

# CITY OF LOS ANGELES

California



## SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Kurt Cabrera-Miller

PUBLIC RELATIONS: Maria Silva

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## SYLMAR NEIGHBORHOOD COUNCIL JOINT EXECUTIVE COMMITTEE AND SPECIAL BOARD MEETING - MINUTES September 15, 2015; 7:06 PM – 9:09 PM El Cariso Park, Community Room - 13100 Hubbard Street, 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 7:06 PM

### 2. Roll Call

Roll Call was taken by Ms. Job. Present: Ann Job, Diane Valencia, Kathy Grubert, Maria Silva

Absent: Kurt Cabrera-Miller

Stakeholders present: Bonnie Bernard

SNC Directors Kathy Bloom, Cheri Blose and Patti Rau were also in attendance.

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

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

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

Ms. Bernard expressed concern about keeping the Bylaws Committee meetings on schedule, and that she wishes that the President to consider appointing a different Chair if Mr. Smith can no longer commit to the meeting schedule. Ms. Bernard also indicated that she is not receiving ENS agenda notifications. In the past, she enjoyed receiving the eblasts and misses getting them. The calendar also no longer seems to include links to the meeting agendas. She also expressed an interest in having the SNC's Government Affairs Committee be active, so that the Committee could provide updates to the community on what our elected officials are doing. She indicated that this may also help the SNC stay on top of topics of concern to the community.

### 5. Discussion and possible action to approve the Minutes of the August 10, 2015 Executive Committee Meeting

**MOTION** (by Ms. Job, seconded by Ms. Valencia: The Executive Committee moves to approve the Minutes of the August 10, 2015 Executive Committee meeting.

**MOTION PASSED** – Job, Valencia, Silva voted Yes, Grubert abstained.

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

**DISCUSSION:** Ms. Valencia reported that she had the property walk through with Leyla Campos at DONE but that the process is still delayed with DONE. The case file has been open with DONE since early June. Ms. Campos needs to provide feedback to Ms. Valencia from the City's disability/ADA compliance department to be sure that DONE has signed off on the space in general. Ms. Valencia also indicated that Ms. Campos was to send her a draft lease so that this matter can be moved forward with the business owner.

7. **Discussion and possible action** relative to changes to existing operating procedures of the Executive Committee meetings and agenda creation, approval and posting procedures to be compliant with Article VIII, Section 2 of the current SNC Bylaws, dated September 1, 2015.

**DISCUSSION:** Ms. Valencia indicated that the recent Bylaws changes empower the Executive Committee to create the agenda, not the President as was previously done. Also, there is now a requirement to agendize requests at one of the next two Board meetings. Ms. Valencia indicated that she believes that agenda requests which do not fall within the scope/jurisdiction of the SNC, would not need to be agendized. The Committee discussed these new processes and that it might be best, since the Bylaws now cannot be amended further, that this matter possibly be addressed in the Board Rules.

The Committee also discussed the need to have the draft agenda circulated soon after this meeting and on an ongoing basis until approved and ready for posting. Ms. Grubert discussed the transition of the SNC's stakeholder database to ENS notifications, rather than having to rely on an SNC eblast. The time stamp when the agenda was sent to ENS will need to meet the 72 / 24 hour web posting requirement, although ENS may not actually distribute the agendas to the public within that timeframe. The majority of the Committee agreed that it would be reasonable to have the Board meeting agendas completed and ready for posting by Noon on the Friday before the meeting. Ms. Grubert suggested that a final draft be circulated by Wednesday evening, to allow comments on Thursday and early Friday, before Noon.

8. **Discussion and possible action** relative to the formation of non-standing / Ad Hoc Committees which are not included in the SNC's Bylaws.

**DISCUSSION:** The Committee discussed the need to further clarify how non-standing Committees are formed, so that it is clear as to the scope, authority, timeframe, members, quorum, etc. The Committee agreed that the newly formed Trails Committee should likely be re-agendized for the Board meeting to clarify the specifics. Ms. Valencia suggested that all Committees complete the Committee Structure Form as recommended by DONE and that she will work with Laurie Fadness and all other Committee Chairs on this. The Committee also discussed that Directors who hold Board seats which may be relevant to a particular Committee should be included in the formation of or discussions related to those committees.

9. **Discussion and possible action** to approve one or more agenda items to be included in the September, 2015 General Board Meeting related to possible changes to the Board meeting schedule and/or procedures to ensure that there is sufficient time to conduct BOTH Board business AND encourage community involvement. For example, the Executive Board might want to suggest adding a meeting each month devoted exclusively to community announcements and interaction with the Board and public officials; our regular meeting could be devoted exclusively to official Board business.

**DISCUSSION:** Ms. Grubert suggested that we might consider having a Town Hall or other periodic forum to give the community an opportunity to hear community presentations, without the Board required / transactional business. Ms. Silva suggested that the Committee consider beginning the Board meetings earlier, at 6 PM instead of 6:30 PM.

10. **Discussion and possible action** regarding the roles, responsibilities and possible additional support needed by the VP of Communications and/or Public Relations Coordinator with respect to SNC Bylaws Article VI, Sections 2.C & 2.E (below) and implications for specific duties including, but not limited to, maintenance of the SNC Calendar and SNC eblast communications.

**DISCUSSION:** Ms. Grubert suggests that the eblast be referred out to the Outreach Committee and other external communications be referred out to Ms. Silva as Public Relations Coordinator. Ms. Grubert indicated that she no longer has time to maintain the eblasts and to stay on top of Committee meetings. She has invited all Committee Chairs to link to the SNC's online calendar so that they can update their meeting information directly. Ms. Grubert believes that the Board can redistribute the work around to various members.

11. **Discussion and possible action** to review the draft agenda for the September 24, 2015 General Board Meeting.

**DISCUSSION:** Ms. Job presented a draft agenda for discussion and the Committee discussed additional agenda items.

Ms. Valencia explained that there are several members of the Los Angeles Fire Department who are tentatively scheduled to attend our Board meeting but that we will have to be mindful of the time, with an eye to complete item #6 on the agenda between 7 PM and 8 PM, including all community/Board Q&A.

Ms. Grubert asked if there is a way for us to know how many public officials will be attending our meeting so that we could adjust our meeting timing accordingly. Ms. Bernard suggests that a 2-minute time limit be given to all public officials. If more time is required for public officials to provide updates, those matters should be agendaized to allow for an appropriate amount of time.

Ms. Grubert raised “branding” as being a potential issue to consider for the website re-design when reviewing the new SNC logo.

The Committee discussed the other agenda items which were noted on the draft agenda, as well as possible new items.

**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](mailto:ExecutiveBoard@SylmarNC.org)

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

Ms. Job adjourned the meeting at 9:09 PM

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