



LEGALLY REQUIRED OFFICIAL POSTING

PLEASE DO NOT REMOVE THIS POSTING UNTIL October 20, 2023

North Hills West Neighborhood Council Regular Board Meeting Agenda

Certified February 25, 2003

New Horizons Sam's Cafe 15725 Parthenia Street, North Hills, CA 91343

Thursday, October 19, 2023 6:00 p.m.

PLEASE NOTE: This meeting will be in person, not virtually on Zoom.

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 one (1) minute per speaker unless adjusted by the presiding officer of the Board. Alternatively, public comment *may* also be sent to Secretary@nhwnc.net **at least two hours before the meeting starts**; include in the email Subject Line "Public Comment" and the appropriate agenda item number.

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

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

Agenda items not completed may carry to the next GBM on Thursday, November 16, 2023

NHWNC Board Members:

Dave Brown, Pat Crone, Maggie Elliott, Linda Erdman, Garry Fordyce, Madlena Minasian, Kreshell Ramey

- 1. Call to order and Welcome by the Department of Neighborhood Empowerment (DONE).**
- 2. Pledge of Allegiance, Roll Call, Determination of Quorum, Voting Eligibility Report, and call for agenda item(s) recusals.**
- 3. Update from the Department of Neighborhood Empowerment regarding Exhaustive Efforts.**
- 4. Vacancies:**
 - a. The NHWNC is currently seeking one (1) Residential Board Member, Seat term expiring 2025; one (1) General Board Member, Seat term expiring 2025; one (1) Residential Board Member, Seat term expiring 2027; one (1) Community Interest Stakeholder Board Member, seat term expiring 2027; and, two (2) General Board Members, Seat terms expiring 2027.**
 - b. Discussion and possible action to appoint one stakeholder to fill the Community Interest Stakeholder Board Seat, term expiring 2027.**
- 5. Swearing-in of newly elected Board Members. 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. I will act at all times in accordance with our bylaws and will conform fully, both in spirit and intent. To my neighbors and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.

6. Selection of Officers to serve on North Hills West Neighborhood Council. Nominations will be taken, and candidates will have up to three (3) minutes to address the Board.

Please visit www.empowerla.org/NHWNC to review the NHWNC Bylaws.

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

7. Selection of funding officers. For information on the Neighborhood Council Funding Program, please visit: <https://clerk.lacity.gov/clerk-services/nc-funding>

a. Discussion and possible action to appoint a Second signer for FY 2023-2024.

- i. Verifies Funding Program documents have been correctly filled out before being submitted for processing.
- ii. Acts as the second signer as required on Funding Program documents.

b. Discussion and possible action to appoint an Alternate signer for FY 2023-2024.

- i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign Board-approved funding documents to be submitted to the NC Funding Program.

c. Discussion and possible action to appoint a Bank cardholder for FY 2023-2024.

- i. Maintains secure custody of the NC's bank card.
- ii. Ensures card is used for payment transactions as approved only by the Board.
- iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
- iv. Submits (uploads) itemized receipts or itemized paid invoices for card no later than ten (10) days after the date the transaction posts.
- v. Must not accept cash refunds. All refunds must be made as a credit return.
- vi. Notifies the Funding Program immediately of lost or stolen cards.
 - 1. Bank must be notified immediately by the NC bank cardholder to block any further usage of the card.
 - 2. A new card can be ordered upon notification.

3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.

vii. Notifies NC Funding Program upon resignation or removal as the NC bank cardholder.

1. The NC will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed, and a new card is requested from the bank for a newly appointed cardholder.

viii. Can only serve as a cardholder for one NC at a time.

ix. Is the only Board member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.

d. Discussion and possible action to appoint 2nd bank cardholder.

- i. In the absence or unavailability of the Bank Cardholder, the 2nd Bank Cardholder can use the bank card for Board-approved funding purchases.

8. Discussion and motion to add \$9,293.49 rollover funds to the [2023-2024 Budget](#)

9. Discussion and motion to reallocate the rollover funds into the 2023-2024 Budget.

10. Discussion and possible action to approve the following Board Minutes and Notes

- a. [June 15, 2023 Draft Board Meeting Minutes](#)
- b. [August 17, 2023 Draft Special Board Meeting Minutes](#)
- c. [August 17, 2023 Draft General Board Meeting Notes](#)

11. Discussion and possible action to approve Monthly Expenditure Reports (MERs)

- a. [June 2023 MER](#)
- b. [July 2023 MER](#)
- c. [August 2023 MER](#)
- d. [September MER](#)

12. [Elected Officials, Public Agency Speakers, Field Representatives, and Public Service Announcements](#)

Up to three (3) minutes per speaker. Stakeholders are allotted one minute each for a question for each Agenized public official who visits. Questions do not count against public comment time totals. Public Officials who do not give advance notice of their participation in the NHW Neighborhood Council meeting are limited to one minute of announcements, which must include their contact information as part of their announcement.

13. Guest Speakers and Informational Presentations.

- a. Presentation LANCC/WG4CC regarding the proposed [Declaration of Neighborhood Council Rights](#)
- b. Discussion and possible action to support the LANCC Declaration of Neighborhood Council Rights.

14. Discussion and possible action to approve a motion for Virtual Meeting (teleconferencing/remote attendance) option, for any future General Board and Committee meetings, alone or in combination with in-person meetings to be determined by a two-thirds vote by the NHWNC Board, subject to the signing of SB 411 by Governor Newsome and subject to an approval vote of [Senate Bill 411](#) by the Los Angeles City Council.

- 15. General Public Comments on Non-Agenda items within the jurisdiction of the NHWNC. Each speaker may speak one time for up to one (1) minute. PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST.**
- 16. Discussion and possible action regarding appointing up to two Budget Representatives.**
- 17. Selection of Board members and stakeholders to committees. All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board. All committees shall be voted upon by the Board. All Standing Committees shall be comprised of a minimum of two (2) and a maximum of three (3) Board members and may include any interested Stakeholders. The Committee Chair shall be a member of the Board. Committee members and the Committee Chairperson shall be appointed by the President and ratified by the Board. Board members may be appointed to a maximum of two (2) standing committees. General Board to ratify all committee appointments except Executive Committee. The committees of the NHWNC are the following: [NHWNC Committees](#)**
- a. Beautification & Infrastructure
 - b. Budget and Finance
 - c. Events, Marketing and Outreach
 - d. Planning and Land Use Management
 - e. Public Safety and Emergency Preparedness
 - f. Rules & Elections
- 18. Discussion and possible action to appoint (or remove) up to five (5) Community Impact Statement (CIS) filers. The filers must be members of the Board. The filers are responsible for filing the CISs into the City Clerk's CIS portal. Any CIS is a position by the Board and may be sent to any City commission and/or put in the City Council's file management system. For more information, please click here: <https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf>**
- 19. Discussion and possible action to appoint members to serve as representatives to various Neighborhood Council alliances and coalitions. For the complete list and additional information, click the link <https://empowerla.org/alliances/>**
- a. Budget Representative
 - b. LADWP Advocacy and Oversight
 - c. LGBTQ+ Alliance
 - d. Los Angeles Neighborhood Council Coalition (LANCC)
 - e. Neighborhood Council Emergency Preparedness Alliance (NCEPA)
 - f. Neighborhood Council Sustainability Alliance (NCSA)
 - g. Valley Alliance of Neighborhood Councils (VANC)
 - h. Plan Check Neighborhood Councils (PlanCheckNC)
 - i. West Valley Neighborhood Alliance on Homelessness (WVNAH)
- 20. Board discussion and appointment by Chair for members to serve as liaisons to certain City departments and programs. The City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) frequently seek a contact person to work with on a particular subject matter. During the year, agencies will ask the Department of Neighborhood Empowerment (DONE) for liaison contact information to send invitations to meetings or events of interest, receive feedback, or request help sharing information with NCs and stakeholders. Your willingness to be that contact person will help your**

NC improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions is the following:

These positions should either be appointed by the President or chosen by the Board and then recorded in the minutes.

- a. Aging Liaison
- b. Animal Services Liaison
- c. Emergency Preparedness Liaison
- d. Film
- e. Homelessness Liaison
- f. LADWP
- g. Public Works
- h. Resilience Liaison

21. Board member announcements/comments.

22. Committee, Ad-hoc, Coalition, Liaison, and CIS filer Reports. Up to two (2) minutes each.

23. Upcoming events / volunteer opportunities → [NHWNC Calendar](#).

24. [2023 Congress of Neighborhoods Information](#)

25. Requests for Future Agenda Items. Send to: President@nhwnc.net at least 10 days before the meeting date, with "AGENDA REQUEST" in the subject line. Please attach documents with sufficient information and links to support adequate descriptions for discussion. **November 6th is the deadline to submit agenda requests for November 16th GBM.**

26. Finishing Roll Call & Adjournment.

Thank you to our Stakeholders, including Neighborhood Watch members for your ongoing support.

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, or other auxiliary aids and/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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas -

Neighborhood Council agendas are posted for public review as follows:

Posted for public review at Uncle Joe's Donuts – 8704 Woodley – North Hills CA 91343 and posted on the NHWNC website www.nhwnc.net

- You can also receive our agendas via email by subscribing to L.A. City's [Early Notification System \(ENS\)](#)
- Other Neighborhood Council agendas, City Dept, and Agencies agendas can also be subscribed to

Notice to Paid Representatives -

If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code Section 48.01 et seq. More information is

available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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 <https://www.nhwnc.net>
If you would like a copy of any record related to an item on the agenda, please contact secretary@nhwnc.net

Reconsideration and Grievance Process -

For information on the NC's process for Board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and on our website <https://www.nhwnc.net/agendas-minutes/minutes-and-agendas/bylaws/>

Translation Service – If you need translation service, please contact NHWNC President via email at President@NHWNC.net or call 818-369-1708

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NATIFICAR AL CONCEJO VECINAL 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR CONTRACTE A PRESIDENT DE LA MESA, POR EMAIL A PRESIDENT@NHWNC.NET O POR TELEFONO 818-369-1708.

For more information about the NHWNC, please call – 818-369-1708 – mail P.O. Box 2091 – North Hills, CA 91393-2091 or email: Board@nhwnc.net. We look forward to hearing from you!



Download [Android App](#) [App Store](#) and use it for your LA City service needs.

**Next General Board Meeting of North Hills West Neighborhood Council
November 16, 2023, 6 pm**

CITY OF LOS ANGELES

BOARD OF NEIGHBORHOOD COMMISSIONERS

RAY REGALADO
PRESIDENT

JOY ATKINSON
VICE PRESIDENT

LEONARD SHAFFER
DEBBIE WEHBE
MAGGIE DARETT-QUIROZ
KEREN WATERS
RANDELL ERVING

Email: commission@empowerla.org

CALIFORNIA



KAREN BASS
MAYOR

NEIGHBORHOOD COUNCILS
EMPOWER LA
Department of
NEIGHBORHOOD EMPOWERMENT

20th FLOOR, CITY HALL
200 NORTH SPRING STREET LOS
ANGELES, CA 90012

TELEPHONE (213) 978-1551
TOLL-FREE 3-1-1
FAX: (213) 978-1751
E-MAIL: EmpowerLA@lacity.org

VANESSA SERRANO
INTERIM GENERAL MANAGER

ERICK MUÑOZ
EXECUTIVE ASSISTANT

www.EmpowerLA.org

September 22, 2023

North Hills West Neighborhood Council

Dear North Hills West Neighborhood Council Board Members:

The Department of Neighborhood Empowerment (Department) is responsible for ensuring the successful operation of the Neighborhood Council system pursuant to Los Angeles City Charter (Charter Section 901) and Los Angeles Administrative Code (Section 22.801 and 22.810 1). The Department carries out its obligations in accordance with the Charter, Administrative Code, and other applicable laws and regulations, including policies adopted by the Board of Neighborhood Commissioners (BONC).

As you will recall, the goals and objectives of a Neighborhood Council, as listed in the Plan for a Citywide System of Neighborhood Councils, (Plan), are to:

- Promote public participation in City governance and decision making process so that the government is more responsive to local needs;
- Promote and facilitate communication, interaction, and opportunities for collaboration among all Certified Neighborhood Councils regarding their common and disparate concerns;
- Facilitate the delivery of City services and City government responses to Certified Neighborhood Councils' problems and requests for assistance; and
- Foster a sense of community for all people to express ideas and opinions about their neighborhoods and their government.
- Meet at least once per calendar quarter

First, we would like to acknowledge the work of the North Hills West Neighborhood Council (NHWNC) over the years and the commitment of the

current board members to serve as a voice for the community through the Neighborhood Council. In this letter, we hope to be able to provide clarification and next steps for the board.

On September 21, 2023, the North Hills West Neighborhood Council (NHWNC) was unable to establish a quorum for the third time in the 1st quarter of the fiscal year, and because of this, the board was unable to meet. To assist the NHWNC in reaching a meeting, the Department will place the board in Exhaustive Efforts (EE).

We also want to acknowledge and apologize for a mistake in our interpretation and application of the Board of Neighborhood Commissioners (BONC) Loss of Quorum Policy in July. In our efforts to help the board fill vacant seats to establish a quorum, we made a mistake that resulted in the board not being able to meet in July for its regular board meeting. In the months to follow, additional barriers prevented the board from meeting. In August, the board was unable to reach a quorum and September had the same result. NHWNC needs seven (7) board members present to establish a quorum and we recently learned that only six (6) board members are able to attend board meetings. This will prevent the NHWNC from meeting unless our Departments steps in to support.

To assist with the board's return to a successful and functional Neighborhood Council, the Department hereby places the North Hills West Neighborhood Council (NHWNC) in Exhaustive Efforts.

During the period of Exhaustive Efforts, the Department will work with the NHWNC to set the agenda and conduct any meetings and/or training. The Department will temporarily lower the quorum from seven (7) to four (4) to support the board in filling vacant positions. When a Neighborhood Council is placed into exhaustive efforts their funds are frozen by the Office of the City Clerk. The Department will work with the Office of the City Clerk Funding team to make proxy payments on behalf of the NHWNC so that administrative and outreach functions remain uninterrupted. During this period, all committee meetings are suspended. The following Exhaustive Efforts work plan prescribes the required action to be completed before returning to normal status:

- Assist the board in filling at least one vacant board seat so they are able to conduct board meetings.

The estimated timeframe to complete this work plan is two (2) months. The board may complete the items described above in a shorter period of time, at which time, our Department will assess the possibility of an early release from Exhaustive Efforts. Please note, that the Department reserves the right to adjust the work plan for the board when deemed necessary. Failure to comply with the parameters outlined above may result in the Department seeking additional action.

For any questions, comments, and/or concerns, please feel free to contact John Darnell by calling (213) 473-7470 or via email at john.darnell@lacity.org.

The Department appreciates your time and volunteer efforts in the community and looks forward to working with you as partners in making North Hills West Neighborhood Council a strong and effective voice for your neighborhood, your community, and the city.

Sincerely,

A handwritten signature in black ink that reads "John Darnell". The script is fluid and cursive, with the first letters of each word being capitalized and larger than the rest of the letters.

John Darnell
Neighborhood Empowerment Advocate

Cc: Vanessa Serrano, Interim General Manager

Ray Regalado, President of the Board of Neighborhood Commissioners

Keren Waters, Commissioner, Board of Neighborhood Commissioners

Erin Seinfeld, West Valley Area Representative, Office of Mayor Karen Bass

Myrka Martinez, Deputy District Director, Office of Councilmember John Lee

Ayelet Feiman, Deputy City Attorney, Office of the City Attorney

Ann-Marie Holman, Director of Communications, Department of Neighborhood Empowerment

Thomas Soong, Director of Policy and Government Relations, Department of Neighborhood Empowerment

Gibson Nyambura, Director of Innovation, Department of Neighborhood Empowerment

Mariel Camilo, NC Funding Representative, Office of the City Clerk