

CITY OF LOS ANGELES

SYLMAR NEIGHBORHOOD COUNCIL

PRESIDENT: Ann Job

VICE-PRESIDENTS:

Administration: Diane Valencia

Communications: Kathy Grubert

TREASURER: Patricia Rau

PUBLIC RELATIONS: Maria Silva



SYLMAR NEIGHBORHOOD COUNCIL

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**SYLMAR NEIGHBORHOOD COUNCIL
SPECIAL BOARD MEETING AGENDA**

Wednesday, June 11, 2014, 6:00 pm – 6:30 pm

El Cariso Park – Community Room, 13100 Hubbard Street, Sylmar, CA 91342

The Agenda is posted for public review at: 1) Sylmar Recreation Center, 13109 Borden Ave., Sylmar, CA 91342; 2) Sylmar Branch Library, 14561 Polk St., Sylmar, CA 91342; 3) Mission College, Office of the President posting location, 13356 Eldridge Ave., Sylmar, CA 91342; 4) Roxford Veterinarian Clinic, 13571 Glenoaks Blvd., Sylmar, CA 91342; and 5) Ross Liquor, 12643 San Fernando Rd., Sylmar, CA 91342. As a courtesy, and as time permits, agendas may be emailed to Stakeholders if requested. Agendas may also be found on the SNC website at www.SylmarNC.org

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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three business days (72 hours) prior to the meeting you wish to attend by contacting the Neighborhood Council Project Coordinator, Melvin Canas at (818) 374-9895 or e-mail to Melvin.Canas@LACity.org.

The public is requested to fill out a "Speaker Card" to address the Board on any agenda item before the Board takes an action. Public comment is limited to 2 minutes per speaker, but the Board has the discretion to modify the amount of time for any speaker. Comments from the public on agenda items will only be heard when the respective item is being considered. Comments on other matters, not appearing on the agenda that are within the Board's subject matter jurisdiction, will be heard during the Public Comment on Non-Agended Items period.

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 by visiting our website at www.SylmarNC.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 President Ann Job at Ann.Job@SylmarNC.org.

The below times are only estimates. Items may be addressed in a different order and/or at different times.

1. Call to Order and Pledge of Allegiance (2)
2. Roll Call
3. Housekeeping, Speaker Cards, and Timekeeper
4. Welcome to Stakeholders

New Business

5. **Discussion and possible action** to request DONE to put an additional \$5,000 onto the SNC Purchase Card. In order that the SNC can purchase items for the betterment of Sylmar, and for the council's more efficient operation. The funds not spent by Friday, June 13th at 5:00 PM by the SNC will revert back to the General Fund or to DONE.

6. Discussion and possible action for purchases for Operations. Items will include but not be limited to:
Office Maintenance for old PC - Dell:

- 6a) Diagnostics & Repair & Transfer - \$179.99 at Office Depot
- 6b) External hard drive for Dell transfer - \$70 for 128 GB at Office Depot

Storage:

- 6c) My Cloud (Mac/PC) Western Digital (hardware) at Home Depot - 3T - \$180
- 6d) 2 high capacity GB flash drives - \$70 for 128 GB
- 6e) Desktop Scanner

7. Discussion and possible action for purchases for Outreach. Items will include but not be limited to:

- Banners
- more mics from Radio Shack
- Folding table and chairs (for under the pop up)
- Flip Chart Paper and Easel
 - Paper - \$35 for a two pack at Office Depot
 - Easel - from \$26 (like the one we already have) to \$40 to \$60
- Pencils (with SNC message printed on them)

8. Closing Remarks and Adjournment.

Grievance Procedure

Any grievance by a Stakeholder must be submitted to the Secretary who will forward the grievance to the Board. The Board of Directors shall then refer the matter within fifteen calendar days to an ad hoc grievance panel. The ad hoc grievance panel will be comprised of five 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 for the panel to meet with the person(s) submitting a grievance to discuss ways in which the dispute may be resolved within fifteen calendar days of forwarding the grievance to the panel. Thereafter, a panel Member shall prepare a written report within three days to be forwarded by the Secretary to the Board outlining the panel's collective recommendations for resolving the grievance. The Board of Directors will receive a copy of the panel's report and recommendations within ten (10) days prior to any meeting of 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 by the Board at one of its meetings. Those grievances can be aired at Board meetings. This grievance process is intended to address matters involving procedural disputes, e.g., the Board's failure to comply with Board Rules or these Bylaws, or its failure to comply with the City's Charter, the Plan, local ordinances, and /or State and federal law. In the event that a grievance cannot be resolved through this grievance process, then the matter may be referred to the Department of Neighborhood Empowerment (DONE) for consideration or dispute resolution in accordance with the Plan.

Reconsideration of Agenda Items - Bylaws (Article IV)

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 next 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. For a Board Member to submit a motion for reconsideration the Board Member must have previously voted on the prevailing side of the original action taken. If a motion for reconsideration is not made on the date the action was taken, then the 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 be in compliance with the Brown Act.

(Remove after 06-12-14)

Approved by: AJ, PR