



LEGALLY REQUIRED OFFICIAL POSTING
PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME

North Hills West Neighborhood Council

FINAL General Board Meeting Agenda

Thursday, May 20th, 2021 6:00–9:30 PM

FINAL Agenda shall be Posted 72 Hours Prior to Meeting – All Meetings are open to the Public
(You're welcome to join 15 minutes early to ensure connection setup)

Zoom Meeting online or by telephone. Dial Toll Free (877) 853-5257 or (833) 548-0282 to join the meeting then enter this webinar ID #: 979 3677 6899 and press #

Please click this link to join the webinar by computer: <https://zoom.us/j/97936776899>

Every person wishing to address the Board must dial (669) 900-6833 (San Jose) or for Toll-Free dial: (833) 548-0282, 877-853-5257, 888-475-4499, or 833-548-0276 then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

Sitting Board Members:

Dan Gibson, Punam Gohel, Carol Hart, David Hyman, Madlena Minasian, Carlos Pelaez,

Newly Elected Board Members

Dave Brown, Garry Fordyce, Pat Crone, Maggie Elliot, Kreshell Ramey

Note: The Board needs to fill two additional seats - vacated after the candidate application deadline

IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF NORTH HILLS WEST NEIGHBORHOOD COUNCIL MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS The public is requested dial *9, when prompted by the presiding officer, 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 - *which 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 1 minute per speaker, unless adjusted by the presiding officer of the Board.

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 and bringing government closer to the people.

Supporting documents available on our website at: www.nhwnc.net

ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE BOARD

CALL TO ORDER & ROLL CALL

1. **Welcome & Call Meeting to Order** - John Darnell, Neighborhood Empowerment Advocate (NEA), DONE
2. **Roll Call, Determination of Quorum, and Voting Eligibility**

SPECIAL ORDER OF BUSINESS

3. **Call for nomination of candidates** to fill two vacant seats followed by discussion and board appointment vote
4. Administration of NC Oath of Office - John Darnell with New & Returning Board Members (5 minutes)

Neighborhood Council Board Oath

"I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone's opinion. I will find the good in my neighborhood, and praise it and promote it. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability."

5. **Election of new Executive Officers** (President, Vice President, Treasurer, Secretary)
6. **Appointment of Financial Officers:** NC Bank Card Holder, 2nd Bankcard Holder*, Second Signer, Alternate Signer*

GENERAL PUBLIC COMMENT ON NON-AGENDIZED ITEMS

7. **General Public Comment:** Comments from the public on non-agenda items within the Board's jurisdiction. Each speaker will be allowed two (2) minutes, as time permits.

ELECTED OFFICIAL, CITY DEPARTMENT, AND ORGANIZATION ANNOUNCEMENTS

8. **Community/Government Reports & Announcements:** (15 minutes)
 - a. Elected offices representatives.
 - b. Government agencies, including the City of Los Angeles' Department of Neighborhood Empowerment.
 - c. Community Organizations.

PRESENTATION BY THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT

9. **Presentation by John Darnell, Neighborhood Empowerment Advocate**
 - a. Required Neighborhood Council board member training.
 - b. Training for Financial Officers and NHWNC financial report.
 - c. Neighborhood Empowerment Advocate role.
 - d. Upcoming orientation sessions for board members hosted by EmpowerLA.

ADMINISTRATIVE MOTIONS

10. Discussion and possible action: Motion to approve the April 15, 2021 Meeting Minutes.
11. Discussion and possible action: Motion to approve the MER (Monthly Expenditure Report) for April 2021.

NEW FINANCIAL MOTIONS

12. Discussion and possible action: Motion to approve an amount not to exceed **\$8000** for the purchase of promotional items for a Community Outreach 'Blitz' when face-to-face contact with NHWNC stakeholders is once again permitted so that we can launch a big outreach campaign to encourage greater community engagement. The vendor most recently used, **Quality Logo Products**, already has our logo in a vector file format for imprinting items so that no new set-up fee will be charged. Items for possible purchase are: 1000 Aluminum Bottle & Can Opener

* Optional Financial Officers

Key Ring @ 64 ¢ each = \$663, 1000 Custom 3-Step Lids (for various sizes of cans) @ 55 ¢ each = \$551, 1000 Quilted Pot Holders @\$2.54 each (item Q49862) = \$2540 – up to 500 each (item Q37865) @ \$ 4.71 each = \$ 2,355 or 1000 (same type) @ \$4.56 each = \$4,560, Custom Reusable Tote Bags 1000 each (item Q22089) @1.46 each = \$1,460, or 1000 each (Q50515) @\$1.94 each = \$1,940. Various combinations would cost from \$3,659 - \$7,714. TBD by Board.

13. Discussion and possible action: Motion to approve an amount not to exceed **\$3000** for production of the Congress of Neighborhood Councils.

14. Discussion and possible action: **Motion to approve an LA Conservation Corps Neighborhood Purpose Grant not to exceed the requested amount of \$5,000.** Funding of this grant is requested to assist with the planting of (##) new street trees to replace some of the trees lost due to the drought (\$3500) in addition to trash pickup & weed abatement in parkways along our busiest and most dangerous streets (\$1500.) Full details are included with NPG Form & Tax Exempt Status Documentation.

15. Discussion and possible action: **Motion to approve a ‘North Valley Caring Services’ Neighborhood Purpose Grant not to exceed \$5,000 to be put toward the purchase of a new forklift** - for the food distribution which has provided groceries for those in need throughout the pandemic. (Other NCs are requested to approve NPGs in the same amount.) Full details are included with NPG Form & Tax Exempt Status Documentation.

16. Discussion and possible action: **Motion to approve a ‘New Horizons’ Neighborhood Purpose Grant not to exceed, \$5,000 for landscaping of planters located [throughout the New Horizons campus and along property frontage.** Full details are included with NPG Form & Tax Exempt Status Documentation.

17. Discussion and possible action: **Motion to approve a ‘LA Beautification’ Neighborhood Purpose Grant not to exceed, \$5,000 for maintenance of the aforementioned, newly planted Street Trees in NHWNC parkways.** Full details are included with NPG Form & Tax Exempt Status Documentation.

18. Discussion and possible action: **Motion to approve a NHWNC Expenditure of \$4,974.00 for a 20’ one-trip shipping container, for storage of the CERT Staging Area Kit as detailed in item 14, above.** This includes **taxes plus Shipping & Handling.** Full details are included with NPG Form & Tax Exempt Status Documentation.

ANNUAL BUDGET ADJUSTMENT MOTIONS

19. Discussion and possible action: **Motion to approve adjustments to the 2020-2021 NHWNC Budget and Administrative Packet. (See revised Budget & Administrative Packet submitted for Board approval attached)**

20. Motion to adjourn

North Hills West Neighborhood Council & Committee Agendas are posted for public review at Uncle Joe’s Donuts – 8704 Woodley – North Hills CA 91343 and posted on the NHWNC website www.nhwnc.net

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – Comments from the public on Agenda items will be heard only when the respective item is being considered. Comments on other matters, not appearing on the Agenda that are within the board’s subject matter jurisdiction, will be heard during the Public Comment period. During the current situation requiring that we conduct meetings online, please send your request to make a public comment to Secretary@nhwnc.net. Please include the item number along with an indication that you support, oppose, or support conditionally - naming your conditions.

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. If you require language services translation services and to ensure availability of services, please make your requests at least three (3) business days (72 hours) prior to the meeting you wish to attend by contacting Carol Hart, Board President, via email at President@nhwnc.net or by phone 818-281-9387.

RECONSIDERATION PROCESS: Reconsideration of a vote by the Board may be called as a motion by any of the Board members that voted on the prevailing side of the decision.

GRIEVANCE PROCESS: A stakeholder or group of stakeholders may present a grievance concerning the legality of actions by the Board during public comment. Substantive grievances will be examined by a panel set by the Board and the decisions may be appealed to the Department of Neighborhood Empowerment.

POSTING: 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 its meetings, may be viewed at the board meeting. Documents may also be reviewed by going to the Board's website [www.http://nhwnc.net](http://nhwnc.net).

In addition, if you would like a copy of any record related to an item on the agenda please download from our website: [www.http://nhwnc.net](http://nhwnc.net). 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>.

NHWNC BYLAWS – Please be advised that the bylaws of the North Hills West Neighborhood Council provide a process for reconsideration of actions as well as a grievance procedure. For your convenience, the bylaws which were approved on 11-17-2020 are available during every meeting and online at: [www.http://nhwnc.net](http://nhwnc.net).

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For More Information about The NHWNC Please email: board@nhwnc.net. We look forward to hearing from you!

In addition, if you would like a copy of any record related to an item on the Agenda, please contact NC Support at 213- 978-1551 or via e-mail at: NCsupport@lacity.org.

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

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 DAN GIBSON, POR EMAIL A dgibson.nhwnc@gmail.com.

Please Do Not Remove Before May 21st, 2021

Note: This agenda has been updated in accordance with online meeting guidelines (COVID 19) and to align with materials provided by EmpowerLA.