

CITY OF LOS ANGELES

CALIFORNIA



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GREATER CYPRESS PARK NEIGHBORHOOD COUNCIL

1150 CYPRESS AVE
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GREATER CYPRESS PARK NEIGHBORHOOD COUNCIL SPECIAL BOARD MEETING

AGENDA

Wednesday, June 5, 2019 – 6:00 P.M.

Cypress Park Library

1150 W. Cypress Ave, Los Angeles, CA 90065

Spanish translation provided.

Traducción al español proporcionada.



Items may be addressed out of the order listed. Times are for reference and subject to change.

1. Call to Order (5 minutes)

1.1. Roll Call

1.2. Welcome stakeholders present and introduce the purpose of this goal setting and planning meeting.

2. Approval of Minutes (2 minutes)

Motion to approve minutes from prior meetings: February, February Special, March, May

3. Public Comments (5 minutes)

Comments from the Board, stakeholders and the public on non-agenda items within the Board's subject matter jurisdiction. Speaker must complete and sign a speaker card before meeting. **Limited to one (1) minute per speaker.**

4. Chairperson's Report (5 minutes)

4.1. The Chair will share a contact and availability form for Board Members to complete.

4.2. Update on members training and eligibility to vote

5. Action Items:

5.1. Discussion and Possible Action: Translating Agendas and Board Documents (2 minutes)

5.1.1. Consider approving the translation into Spanish of all board meeting agendas, minutes, board governing documents (standing rules, guidelines), city council motions related to proposed community impact statements, neighborhood purpose and event co-sponsorship requests.

5.1.2. Establish deadline for requesting items on the agenda so there is enough time for translation.

5.1.3. Translation services are paid for by the neighborhood council, which is then reimbursed by the city. Consider removing translation services from the budget because of reimbursement.

5.2. Discussion and Possible Action: DONE Self-Assessment and Goal Setting (20 minutes)

5.2.1. Review the DONE Self-Assessment and BIG Goal questions as a group

5.2.2. Each board member will share goals and objectives for the next year

5.2.3. The board will work to form a consensus vision and goals to be shared at the next meeting

5.3. Discussion and Possible Action: Administrative Packet (20 minutes):

- 5.3.1. Review DONE Administrative Packet and take potential action on budgeting for next year as well as reaffirming roles.
- 5.3.2. Discuss options for scheduling NPG grants next year. We heard grant requests quarterly this past year. We could move to every other month or any other combination.
- 5.3.3. Review quote for minute taking work and discuss the benefits of producing minutes that can be easily understood and allowing the whole board to participate to meetings. The current quote from Lloyd Staffing is \$167.70 per meeting.

5.4. Discussion and Possible Action: Adopting Governing Board Standing Rules, Establishing Committees, and Creating a Process for Amending GCPNC Bylaws (10 minutes)

- 5.4.1. Consider amending or adopting the proposed standing rules. As indicated in our bylaws, we adopt standing rules to guide the council’s work. These standing rules establish the rules of order, committees, and other structures that allow for the orderly and transparent functioning of the neighborhood council as it works to fulfill its mission.
- 5.4.2. Discuss and possibly act on forming committees, including creating standing and ad hoc committees and naming committee chairs
- 5.4.3. We can also discuss creating a process for updating our bylaws over the next few months. We should discuss adding the position of secretary to the officers.

5.5. Discussion and Possible Action: GCPNC Social Media Channel Guidelines (10 minutes)

Consider amending or adopting the proposed guidelines for what can be posted as the board to social media channels.

5.6. Discussion and Possible Action: Distribution of Remaining Funds

Consider using any remaining funds for purchase of water bottles or tote bags with GCPNC logo and meeting information for use at Kick Off for a Safe Summer event.

5.7. Election of Board Officers (5 minutes)

- 5.7.1. Discussion and/or possible action to appoint a Secretary
- 5.7.2. Discussion and/or possible action for designation of Second Signer
- 5.7.3. Discussion and/or possible action for designation of Community Impact Statement Access (5)
- 5.7.4. Discussion and/or possible action for designation of NC Liaisons to City Departments and Alliances: Budget Rep, Resilience, Animal Services, Public Works, Grievance Panel, Sustainability
- 5.7.5. Discussion and/or possible action for designation of a coordinator for managing our mailing list

6. New Business and ideas for future meetings

7. Upcoming Meetings and Events:

- 7.1. Board Meeting: Tuesday, June 11, 7:30PM @ Cypress Park Rec Center
- 7.2. Planning, Land Use, Environment, Homelessness and Renters Committee Meeting – Tuesday, July 2 @ Rio de Los Angeles, 7:30 PM - contact Ash (ash.gcpnc@gmail.com)

8. Adjournment

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS: The public is requested to fill out a “Speaker Card” to address the Board on any item on 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 1 minute per speaker, unless waived by the presiding officer of the Board. 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 Committee or Board meeting.

STATE OF CALIFORNIA PENAL CODE SECTION 403 (Amended by Stats. 1994, Ch. 923, Sec. 159. Effective January 1, 1995.): Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

PUBLIC POSTING OF AGENDAS: Agenda is posted for public review at the Cypress Park Public Library, 1150 Cypress Avenue, Los Angeles, CA 90065 or at www.cypressparknc.com.

PUBLIC ACCESS OF RECORDS: Members of the public may request and receive copies without undue delay of any documents that are distributed to the Board, unless there is a specific exemption under the Public Records Act that prevents the disclosure of the record. (Govt. Code § 54957.5) 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 contacting the Board 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 the Board.

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, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 2 business days (48 hours) prior to the meeting you wish to attend by contacting the GCPNC Board at gcpnc@empowerla.org.

SERVICIOS DE TRADUCCION: Si require servicios de traduccion favor de notificar al concilio 2 dias de trabajo (48 horas) antes del evento. Si necesita asistencia con esta notificacion por favor contactenos a GCPNC@empowerla.org

PROCESS FOR RECONSIDERATION: 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, 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. A motion for reconsideration can only be made by a Board member who has 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 a 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.