

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 • 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

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ALTERNATES

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

PANORAMA CITY NEIGHBORHOOD COUNCIL SPECIAL BOARD OF DIRECTORS MEETING MINUTES

Friday October 13, 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 3-1-1). 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. Roll Call of Board of Directors and Alternates (the quorum for Board meetings is 11).

- Present: Jan Brown, Cheryl Compton, Martha Cortez, John DiGregorio, Pamela Gibberman, Michael Hasz, Gurgen Mkrtchyan, Marisa Persaud, Ryan Reich, Gregory Wilkinson and Tony Wilkinson. Quorum achieved at 6:40PM; Saúl Mejía and Danila Guerra arrived at 6:45PM, which brought total present board members to 13.
- Excused Absences: Michelle Klein-Hass

3. Discussion and possible action regarding selecting two candidates for the Department of Neighborhood Empowerment 2018 Civic University 2.0 for Neighborhood Councils. The Department of Neighborhood Empowerment will once again collaborate with The Pat Brown Institute (PBI) for Public Affairs at Cal State LA to present the Civic University (Civic U 2.0) at LA City Council chamber on Mondays, January 8, 22, 29, 2018 and February 5, 2018 from 6 pm – 9 pm. Civic U emphasizes civic and community engagement and gives Neighborhood Council leaders the tools they need to understand city government and influence policy at City Hall. Civic U. 2.0 provides practical training around self-selected

group projects, building on the information provided both in Civic U. 1.0 and in further presentations in 2.0. This year, DONE invites each Neighborhood Council to select one male and one female to attend with first priority given to those who have attended Civic U 1.0 in either 2015 or 2017. However, you can sign up if you did not take Civic U 1.0 and if there is space available. NOTE: PCNC should select the two most qualified candidates regardless of sex.

- After discussion of the training, Gurgen Mkrtchyan volunteered to be one of the representatives for PCNC. Marisa Persaud and John DiGregorio are also both potentially interested, but needed to check their availability for that time period. There is a December 15 deadline to sign-up. Tony Wilkinson motioned to nominate Gurgen Mkrtchyan to be a PCNC representative at the DONE 2018 Civic University 2.0 for NCs, with the caveat that John and Marisa would check their respective calendars and work out any details between themselves. The motion was seconded by Pamela Gibberman. Gregory Wilkinson called for a hand vote. **Motion passes: 9 YES/0 NO/0 Abstain.**

4. Discussion and possible action regarding the Outreach Committees recommendation to spend up to \$300 to print 1000 flyers at the local MinuteMan press when the sentence on the new flyer has been modified and the time of the meetings has been added to it.

- Danilo Guerra questioned the vendor. Marisa Persaud says he's highly recommended and in Panorama City. Tony Wilkinson was concerned that there was no Spanish translation on the back of the flyer, and that the flyer wasn't really a formal invite to the meetings. Tony also questioned why we need to do the flyers in color. Saúl Meija brought up the issue that PCNC should have many different types of flyers for different occasions, on which point John DiGregorio agreed. John also stated that Committee Chairs should not get in the habit of recommending vendors with their monetary requests. Jan Brown added that we haven't had flyers for 3-4 months and we don't need to have these extensive conversations over a basic flyer. John DiGregorio motioned that we allocate up to \$300 for flyers, which was seconded by Jan Brown. Roll call vote was taken. **Motion passes: 10 YES/0 NO/0 Abstain/3 Ineligible.**

5. Discussion and possible action regarding the Outreach Committees recommendation to spend up to \$200 for plastic nametag holders, pin, or lanyards for board members. We will then print out our own labels to put on the items. The \$200 is for purchasing the items which are reusable for new board members.

- Marisa Persaud believes \$200 is a large overshoot. It is probably more like \$50. Saúl Meija disagrees, and says \$200 is definitely in the ballpark. Cheryl Compton brought up the point that we could purchase the plastic badge sleeves and change the cardstock insert as necessary. John DiGregorio gave a real-life example of why we need name badges. At a prior event, people thought he was a salesman for one of the items he was handing out. Gregory Wilkinson believes the badges are vital, as they are welcoming and invite people to speak to us. John will work with Outreach to source a vendor. John DiGregorio motioned to allocate up to \$200 for permanent name badges, which was seconded by Gurgen Mkrtchyan. Roll call vote was taken. **Motion passes: 10 YES/0 NO/0 Abstain/3 Ineligible.**

6. Discussion and possible action regarding the Outreach Committee recommendation to purchase business cards for board members. The committee recommended \$400 but the Board Chair suggests we allocate up to \$600 since we have a possible 21+5 member board. Business cards are around \$27 box/person.

- Saúl Meija stated that members who are not active, or already have business cards, should opt-out of ordering them. Tony Wilkinson said we should also "pre-authorize" future purchase for any new board members. John DiGregorio motioned to allocate up to \$600 for business cards for the 21-member board plus 5 alternate positions, with the option to opt-out if a member already has cards, which was seconded by Tony Wilkinson. Roll call vote was taken. **Motion passes: 10 YES/0 NO/0 Abstain/3 Ineligible.**

7. Discussion and possible action regarding the Outreach Committees recommendation to spend up to \$250 for two tablecloths and possibly use a new design (possible designs at end of agenda)

- Danila Guerra suggested we consider making the tablecloths black instead of blue to avoid stains. Saúl Meija and Pamela Gibberman both stated we should stay with the original blue for consistency. Cheryl Compton brought up the fact that we have already pre-authorized the purchase of PCNC bags in blue. Saúl also inquired why we weren't staying with the original PCNC design. A discussion regarding the inviting/non-official nature of the new designs followed. John DiGregorio motioned to allocate up to \$250 for two tablecloths (one of each of the presented designs) in a blue & white color scheme, which was seconded by Tony Wilkinson. Roll call vote was taken. **Motion passes: 10 YES/0 NO/0 Abstain/3 Ineligible.**

8. Discussion and possible action regarding the Outreach Committees recommendation to spend up to \$500 on a table, canopy, and/or chairs to have at events. The Board Chair suggests we allocate up to \$1,000 for these items since we have not decided on specifics yet.

- Marisa Persaud suggested that in order to save money, we can purchase folding tables and chairs from a vendor like Home Depot or Costco. Regarding the canopy, Saúl Meija said the last one cost \$400. Marisa got an estimate for \$150. Tony Wilkinson says it depends on the brand and the quality of material. Michael Hasz stated that a canopy is an important outreach tool and all the neighborhood councils have them. Saúl also said we already have 10 folding chairs in the PCNC office, which we will confirm, but we will still allocate for them in case they are not available. Jan Brown asked if PCNC still has a storage unit. Details regarding the non-payment of the storage unit and the auction of the stored items were discussed. However, with the purchase of these items, it will become necessary to have a storage unit again. Gurgen Mkrtyan motioned to allocate up to \$1000 for at least one (1) 10x10 personalized canopy, two (2) folding tables and six (6) folding chairs. John DiGregorio seconded the motion. Roll call vote was taken. **Motion passes: 10 YES/0 NO/0 Abstain/3 Ineligible.**

9. Discussion and possible action regarding the PCNC's one unassigned DONE parking permits. Currently we have two of which one is assigned to Tony Wilkinson. These are only good at the main City Hall underground parking facility.

- Saúl Meija motioned to take away Tony Wilkinson's parking permit and give it to a more active member; the motion was not seconded. Cheryl Compton asked if the permits were a "use it or lose it" situation, to which Gregory Wilkerson responded that they were not. It would only remain unassigned. It was discussed among the board that Gurgen Mkrtyan has volunteered to be a rep at DONE's Civic U and is one of our Budget Advocates, so he would be a logical choice. Saúl Meija motioned to assign the second DONE parking permit to Gurgen Mkrtyan, which was seconded by Tony Wilkinson. Gregory Wilkinson called for a hand vote. **Motion passes: 12 YES/0 NO/1 Abstain.**

10. Discussion and possible action regarding Red Cross Pillow Case project at Panorama Recreation Center. This is emergency preparedness education for Children between the ages of eight and eleven (or in grades 3 through 5). Some collaboration between Public Safety Committee, Angie Aramayo - Adrin Nazarian Field Representative and Adria Deliberto – PC Rec Center has already occurred. The event is scheduled for October 24th from 2:30 pm – 3:30 pm. The American Red Cross representative will do the presentation. It is requested that the board approve the PCNC's involvement for the event on 10/24 along with up to \$500 for light refreshments and to potentially discuss such events more in PC. Suggested options for outreach may include putting PCNC flyer and Public Safety Brochure in pillowcase for children to take back home and share with parents.

- Martha Cortez spearheaded this project. The actual pillowcase is sponsored by Disney. Roll call vote was taken. Jan Brown expressed her concern that only children were at the event, so our message gets lost. Martha confirmed that we would have a flyer and brochure in the pillowcase. Tony Wilkinson stated that we should scrutinize all future events to determine our visibility. Tony Wilkinson motioned to allocate up to \$500 for one or more Red Cross Pillow Case events, which was seconded by John DiGregorio. Roll call vote was taken. **Motion passes: 10 YES/0 NO/0 Abstain/3 Ineligible.**

11. Discussion and possible action regarding rules and procedures for surveys by the PCNC and committees.

- Jan Brown provided a previous survey conducted by PCNC. Marisa Persaud stated that surveys can be a useful tool, to which John DiGregorio agreed. Tony Wilkinson cautioned that polls can also be misleading or counterproductive. NextDoor or Facebook polls can be deleted and are not as formal. The more formal mass mailers or postcards need board approval. Tony added that we need methodology – where are we going? What are our goals? Gregory Wilkinson does not want to micromanage; committee chairs should be able to come up with their own surveys. Gurgun Mkrtyan suggested a special committee to develop a survey. John DiGregorio requests that the Rules Committee draft a recommendation. Cheryl Compton agreed to add that item to the next Rules Committee meeting. Jan worries about the result if we go to the public without a specific purpose.

12. 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.

- Marisa Persaud made the board aware of the 2040 Open Space Project – not coming in with a top/down phase, want to hear from public; issue was that it was a mostly white crowd and not demonstrative of the diversity of the Valley.
- John DiGregorio gave us a quick Budget Advocates update. He went to Valor Academy Middle School and spoke to a group there. Many teens came up to him and asked questions about PCNC and local government. Tony Wilkinson suggested that John may have the frontline on putting together a youth committee. DONE representative was consulted, and it was confirmed, that there was no age limit to be a voting member of a committee.
- On the subject of diversity, Saúl Meija pointed out that he was the youngest member of the United Chambers, as well as the only minority.
- Ryan Reich stated there would be an Education Committee meeting on October 18.
- The next Land Use Committee meeting is October 19 per Tony Wilkinson.
- Cheryl Compton apologized that there hasn't been a Rules Committee meeting recently, but will schedule one soon, and we will discuss the Survey policy discussed earlier in the meeting, as well as the ability to appoint alternates to the board.

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

Candidates must present documents to the Secretary that prove their identity and a "stake" in the Neighborhood Council, as required by each seat. Examples: a Drivers License, Consular Card or Student ID will prove identity. A Drivers License with a current address will also prove that a person lives within the council boundaries. However, the district seats are specific to either "homeowner" or "renter". For this reason, homeowners must present a recent mortgage statement or a tax bill, and renters must present a recent rent receipt or a lease. Business seats require a business card with a local address, a Business Tax Registration Certificate, or some other indication that the person works (including volunteer work) or operates a business within the council boundaries. Community Interest stakeholders (for an Unlimited At-Large seat) must provide a document that proves a substantial and ongoing interest within the boundaries, which is often evidenced by membership in a local organization. (No Unlimited At-Large seat is open at this time. However, Community Interest stakeholders can be appointed to either of the vacant Alternate positions.) Signed letters from responsible parties can also be provided. The Secretary will determine the adequacy of the candidate's documentation. No actual documents will be kept and interested stakeholders are only required to show the document for verification.

- Chris Q. Martinez, who has been regularly attending PCNC meetings, and who is a Marson Park representative, came forward to fill the At-Large (2020) position left vacant after Sonia Sawit was removed from the board on 9/28/2017. Cheryl Compton confirmed her eligibility by residency documents. Saúl Meija motioned to accept Chris Q. Martinez to the PCNC, which was enthusiastically seconded by Gregory Wilkinson. By a voice vote, **Chris was unanimously confirmed (all 13 board members voting YES) for the At-Large (2020) seat.**

14. Adjournment – Gregory Wilkinson adjourned the meeting at 8:20PM.

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