

Van Nuys Neighborhood Council



Members
Samuel Apikyan
Hakop 'Jack' Azatyan
Myrra Bolla
John Camera
Josue Chavez
David Harari
John Hendry
Ann Kalb
Yena Kim
David Kopelev
Maduka Nkuku
Brian Patton
Kathy Schreiner
Britt Vaughan
Cyle Zezotarski

Van Nuys Neighborhood Council General Board Meeting AGENDA

**Wednesday, July 12, 2023
7:00PM**

**Conference room of the
Marvin Braude Constituents
Building, 6262 Van Nuys Blvd,
Van Nuys, CA 91401**

**(SE corner of Van Nuys Blvd. and
Sylvan St.)**

**Van Nuys
Neighborhood Council
P.O. Box 3118
Van Nuys, CA 91407-3118**

**Email: info@vnnc.org
www.vnnc.org**

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 a maximum of 2 minutes per speaker per item with a maximum of 10 minutes total per meeting, unless adjusted by the presiding officer of the Board.

Speakers shall limit their comments to matters relevant to the item on the agenda. The Chair may rule that the speaker is out of order if the comments are not germane to the item under consideration. Speakers shall direct their comments to the Board (not to an individual).

1. Pledge of Allegiance, Roll Call (by minute taker), and Swearing in of Newly Elected and Re-Elected VNNC Board Members by representative of the Department of Neighborhood Empowerment.

Neighborhood Council Board Member Oath

I pledge to represent my neighborhood 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.

2. **Election of Officers**

VNNC Bylaws (May 2022)

Article VI: OFFICERS

Section 1: Officers of the Board

The VNNC has four (4) officers of the Board (“Officers”): President, Vice President, Secretary and Treasurer, which together, comprise the Executive Committee.

A fifth Director may be included to join the Executive Committee by the Officers.

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Section 3: Selection of Officers

The Board will elect its Officers every two (2) years by simple majority vote by the Directors present at the General Board meeting. The selection of Officers will take place the following month after the Citywide Neighborhood Board Election

Note: See Appendix A for full version of Article VI.

- a. President
 - b. Vice-President
 - c. Secretary
 - d. Treasurer
 - e. Parliamentarian
3. **Reports from Government officials: (2 min each)**
 - a. LAPD Van Nuys Division - <https://vnnc.org/resource/>
 - b. Council District 2 –Cairo Rodríguez cairo.rodriguez@lacity.org 818-755-7676
 - c. Council District 4 – Ryan Ahari ryan.ahari@lacity.org 213-473-7004
 - d. Council District 6 – Jonah Glickman jonah.glickman@lacity.org

- e. Department of Neighborhood Empowerment (DONE) -
 - f. Mayor's office – Michelle Vergara michelle.vergara@lacity.org (213) 400-9816
 - g. Los Angeles County 3rd District (Lindsay Horvath) –
 - h. Assembly District 46 (Jesse Gabriel) – Alberto Vargas alberto.vargas@asm.ca.gov
818-346-4521
 - i. Senate District 20 (Caroline Menjivar) -- Brandon Gonzalez
 - j. California Congressional District 29 - Osvaldo Ramirez osvaldo.ramirez@mail.house.gov
 - k. LA County Probation Department – Mel Bailey mel.bailey@probation.lacounty.gov
4. Report on status of CA State Senate Bill 411 (Portantino) regarding allowing Neighborhood Councils to have a choice to hold virtual meetings.
 5. General Public Comment on Non-Agenda Items (2 min per stakeholder) A stakeholder who wishes to provide public comment may indicate to the Chair before providing public comment whether they wish to provide one minute or two minutes of public comment.
 6. Discussion and possible action to approve the May MER and the June MER.
<https://vnnc.org/wp-content/uploads/2023/06/VNNC-May-MER.pdf>
<https://vnnc.org/wp-content/uploads/2023/07/VNNC-June-2023-MER.pdf>
NOTE: pages 11-24 of June MER are details associated with payments for Facebook ads for VNNC elections that are summarized on page 10.
 7. Discussion and possible action to complete and approve the draft Fiscal Year Administrative Package for the VNNC.
<https://vnnc.org/wp-content/uploads/2023/07/VNNC-NCFP-AdminPacket-AnnualBudget-Gen-fillable-FY-2023-2024.pdf>
 - a. Draft Budget recommended by the Budget & Finance Committee at its meeting on June 28th. See pages 8 (of 12) through 10 (of 12) of linked Admin. Packet.
 - b. Fiscal Officer Roles to be appointed – must have completed Fiscal Officer Training. See pages 2 (of 12) through 5 (of 12) of linked Admin. Packet. Note: name of new Treasurer will be substituted on page 2 for name of previous Treasurer.
 - * Second Signer (currently held by Kathy Schreiner)
 - * Alternate Signer
 - * First Bank Cardholder
 - * Second Bank Cardholder (currently held by Kathy Schreiner)
 8. Discussion about whether to hold a Special Board Meeting on Wednesday, July 26th from 7 to 9:30 p.m. at the Braude Center Conference Room for a Board Retreat. Potential topics for discussion include (1) identifying key issues the Board would like to address during the next 12 months, (2) deciding what committees to activate and appointing committee chairs and members, and (3) discussing possible outreach events (near-term and later in the year), as well as other topics identified by Board members.

9. Discussion and possible action about whether to post vacant Board positions and invite application by individuals who meet the qualifications for each position. (See Appendix B for section from By-Laws regarding how vacancies will be filled. Note that applications for positions that are to be considered for appointment at the August 9th General Board Meeting must be received by July 28th to meet the requirement of being submitted at least 10 days before a scheduled Board meeting.)
 - a. At-Large vacant positions:
 - * At-Large Resident Representative Seat 1 (expires 2025)
 - * At-Large Representative Seat 2 (expires 2025)
 - b. Zone Resident vacancy for Zone 1 (expires 2025) -- bounded by the railroad tracks north of Saticoy Street, Van Nuys Boulevard, Vanowen Street and the 405 freeway.
 - c. Youth Representative (expires 2025) -- must be between 14 and 17 years of age at the time of election (or appointment)
 - d. Seats requiring special qualifications that had no candidates in the recent election:
 - * At-Large Industrial Business Owner or Employee Seat 2 (expires 2027)
 - * School Representative (expires 2027) – stakeholder who is an employee or a parent volunteer at a school located within the VNNC boundaries

10. Discussion and possible action to appoint one or more Board members to be Budget Representatives. (Info about Budget Representatives and Budget Advocates can be found at <https://www.budgetadvocates.org/>)

11. Discussion and possible action to approve a CIS to support Council File (CF) 23-1200-S130, regarding nomination by Controller Kenneth Mejia of Reseda NC member Jamie York to the Ethics Commission.

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=23-1200-S130>

https://vnnc.org/wp-content/uploads/2023/07/Mejia-nomination-of-Jamie-York-CF-23-1200-s130_rpt_ctllr_07-05-23.pdf

https://vnnc.org/wp-content/uploads/2023/07/Jamie-York-resume-CF-23-1200-s130_misc_06-30-23.pdf

12. Identification of topics Board members would like to discuss at a future meeting.

13. Adjournment

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, assistive listening devices and other auxiliary aids and/or services, may be provided

upon request. To ensure availability of services, please make your request at least 72 hours prior to the meeting you wish to attend by contacting VNNC by via email at: info@vnnc.org

SERVICIOS DE TRADUCCION - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 72 horas antes del evento. Por favor contacte a info@vnnc.org por correo electrónico para avisar al Concejo Vecinal.

PUBLIC POSTING OF AGENDAS – VNNC agendas are posted publicly near the front door to the conference room of the Marvin Braude Constituents Building, 6262 Van Nuys Blvd., Van Nuys, CA 91401 and also online at www.vnnc.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>

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, 6262 Van Nuys Blvd, Van Nuys, CA 91401, at our website: <http://www.vnnc.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 via email: info@vnnc.org

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the VNNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the VNNC By-laws. The By-laws are available at our Board meetings and our website <http://www.vnnc.org>

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

Article VI OFFICERS

Section 1: Officers of the Board

The VNNC has four (4) officers of the Board (“Officers”): President, Vice President, Secretary and Treasurer, which together, comprise the Executive Committee. A fifth Board member may be included to join the Executive Committee by the Officers.

Section 2: Duties and Powers

A. The duties of the PRESIDENT are:

1. Act as the chief executive of the Board, presiding at and preparing for all Board meetings.
2. Chair the Executive Committee, setting agendas and ensuring timely postings.
3. Represent the interests of VNNC before the City Board and City departments, Boards and commissions, or delegate such representation as warranted; serve as spokesperson for VNNC in the press and before the public or delegate such a function as warranted.
Refers problems, complaints and suggestions to the proper VNNC Committee.
4. Oversee the preparation and release of formal positions of the VNNC, subject to Board approval, and signs/co-signs letters and documents on behalf of the VNNC.

B. The duties of the VICE PRESIDENT are:

1. Assist the President as requested in carrying out the President’s responsibilities, and assume the duties of the President in the absence of the President.
2. Oversee the operational and logistical needs of the VNNC.
3. Perform all other duties assigned by the President and/or the Board.

C. The duties of the SECRETARY are:

1. Prepare minutes for all Board and Executive Committee meetings.
2. Keep accurate records of all Board proceedings, correspondence, documents and Board meeting attendance.
3. Coordinate the posting of agendas in accordance with the Ralph M. Brown Act, at all designated posting locations, or delegate the tasks.
4. Preserve all records, reports and other official documents, except those specifically assigned to the custody of others.
5. An Assistant Secretary is ex-Officio and is a non-voting member unless already a VNNC Board member, and may be appointed or hired, subject to Board approval.

D. The duties of the TREASURER are:

1. Maintain VNNC’s financial records and books of accounts
2. Prepare all financial reports for the VNNC and oversee the disbursement of VNNC funds.
3. Maintain VNNC inventory records.
4. The Treasurer is required to serve on the Budget and Finance Committee but not required to serve as Chair of the Budget and Finance Committee.

Section 3: Selection of Officers

The Board will elect its Officers every two (2) years by simple majority vote by the Board members present at the General Board meeting. The selection of Officers will take place the following month after the Citywide Neighborhood Board Election.

If there are more than two (2) candidates for an office and none receives a majority vote, a run-off vote by the Board shall be held immediately between the two (2) candidates receiving the highest number of votes.

In the event of an Officer vacancy, the remaining portion of the term shall be filled by simple majority vote of the Board members present.

Officers serve at the pleasure of the Board and may be removed by $2/3$ vote of Board members present at Board meeting.

Section 4: Officer Terms

The Officers shall serve a term of two (2) years. There are no term limits.

Article V. GOVERNING BOARD

Section 6: Vacancies

Vacancies on the Board shall be filled using the following procedures:

- A. The Board will publicly notify Stakeholders, as defined in Article IV, of Board vacancy. Any Stakeholder interested in filling a vacancy on the Board shall submit a written application to the Board at least ten (10) days in advance of a scheduled Board meeting.
- B. The Board shall cause the matter to be placed on the agenda for the next regular meeting of the Board.
- C. Seat(s) are filled by simple majority vote by the Board members present. In the event that more than two (2) candidates stand for a seat:
 1. If no candidate wins a majority of votes cast in the first round, only the two (2) candidates with the most votes proceed to a second round of voting.
 2. A coin toss will be used to resolve a tie.
- D. The candidate who wins shall fill the remaining term of the Board member seat.
- E. In no event shall a vacant seat be filled where a general election is scheduled to occur within sixty (60) days prior to the date that a written application is presented to the Board.
- F. Any time a designated seat remains unfilled for sixty (60) days after the vacancy is announced at a Board meeting, it shall automatically become an at-large seat until the next general election at which point it shall revert back to the original designation as defined in these Bylaws.