

Alisa Clairet

Daniel Davis

Dawn Jacobs

Jaycynda Trifone-Woodruff

Jess Lewis

Joshua Jeffrey

Kelly Rose

Kevin J. Davis

Laurie Thoms

Michael Carpenter

Sharon Washington

Foothill Trails District
Neighborhood Council



FOOTHILL TRAILS DISTRICT NEIGHBORHOOD COUNCIL RULES AND ELECTIONS COMMITTEE MEETING MINUTES

**February 27, 2017, 7:00 PM TO 9:00 PM
FTDNC OFFICE**

9747 Wheatland Ave, Shadow Hills, CA

Regularly scheduled meetings will be the last Monday of each month at 7pm

Administrative Tasks (10 minutes)

1. Call to order and the Pledge of Allegiance.
Meeting was called to order by Chair at 7:05 PM.
2. Roll call, attendance report and declaration of a quorum
Kevin Davis, Joshua Jeffrey and Jaycynda Trifone-Woodruff were in attendance. Chair declares quorum.
3. Opening comments by the Chair. *N/A*

Reports and Announcements (20 Minutes)

(Reports and brief presentations only. For any detailed or lengthy questions, please follow up with the presenter outside so meeting may proceed as scheduled. Thank you.)

4. Reports by Public Representatives.
 - a) Government officials or representatives. *None in attendance*
 - b) Other community groups. *None in attendance*
5. Committee Reports (**Max 5 minutes each**). *None noted*
6. Representative Reports (**Max 5 minutes each**). *None noted*
7. Public Comment (Presentations are limited **to non-agenda items whose subject(s) fall under the Committee's jurisdiction.**) *None noted*

Rules and Elections Committee Items (80 minutes)

8. Welcome stakeholders who wish to join the Rules and Elections Committee. *None noted.*
9. **Presentation/Discussion/Possible Action** to recommend additions, modifications, or deletions to the FTDNC Bylaws. *None noted.*
10. **Presentation/Discussion/Possible Action** to recommend additions, modifications, and deletions to the FTDNC Standing Rules.
 - a) Review or develop policy regarding hiring procedures related to recruitment, oversight, and discharge. *The committee discussed how we should go about recruiting, overseeing, and discharging. Joshua Jeffrey recommended that given the complexities of the process, we should leave policy open and defer on an ad hoc basis to DONE. Committee agreed. Item **Tabled**, no action taken.*

- b) Review or develop policy regarding Neighborhood Council service relating to proposal, contracting, and oversight. *Jaycynda Trifone-Woodruff and Kevin Davis recalled past problems with contracting and City Policy. The committee recommended that Board should follow DONE procedure only. Item Tabled, no action taken..*
11. **Presentation/Discussion/Possible Action** to developing policy on recording Committee and General meetings *Committee discussed policy of recording presentations and discussions at general meetings. Kevin Davis reminded the committee that any stakeholder may record video or audio at any meeting as long as they don't distract from the course of the meeting. The committee discussed that the intention of current recordings were to make more information available to the public. Committee decided to not codify any policy at this time and revisit the issue as necessary. No action taken, item TABLED.*
12. **Presentation/Discussion/Possible Action** to develop a Candidate Forums for School Board. *Committee determined that there was no time necessary to develop a full event. No action taken, Item Tabled.*
13. **Presentation/Discussion/Possible Action** to develop training and/or procedural manuals for the Board and Committees. *Joshua Jeffrey showed information from the EmpowerLA website related to the Brown Act and agendaizing meetings. The Committee thought that it might be wise to give physical copies to the Board at a future general meeting. No formal action taken, Item Tabled.*
14. **Presentation/Discussion/Possible Action** to develop a forum or procedure for discussion on City action, like Council Files, ordinances, department policy changes, that are outside normal Committee jurisdiction. *No action taken, item TABLED.*
15. Items from the floor. *None noted.*

Housekeeping (10 minutes)

16. **Presentation/Discussion/Possible Action** to amend and/or approve any outstanding Rules and Elections Committee Meeting Minutes
Motion (Kevin Davis, Seconded by Jaycynda Trifone-Woodruff): I move that we approve the January Meeting Minutes as submitted. 3 Yes, 0 No, 0 Abstentions. Motion carries.
17. Final Comments. *Jaycynda will not be able to attend the March Rules Committee Meeting*
18. Adjournment
Motion (Joshua Jeffrey, Seconded by Jaycynda Trifone-Woodruff): I move that we adjourn the meeting 3 Yes, 0 No, 0 Abstentions. Motion carries. Meeting adjourned at 8:09 PM

PREPARED BY: Joshua Jeffrey

CHAIR SIGNATURE: _____

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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 our website: FTDNC.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 Kevin J. Davis, Board President via email at president@fdnc.org