



Neighborhood Council

Executive Board

Lydia Grant, President

Lallah Rowe, Vice-President

Anthony Diaz, Vice President

Ed Babakhanian, Treasurer

Brandy Diaz, Secretary

**SUNLAND-TUJUNGA
NEIGHBORHOOD
COUNCIL**

DRAFT - DRAFT General Board Meeting Agenda

Wednesday, May 12, 2021

6:45 p.m.

Zoom Meeting Online or By Telephone
Dial (888) 475-4499 to Join the Meeting

Then Enter This Webinar ID: 918 9278 5703 and Press #

Online: Go to <https://zoom.us/j/91892785703>

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Cindy Cleghorn, al (818) 951-7411 o por correo electrónico secretary@stnc.org para avisar al Concejo Vecinal.

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF SUNLAND-TUJUNGA NEIGHBORHOOD COUNCIL MEETING (STNC) WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

Every person wishing to address the Board must dial 1 (888) 475-4499 and enter **918 9278 5703**, and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID **918 9278 5703**. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. 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 are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to (1) One minutes per speaker, unless adjusted by the presiding officer of the Board.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

Unless otherwise specified, all items on the meeting agenda are for Discussion and Possible Action and may be taken out of order at the discretion of the President. This is an online virtual meeting, please understand that there may be some connection delays from time to time.

1. Call to Order, Welcome

2. SEATING OF THE NEW NEIGHBORHOOD COUNCIL BOARD (3)

Administer Neighborhood Council Oath of Office to Board Members.

"I pledge to represent the Sunland-Tujunga Neighborhood Council with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value and consider everyone's opinion. I will find the good in my neighborhood and praise it and promote it. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability."

3. Roll Call (2)

4. Pledge of Allegiance (3)

5. Recognition of 2019 STNC Board (5)

6. COMMENTS BY ELECTED OFFICIALS/REPRESENTATIVES, DONE, CITY DEPARTMENTS (10)

7. PRESENTATION BY DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT (5)

- A. Board Affirmation (review content)
- B. Required Board member trainings
- C. Upcoming Orientation Sessions
- D. NEA Contact Information

8. PRESENTATION & TRAINING on the Neighborhood Council (NC) System (5)

- A. City Structure, Purpose, Department of Neighborhood Empowerment (DONE)
- B. Guiding Documents: City Charter, Certification, Bylaws, BONC Policies, LAMC Ordinances, Brown Act (Meeting Agenda Posting, ENS), Standing Rules, Meeting Agendas
- C. Required Trainings: Code of Conduct, Ethics, Funding, Planning 101
- D. NC Meetings: Agenda Items, Presentators, Making Motions, Community Impact Statements
- E. NC Alliances, Events, Other Training Opportunities
- F. Board Member Training Requirements: All board members must complete ethics and funding training in order to vote on funding motions before the board. The training courses and instructions can be found at <http://empowerla.org/boardmembers/>

9. APPOINTMENT OF FINANCIAL OFFICERS OF THE BOARD (5)

A. Discussion and Possible Action to Select STNC Bank Card Holder

DESCRIPTION: Maintains secure custody of the NC's bank card. Ensures card is used for payment transactions as approved by the Board only. Obtains itemized receipts or itemized paid invoices for every card transaction. Submits (Uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.

● REQUIREMENTS (see

<https://clerk.lacity.org/sites/g/files/wph606/f/NCFP%20Policies%202007.19.18%20Final.pdf#page=8>).

B. Discussion and Possible Action to Select 2nd Signer

DESCRIPTION: Verifies Funding Program documents have been correctly and completely filled out before submitted for processing. Acts as the second signer as required on Funding Program

documents. REQUIREMENTS: (see <https://clerk.lacity.org/sites/g/files/wph606f/NCFP%20Policies%2007.19.18%20Final.pdf#page=8>).

10. DISCUSSION/MOTION: Authorization of Community Impact Statement (CIS) Filers (3)

Whereas, a Community Impact Statement is an official statement adopted by a Neighborhood Council on issues pending before the City Council, its committees, or City commissions; Whereas, up to five board members can be authorized through a board resolution to write and submit Community Impact Statements through the City Clerk's online web system at <http://cityclerk.lacity.org/cis>;

Therefore, be it resolved, that the Sunland-Tujunga Neighborhood Council authorizes the following board member(s) to SUBMIT Community Impact Statements which have been passed by a vote of the full board:

- o Filer #1: _____
- o Filer #2: _____
- o Filer #3: _____
- o Filer #4: _____
- o Filer #5: _____

Be it further resolved, in cases where an issue is moving quickly through the legislative process and a promptly issued statement is beneficial, the aforementioned board members are authorized to also WRITE and SUBMIT Community Impact Statements which express positions previously voted upon by the full board.

11. ADMINISTRATIVE ITEMS: (15)

- A. Discussion/Motion: Review and adoption of minutes
- B. Discussion/Motion: Review and adoption of the Monthly Expenditure Report (MER)
- C. Discussion/Motion: STNC Board Roster to submit to DONE and STNC website
- D. Discussion/Motion: Review and adoption of Annual Administrative Packet
- E. Discussion/Motion: That STNC Board meetings are held on the 2nd Wednesday of each month at 7:00 PM and end no later than 9:30 PM unless extended by a vote of the STNC board.
- F. Discussion/Motion: That STNC hold Town Hall and/or Special meetings on the 4th Wednesday of each month starting in June.
- G. Discussion/Motion: Approve up to \$400 to cover cost of new board business cards, name badges

12. APPROVE LAND USE COMMITTEE RECOMMENDATION (3)

MOTION: STNC approves comment letter regarding 8600 Day Street in support of new residence.

13. DISCUSSION/MOTION: Reports from and Appoint Liaisons for Alliance Members, and other Official Representative Appointments (5)

- A. Homelessness Liaisons
- C. Film Liaisons
- D. Data Liaisons
- E. Purposeful Aging Liaisons
- F. Animal Services Liaisons
- G. Emergency Preparedness Liaisons
- H. Resilience Liaisons
- I. Legal Liaisons
- J. LGBTQ+ Alliance
- K. NC Emergency Preparedness Alliance
- L. NC Sustainability Alliance
- M. Grievance Panel Member
- N. Budget Representatives
- O. LADWP Ratepayer Advocate
- P. DWP
- Q. NC BUDGET REPRESENTATIVES

R. LANCC
S. VANC

14. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS (10) a total of 10 minutes – Comments from the Public on Non-Agenda items, issues, announcements within the jurisdiction of the Sunland-Tujunga Neighborhood Council. The Brown Act prevents the Board from commenting on your comments. If you wish to speak, either raise your hand (on computer or tablet) or dial *9 (on your cell phone). [10+]

15. FINAL ANNOUNCEMENTS (2) - Secretary updates

16. CLOSING COMMENTS - Next STNC Board Meeting June 9, 2021 (1)

17. ADJOURN 9:00 p.m. or shortly thereafter

THE AMERICAN WITH DISABILITIES ACT 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, assisted 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

PUBLIC ACCESS OF RECORDS – In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.stnc.org 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 **Brandy Diaz, Secretary, at (818) 951-7411** or email at: secretary@stnc.org.

PUBLIC POSTING OF AGENDAS – Neighborhood Council agendas are posted for public review as follows:

* **NORTH VALLEY NEIGHBORHOOD CITY HALL**, 7747 Foothill Blvd, Tujunga, CA 91042

* www.stnc.org

* You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

NOTICE TO PAID REPRESENTATIVES - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the STNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the Sunland-Tujunga Neighborhood Council Bylaws. The Bylaws are available on our website www.stnc.org