

CITY OF LOS ANGELES  
CALIFORNIA

**Pacoima Neighborhood Council  
Governing Board Members:**

Vanessa Serrano, President  
Imelda Foley, Vice President  
Juan Salas, Treasurer  
Michael Gonzalez, Secretary  
Alex Morales, Renter Rep.  
David Milian, CBO Rep.  
David Rodriguez, Youth Rep.  
Ernesto Ayala, At-Large Rep.  
Fannie Long, Senior Rep.  
Jaime Lazo, Home/Condo Owner Rep.  
Jessica Urquiza, Youth Rep.  
John Hernandez, Retail Business Rep.  
Pr. Karl Cruz, Faith Based Rep.  
Martha Martinez, Renter Rep.  
Reuben Garcia, Retail Business Rep.  
Raquel Cedillo, Renter Rep.  
Rebecca Long, At-Large Rep.  
**Vacant, Industrial Rep**  
**Vacant, Industrial Rep.**  
**Vacant, Home/Condo Owner Rep.**  
**Vacant, Home/Condo Owner Rep.**  
**Vacant, Senior Rep.**  
**Vacant, Youth Rep.**



**PACOIMA NEIGHBORHOOD  
COUNCIL**

11243 Glenoaks Blvd., #4  
Pacoima, CA 91331  
[www.PacoimaNC.com](http://www.PacoimaNC.com)

***PACOIMA NEIGHBORHOOD COUNCIL***

**“SPECIAL” BOARD MEETING- Agenda**

Thursday, May 14, 2015 – 6:30 PM

Pacoima Branch Library

13605 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.

**I. WELCOMING REMARKS:** (5 minutes)  
a. Call to order & Flag salute  
b. Board roll call by Secretary

**II. MOTIONS & RESOLUTIONS** (50 minutes)

**1. Discussion and Possible Board action on The Administrative and 2016 Elections stipulations worksheet:** The stipulations worksheet asks the Board to make decisions as to the Board's position on policies and procedures recently implemented by the City Council, Board of Neighborhoods Commission, and the Department of Neighborhood Empowerment, including, but not limited to, online and telephone voting for the 2016 Board elections, installation of new boards after the 2016 Board elections, selecting a representative for the regional Neighborhood Council grievance review panels, definition of how Board official actions are taken, agenda posting locations, and Board member training compliance.

**2. Consideration and Possible Board action to approve amendments to the PNC Bylaws** as recommended by the Ad Hoc – Bylaws Committee (see proposed amendments in attachment). The Ad hoc-Bylaws Committee will submit amendments to the Department of Neighborhood Empowerment for consideration before the set deadline of May 1, 2015.

Proposed Amendments to:

Article V Governing Board  
Article VI Officers  
Article VII Committees and Their Duties  
Article VIII Meetings  
Article X Elections  
Article XI Grievance Process  
Article XIV Compliance  
(See attachment for further details)

**4. Adoption and correction of minutes** (February 18, 2015 General Board Meeting, March 18, 2015 General Board Meeting, April 25, 2015 “Special” Meeting of Board)

**5. Discussion and Possible action by Board to reimburse Board member** for the amount of \$361.48 for the expenses paid for Board event: Vaughn Environmental Garden held on March 28, 2015.

*PNC approved event at earlier meeting date, PNC was unable to pay for this using purchase card because funds were frozen. However, event was already scheduled to take place. Funds were used purchase breakfast and lunch for 66+ volunteers, and gardening supplies to be used at event. Original receipts and Bank Account Statement has been provided by Board member.*

*\$118.06 Dominos Pizza, \$64.91 Lowes, \$178.51 Smart and Final*

**6. Discussion and Possible action by Board to reimburse Board member** for the amount of \$11.00 for the expenses paid for Board event: Vaughn Environmental Garden held on March 8, 2015.

*Funds were used to purchase ice for event.*

**7. Discussion and Possible action by Board to approve funding for Marketing / Branding products:** Purpose is to have material available for events as a way of outreach. Examples “but not limited to” are reusable Grocery Bags, Flash lights, Pens, Magnets, brochures , Water Bottles, ETC, all with our logo and info printed on them.

**8. Discussion and Possible action by Board to co-sponsor Pacoima Special Education Workshop** with Assemblywoman Patty Lopez, Saturday, May 23, 2015 at the Pacoima Community Center from 10:00 a.m. – 12:00 p.m.

**9. Discussion on Board Resolution** written by Board member regarding LAUSD and the possible termination of the School Readiness Language Development Program.

### III. ADJOURNMENT

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the Chairperson.

**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](http://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>

**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 3 business days (72 hours) prior to the meeting you wish to attend by contacting Vanessa Serrano, Board President, [vserrano@pacoimanc.com](mailto:vserrano@pacoimanc.com).

**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, [vserrano@pacoimanc.com](mailto:vserrano@pacoimanc.com).

#### **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](http://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 [vserrano@pacoimanc.com](mailto:vserrano@pacoimanc.com). Vanessa Serrano, Presidente de la Mesa Directiva, por correo electrónico [vserrano@pacoimanc.com](mailto:vserrano@pacoimanc.com) para avisar al Concejo Vecinal.

PACOIMA NEIGHBORHOOD COUNCIL BYLAWS AMENDMENT PROPOSAL

CURRENT ARTICLE	PROPOSED AMENDMENT
<p>Article V Governing Board Section 1 composition - The Board shall consist of twenty-three (23) voting members. Only those eligible for PNC membership shall be elected to hold a position on the Board, which shall be comprised of the feeling elected voting Stakeholder members:</p> <p>Three (3) Youths (age fourteen (14) –twenty-one (21) Three (3) Seniors (age sixty-two (62) or older) Four (4) Renters Four (4) Home/Condo Owners Two (2) Retail/Business Employers or Employees Two (2) Industrial Business Employers or Employees One (1) Community-based Organization Affiliate One (1) Faith-based Organization Affiliate One (1) School Representative Two (2) At-Large Members</p>	<p>The Board shall consist of fifteen (17) voting members. Only those eligible for PNC membership shall be elected to hold a position on the Board, which shall be comprised of the feeling elected voting Stakeholder members:</p> <ul style="list-style-type: none"> <li>*One (1) Youths (age sixteen (16) – twenty- one (21)</li> <li>*One (1) Seniors (age sixty-two (62) or older)</li> <li>*Four (4) Renters</li> <li>*Four (4) Home/Condo Owners</li> <li>*Two (2) Retail/Industrial business employer/employee</li> <li>*One (1) Community-based Organization Affiliate</li> <li>*One (1) Faith-based Organization Affiliate</li> <li>*One (1) School Representative</li> <li>*Two (2) At-Large Members</li> </ul>
<p>Section 2 Quorum No formal meeting shall be held, or business conducted, or votes taken in the absence of a quorum. A quorum shall consist of eleven (11) members of the Board. No floating quorums are allowed.</p>	<p>Section 2 Quorum <u>No formal meeting shall be held, or business conducted, or votes taken in the absence of a quorum. A quorum shall consist of seven (9) members of the Board. No floating quorums are allowed.</u></p>
<p>Section 4 Terms and Term Limits Elected members shall serve two (2) year terms. No person may serve more than two (2) terms on the Board. i.e. no person may serve more than four (4) consecutive years on the Board.</p>	<p>Section 4 Terms and Term Limits <u>Elected members shall serve 2 years terms. There no term limits.</u></p>
<p>Section 6 Vacancies Vacancies will be open for nominations to all Stakeholders in that same category and elected by a majority vote of the remaining Board. The new Board member will complete the remaining term of the previous member.</p>	<p>Section 6 Vacancies <u>Vacancies will be open for nominations to all Stakeholders in that same category and elected by a majority vote of the remaining Board. The new Board member will complete the remaining term of the previous member. Interested Stakeholder will complete application developed by the Board to be presented prior to a vote being taken by the Board.</u></p>

<p><b>Section 7 Absences</b> Board members are expected to attend all general all board meetings, both regular and special meetings. If you accumulate 3 absences in a fiscal year based on the Boards roll call, the Board member shall be removed from the board. This seat will be declared vacant.</p> <p>A Board member’s seat will be considered vacant after three (3) unexcused absences from Board meetings in a twelve (12) month period, which shall be deemed a failure to consistently attend. An unexcused absence is one that has not been All absences must be communicated <b>in advance to the Secretary</b>. At the next meeting following a Board member’s third unexcused absence, the Board will declare that seat vacant. Any meeting of the Neighborhood Council Board of Directors, scheduled and noticed as per Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.</p>	<p><b>Section 7 Absences</b> Board members are expected to attend all board meetings, both regular and special meetings. If you accumulate 3 absences in a fiscal year based on the Boards roll call, the Board member shall be removed from the board. This seat will be declared vacant.</p> <p>A Board member’s seat will be considered vacant after three (3) absences from Board meetings in a twelve (12) month period, which shall be deemed a failure to consistently attend. All absences must be communicated <b>in advance to the Secretary</b>. At the next meeting following a Board member’s third absence, the Board will declare that seat vacant. Any meeting of the Neighborhood Council Board of Directors, scheduled and noticed as per Brown Act, shall constitute a meeting for the purpose of determining Board Member attendance.</p>
<p><b>Section 8 Censure</b> A Motion to Censure against a Board member can be made by a three-quarter (3/4) vote of the Board. The motion must: a) identify the Board member to be censured; and b) describe in detail the reasons for the Censure. The Censure Motion may, at the discretion of the Board, include a suspension of privileges related to the censurable offense.</p>	<p><b>Section 8 Censure</b> A Motion to Censure against a Board member can be made by a three-quarter (3/4) vote of the Board. The motion must: a) identify the Board member to be censured; and b) describe in detail the reasons for the Censure. The Censure Motion may, at the discretion of the Board, include a suspension of privileges related to the censurable offense. <u>The implementation of a Censure shall not occur without the consent and authorization of the City Attorney.</u></p>
<p><b>Section 9 Removal</b> Any Board member may be removed from their position when such removal serves the best interest of the PNC. No member shall be removed arbitrary, capricious or discriminatory reason.</p> <p>A two-thirds (2/3) vote of the Board members in office is required for removal. Such action shall be effective immediately upon the Board vote to remove.</p>	<p><b>Section 9 Removal</b> Any Board member may be removed from their position when such removal serves the best interest of the PNC <u>and/or if the Board member accumulates more than 2 censures in a fiscal year</u>. No member shall be removed arbitrary, capricious or discriminatory reason.</p> <p>A two-thirds (2/3) vote of the Board members in office is required for removal. Such action shall be effective immediately upon the Board vote to remove. <u>Council Executive Officers must consult with the “Department” for advice and guidance in such action before it is brought to a Board vote.</u></p>

ARTICLE VI OFFICERS	PROPOSED AMENDMENT
<p>Section 1 Officers The officers of the PNC Board are: President, Vice President, Secretary, and Treasurer. The officers make up the Executive Committee of the Board.</p>	<p>Section 1 Officers The officers of the PNC Board are: President, Vice President, Secretary, and Treasurer. The officers make up the Executive Committee of the Board.</p>
<p>Section 2: Duties and Powers A. The following are the duties of the Board Officers: The President shall: prepare agendas; preside at meetings; serve as spokesperson for the Board; receive and present all communications promptly to the Board; co-sign checks with the Treasurer; lead delegations citywide neighborhood council conventions; serve on the Executive Committee. Further, the President may serve on the Board in another capacity after leaving office, unless precluded by term limits.</p>	<p>Section 2: Duties and Powers The following are the duties of the Board Officers: President: *The President shall be the presiding officer of the Board *The President shall establish and manage a process for setting the agenda for Board meetings with support from executive board committee. *The President shall acts as chief liaison with Los Angeles City and other government agencies for delivery of Community Impact Statements and other correspondence *The President shall appoint chairs of the Ad Hoc Committees, unless vetoed by the majority of the executive board. *The President shall contact DONE for any interpreter or disability needs from stakeholders, as requested. *The President shall serve as spokesperson for the Board; receive and present all communications promptly to the Board; co-sign checks with the Treasurer; lead delegations to citywide neighborhood council conventions; serve on Executive Committee. Further, the President may serve on the Board in another capacity after leaving office.</p>
<p>B. The Vice President shall: perform the duties of the President in the absence of the President; serve with the President as spokesperson and representative of the PNC; assist the President in deciding which issues warrant a Special Meeting; serve on the Executive Committee. Further, the Vice President may serve on the Board after leaving office, unless precluded by term limits</p>	<p>Vice President: *The Vice President shall assist Standing and or Ad Hoc committees and see that the committees are able to perform their appointed tasks, as requested by the President or any Board member. *The Vice President shall fulfill correspondence duties at the direction of the President including communication with city departments and stakeholders. *The Vice President shall provide semi-annual report to board and stakeholders on the progress of the current board in correlation to the annual strategic plan. *The Vice President shall assume the duties of the President when the President is unavailable. *The Vice President shall perform other duties as delegated by the President. *The Vice President shall serve with the President as spokesperson and representative of the PNC; assist the President in deciding which issues warrant a Special Meeting; serve on the Executive Committee. Further, the Vice President may serve on the Board after leaving office.</p>

<p>The Secretary shall: act for the President in the absence of the President and Vice-President; keep all minutes and records of the Council; ensure that all notices are duly given in accordance with the provision of these Bylaws and as required by the law; serve on the Executive Committee. The Secretary may serve on the Board after leaving office, unless precluded by term limits</p>	<p>Secretary:</p> <ul style="list-style-type: none"> <li>*The Secretary shall fulfill any additional correspondence duties at the direction of the President.</li> <li>*The Secretary shall take minutes at the Agenda and Board meetings, maintain records for PNC and submit approved minutes to council's public posting no later than 1 month after approval.</li> <li>*The Secretary shall maintain a record of all correspondence between the board and all agencies for the duration of their term.</li> <li>*The Secretary is responsible to bring all required documents to every general board meeting, (sign in sheets, bylaws, etc. as determined by the President)</li> <li>*The Secretary shall serve as Chairperson to the Grievance Committee.</li> <li>*The Secretary shall act for the President in the absence of the President and Vice President.</li> </ul> <p>Second Secretary:</p> <ul style="list-style-type: none"> <li>*The Secretary shall provide support to Secretary during board meeting by taking roll call vote on agenda items and communicating with Treasure on board vote counts.</li> <li>*The Secretary shall maintain a current roster and contact list for all board members and submit to Department of Neighborhood Empowerment and public posting as changes occur.</li> <li>*The Secretary shall complete additional duties as requested by the Executive Board.</li> <li>*The Secretary shall keep updated inventory of PNC supplies and submit required inventory documents to Department of Neighborhood Empowerment.</li> <li>*The Secretary shall act for the President in the absence of the President, Vice President.</li> </ul>
<p>A. The Treasurer shall: be responsible for all PNC funds; receive and disburse PNC funds; give a financial accounting at each regular meeting; prepare a monthly bank reconciliation for each PNC account; submit an annual accounting statement to the Department within ninety (90) days after the close of the reporting period, in which each statement describes the use of the grant, including amount appropriated, additional receipts, expenditures made, and the ending grant balance; co-sign checks with the President; act of President in the absence of the President, Vice-President and Secretary; serve on the Executive Committee. Further, the Treasurer may serve on the Board after leaving office, unless precluded by term limits.</p>	<p>Treasurer:</p> <ul style="list-style-type: none"> <li>*The Treasurer shall Chair the Budget and Finance Committee</li> <li>*The Treasurer shall oversee the finances of the Neighborhood Council to assure total compliance with all Department of Neighborhood Empowerment (Department) and Los Angeles City requirements.</li> <li>*The Treasurer shall review all funding request documents for accuracy, prior to the submission to Department of Neighborhood Empowerment.</li> <li>*The Treasurer shall receive and disburse PNC funds; give financial accounting at each regular meeting; prepare a monthly reconciliation for each PNC account; submit annual accounting statement to the Department within ninety (90) days after the close of the reporting period; in which each statement describes the sue of grant, including amount appropriated, additional receipts, expenditures made, and the ending grant balance; co-sign checks with the President; Act</li> </ul>

	for President in the absence of the President, Vice-President, First Secretary, and Second Secretary; serve on the Executive Committee. Further, the Treasurer may serve on the Board after leaving office, unless precluded.
Section 3 Selection of Officers  All Officers of the Board are elected every year by all current Board members immediately after the general election of Board members.	<u>All Officers of the Board are elected every two (2) years by all current Board members immediately after the general election of Board members.</u>
Section 4 Office Terms  All Officers of the Board serve a term of one (1) year. No person shall serve more than two (2) consecutive terms in any one office	All Officers of the Board serve a <u>term of two (2) years</u> . There are <u>no term limits</u>
ARTICLE VII Standing Committees and Their Duties	
Section I Standing Committees  Any Board member can chair a committee. Chair assignments are made Committee Chair and membership assignments are by nomination and confirmed by a majority vote of the Board. Committee Chairs have discretion over agenda and selection of committee members. Each committee shall be comprised of five (5) members. <u>no more than five (5) board members</u> . Meetings shall be subject to and conducted in accordance with Brown Act. Minutes shall be taken at every meeting. The following are PNC Standing Committees:	Any Board member can chair a committee. Committee Chairs and membership assignments are by nomination and confirmed by a majority vote of the Board. Committee Chairs may select committee members with the consensus of the board. Each committee shall be comprised of <u>no more than four (4) board members</u> . Meetings shall be subject to and conducted in accordance with Brown Act. Minutes shall be taken at every meeting. The following are PNC Standing Committees:
N/A	A. Budget and Finance Committee <u>*Chaired by Board's Treasurer who completes, submits and distributes monthly financial reports to the Board of officers at regular meetings.</u>  <u>*Committee oversees and administers all PNC financial matters, including the system of financial accountability as required by the Department of Neighborhood Empowerment and the City of Los Angeles.</u>  <u>*Advices committee chairs and members when filing funding related documents and oversees the final documents for accuracy before they are submitted to Department of Neighborhood Empowerment</u>



<p><b>B. Education and Youth Development</b> -The mission committee gives young people a safe and supportive environment in which they can voice their concerns and begin to address issues affecting their lives. The committee is a vehicle for accessing government policy-makers and other community Stakeholders.</p>	<p>B. Education &amp; Youth Development          *The Committee has the general responsibility for addressing the issues, concerns, programs and services related to the education of children, youth, and adults.          *Develops strategy to increase school and youth participation in the city through collaboration on community and school related events.</p>
<p><b>A. Public Safety and Health</b> – The mission of this committee is to identify monitor and address the PNC’s public safety issues. In coordination with the Board, members will implement programs and projects that work to enhance the quality of life for those who live and work in the community.</p>	<p>A. Public Safety and Health          *The Committee has the general responsibility of identifying, monitoring, and addressing the issues concerning stakeholder’s public safety and health.          *Committee Chair and members have a responsibility of developing productive communication with police department, senior lead officers, and area neighborhood watch groups for the Pacoima area to promote public safety.          *Committee Chair and members have a responsibility of developing productive communication with local organizations that promote the safety and wellbeing of the community stakeholders.</p>
<p><b>D. Housing, Economic Development and Land Use</b> –The mission of this committee is to increase community participation in the area of the PNC’s economic revitalization and development and advising the City Councilmember on matters of development and land-use planning</p>	<p>D.Housing , Economic Development &amp; Land Use          *The Committee has the general responsibility of advising the Board in the matters of development and land-use planning in the area.          *Committee chair and members have a responsibility of developing productive communication with City Councilmember in the matters of development and land-use planning in the area.</p>
<p><b>E. Senior Advocacy Committee</b> – The mission of this committee is identifying, monitoring and addressing issues that impact upon senior’s quality of life. The committee is concerned with ensuring that seniors have access to resources and services.</p>	<p>E. Senior Advocacy Committee          *The Committee has the general responsibility of identifying, monitoring and addressing issues that impact the quality of life for the area’s senior population</p>
<p>F. Arts and Cultural Enrichment</p>	<p>F.Arts and Cultural Enrichment  <u>*The Committee has the general responsibility to support and encourage the arts in Pacoima through collaboration with other community/organizational groups.</u></p>
<p>G. Community Outreach and Communications</p>	<p>G.Community Outreach and Communications          *The Outreach Committee has the general responsibility to promote PNC and encourage community participation in PNC through various strategic methods including, but not limited to: distribution of advertisement of meeting and event flyers, outreach table at local events, and/or developing new methods of outreach.          *The Committee chair and members have a responsibility to develop productive communication with webmaster in order to update website and other media outlets for PNC as community related events approach and provide online</p>

	<p>update of outcome.  <u>*The Committee chair and members have a responsibility to maintain and update contact list of community members and/or volunteers to increase stakeholder database.</u></p>
<b><u>Election Committee (Removed, to be ad hoc every 2 years during election outreach)</u></b>	N/A
<b><u>Grievance Committee (Removed, to be ad hoc review panel)</u></b>	N/A
Executive Committee	<p>Executive Committee  *The Executive Committee shall be chaired by the President and comprised of the Officers of the Board.  *The committee shall meet ahead of each general board meeting to set the agenda for PNC general board meetings.  <u>*The committee shall be responsible for scheduling and planning of board trainings and retreats as necessary with input from Board members.</u></p>
Article VIII Meetings	
Section 2 Agenda Setting - The President shall set the agenda for each PNC meeting.	Section 2 Agenda Setting -The President shall set the agenda for each PNC meeting <u>with input from the Executive Board Committee.</u>
Section 3 Notification and Posting At a minimum, notice shall be posted at the PNC's five (5) public notice locations specified with the Department, on its website (if applicable) and emailed out to Stakeholders if the PNC maintains such database. Regular and Special meeting agendas shall also be emailed to the Department.	<p>Section 3 Notification and Posting  <u>The PNC will follow all city regulations on Notification/Posting requirements.</u></p>
ARTICLE X ELECTIONS	The PNC's election will be conducted pursuant to any and all City ordinances, policies and procedures pertaining to Neighborhood Council elections.
Article XIV Compliance  Section 2 Training  – Intentionally left blank:	All Board members shall complete required Funding and Ethics trainings within 30 days of being elected to the Board. Failure to comply with training requirements can affect Board business and cause the Board members seat to be jeopardized. Additional trainings must be completed as assigned by the Executive Committee and/or the Department within the provided deadline.