WEST LOS ANGELES SAWTELLE NEIGHBORHOOD COUNCIL
SPECIAL BOARD MEETING - MINUTES
Wednesday, July 27, 2016 6:30 PM
West Los Angeles Municipal Building
1645 Corinth Avenue – Room 200 (2nd FL)
Los Angeles, CA 90025

All items on the agenda are subject to discussion, possible action and filing of a Community Impact Statement to the Office of the City Clerk.

1. Call to Order (1 minute)

MEETING BEGAN AT 6:30

2. Agenda building training by the Department of Neighborhood Empowerment

Two (2) Handouts provided – ‘Setting NC Agendas’ and copy of Policy 2014-01.1 (Neighborhood Council Agenda Posting Requirements)

Betty Oyama from Dept. of Neighborhood Empowerment (DONE) provided information on setting agendas.
- A ‘timed’ agenda is suggested but not mandatory.
- At least one (1) public posting in a 24-hour accessible location (at this time this is completed at the door of the NC office at the municipal building). WLA NC also posts this using an email system with designated ‘posting sites’ (including but not limited to the local library, senior ctr., etc)
- It is suggested that the public posting (at least the main one) is photographed for record keeping sake.
- An email copy to DONE (NCSupport@lacity.org). Try to be as early as possible and no later than 72 hours in advance. This 72 hour notice includes weekends. But be mindful that city staff are not working on weekends.
- Include contact info (email and phone) for those who request translation services or needs assistance with ADA accessibility issues.

3. Public Comment for Items Not on the Agenda

4 Adjournment

Meeting adjourned at 7 pm.