaison to the LA City Animal Service Department for their Citywide Cat Program, which was seconded by Gurgen Mkrtyan. Gregory called for a hand vote. **The motion passes: 15 YES/0 NO/1 Abstain.**

**16. Discussion and possible action regarding a new PCNC office access, copier use, storage unit access, and inventory control policy. Based upon past practices and lack of oversight copier use has been improper, loss of the entire storage unit, and several computer/IT pieces of equipment (less than \$100 each) being lost it is clear a new stricter policy is needed. [Note duplicate numbering on this agenda item, as noted below.]**

- Gregory Wilkinson told the board that 2 items, each worth approximately \$80.00, have recently gone missing from the PCNC offices. In the future, if anything goes missing Gregory says he will personally call LAPD and report it. There is amnesty before tonight's meeting, but zero tolerance going forward. Abuse, misuse and/or theft will not be tolerated. Gregory stated it is his prerogative as Chair to establish policy. When using PCNC computer or other equipment, there is no expectation of privacy. It is for official business only. The appropriate board members will be assigned a key fob, copier code and computer log-in, and usage will be tracked. Tony Wilkinson motioned to adopt Policy No. 002 as official policy [with typos corrected], which was seconded by Saúl Meija. Gregory called for a hand vote. **The motion passes unanimously: 16 YES/0 NO/0 Abstain.**

**16. Discussion and possible action regarding the Education Committee's recommendation that the board approve an NPG of up to \$1500 for EnrichLA, a program to provide "a garden in every school", and their Garden Ranger Program that educates students on gardening, nature,**

**community, sustainability, and good eating habits. [Note duplicate numbering on this agenda item, as noted below.]**

- Alexis Thomas from EnrichLA was present to explain the program, which educates children on gardening and the important of healthy foods. Ryan Reich added that the Education Committee thought this was a positive idea for the community. John DiGregorio motioned to approved up to \$1500 for the EnrichLA program at Primary Academy or other school in Panorama City, which was seconded by Marisa Persaud. Gurgen Mkrtchyan asked if this included any outreach. Alexis said there are banners on-site and we can have our logo on those, or distribute flyers to the parents. Gurgen made a friendly amendment to the motion to include outreach as a condition. Summer Bernardo left the meeting prior to this vote at 9:01PM. Roll call vote: **Motion passes: 6 YES/3 NO/1 Abstain/5 Ineligible. Due to mis-numbering on agenda, for accounting purposes, this BAC is referred to as Agenda Item No. 16 with timestamp 8:50PM.**

**16. Discussion and possible action regarding the Education Committee’s recommendation that the board sign the attached statement of support for ROS-LA (Reclaim Our Schools) as well as designating Ryan Reich as the PCNC spokesperson on the subject of ROS-LA and its platform at meetings and events. Also recommended is the approval of specific statements of position by the board on the points in the ROS-LA platform, so that the spokesperson can elaborate on these points. [Note duplicate numbering on this agenda item, as noted above and below.]**

- After some discussion, it was concluded that as a city organization, we cannot take sides on this. They are a pro-charter organization. Michelle Klein-Hass added, as she just renewed her ethics certification, that this is clearly against policy and should be disqualified. Jan Brown motioned not to approve, which was seconded by Saúl Meija. Gregory called for a hand vote. **The motion passes: 12 YES/0 NO/2 Abstain.**

**16. Discussion and possible action to remove any board member(s) that have violated Article V, section 7 “Absences” of the PCNC By-Laws. Pursuant to this section any board member that has two (2) consecutive absences or three (3) absences within a six (6) month period for regularly scheduled board meetings and that are not excused by the Chair may be removed from the board by a majority vote of all those board members present. The board member subject to the removal vote may address the board but is not allowed to vote. The following board members meet this criteria to be removed. [Note duplicate numbering on this agenda item, as noted above.]**

This vote was delay from last month’s meeting. Danilo Guerra – July, August, September, October

- After a brief discussion, including acknowledgment of Danilo’s work behind the scenes with committees and the website, and the fact that he joined the board as a Youth Rep, Danilo resigned from the Board. Gregory Wilkinson asked that Danilo please send him a confirming email for the records and thanked him for his service.

**17. Report from the NC Budget Advocates on progress and action items by the NCBA to date.**

- John DiGregorio not present at this time; agenda item skipped.

**18. Discussion and possible action to approve an unexpected office supplies or outreach expenses, the total of which will not exceed \$200 per category.**

- No action at this time.

**19. Discussion and possible action for approval of any financial statements, Monthly Expenditure Reports (MER’s), or other ongoing monthly financial documents prepared by the Treasurer or Finance Chair which have not yet been approved by the Board. Treasure/ Finance Chair to provide details. This item does not cover special or annual financial documents.**

- In John’s absence, Gurgen Mkrtchyan presented the MER to the board. Tony Wilkinson motioned to

approve the MER as presented, which seconded by Saúl Meija. Gregory called for a voice vote: **The motion passes unanimously: 12 YES/0 NO/0 Abstain.**

## **20. Discussion and possible action to approve the Board meeting's minutes for the last Board meeting and any other prior meetings not yet approved.**

- Pamela Gibberman motioned to approve the October 26, 2017 minutes, which was seconded by Saúl Meija. Gregory called for a voice vote: **The motion passes unanimously: 12 YES/0 NO/0 Abstain.**

## **21. Adjournment – Gregory Wilkinson adjourned the meeting at 9:22PM.**

**Council Process:** The council gained its official city role upon certification by the Board of Neighborhood Commissioners on March 15, 2007. Everyone who lives, works or owns real property within the boundaries of the Panorama City Neighborhood Council, or who declares a Community Interest in the area and the basis for it, is a "stakeholder". All stakeholders are members of the Council. Stakeholders elect a Board of Directors to represent them. This Board is recognized as the decision-making entity by the City of Los Angeles. The current Board was elected on April 2, 2016. While the Board is the official decision-making entity, meetings are conducted as much as possible in a town hall spirit. Committees are open to anyone with an interest in Panorama City. Panorama City's neighborhood council is much more than its Board, and it depends on public participation for its success.

**Posting Sites:** California's open meetings law, the Ralph M. Brown Act, requires that meeting notices be physically posted at a regular location 72 hours in advance for regular meetings and 24 hours in advance for special meetings. The location must be accessible to the public seven days a week, 24 hours a day. That location is the outside steel doors of the Plaza Del Valle Community Room, Building G, 8700 Van Nuys Boulevard, Panorama City, CA 91402. This council is also required to follow the City of Los Angeles posting policy for Neighborhood Councils. That policy additionally requires that councils post agendas through the city's Early Notification System (ENS), post the agendas on the council's website (if one exists), and make an effort to send agendas by electronic mail (if such a list exists). This council posts agendas on its website, panoramacitync.org. This council uses the city's ENS mailing list as its agenda email list. You may sign up for the ENS agenda system at: <http://lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.

In addition to the Plaza Del Valle posting location, this council MAY post agendas at other locations within Panorama City. These may include: (1) Panorama City Branch Library, 14345 Roscoe Boulevard; (2) Panorama Recreation Center, 8600 Hazeltine Avenue; (3) Sepulveda Recreation Center, 8801 Kester Avenue; and (4) Casa Esperanza, 14705 Blythe Street.

In addition to the ENS agenda list, this council MAY include agendas in its occasional informational emails. You can subscribe to the council's informational email list by sending your request to 'info@panoramacitync.org'. You can also sign up on the council's website. In order to respect our stakeholders' inboxes, messages to the informational email list will be sent at most once or twice a month. *The only way to assure that you will receive emailed agendas is through the ENS list.*

**Americans with Disabilities Act (ADA):** 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 5 business days prior to the meeting you wish to attend by contacting the city's Department of Neighborhood Empowerment (213-978-1551).

**Agenda-related written materials:** The council may occasionally prepare supplementary information to the agenda ("agenda packets"). When this is done, the agenda packets are normally made available both to Board or committee members and to the general public at the start of the posted meeting. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the Board or committee *in advance of a meeting* may be viewed by appointment at the Panorama City Neighborhood Council office, 14500 Roscoe Boulevard, Suite 400, Panorama City, CA 91401, (818-714-2133) during normal business hours, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact PCNC - Secretary, 14500 Roscoe Boulevard, Suite 400, Panorama City, CA 91402.

**For more information about the Panorama City Neighborhood Council visit our website at [www.panoramacitync.org](http://www.panoramacitync.org)**