



WINNETKA NEIGHBORHOOD COUNCIL

c/o Winnetka Convention Center
20122 Vanowen St., Winnetka, CA 91306
WinnetkaNC.com @WinnetkaNC
Board@WinnetkaNC.com



President	Vice-President	Secretary	Treasurer	Parliamentarian
Eric Lewis	Erick Lace	John Poer	Jaime Pelaez	Trevor Owen
Board Members				
Steven Fuhrman	Victor Lerma	Carlos Perez	JJ Popowich	Tess Reyes-Dunn
Bettie Ross-Blumer	Craig Ruggless	Tom Sattler	David Uebersax	Vacant (Youth Rep)

SPECIAL COMBINED MEETING AGENDA

Tuesday, March 22, 2016, 7:00 PM

Winnetka Convention Center, 20122 Vanowen St., Winnetka, CA 91306
(Located next to Winnetka Bowl, ground floor of hotel)

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 a regular or special meeting is posted for public review within Winnetka, 91306, at the following location: **Winnetka Recreation Center**, 8401 Winnetka Ave.

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 not specifically listed on this agenda yet is within the Board's 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 ensures that each speaker's name is complete and correct in the meeting's Minutes. 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 Board vote on any 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 last no longer than 5 minutes total.

1. Convene Meeting, Pledge of Allegiance, Board Member Roll-Call [4 min] # of Guests _____
 2. **Public Comments:** Comments from the public on any items not specifically listed on this agenda. Board Members should not address or discuss these comments other than to direct matters to the appropriate Winnetka NC committee or other government agency. [3 min each, 15 min max]
 3. **Candidates' Comments:** Comments from any certified candidates for the upcoming Winnetka NC election. [2 min each, 11 min max]
 4. **President's Report** (Lewis) [1 min]
 - WNC Election, Sunday, April 17th, 1-5PM, Winnetka Convention Center
 - WNC Candidates, Campaigns, and Endorsements
 - WNC Officers' elections, May 10th
 - DONE update
 5. **Vice-President's Report** (Lace) [1 min]
 - Re: assigning a committee to discuss and present ideas on how to move council meetings along so we get to the important stuff in the 3 1/2 hours that we have. Maybe only important items should be on the agenda with committee reports, reporting with proposals for Board consideration rather than reiteration of full committee discussions, with the intent of making Special Meetings to get to more pressing issues unnecessary.
 6. **Secretary's Report** (Poer) [3 min]
 - Discussion and approval of the Winnetka NC Minutes for February 09, 2016.
MOTION: The Board approves the Winnetka NC Minutes for February 09, 2016 as amended or corrected.
- WNC-2016-032216-##**
7. **Treasurer's Report** (Pelaez/Uebersax) [10 min]
 - Update, discussion, and action regarding Winnetka NC finances as needed.

- Presentation of the Treasurer's Report including discussion and possible action to approve the February expenditure report. (Pelaez)

MOTION: "The Winnetka NC Board has reviewed the February, 2016 Monthly Expenditure Report including the US Bank Statement for the month ending in February, 2016. The Board approves the report and authorizes the Treasurer to submit the report to DONE."

WNC-2016-032216-##

FINANCIAL CONSENT CALENDAR

Any items not agreed to shall be moved to the end of the agenda for further consideration. [5 min]
[2min each]

8. Discussion and possible action regarding: "PWT Committee requests funds of up to \$200 for supplies for 2016 Spring Clean."
Motion by: Second by:
9. Discussion and possible action regarding: "PWT Committee requests funds of up to \$800 for snacks/food for 2016 Spring Clean."
Motion by: Second by:
10. Discussion and possible action regarding: Moore Business Results Invoice #WNC20160101 for the amount of \$366.53 and issues related to returned check.
11. Discussion and possible action regarding: Moore Business Results Invoice #WNC20160201 for the amount of \$679.05 and issues related to returned check.
12. Discussion and possible action regarding: Funding replacement or repair for Winnetka Park and Recreation Center bulletin board.
13. Discussion and possible action to approve the purchase of two WNC vertical banners from Marco for outreach and meeting use. These banners were previously approved by the WNC, at a lower cost, but were never purchased due to financial issues caused by DONE. (Lewis)
 - Motion: "The Winnetka NC Board approves up to \$530.06 for the purchase of two vertical WNC banners from Marco for outreach and meeting use, and adjusting the Budget accordingly."
14. **MOTION:** To approve all items within the Financial Consent Calendar: "The Winnetka NC Board hereby approves all items contained in the Consent Calendar for March 22, 2016."

WNC-2016-032216-##

NEW & RETURNING AGENDA ITEMS

Discussion and board action is possible on the following agenda items.

15. Discussion and possible action regarding the ongoing transition of all necessary information, equipment, and materials from the former WNC Treasurer to the current one. (Lewis) [3 min]
16. Discussion and possible action regarding the printer purchased from Office Depot/Office Max which arrived damaged, the lack of cooperation from their customer service, and the inability for DONE to assist with this unacceptable situation. (Lewis) [2 min]
17. Discussion and possible action on the following motion:
MOTION: The Winnetka NC hereby resolves to file a formal complaint against DONE with the Board of Neighborhood Commissioners and the Mayor, regarding DONE's intentional dereliction of their duty, as outlined by the City Charter, to provide support to the City's Neighborhood Councils.
 - The Winnetka NC elections, a legal requirement of the Charter, has been placed in jeopardy because of DONE's refusal to review, approve, deny with reasons, or take any action, including providing answers to status inquiries of a duly submitted request for approval of payment for a printing vendor to print and mail the Winnetka NC newsletter which included our call for candidates.

- Additionally, DONE has refused to take action, approve or deny with reasons, submitted Neighborhood Purpose Grants. This action has irrevocably harmed the public opinion of the Council.
- These actions follow on DONE's intentional withholding of support of the previous Treasurer of the Winnetka NC by refusing to mail a replacement purchase card after the previous card was canceled by the financial institution. DONE refused to mail the card, instead demanding that duly employed volunteers take time off of work without compensation to visit a DONE office to pick up a card.
- The lack of a purchase card led the Winnetka NC to be unable to mail required Monthly Expenditure Reports to DONE for several months.
- These actions are clearly indicative of the willful neglect of duty and the intentional efforts by DONE personnel to prevent the Winnetka NC from performing its duties.

The Winnetka NC hereby formally requests BONC begin an investigation into DONE management and procedures and implores the Mayor to eliminate DONE and transfer their responsibilities to a more competent department. (Popowich) [20 min]

18. Discussion and possible action regarding completing the purchase/acquisition of the “shotbag” weights for the roll-up banners, as previously approved, but never ordered. (Poer) [1 min]
19. Discussion and possible action regarding the status of the current WNC Budget and its committee and general allocations, including addressing any adjustments that may be necessary to account for such things as, but not limited to, unexpected cost increases and/or overages, election costs, event changes, all approved yet unpaid bills, and other problems caused by DONE’s handling of our bank accounts. (Lewis) [14 min]
20. Discussion and possible action regarding the current status of all WNC computer-related equipment and potential upcoming needs, post-election. (Lewis) [3 min]
21. Discussion and possible action regarding an inventory of all WNC owned items. (Lewis) [2 min]
22. Discussion and possible action regarding participating in the Winnetka Chamber of Commerce Inspirational Women of the San Fernando Valley Awards Lunch program, possibly through contribution to SWAG BAGS. (Lace) [3 min]
23. Discussion and possible action regarding the need for Election Day volunteers for the Convention Center Polling Site on April 7th. (Lewis) [1 min]
24. Discussion and possible action regarding the WNC 2016 Election newsletter. (Lewis) [1 min]
25. Discussion and possible action regarding the WNC 2016 Election outreach banners. (Lewis) [1 min]
26. Discussion and possible action regarding the WNC 2016 Election Day events. (Lewis) [1 min]
27. Discussion and possible action regarding the WNC website and social media. (Lewis) [1 min]
28. Discussion and possible action regarding the WNC 2016 Lecture Series. (Lewis) [1 min]
29. Discussion and possible action regarding the WNC Spelling Bee. (Lewis) [1 min]
30. Discussion and possible action regarding the WNC’s participation in the local 2016 Memorial Day Parade. (Lewis) [5 min]
31. Discussion and possible action regarding the necessities for the upcoming April and May WNC General Board Meeting Agendas. (Lewis) [10 min]

ADDITIONAL REPORTS & MOTIONS

Discussion, board action, and meeting assignments are possible on any of the following reports.

32. **Aliso Canyon Gas Leak Ad-Hoc Committee** (Lace) [2 min]
33. Discussion and possible action regarding: Returning motion from Regular General meeting on 03/08/2016.

MOTION: The Winnetka Neighborhood Council supports submission of a letter to Sen. Pavley encouraging a moratorium on gas injection in the Aliso Canyon Storage Facility so data can be collected concerning continued use. (Ross-Blumer) [18 min]

- 34. Planning & Land Use Management Committee Report** (Popowich/Ross-Blumer) [2 min]
 - PLUM Cmte meetings: 3rd Tue of each month, 7:00PM, Winnetka Convention Center.
 - PLUM Cmte Report
 - 35. Public Safety Committee Report** (Pelaez) [2 min]
 - PS Cmte meetings: 3rd Thurs. of each month, 7:00PM, Limerick Avenue Elementary School, 8530 Limerick Ave.
 - PS Cmte Report
 - 36. Public Works & Transportation Committee Report** (Uebersax) [2 min]
 - PWT Cmte meetings: 4th Mon of each month, 7PM, Limerick Avenue Elementary School, 8530 Limerick Ave.
 - PWT Cmte Report
 - 37. Outreach & Social Media Committee Report** (Lewis) [2 min]
 - OSM Cmte meetings: 4th Tue of each month, 7:00PM, Winnetka Convention Center.
 - OSM Cmte Report
 - 2016 Winnetka NC Lecture Series:
Landscaping in a Drought
Tuesday, April 26th, 7:00PM
Winnetka Convention Center
 - Please join us as we welcome back Landscape Architect Greg Sullivan to reprise his engaging and successful lecture about maintaining a beautiful yard in a drought.
 - Assembly member Matt Dababneh will be hosting a Town Hall (meeting) along with Lt. Governor Gavin Newsom and Congressman Brad Sherman. The event will be on Sunday, April 3rd, 2016 at Kaiser Permanente in Woodland Hills, between 4:00-5:30pm.
 - 38. Youth Advocacy Committee Report** (Owen) [2 min]
 - YA Cmte meetings: 3rd Thurs. of each month, 7:30PM, Limerick Avenue Elementary School, 8530 Limerick Ave.
 - YA Cmte Report
 - Discussion about reallocating funds for the Spelling Bee to other WNC expenditure needs. Due to the financial difficulties of funding with DONE the Youth committee will not market and hold the 1st Annual Winnetka Spelling Bee.
 - 39. Parliamentarian's Report** (Owen/Ross-Blumer) [1 min]
 - 40. Budget & Finance Committee** (Uebersax) [1 min]
 - 41. Executive Committee** (Lewis) [1 min]
 - 42. Rules, Elections, & By-Laws Committee** (Lewis) [1 min]
 - 43. LA City Council District 3 Beautification Action Team Liaison** (Ross-Blumer) [1 min]
 - 44. LA DWP Committee/Memorandum of Understanding Cmte Representative** (Uebersax) [1 min]
 - LADWP Cmte/MOU Cmte meetings: 1st Sat of each month, 8:30AM, 6501 Fountain Av., Hollywood
 - 45. LA Neighborhood Councils Coalition (LANCC) Representative** (Uebersax) [1 min]
 - LANCC meetings: 1st Sat of each month, 10:00AM, 6501 Fountain Ave., Hollywood
 - 46. LA Public Works Liaison** (Uebersax) [1 min]
 - 47. Neighborhood Watch Representative** (Owen) [1 min]
 - 48. Mayor's Budget Representatives** (Lerma & Uebersax) [1 min]
 - 49. Reserve Animal Control Officer (RACO) Liaison** (vacant) [1 min]
 - 50. Valley Alliance of Neighborhood Councils (VANC) Representatives** (vacant) [1 min]
 - VANC meetings: 2nd Thurs. of each month, 6:30PM, Sherman Oaks Hospital, 1st fl. Conference rm.
 - Board representative and alternate are needed
 - 51. Good of the Order** [2 min]
 - 52. Future Agenda Items & other Calendar Events** [1 min]
 - Quarterly review of all NPG requests made during the third quarter of the current fiscal year.
 - 53. Adjournment Time:** _____
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Members of the public may request and receive, without undue delay, copies 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 818-341-6256, or please send an e-mail that states the accommodations that you are requesting to secretary@winnetkanc.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 (310) 562-3268.

PROCESS FOR RECONSIDERATION

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 to 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 panel's 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's Rules or Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, state law, and/or 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.
