



WINNETKA NEIGHBORHOOD COUNCIL
 PO Box 3692, Winnetka, CA 91306
www.winnetkanc.com



President	Vice – President	Secretary	Treasurer	Sergeant at Arms
JJ Popowich	Art Sims	Mary Ann Smiley	Erick Lace	Jozef Essavi
Board Members				
Armineh Chelebian	Nina Essavi	Nalini Natarajan	Edesa Aghakhanmoshabad	Tess Reyes-Dunn
TJ Martens	T. Alan Schweizer	Greg Sullivan	Angela	Stephanie Aguirre

REGULAR MEETING MINUTES

Tuesday, October 13, 2009 – 6:30 PM
 Valley Village
 Winnetka Ave. Winnetka, CA 91306

The Winnetka Neighborhood Council holds its regular meetings on the second Tuesday of every month and may also call any additional required special meetings in accordance with its Bylaws and the Brown Act. The agenda for the regular and special meetings is posted for public review at **Limerick Avenue Elementary School**, 8530 Limerick Ave., Winnetka, 91306; **Fulton Cleaners**, 20109 Roscoe Street, Winnetka, 91306; **Express Pack & Ship**, 7657 Winnetka Ave., Winnetka, 91306; **Canoga Park Bowl**, 20122 Vanowen St., Winnetka, 91306 (near Bar & ATM Machine); **Walgreen’s Store**.

1. Call to Order & Board Member’s Roll Call

Board Member	Present	Absent	Excused
JJ Popowich	X		
Art Sims	X		
Erick Lace	X		
Mary Ann Smiley	X		
Jozef Essavi		X	
Armineh Chelebian	X		
Nina Essavi		X	
Nalini Natarajan			X
Edesa Aghakhanmoshabad	X		
Tess Reyes-Dunn	X		

G. Sullivan	X		
A. Teriacina		X	
Stephanie Aguirre	X		
Total	13	3	1

2. Explanation of Meeting Rules

3. Review minutes from last meeting

4. Public Comments: Comments from the public on non-agenda items within the Board’s subject matter jurisdiction. The public is requested to fill out a “**Speaker Card**” to address the Board on any agenda item before the Board takes an action. The Speaker Card is requested so that the Speaker’s names are complete and correct in the meeting Minutes.

- a. Boy Scouts of America (Peggy McGrew) was in attendance to let us know that the Boy Scouts are very active in Sunnybrae and other schools. They would like to become more involved in some of the events that are occurring in Winnetka. They are offering their services. They are having a Community Open House coming up and she wanted to invite the Board members.

5. State and local governments representatives’ updates

- a. Jose Martinez, representing Councilmember Zine’s office was in attendance. A posse meeting was recently held and there are some concerns that have been raised.
 - i. Median maintenance: Reseda is dealing with a median issue. Alarcon from the Board of Public Works brought up the median maintenance. They feel that there is no maintenance structure to maintain the median and he referred to the plants that the WNC placed in the median. The Board of Public Works is working on trying to repair the water problems. This is going to be something that may go from Reseda to Canoga Park where the CRA funds come into play.

Ms. Chelebian brought up the funds we have spent and the fact that one of the conditions of the fix were to have the irrigation fixed. She inquired what has happened to that problem.

Mr. Popowich commented that the areas that were fixed were spot fixes. However there are now other areas that are no longer working that need to be fixed.

Mr. Martinez recommends that we send a representative to the meetings to address these issues to the Public Works.

Mr. Sullivan asked if they were going to cut back on watering to once or twice a week given the water restrictions. He also asked what the costs were to replace everything.

Mr. Martinez commented that he would look into the costs. He would like to set up meetings with the NCs in the area.

Mr. Sims addressed the weeds and lack of the work done by the new contractor. He pointed out the dripping water. He asked Mr. Martinez to look into this and address the problem.

Mr. Martinez pointed out it is a contractor that has to fulfill a contract. When a contractor is in violation of the contract the City needs to step in and do the work. They don’t have the resources.

Mr. Sullivan pointed out the contractor can do the spraying of weeds.

- ii. Recycling center on Roscoe
 - iii. Too toxic to trash event is occurring soon.
 - iv. Free flu shots on October 24th from the LA City Emergency Management Dept. He passed out a flyer with the following number: 800-841-6057
 - v. Food bank coming up for Revitalize Reseda.
- b. Megan , from Councilmember Smith's office was in attendance.
- i. Ms. Megan addressed the recent report that Councilmember Smith was violating the water restrictions. He had submitted a motion to have a different watering ration of 8 minutes per day, three days a week. He could not get the DWP to look at his motion so he decided to violate the rules to see if he could get some attention.
 - ii. Ms. Chelebian asked about hand watering.
 - iii. Ms. Megan commented that hand watering is allowed during certain hours.
 - iv. Mr. Sullivan asked about the water breaks due to the pressure issues that many think are causing these problems.
 - v. Ms. Megan also announced that Councilmember Smith has taken over the Public Safety Committee. She solicited any concerns that needs to be addressed
 - vi. Ms. Chelebian inquired about Mr. Moore's chances to be appointed Chief.
 - vii. Mr. Sims inquired about the problems about roosters around Roscoe and Winnetka St and the homeless people around the recycling center.
- c. Officer Maldonado was in attendance to address the Board on current LAPD issues. Crime is up in the area especially along the Sherman Way/Oso area. He pointed out that they have a very active Neighborhood Watch group and he is trying to get more of these started so that more crimes or potential crimes can be prevented.
- He talked about a new foreclosure related crime where squatters are moving in and creating fake rental agreements. The squatters are claiming that they have lost deposit fees. They are taking reports and evicting the squatters.
- He announced the upcoming LAPD town hall coming up On November 19th. He encourages everyone to come in and meet the command staff and ask questions.

In addition there is an upcoming food drive at St. Joseph's.

A Grateful Hearts Fifth Annual, LAPD & LAFD Food and fundraiser on October 15th between 11:30 AM and 2:00 PM was announced.

Mr. Sims addressed the fact that he spoke to the body shop and trespassers continue to reside on Quartz St. He encouraged the owner to call Officer Maldonado.

6. Bong Hwan to discuss DONE issues. (10 minutes)

- a. He is working to get out to all the NCs. He announced they had over 500 people at the recent Neighborhood Council Congress event. He addressed an article that was in the LA Times on Thursday that reported about \$250,000 in NC funds that were embezzled by NC Treasurers. This is an issue that he was aware of and has been working on for over a year. About four people have been sentenced and prosecuted for this so far.

He went on to say that this was a good opportunity to improve the funding system with additional checks and balances that have not been in place. He wants to integrate better with the other City departments. A report will come out shortly. New policies that he is considering are below:

- Requiring the Board to review the financial records monthly.
- Bonding treasurers (three of the ones that were convicted had criminal records)
- Review petty cash expenditures as some are using this as an alternative to paying bills. This may be a decrease in the amount that can be withdrawn.

Ms. Reyes-Dunn asked why the Funding Team at DONE is so disorganized and confused about what the rules are.

Mr. Kim stated that this is going to be revamped.

Ms. Chelebian pointed out a recent case where we approved funds based on DONE's advice and now that the funds have been disapproved. She pointed out this really impacts our reputation.

Mr. Lace addressed this and stated that we had gotten pre-approval for the non-profit home for women. He stated he provided all of the necessary documents to DONE and it was approved. When we submitted the remainder of the bill it was rejected. The reason for the rejection was it was a non-profit organization and after we passed the expenditures they passed the Grant system.

Mr. Kim stated that going forward the primary contact for DONE on funding will be the Project Coordinator. He said that going forward he views the Board as the person responsible for making the decisions. He stated he does not want to be in a position where DONE is approving things. It needs to be at the community level.

Ms. Chelebian asked about petty cash and rules for how it has been spent and stored.

Mr. Kim stated he wants to reduce the cash and work with the Controller to find alternative ways to pay things that does not allow for petty cash.

Mr. Sims brought up the issue of the median project and the denial by DONE to pay for the contractor because he is now required to have a contract. Why?

Mr. Kim asked how much. He said that what we should have been told that anything over \$20,000 total should be referred to the Board of Public Works and the General Manager. Mr. Kim's answer was going forward it will be clearer going forward. He committed to looking into the median vendor issue as well as the non-profit issue.

Mr. Lace asked about the treasurer training that was given recently to the Board and whether that would qualify the Board members to be able to be signatories if the Board so chose.

There was some confusion on whether this is sufficient to be a Treasurer. Mr. Soong, DONE project Coordinator, believes that is true and they can serve as Treasurer. Mr. Kim said the Board should take a specific action.

Mr. Lace asked about the Election stipulation sheet and the bylaws. Mr. Kim states that the stipulation worksheet overrides the by laws. Mr. Soong will work with us on this issue.

Ms. Chelebian requested a "gang territory" map that shows where they tend to think of as "their" area. For Winnetka Officer Maldonado said the largest concentration is in the Saticoy Ave, Oso Ave, Mason Ave area.

7. John Rudolph from Smart and Final to discuss the possibility of taking the Albertson's building as it is currently vacant. (5 minute)

- a. Mr. Rudolph from Smart and Final was in attendance to update us on the project for the former Albertson's. A new Smart and Final concept that includes a produce section. This will be a larger and more select selection of about 35,000 items. They have not yet decided what to do with the older location, but they do also own Henry's which at times does take the older locations. That hasn't been decided.

Mr. Rudolph stated that they are not asking for any new variances or changes that are not allowed by the property use. They are planning on removing the façade that is on there now as the roof and overhang is not stable due to the Northridge Earthquake. They plan to update the parking lot, new asphalt and possibly some additional landscaping. He did point out that there is no irrigation on the property at this time. They also have to install a gas line as they have no gas service now.

Several Board members and stakeholders asked for additional landscaping to be installed.

They will be adding lighting.

There was discussion about the necessary improvements to how the property looks so that it attracts a greater type of clientele.

8. Discussion and possible action on a request by Dr. Saad Tanious for approval of the addition of a church to be located at 19733 Stagg St., Winnetka. This may include discussions of any necessary zoning changes or conditional use permits. Not present the last month two months. (5 minutes)

- a. Not in attendance

9. Discussion and possible action to support up to \$2,500.00 for Valley Interfaith Council as it will provide food for the pantries in the San Fernando Valley. Per Linda, she had previously received an approval for all of the NC's for this particular support. (10 minutes) Linda was not present the last two month.

- a. Not in attendance

10. Discussion and possible action to support up to \$1500.00 for Halloween at Winnetka Recreation Center (Michelle Gross De La Hoya is present). (5 minutes)

- a. Ms. De La Hoya presented a new budget for the 2009 event. She also presented a request for funding for last years which she has not been paid yet.
- b. Mr. Lace made a motion and Mr. Popowich seconded the motion to approve the \$1500. Roll was called and the motion was passed unanimously.

11. Discussion and possible action regarding the Women's Audycee. John Parker, President of the organization will be in attendance to discuss DONE's refusal to pay....

- a. Grant has been submitted. Mr. Soong is working on getting the grant approved and processed. Mr. Soong estimates that it will take about 2 to 3 more weeks before it is addressed.

12. Discussion and possible action on requesting cross walks on Sherman Way from CRA. A follow up to last month. (5 minutes)

- a. Ms. Chelebian asked if we approved this before.

Mr. Popowich said we did approve it once but the cost was too high to proceed.

Mr. Sims commented that he did speak to the CRA about the cross walk and they told us that they have lost a lot of funding from the state. He suggested that we write a letter to Sandra Gonzalez to request that they do the crosswalk. The main focus should be Sherman Way and Corbin, Winnetka, Oso, Mason, Lurline. A request was made for Roscoe and DeSoto and Corbin and DeSoto.

13. Discussion and possible action on supporting up to \$3,000.00 for Children's Day on November 21, 2009.

- a. Ms. Smiley stated she was part of this Committee through the Probation Department. They are asking all NCs to provide funding and to participate. The event will be at the Balboa Park area. A collection of vendors and entertainment geared towards children's needs.

Mr. Popowich suggested we table this since details are sketchy.

Mr. Lace asked if we can approve funds now and work it out later.

Ms. Chelebian asked for more info.

Ms. Smiley stated it is a celebration of children including petting zoos, face painting areas, and other activities for kids. Along with the vendors. She mentioned it is similar to the Youth Expo. After last years event she suggested that they visit the NC's and ask for funding. They are doing this now, but later in the process.

Mr. Lace made a motion to fund \$3000.

Ms. Reyes-Dunn seconded the motion.

Ms. Chelebian suggested they also contact the Census Bureau who is also offering funding.

Motion passed 4-0, with 3 Abstentions (Mr. Popowich, Ms. Chelebian, and Ms. Edesa)

14. Discussion and possible action on supporting a memorial plaque for Dwight Burgess. This will include a discussion of where to place the plaque. A follow up to last month. (5 minutes)

- a. Mr. Lace reported he is working with Ms. Robinson and Councilmember Zine on a plaque. He stated there is support to rename the basketball court in his honor with a plaque. He recommended that we work on this after the Octoberfest.
- b. Mr. Soong said there may be some issues with the funds.

15. Discussion and possible action to appoint an election committee.

- a. Mr. Popowich made a motion to appoint Greg Sullivan as the Chair for the 2010 Election Committee.
- b. Mr. Soong commented that Mr. Sullivan has been very involved in the process so far. He pointed out that we have a very short period of time to get everything started. He mentioned that Region A, of which we are part of, has been working on this already.
- c. Ms. Smiley seconded the motion.
- d. The motion passed unanimously.
- e. Mr. Sullivan requested Board members to assist him with this project. He passed around a postcard that needs to be reviewed and approved.

16. Discussion and possible action to approve funding for 2010 election.

- a. Mr. Lace pointed out that we have \$7500 approved.
- b. It was recommended that Mr. Sullivan call a meeting to form the committee and they will create a preliminary plan to bring back to the Board.

17. Discussion and possible action on a request from Safe Passage for support. This was brought to the Youth Committee.

- a. This issue was voted on last month and approved for \$2500. This is the group that assists women who trying to get away from domestic violence. There is an additional item under Public Safety that was approved at a meeting last month.

Ms. Chelebian commented that it seems we are going outside of the Winnetka boundaries. She feels that this is going beyond what we should do.

Ms. Smiley asked Safe Passages to present data to the Board to show the impact in Winnetka. They do not currently have this available.

Ms. Chelebian pointed out that we have to fund organizations that help Winnetka residents that we can't go outside the boundaries. She is concerned about this and the earlier Children's Day event.

Mr. Popowich also stressed this.

Ms. Smiley asked Mr. Lace if he had contacted DONE to get feedback on whether this would be possible to support the organization.

Mr. Lace said he would follow up.

A general discussion occurred about whether this organization supports Winnetka residents. Discussions occurred about showing that they do service residents that live within Winnetka.

DISCUSSION AND POSSIBLE ACTION ON THE FOLLOWING COMMITTEE REPORTS

18. Finance Committee Report (Including Treasurer's Report, Lace): (5 minutes)

Discussion of monthly report.

Update on the inventory.

Mr. Lace reported that the inventory was done twice. He pointed out that this was a inventory that he met with the City Controller's auditor. He reported that the meeting with the auditor occurred and he had to show her different items that we had purchased. Some of the items were as far back as 2002.

She wanted to know all the property. He was told that DONE would get a copy of the audit once it is completed. At this point DONE still does not have the audit. Mr. Lace shared the notes and added it to the form and he has sent a copy of what she has.

Mr. Lace indicated that an inventory was suggested by Mr. Popowich, which was provided by DONE. He believes this is unnecessary since we have completed the other audit by the Controller's office.

Discussion and possible action on a vote of confidence/no confidence in Erick Lace as Treasurer. If a vote of no confidence is passed; discussion action to appoint a new Treasurer will occur.

Mr. Popowich provided his documentation to the Board and the letter outlining his reasons for asking for Mr. Lace to be removed.

Ms. Chelebian asked Mr. Lace to go through these issues and respond.

Mr. Lace stated the process is that an item is approved, he gets a bill, or he chases a bill, then he fills out the demand warrant and submits it. He also writes statements that are given to DONE to show how this benefits the community.

Mr. Popowich pointed out that he has nothing personal against Mr. Lace. Mr. Popowich pointed out that invoices that Mr. Lace stated he does not have were attached to the emails.

Mr. Sims also pointed out that he has had similar issues with Mr. Lace.

Mr. Lace insisted he just needs the bill.

Mr. Lace commented that he does a lot of work on this and it takes a lot of time to do this. He feels this take a long time to do and it may be that the job is getting too big for one person to do this.

Ms. Chelebian pointed out that he has an Asst. Treasurer and asked if he is utilizing her. She has stated in the past that the Ms. Nalini has in the past stated she is not involved and wants to be involved.

Mr. Lace feels that Nalini is not available. He commented about the fact that there is no longer any Finance Committee.

Mr. Soong commented that there seems to be an infrastructure in place to do this outside of the personality issues.

Mr. Popowich commented that this is not a personality issue. He wanted to make sure that the problem is not Mr. Lace the man, it is the Treasurer and performance of the Treasurer.

Mr. Lace reiterated that it is getting to be too big of a job.

Mr. Sims is the lack of response and the feedback from DONE that they are not getting things that are the problem.

Ms. Aguirre commented that she feels that there is a large load on Mr. Lace. She really feels that there needs to be some way that it should be regulated throughout the Council so that the burden doesn't fall on one person.

Mr. Sims commented that Ms. Aguirre's response is very good and he suggested that we nominate Mr. Sullivan to assist Mr. Lace.

Ms. Chelebian asked if we are asking to remove Nalini as Assistant. She asked Mr. Lace to respond to why he can't respond back to people.

Mr. Lace commented that it is a workload issue and he tries to do it but the stack continues to grow (of emails he needs to respond to) and this is sometimes while he does not get back to people.

Mr. Soong suggested that we have the Committee come together and develop systems to address it.

Mr. Popowich pointed out that we have done this before and not much has changed. So its time to make a change.

Mr. Sims said that he is asking Mr. Sullivan to get involved and this will change the system.

Mr. Lace asked that anyone who carries the project bring the information needed to pay the bill. Under this all he needed to do was complete the statement on the benefits. This saves time and it really helps get the job done.

Ms. Chelebian commented that she would and did feel overwhelmed when she had to go find out how to do things.

Mr. Sims made a motion to appoint Mr. Sullivan to be a second Assistant Treasurer.

Mr. Sullivan pointed out that he had problems with communicating regarding the election issues. He asked how is this going to change.

Mr. Lace seconded the motion.

Motion passed unanimously.

Discussion and possible action to vote to define specific requirements for the Finance Committee which will include the requirements to meet monthly, oversee the payment of bills, and approve the Financial Report for presentation to the Board, among other items as discussed.

Mr. Popowich made the following motion to require the Finance Committee to meet monthly, oversee payment of bills, approve the Financial Report and to prepare a plan to improve the Treasurer operations to be approved to the Board by the next Board meeting

Ms. Chelebian seconded the motion.

Motion passed unanimously.

Update on status of budget and discussion of preparation for new budget which is required by DONE.

- 19. Interfaith Committee Report (Chelebian): (5 minutes)**
- 20. Events Committee Report (Martens): (5 minutes)**
- 21. Youth Committee Report: No meeting**
- 22. Planning & Land Use Committee (PLUM) (Popowich): (5 minutes)**
- 23. Public Works & Transportation Committee (Chelebian): (5 minutes)**
- 24. Public Safety Committee (Smiley): (5 minutes)**

Discussion and possible action to support up to \$2,500.00 for Safe Passages to purchase laptops, printer and other equipment to better assist their needs. All committee members approved this item during the Youth Committee Meeting in September.

See #17 for the same reasons.

Ms. Smiley, motion to approve the funding request. Seconded by Mr. Lace.

Roll called, Mr. Sims, Edesa abstained. Ms. Chelbian, Mr. Sims, Mr. Sullivan stated no. Issue did not pass.

- 25. Emergency Preparedness Committee: No meeting.**
- 26. Rules, Election & By-Laws Committee (Popowich): (5 minutes)**
- 27. Future Agenda Items & Calendar of events:**

- Youth Committee: TBD
- Public Safety Committee: October 21, 2009
- Events Committee: TBD
- Public Works & Transportation Committee: TBD
- Interfaith Committee: TBD
- Emergency Preparedness: TBD

28. Adjournment

The public is requested to fill out a **"Speaker Card"** to address the Board on any agenda item before the Board takes an action. Public comment is limited to 3 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Before a vote on each item any member of the public who has not filled out a **"Speaker Card"** will be accorded 1 minute to make a statement. This period will not last longer than 5 minutes total.

The public may comment on a specific item listed on this agenda when the Board considers that item. When the Board considers the agenda item entitled "Public Comments," the public has the right to comment on any matter that is within the Board's jurisdiction. In addition, the members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5)

The Winnetka Neighborhood Council complies with Title II of the Americans with Disabilities Act and does not discriminate on the basis of any disability. Upon request, the Winnetka Neighborhood Council will provide reasonable accommodations 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 the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Secretary at (818) 648-6219, or please send an e-mail that states the accommodations that you are requesting to jedi.yoda@msn.com.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 Dias de trabajo (72 horas) ANTES DEL EVENTO. SI NECESITA AYUDA CON ESTA AGENDA, POR FAVOR LLAME A NUESTRA OFICINA AL (818) 648-6219.

The Board may reconsider and amend its action on items listed on the agenda if that reconsideration takes place immediately following the original action or at the next regular meeting. The Board, on either of these two days, shall: (1) Make a Motion for Reconsideration and, if approved, (2) hear the matter and Take an Action.

If the motion to reconsider an action is to be scheduled at the meeting following the original action, then two items shall be placed on the agenda for that meeting: (1) A Motion for Reconsideration on the described matter and (2) a {Proposed} Action should the motion to reconsider be approved. A Board member who has previously voted on the prevailing side of the original action taken can only make a motion for reconsideration.

If a motion for reconsideration is not made on the date the action was taken, then a Board member on the prevailing side of the action must submit a memorandum to the Secretary identifying the matter to be reconsidered and a brief description of the reason(s) for requesting reconsideration at the next regular meeting. The aforesaid shall all be in compliance with the Brown Act.

PROCESS FOR FILING A GRIEVANCE

Any grievance by a Stakeholder must be submitted in writing to the Secretary of the Board of Directors. The Secretary shall then within no more than 30 days refer the matter to an ad hoc grievance panel comprised of 3 Stakeholders who are randomly selected by the Council secretary from a list of Stakeholders who have previously expressed an interest in serving from time-time on such a grievance panel. The Secretary will coordinate a time and a place, not to exceed 10 days for the panel to meet with the person(s) submitting a grievance and to discuss ways in which the dispute may be resolved.

Thereafter, a panel member shall promptly prepare a written report to be forwarded by the Secretary to the Board to be heard at the next board meeting outlining the panels' collective recommendations for resolving the grievance. The Board of Directors may receive a copy of the panel's report and recommendations prior to any meeting by the Board, but the matter shall not be discussed among the Board members until the matter is heard at the next regular meeting of the Board pursuant to the Ralph M. Brown Act.

This formal grievance process is not intended to apply to Stakeholders who simply disagree with a position or action taken by the Board at one of its meetings. Those grievances can be aired at the Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with the Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and/or State and federal law.

In the event that a grievance cannot be resolved through this grievance process, the complainant has the right to appeal the matter to the Department of Neighborhood Empowerment for consideration or dispute resolution.



WNC

**Celebrating Diversity with Unity
and Dedication to the Community**