

Board Members

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Michael Gonzalez

Vice-President
Vanessa Serrano

Secretary
Debbie Greenfield

Treasurer
Reuben Garcia

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Alex Morales
Vanessa Serrano
Reuben Garcia
John Hernandez
Michael Gonzales
Imelda Foley
Fannie Long
Rebeca Lopez-Viramontes
David Rodriguez
Jessica Urquiza
Debbie Greenfield




City of Los Angeles
11243 Glenoaks Blvd, #3
Pacoima, CA 91331
(818) 890-1563 office
www.pacoimanc.com

**Board Retreat Meeting Agenda
PACOIMA NEIGHBORHOOD COUNCIL**

“MEETING LOCATION”
Saturday July 26th 2014
9:00am-3:00 pm
Pacoima City Hall
13520 Van Nuys Blvd,
Pacoima, CA 91331

The public is requested to fill out a "Speaker Card" to address the Board on any item of the agenda prior to the Board taking 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 is within the Board's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 2 minutes per speaker, unless waived by the presiding officer of the Board. **Agenda is posted for public review at Pacoima Branch Library, 13520 Van Nuys Blvd, Council District 7 Office, 13630 Van Nuys Blvd, Pacoima Community Center, 11243 Glenoaks Blvd, MEND office, 13640 Van Nuys Blvd, Pacoima Skills Center, 13545 Van Nuys Blvd.** As 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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services please make your request at least 3 business days prior to the meeting you wish to attend.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

AGENDA:

Call to order, roll call & flag salute. **BUSINESS**

- I. Welcome and Roll Call
- II. General Public Comment- The public may provide comments to the board on non-agenda items within the Neighborhood Council's subject matter jurisdiction. However, please note that under the Brown Act, the board is prevented from acting on the issue you bring to its attention until the matter is agendaized for discussion at a future public meeting. (Limited to 2 minutes per speaker.)
- III. Discussion, participation and possible action on the Pacoima NC Board Retreat. The purpose of the Board Retreat is to further improve upon the capacity of the Pacoima NC Board and its effectiveness as a civic engagement vehicle. The Pacoima NC Board can engage in a discussion of priorities, areas of improvement and action plans. Topics for discussion include but are not limited to:
 - a. President **Michael Gonzales**: Ice Breaker intro to PNC Retreat
 - b. Purpose of the Neighborhood Council (30 mins)
 - i. Discussion and possible action on Board adoption of the Department of Neighborhood Empowerment's Code of Civility for Neighborhood Councils: Presented by **Melvin Canas**.
 - c. Board Members Roles and Responsibilities (1 hr)
 - i. Break into committee's and discuss year goal plans: **Committee Chairs** will lead discussion.

- d. Basic Laws, Rules, Guidelines & Procedures (1 hr)
 - i. Pacoima PNC Bylaws: Presented by **John Hernandez and Imelda** (30 min)
 - ii. Agendas and Public Posting
- e. How to submit proper paperwork to the treasurer/ demand warrants: **Reuben** (30 min)
- f. Mechanism to represent our stakeholders (30 mins)
 - i. Discussion and possible action to appoint Community Impact Statement (CIS)

Liaisons (up to 5): Jaime can give his experience in developing our first CIS. Experienced board members **Rebecca Long, Fannie, Michael, Imelda** feel free in sharing knowledge and past experiences with CIS.

Lunch Break (**David R.** keep the music flowing)

- g. Building Effective Team (30 mins): **David M, Raquel, Vanessa**
- h. PNC Exposure to the stakeholders (30 mins): **Juan, Alex, Rebeca Lopez**: Lead a conversation on best practices for PNC exposure throughout Pacoima stakeholders.
- i. Work Plan Development and adoption (1 hr) **By Everyone**
 - i. Discussion and possible action on the following motion:
 - 1. "That the Pacoima NC approve the implementation of quarterly goals and updates to Standing Committees. The Chair will be responsible for working with his/her committee to establish 3 measurable goals and to provide updates to the Board and the public (via website, at Board meetings, or whichever mechanism is being utilized by the Board) of the progress of each goal at the end of each quarter (end of October 2014, February 2015 and June 2015).

IV. Reflection on Issues, lessons learned and take away by Board Members: Discussion by everyone

V. Board Member Comment on issues under the board's subject matter jurisdiction – comments are limited to two minutes

VI. Adjournment

"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 by clicking on the following link:

<http://www.pacoimanc.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 email: mgonzales@pacoimanc.com or Mike Gonzales President at (661) 555-5460 or email: GRIEVANCE PROCESS: Any person or group adversely affected by the decisions or policy of the PNC may file a written grievance with the Board. The Board shall then refer the matter to the Grievance Committee, which shall have 10 working days to meet with the person submitting a grievance and to discuss ways in which the matter may be resolved. The Committee shall prepare a written report for the Board outlining their recommendations for resolving the grievance. The Board must then address the report at the next regular or special meeting. In the event that a grievance cannot be resolved through this grievance process, the matter may be referred to the Department of Neighborhood Empowerment for consideration or dispute resolution in accordance with the Plan. The 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 discussed at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g. the Board's failure to comply with these Bylaws, or its failure to comply with the City's Charter, the Plan, or local, state, or, federal law.