



CITY OF LOS ANGELES  
CIUDAD DE LOS ANGELES



WESTLAKE NORTH  
NEIGHBORHOOD COUNCIL

BOARD OFFICERS

ERNESTO CASTRO  
PRESIDENT  
SARA LONCKA  
VICE PRESIDENT  
DANIELLE CINTRON  
SECRETARY  
ELAINE ALANIZ  
TREASURER

**AGENDA**

**Special General Board Meeting  
Board Retreat / Training**  
Wednesday, July 31, 2019  
6:30 p.m.

BOARD MEMBERS

ELAINE ALANIZ  
MANUEL AREVALO  
DANIELLE CINTRON  
CASANDRA CISNEROS  
CHRISTINE JOHNSON  
SARA LONCKA  
VACANT  
DONALD LEE  
ERNESTO CASTRO

CENTRAL CITY NEIGHBORHOOD PARTNERS  
Conference Room  
501 S. BIXEL STREET  
LOS ANGELES, CA 90017

The City's 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.

1. Call to Order and Commission roll call (1 minute)
2. Retreat Overview Board Member Training
  - a. Agenda
    - i. Ralph M Brown Act Compliant
    - ii. Transparency
    - iii. Regular Meeting vs Special Meeting
      1. Minimum posting requirement
      2. General public comment
      3. Public comment
    - iv. Agenda Item
    - v. Public review of agenda & documents
  - b. Required ADA language
  - c. Posting Requirements
    - i. Brown Act
    - ii. Board of Neighborhood Commissioners (BONC)
    - iii. Early Notification System (ENS)

3. Board Official Action
  - a. Quorum - 13
    - i. What does this mean?
  - b. How?
    - i. Simple Majority
  - c. What does my vote mean?
    - i. Yes
    - ii. No
    - iii. Abstain
    - iv. Recuse
4. Data
  - a. Introduction to open data, opportunities and pit falls
    - vi. Demographics
    - vii. 311 data
  - b. How does data affect my Neighborhood Council
  - c. What use of data do I have for my Neighborhood Council
5. Standing Committees vs Ad Hoc
6. PRAs
  - a. CA Public Records Act
  - b. Email, phone, text, electronic communication
7. Funding
  - a. Budgets
  - b. MERs
  - c. Treasurer's Report
8. Community Impact Statements (CIS)
  - a. What is a CIS?
    - i. CIS
    - ii. Call to Action
  - b. How does LHNC file a CIS?
    - viii. Appoint up to 5 filers
    - ix. CIS must be Board approved
9. Liaison Appointment
  - a. Homelessness
  - b. Emergency Preparedness

10. Bylaws

- a. Understanding

11. Strategic Planning 2019-2020

- a. Standing Committees

12. Email Etiquette

- a. cc vs bcc
- b. Why bcc?

13. Board Member Comments / Comentarios de los miembros del Consejo

- a. Introduce new issues or agenda items for consideration by the Board at its next meeting and request for items on future agenda.

Introducir nuevos temas o puntos del orden del día para su consideración por la Junta en su próxima reunión y solicitar los puntos del programa futuro.

14. Adjournment / Cierre

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS:** *The public is requested to fill out a "Speaker Card" to address the [committee] on any agenda item before the committee 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 committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the committee 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 meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer.*

**POSTING:** *In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed on our website by clicking on the following link: [www.westlakenorthnc.org.com](http://www.westlakenorthnc.org.com), or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please download from our website. 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>.*

**AMERICANS 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 three (3) business days (72 hours) prior to the meeting you wish to attend by contacting WNNC Secretary Danielle Cintron at [dcintron@westlakenorthnc.org](mailto:dcintron@westlakenorthnc.org) or telephone NC Support at 213- 978-1551 or via e-mail at: [NCsupport@lacity.org](mailto:NCsupport@lacity.org)*

**RECONSIDERATION AND GRIEVANCE PROCESS:** *For information on the WNNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WNNC Bylaws. The Bylaws are available at our Board meetings and our website [www.westlakenorthnc.org](http://www.westlakenorthnc.org).*

**PUBLIC ACCESS OF RECORDS:** *In compliance with Government Code Section 4957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be reviewed at a scheduled meeting. In addition, if you would like a copy of any record related to an item on the Agenda, please contact WNNC Secretary Danielle Cintron at [dcintron@westlakenorthnc.org](mailto:dcintron@westlakenorthnc.org) or telephone NC Support at 213- 978-1551 or via e-mail at: [NCsupport@lacity.org](mailto:NCsupport@lacity.org).*

**RECORDING MEETINGS:** *Note that Board meetings may be sound and/or video recorded for backup to Minutes.*