



ARLETA NEIGHBORHOOD COUNCIL
Meeting of the Board
Facilitated by the Department of Neighborhood Empowerment
Tuesday, September 24, 2013
6:30 p.m. – 8:30 p.m.

Beachy Elementary School
9757 Beachy Avenue
Arleta, CA 91331

This meeting is a Board Retreat for the Arleta Neighborhood Council Board and not a community forum. There will be a Public Comment period at the end of the retreat to express general comments. Please join us!

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: Canterbury Elementary School - 13670 Montague St. Arleta, Branford Recreation Center - 13310 Branford St. Arleta, El Super Market - 9710 Woodman Ave. Arleta, Sharp Avenue Elementary School-13800 Pierce Street. Beachy Elementary School-9757 Beachy Avenue, Arleta, CA 9133.

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/or services may be provided upon request. To ensure the availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting the *Arleta NC Board at 818-406-6526 or e-mail president@arletanc.org.*

Light refreshments will be served. (Meeting Set-up 6:00-6:30PM)

1. Call to Order, Roll Call. Pledge of allegiance (5 min)
2. Welcome and introductions. Facilitation ground rules, site logistics. Melvin Cañas, DONE Representative (15 min)

Presentations/Community information:

3. Review of the Arleta Neighborhood Council's Code of Conduct. (5 min)
4. What is the purpose of this meeting? Goals for the day and participant expectations. Use of the "Parking lot" easel board. Melvin Cañas (15 min per speaker)
5. Ice Breaker/Team Building exercise. (15 min)
6. Neighborhood Council Funding Program training. D.O.N.E. department representative. (20min)
7. Board Member Roles and Responsibilities in Neighborhood Councils (30 min)
8. Discussion with the Office of the City Attorney regarding the laws impacting Neighborhood Councils, including the Brown Act, Public Records Act, conflict of interest rules, Charter, Administrative Code and Plan for a Citywide System of Neighborhood Councils. The board may also have a question and answer session with the Office of the City Attorney regarding the bylaws, best practices and operating procedures. (45 min)

9. Creating Effective Committees (15min)

10. Next Steps to follow and implement D.O.N.E. best practices for Neighborhood Councils (10 min)

11. General Public Comment on Items Not Listed on Today's Agenda (2 min per speaker)

12. Next meeting of the Arleta Neighborhood Council will be held on Tuesday, October 15, 2013 at 6:30 PM at Beachy Elementary School

13. Adjournment

Please be advised that the bylaws of the Arleta Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the bylaws are available during every meeting. 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 obtained from the ANC website (www.arletanc.org) or by submitting an email request to president@arletanc.org.

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR AL CONCEJO VECINAL 3 DÍAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR CONTACTE A Sergio Ibarra al numero 818-406-6526.