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**Palms Neighborhood Council
Communications & Outreach
Committee**

V. Claire Jadulang, Chair
Andres Cuervo, Vice-Chair
Wayne Byrd, Member
Paul Seo, Member
Jazmine Ward, Member

PALMS NEIGHBORHOOD COUNCIL

Outreach & Communications Committee General Meeting Agenda

Tuesday, November 15, 2016 – 7:00 p.m.

Los Angeles Fire Dept. Station 43 – 3690 Motor Ave., Los Angeles, CA 90034

The Neighborhood Council system enables meaningful 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 stakeholder volunteers who are devoted to the mission of improving our communities.

- I. CALL TO ORDER & ROLL CALL**
 - a. Call to Order
 - b. Roll Call
- II. GENERAL PUBLIC COMMENT (10 minutes)**
 - a. Limited to non-agenda items – subjects related to communications and outreach only
- III. OLD COMMITTEE BUSINESS**
- IV. NEW COMMITTEE BUSINESS**
 - a. Discussion and possible action concerning recommendations to the PNC on the logistics and execution of the PNC email newsletter, Nextdoor, and social media platforms;
 - b. Discussion and possible action concerning recommendations to the PNC on new PNC website content and copy;
 - c. Discussion and possible action concerning recommendations to the PNC on the implementation of Nationbuilder to create and track outreach efforts;
 - d. Discussion and possible action concerning recommendations to the PNC on the creation of a year-end mailer to residents;
 - e. Update on the coordination of an inter-committee public awareness event.
- V. Adjournment**

*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 and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting Mike Gonzales, Board President, at (123) 456-7890 or email mgonzales@pacoimanc.com.

*PUBLIC ACCESS OF RECORDS – 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 11243 Glenoaks Boulevard, #1, Pacoima, California, at our website: www.pacoimanc.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 contact Mike Gonzales, Board President, at (123) 456-7890 or email mgonzales@pacoimanc.com.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to fill out a “Speaker Card” to address the Board on any agenda item before the Board 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

Board's jurisdiction will be heard during the General Public Comment period. 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 Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board.

****PUBLIC POSTING OF AGENDAS - PNC** agendas are posted for public review as follows:

- Woodbine Park, 3409 S. Vinton Ave., Los Angeles, CA 90034
- www.palmsla.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <https://www.lacity.org/subscriptions>

****RECONSIDERATION AND GRIEVANCE PROCESS**

For information on the PNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the PNC Bylaws. The Bylaws are available at our Board meetings and our website www.PacoimaNC.com

****SERVICIOS DE TRADUCCION**

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Mike Gonzales, Presidente de la Mesa Directiva, al (123) 456-7890 o por correo electrónico mgonzales@pacoimanc.com para avisar al Concejo Vecinal.