CITY OF LOS ANGELES CALIFORNIA



PACOIMA NEIGHBORHOOD COUNCIL

Board Retreat Agenda Saturday, August 8, 2015 Pacoima City Hall 13520 Van Nuys Blvd, Pacoima, CA 91331

The Neighborhood Council system enables 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 volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

9:30 – 10:00 AM Welcome

 (David Milian)

10:15 - 10:30 AM The Big Picture

(Vanessa Serrano and Melvin Cañas)

Priorities of the Executive Board. Looking at the upcoming year and developing a focus. Building a connection with Neighborhood Watch Groups and Dept. of Transportation for Adopt-a-Highway event. . Increasing PNC events and outreach through Board member participation.

10:30 - 10:45 AM Board Member Responsibilities (Imelda Foley and Melvin Cañas)

Review responsibilities of Board members to maximize Board performance. Overview of the Code of Conduct policy.

Committee Chair Responsibilities

Review the responsibilities of a Committee Chair.

10:45 - 11:30 AM Committees

(Executive Team)

1. Land Use Committee, 2. Outreach Committee, 3. Safety and Health Committee, 4. Budget and Finance Committee What committee do you belong to?

Selecting Committee Chairs for 2015-2016 FY

Committee picks regular committee meeting date, time and location.

11:30 - 12:30 PM Break

12:30 - 1:00 PM Event Planning

(Juan Salas)

How do you plan an event? Logistics, timeline, common mistakes, Q&A

1:00 - 1:30 PM Outreach

(David Milian and Juan Salas)

What to expect at an outreach/table event. Review supplies checklist, PNC outreach script. Important things to collect from the event.

1:30 -1:45 PM Survey/Retreat Evaluation (David Milian & Vanessa Serrano)

1:45 – 2:00 PM PNC Group Photo

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a "Speaker Card" 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 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS - PNC agendas are posted for public review at the following community locations and our website.

- Pacoima Community Center, 11243 Glenoaks Blvd,
- www.PacoimaNC.com
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm

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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 11243 Glenoaks Boulevard, #1, Pacoima, California, at our website: Vanessa Serrano, Board President, <u>vserrano@pacoimanc.com</u>.

RECONSIDERATION AND GRIEVANCE PROCESS

For information on the PNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the PNC Bylaws. The Bylaws are available at our Board meetings and our website www.PacoimaNC.com

SERVICIOS DE TRADUCCION

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a <u>vserrano@pacoimanc.com</u>. Vanessa Serrano, Presidente de la Mesa Directiva, por correo electrónico <u>vserrano@pacoimanc.com</u>.para avisar al Concejo Vecinal.