



LEGALLY REQUIRED OFFICIAL POSTING

PLEASE DO NOT REMOVE THIS POSTING UNTIL December 20, 2024

North Hills West Neighborhood Council Regular Board Meeting Agenda

New Horizons

15725 Parthenia Street, North Hills, CA 91343

Thursday, December 19, 2024 6:00 P.M.

Executive Officers: Garry Fordyce – President, Jane Lopez – Vice President, Maria Carrillo – Secretary, Pat Crone – Treasurer. Board Members: Linda Erdman, Leticia Martinucci, Kreshell Ramey, Martha Ugarte. Vacant Seats: Resident Stakeholder 2025, Resident Stakeholder 2025, General Stakeholder 2025, General Stakeholder 2027, Community Interest Stakeholder 2027.

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.

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

Supporting documents are either available on our website at www.nhwnc.net, and/or in-person during the NHWNC board meetings.

- 1. Call to order, Welcome, Pledge of Allegiance**
- 2. Roll Call**
- 3. Update from the Department of Neighborhood Empowerment regarding Exhaustive Efforts.**
- 4. Presentation to David Hyman with a Certificate of Appreciation for checking the mail for NHWNC for 21 years.**
- 5. Discussion and possible action to amend or approve the Ballot Voting Model (BVM) for North Hills West Neighborhood Council as described by the Office of the City Clerk.**
- 6. Discussion about upcoming North Hills West Neighborhood Council elections, including candidate filing dates and voter registration dates.**
 - A. Region 2 NC Election Information Session Monday, January 13, 2025 6:00 P.M. – 8:00 P.M. on Zoom. Registration by January 12, 2025.**

B. Candidate Filing Begins January 17, 2025 and Ends March 3, 2025

C. Region 2 Election is May 20, 2025

7. Discussion about current vacancies on the NHWNC board. The current vacancies are listed below:

- a. Residential Stakeholder Board Member – term ending 2025**
- b. Residential Stakeholder Board Member – term ending 2025**
- c. General Stakeholder Board Member – term ending 2025**
- d. General Stakeholder Board Member – term ending 2027**
- e. Community Interest Stakeholder Board Member – term ending 2027**

8. Discussion and possible action to approve the November 2024 NHWNC Monthly Expenditure Report (MER)

9. Discussion and possible action to approve the Minutes from the NHWNC Board Meeting on November 21, 2024.

10. 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 unless changed by the presiding officer. PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST.

11. 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 Agendized 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.

- a. Presentation by the City of Los Angeles Bureau of Sanitation**
- b. Mayor Karen Bass - [Mayor LACity](#) / West Valley Area Representative**
- c. City Council District 12 John Lee - [CD12](#) / Field Representative – Lorena Espinal - [Email](#)**
- d. L.A. County Supervisor [District 3: Lindsey Horvath](#)**
- e. State Senate [District 20: Caroline Menjivar](#)**
- f. State Assembly District 40 [a40](#) – Pilar Schiavo / Field Representative - Gaby Gurrola - [Email](#)**
- g. U.S. Congress [District 32: Brad Sherman](#)**
- h. LAUSD School Board [District 3: Scott Schmerelson](#)**
 - i. LAPD Devonshire Division [LAPD](#) - Senior Lead Officer (SLO) - Jerome Knopp [Email](#)**
 - j. Mid Valley Regional Library - [Mid Valley Library](#)**
- k. [L.A. Department of Neighborhood Empowerment](#) / NEA - John Darnell - [Email](#)**
- l. To find your elected representatives, City agencies, departments, etc.: [NeighborhoodInfo](#)**
Additional neighborhood information: [KnowYourCommunity](#)

12. Discussion and possible action to appoint a Bank Cardholder.

13. Discussion and possible action to appoint a 2nd Bank Cardholder.

14. Discussion and possible action to appoint a 2nd Signer.

15. Discussion and possible action to appoint an Alternate Signer.

16. Discussion and possible action to appoint NHWNC board members to standing committees.

a. Budget and Finance Committee

b. Events, Marketing and Outreach Committee

c. Planning and Land Use Management Committee

d. Beautification & Infrastructure Committee

e. Public Safety and Emergency Preparedness Committee

f. Rules & Elections Committee

17. Discussion and possible action to approve a letter written to the Mayor, City Council, and Fire Commissioner to oppose the elimination of the Community Emergency Response Team (CERT) program.

18. Discussion Regarding Failed NHWNC Street Pole Banners.

A. Approved 6-2-0 on March 21, 2024 (Item #15 on board agenda)

B. Invoice Dates 5/8/2024

C. May MER Approved 5/14/2024 with a cost of \$5,632.56

D. Date of Installation Unknown

E. Poor Design and Installation with several damaged or gone.

19. Discussion about the possibility of the reduction of lanes on Parthenia Street.

20. Board member announcements/comments

21. New business/Future agenda items.

22. Adjournment.

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 john.darnell@lacity.org.

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/>

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

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

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: _____
Fiscal Year: _____

NEIGHBORHOOD COUNCIL FUNDING PROGRAM FISCAL YEAR ADMINISTRATIVE PACKET

Summary

The Administrative Packet provides for a more comprehensive and complete record of all items that support the Neighborhood Councils' (NC) fiscal and administrative operations, including its annual budget, Financial Officers, and any commitments for NC office space, storage facility, P.O. Boxes, etc.

Goal(s)

The goal(s) of the Administrative Packet is to make it easier for NCs to identify, plan, and confirm, via a board vote, all fiscal and administrative requirements upfront each year so that our Office can prepare for and process funding requests and resulting contracts judiciously and expeditiously.

The Packet contains the following items:

- NC Funding Program Acknowledgements & Agreements – Signed by all Financial Officers
 - **If a new Financial Officer is being appointed for the new Fiscal Year, please check the appropriate box for the Financial Officer(s).**
- Completed Annual Budget
- Information pertaining to office space, meeting space, storage facility, Post Office Box (P.O. Box), and website services, as applicable.

Procedure

On a yearly basis, we require each NC to discuss, prepare, and approve the Administrative Packet. Once the NC board has voted on the Packet, the Packet and the completed Board Action Certification (BAC) Form are to be submitted to the NC Funding Program.

Your NC Treasurer can submit both documents, the Packet and BAC, by uploading them in the NC Funding System portal, Budget Allocation section, immediately after Board approval. Once received, reviewed, and accepted by our Program, your NC will gain full access to its funds. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

As our Program awaits your Packet submission, access to your NC funds will be limited to \$333.00 per month, until the annual budget, Administrative Packet, and BAC have been received and accepted. This limited amount is intended to assist your NC operationally for expenses related to conducting your NC meetings, i.e. meeting facility use fees, printing and photocopying of meeting documents, meeting refreshments/snacks, professional staff services.

If you have questions or require any assistance regarding the packet, please feel free to email us at clerk.ncfunding@lacity.org or call us at 213-978-1058.

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer

☐ **Please check here if a new Treasurer is being appointed**

SIGNATURE OF THE TREASURER

DATE

PRINT NAME OF THE TREASURER

EMAIL

BOARD POSITION

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer☐ **Please check here if a new 2nd Signer is being appointed**_____
SIGNATURE OF THE 2nd SIGNER_____
DATE_____
PRINT NAME OF THE 2ND SIGNER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**Alternate Signer**

(If not applicable, please indicate "N/A")

☐ **Please check here if a new Alt. Signer is being appointed**_____
SIGNATURE OF THE ALTERNATE SIGNER_____
DATE_____
PRINT NAME OF THE ALTERNATE SIGNER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**1st Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**_____
SIGNATURE OF THE 1st BANK CARD HOLDER_____
DATE_____
PRINT NAME OF THE 1st BANK CARD HOLDER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER**2nd Bank Cardholder**☐ **Please check here if a new Cardholder is being appointed**_____
SIGNATURE OF THE 2nd BANK CARD HOLDER_____
DATE_____
PRINT NAME OF THE 2nd BANK CARD HOLDER_____
EMAIL_____
BOARD POSITION_____
PHONE NUMBER***** Bank Cardholders, please read further next page *****

NEIGHBORHOOD COUNCIL FUNDING PROGRAM BANK CARDHOLDER ACKNOWLEDGEMENT & AGREEMENT OF RESPONSIBILITIES

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN NEXT PAGE

1st Bank Cardholder

SIGNATURE OF THE 1st BANK CARD HOLDER

DATE

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

PRINT NAME OF THE 2nd BANK CARD HOLDER

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

ANNUAL BUDGET TEMPLATE

The annual budget is a plan for the utilization of the NC's financial resources. It should be used as a strategic financial road map to conduct activities and efforts that will help the NC achieve its mission, goals, and objectives. The budget should include the input of stakeholders, be accessible, and comply with the rules that govern the use of NC public funds.

As a planning tool, the annual budget allows the NC board to allocate its funds, both regular annual funds and rollover funds, if any, into the following Expenditure Categories:

1. General and Operational Expenditures
 - i. **Office/Operational**
 - ii. Outreach
 - iii. Elections
2. Neighborhood Purposes Grants (NPGs)
3. Community Improvement Projects (CIPs)

With the exception of certain expenditures related to Office/Operational items, the annual budget cannot be used as authorization or approval of actual payments to vendors. All payments related to Outreach purchases, activities, and events, Elections, NPGs, and CIPs must be considered and approved through separate board motions, not as part of the board approval of the annual budget.

The annual budget may be accepted as authorization for payment for certain monthly and recurring **Office/Operational expenditures only**, such as those listed below, when itemized in the Office/Operational Expenditure Category. Please see the sample itemized Office/Operational budget allocations next page.

1. Office lease payments
2. Office supplies and equipment expenses, not including inventory items
3. Storage facility lease payments
4. P.O. Box payments
5. Office telephone and Internet services
6. Refreshments/snacks for board/committee meetings
7. Website hosting and maintenance services
8. Professional meeting/office-related services, i.e. translators, minute-takers, audio services
9. Printing and copying for meetings/office-related purposes only
10. Printing NC business cards

The annual budget template form provided here is an optional tool. Your Neighborhood Council may submit its annual budget on a form different from this template as long as it only contains the same budget allocation Expenditures Categories listed above.

For more details on the Administrative Packet, Fiscal Year annual budget, and rollover of funds unspent at the end of the Fiscal Year, please review the Policies and Guidelines, Policy 1.1, found on our website: <https://clerk.lacity.org/clerk-services/nc-funding>

**Sample Itemized Budget Allocations for
Office/Operational Expenditures**

Office/Operational Expenditures Category	
Office Rent (\$500/month x 12 months)	\$6,000.00
Office Supplies (paper, ink, staples, pens, binders, business cards, etc.)	\$500.00
Printer/Copy Machine Lease	\$1,500.00
Internet Service (Spectrum)	\$1,000.00
Telephone Service (Ooma)	\$500.00
Website Hosting and Maintenance	\$1,500.00
Printing and Photocopying for Meetings	\$300.00
Meeting Facility Fees (Riverside Elementary School)	\$1,500.00
Minute-Taker for Meetings (AppleOne)	\$1,500.00
Refreshments/Snacks for Meetings	\$1,200.00
Total Office/Operational Expenditures \$15,500.00	

Neighborhood Council _____ Annual Budget for Fiscal Year: _____	
Annual Budget Funds	
Rollover Funds*	
Total Annual Budget Funds	

Office/Operational Expenditures Category	
Total Office/Operational Expenditures	

*The Funding Program will notify each NC of their Fiscal Year closing balance including available rollover funds and/or applicable adjustment, if any, approximately August 1st or next business day. Depending on when an NC submits its Admin Packet/annual budget, the NC may need to revise and resubmit its annual budget to account for any rollover and/or adjustments.

Outreach Expenditures Category	
Total Outreach Expenditures	

Election Expenditures Category	
Total Election Expenditures	

Neighborhood Purposes Grants (NPG) Expenditures Category	
Total NPG Expenditures	

Community Improvement Projects (CIP) Expenditures Category	
Total CIP Expenditures	

TOTAL ANNUAL BUDGET ALLOCATIONS	
Office/Operational Expenditures	
Outreach Expenditures	
Election Expenditures	
General and Operational Expenditures	
Neighborhood Purposes Grants (NPG) Expenditures	
Community Improvement Projects (CIP) Expenditures	
TOTAL EXPENDITURES FOR THE FISCAL YEAR	

NEIGHBORHOOD COUNCIL FUNDING PROGRAM

LEASES & AGREEMENTS

Please complete the following information, as applicable, for any leases or service agreements your NC currently has or plans on securing in the Fiscal Year involving office space, meeting space, storage facilities, P.O. Boxes, and/or website services. If sections below do not apply to your NC, please select NA on the sections that do not apply. If you have more than one Meeting Location, then please provide the same information on an additional page. The information provided on this form is to confirm services that an NC may currently have or that it would like to secure in the Fiscal Year which may require a City agreement. If an agreement needs to be drafted from the information provided, the NC board will be notified and advised to agendaize and approve the drafted agreement at a future board meeting; The approval the Administrative Packet/annual budget does not replace the vote the board will need to take to approve any agreements needed.

Office Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Meeting Location:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name:	
Property Address:	
Property Owner Name:	
Property Owner Phone Number:	
Property Owner Email:	

Storage Facility:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Facility Name/Owner	
Facility Address:	
Facility Owner Phone Number:	
Facility Owner Email:	
Name on Facility Account:	

P.O. Box:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Property Name/Owner:	
NC P.O. Box Address	
Property Owner Address:	
Property Owner Phone Number:	
Property Owner Email:	
Name on P.O. Box Account:	

Website Services:

☐ Existing(may need to renew agreement) ☐ New(new agreement may be needed) ☐ Donated ☐ NA	
Name of Website Services Provider:	
Service Provider Address:	
Service Provider Phone Number:	
Service Provider Email:	
Type of Services Provided:	

When the Board completes and approves the Admin Packet, the NC Treasurer may submit the Packet and BAC Form online in the NC Funding System portal, Budget Allocation section. The NC Funding System portal website is <https://cityclerk.lacity.org/NCFundPortal/#/login>

Please contact our Office for any questions you may have. We are here to help.

Clerk.NCFunding@lacity.org

(213)978-1058

Monthly Expenditure Report



Reporting Month: November 2024 Budget Fiscal Year: 2024-2025

NC Name: North Hills West
Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$28447.80	\$0.00	\$28447.80	\$2712.50	\$0.00	\$25735.30

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$29500.00	\$0.00	\$25947.80	\$924.50	\$23235.30
Outreach		\$0.00		\$1788.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Neighborhood Purpose Grants	\$2500.00	\$0.00	\$2500.00	\$0.00	\$2500.00
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$3552.20	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
	Subtotal:					\$0.00

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	WENDY L. MOORE / MOORE BUSINESS RESULTS	12/04/2024	Services rendered to the NC from Moore Business Results. Past due invoices.	General Operations Expenditure	Office	\$924.50
2	Insite Street Media	12/04/2024	Payment for bus benches for services rendered. Past due invoices.	General Operations Expenditure	Outreach	\$1192.00
3	Insite Street Media	12/10/2024	Payment for bus benches for services rendered. NC is currently under Exhaustive Efforts.	General Operations Expenditure	Outreach	\$596.00
	Subtotal: Outstanding					\$2712.50

NORTH HILLS WEST NEIGHBORHOOD COUNCIL (NHWNC)**Ballot Types:** Two (2)**Ballots Issued:** One (1) ballot type per stakeholder.**Board Seats:** 13 total. 6 are up for election.**Term:** Four (4) year terms, staggered.**Voting Age:** 16**Stakeholder Verification:** Self-Affirmation**Candidate Restrictions:** Candidates can run for no more than one board seat.**Other Election Related Language (if applicable):** Because the North Hills West Neighborhood Council has staggered elections with half the Board seats up for election at each election, any filled vacant seat in either group shall stand for election at the next opportunity. The Board seat duration description remains unchanged. This shall be contingent upon department and city approval.**Vote-By-Mail Period:** March 21, 2025 - May 11, 2025**1) RESIDENTIAL BALLOT**

Stakeholders who are 16 years or older and reside within the NHWNC may vote for these races:

Seat Name	No. of Seats
Residential Stakeholder Board Member	5
General Stakeholder Board Member*	1

2) GENERAL BALLOT

Stakeholders who are 16 years or older and live, work, or own property in the NHWNC Boundaries may vote for this race:

Seat Name	No. of Seats
General Stakeholder Board Member*	1

***ALL STAKEHOLDERS CAN VOTE FOR THIS SEAT**

NORTH HILLS WEST NEIGHBORHOOD COUNCIL (NHWNC)**Ballot Types:** Two (2)**Ballots Issued:** One (1) ballot type per stakeholder.**Board Seats:** 13 total. 6 are up for election.**Term:** Four (4) year terms, staggered.**Voting Age:** 16**Stakeholder Verification:** Self-Affirmation**Candidate Restrictions:** Candidates can run for no more than one board seat.**Other Election Related Language (if applicable):** Because the North Hills West Neighborhood Council has staggered elections with half the Board seats up for election at each election, any filled vacant seat in either group shall stand for election at the next opportunity. The Board seat duration description remains unchanged. This shall be contingent upon department and city approval.**Vote-By-Mail Period:** March 21, 2025 - May 11, 2025**1) RESIDENTIAL BALLOT**

Stakeholders who are 16 years or older and reside within the NHWNC may vote for these races:

Seat Name	No. of Seats
Residential Stakeholder Board Member	5
General Stakeholder Board Member*	1

2) GENERAL BALLOT

Stakeholders who are 16 years or older and live, work, or own property in the NHWNC Boundaries may vote for this race:

Seat Name	No. of Seats
General Stakeholder Board Member*	1

***ALL STAKEHOLDERS CAN VOTE FOR THIS SEAT**

LAFD Chief Kristen Crowley,
LAFD Commission,
Mayor Karen Bass,
Los Angeles City Leaders

The North Hills West Neighborhood Council (NHWNC) stands earnestly, in full support of the Valley Alliance of Neighborhood Councils (VANC), admirable and well stated factual position, in recognizing the LAFD Community Emergency Response Team (CERT) program.

The CERT program trains community volunteers in best practices and how to respond in the event of earthquakes and other disasters.

CERT trained volunteers are prepared to help themselves, their neighbors and their communities when an emergency happens, thus allowing the LAFD to concentrate their efforts in highest-need areas.

CERT volunteers also routinely support the LAFD's responses to their routine. This is especially critical during emergencies. Some CERT trained volunteers can and do continue their training in hopes of joining the ranks of the Call Out teams that are especially important during emergencies.

So far this year the CERT unit has conducted the following trainings: 2,357 CERT students; 2,700 Hands-Only CPR students and 961 Fire Extinguisher students. A total of 940 hours of service has been performed by the CERT Call Out volunteers.

Considering that we never know when a city-wide emergency might occur and considering that when it does the investment in the CERT program will contribute immeasurably to the resilience and recovery of the City of Los Angeles.

VANC urges the city leaders to continue funding the LAFD CERT program.

The North Hills West Neighborhood Council hereby resolutely encourages the LAFD, Commission and Los City Leaders to Preserve Life, Hope and Quality of Life For ALL Angelenos.

Preparation, The Key To Survival, Is In Your Power.

Thank You,

NHWNC

Region 2 Election Timeline

Election Day: May 20, 2025

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	January 17, 2025
Candidate Challenge Period Begins	E-123	Friday	January 17, 2025
Candidate Filing Period Ends	E-78	Monday	March 3, 2025
Documentation Deadline for Candidates	E-75	Thursday	March 6, 2025
Last Day to Submit Candidate Challenges	E-70	Tuesday	March 11, 2025
Candidate Withdrawal Deadline	E-65	Sunday	March 16, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	March 20, 2025
Deadline to Announce Board Affirmation	E-60	Friday	March 21, 2025
Release of Certified List of Candidates	E-60	Friday	March 21, 2025
Ballot Development Begins	E-60	Friday	March 21, 2025
Vote-By-Mail Application Period Begins	E-60	Friday	March 21, 2025
Candidate Photo/Statement Deadline	E-35	Tuesday	April 15, 2025
Ballot Mailing Period Begins	E-35	Tuesday	April 15, 2025
Ballot Development Deadline	E-25	Friday	April 25, 2025
Vote-By-Mail Application Period Ends	E-9	Sunday	May 11, 2025
Mail Ballots/Resends Deadline	E-7	Tuesday	May 13, 2025
Election Day	0	Tuesday	May 20, 2025 ¹
Recount/Challenge Filing Period Begins	E+1	Wednesday	May 21, 2025
Unofficial Results Due	E+7	Tuesday	May 27, 2025
Recount/Challenge Filing Period Ends	E+8	Wednesday	May 28, 2025
Deadline to Receive Postmarked Ballots	E+10	Friday	May 30, 2025
Challenge Resolution Deadline	E+14	Tuesday	June 3, 2025
Official Results Due/Certification Deadline	E+15	Wednesday	June 4, 2025
Retention of NC Materials	E+60 of Region 4 Election Day	Monday	August 25, 2025

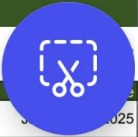
The City Clerk - Election Division office is open Monday through Friday, 8 a.m. to 5 p.m. and will not be open on weekends or holidays.

1. Ballots must be postmarked by Election Day and received within ten calendar days.

Region 3 Election Timeline

Election Day:

Description	Days Before Election	Day of the Week	Deadline
Candidate Filing Period Begins	E-123	Friday	January 31, 2025
Candidate Challenge Period Begins	E-123	Friday	January 31, 2025
Candidate Filing Period Ends	E-78	Monday	March 17, 2025
Documentation Deadline for Candidates	E-75	Thursday	March 20, 2025
Last Day to Submit Candidate Challenges	E-70	Tuesday	March 25, 2025
Candidate Withdrawal Deadline	E-65	Sunday	March 30, 2025
Last Day to Resolve Candidate Challenges	E-61	Thursday	April 3, 2025
Deadline to Announce Board Affirmation	E-60	Friday	April 4, 2025
Release of Certified List of Candidates	E-60	Friday	April 4, 2025



II

ATTACHMENT A

2025 NEIGHBORHOOD COUNCIL ELECTION
REGIONAL ELECTION SCHEDULE

Region 11	Region 12	Region 9	Region 10
Tuesday, March 18	Tuesday, March 25	Tuesday, April 1	Tuesday, April 8
Bel Air-Beverly Crest Del Rey Mar Vista North Westwood Palms Venice Westchester/Playa	Central San Pedro Coastal San Pedro Harbor City Harbor Gateway North Harbor Gateway South Northwest San Pedro Wilmington	CANNDU Central Alameda EC Southwest South Central Voices Watts Zapata-King	EC Central EC North EC West Mid City Park Mesa Heights United Neighborhoods West Adams
Region 5	Region 6	Region 7	Region 8
Tuesday, April 15	Tuesday, April 22	Tuesday, April 29	Tuesday, May 6
Central Hollywood East Hollywood Greater Wilshire Hollywood Hills West Hollywood Studio District Hollywood United Mid-City West P.I.C.O.	Arts District Little Tokyo Downtown Los Angeles Historic Cultural North Olympic Park Westlake North Westlake South Wilshire Center-Koreatown	Atwater Village Echo Park Elysian Valley Riverside Los Feliz Rampart Village Silver Lake	Arroyo Seco Boyle Heights Eagle Rock Glassell Park Greater Cypress Park Hermon Historic Highland Park LA-32 Lincoln Heights
Region 1	Region 2	Region 3	Region 4
Tuesday, May 13	Tuesday, May 20	Tuesday, June 3	Tuesday, June 10
Arleta Foothill Trails District Mission Hills North Hills East Pacoima Panorama City Sun Valley Area Sylmar	Granada Hills North Granada Hills South North Hills West Northridge East Northridge West Porter Ranch	Canoga Park Encino Reseda Tarzana West Hills Winnetka Woodland Hills-Warner Center	Greater Toluca Lake Greater Valley Glen NoHo North Hollywood Northeast North Hollywood West Sherman Oaks Studio City Valley Village Van Nuys

These NCs will not be participating in the 2025 NC Elections: Lake Balboa, MacArthur Park, West Los Angeles-Sawtelle, and Westwood

These NCs use the Selection process to seat their NC Board Members: Chatsworth, EC Southeast, Northridge South, Pico Union, South Robertson, Sunland-Tujunga, and Westside

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.

II

ATTACHMENT B

2025 NEIGHBORHOOD COUNCIL
ELECTION TIMELINE

Election Dates	
Region 11	Tuesday, March 18, 2025
Region 12	Tuesday, March 25, 2025
Region 9	Tuesday, April 1, 2025
Region 10	Tuesday, April 8, 2025
Region 5	Tuesday, April 15, 2025

9:09

5G 61%

Board Quorum:	Total:	7	1	1	1	
We, the authorized signers of the above named Neighborhood Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with all laws, policies, and procedures. The above was approved by the Neighborhood Council Board, at a Brown Act compliant public meeting where a quorum of the Board was present.						
Authorized Signature	<i>Pat Crone</i>			Authorized Signature:	<i>Madlena Minasian</i>	
Print/Type Name:	PAT CRONE			Print/Type Name:	MADLENA MINASIAN	
Date:	JUNE 15, 2023			Date:	JUNE 15, 2023	

NCFP 101 BAC Rev020118



21051 Warner Center Lane
Suite 250
Woodland Hills, CA 91367
www.goldmetropolitan.com

Invoice

Date	5/8/2024
Invoice #	03721

Bill To

North Hills West Neighborhood Council
Attn: Madlena Minasian

P.O. Number	Quote Number	Quote Date	Rep	Launch Date	Terms
	AG 4951	3/14/2024	AG	TBD	Due Upon Acceptance of order
Quantity	Description	Price Each	Amount		
25	"NHWNC" City Light Pole Banner 3'(w) x 8'(h) - Printed on outdoor vinyl with wind slits (1) Image Pair (A/A)- All 4 Color Process *Note:Price based on (1) image pair (A/A) if more images are used price is subject to change.	129.50	3,237.50T		
25	Installation, maintenance and removal of single wings. Maintenance includes normal wear & tear for 90 days (Maintenance due to any unforeseen circumstances will be charged extra). Note that location unavailability for any reason during banner hanging is subject to additional relocation and permit fees.	67.50	1,687.50		
1	Art/Layout Fee Note: No permit fees included assuming approved Council Motion for no fee/12 month/"City" type permit	400.00	400.00		
	Sales Tax	9.50%	307.56		
Remit To: Gold Metropolitan Media 21051 Warner Center Lane, Suite 250 / Woodland Hills, CA 91367 / (Tel) 800.755.9466 / (Fax) 818.348.1956		Total	\$5,632.56		
		Payments/Credits	\$0.00		
		Balance Due	\$5,632.56		





9:39

5G 58%

CLIENT: North Hills West Neighborhood Council		
EVENT NAME: TBD		
SPONSOR / NON-SPONSOR: Non Sponsor		
EVENT STATUS: Single Event		
PERMIT START DATE: 5/1/24 - 5/1/25		
# poles:		
LOCATION	ORIENTATION	# of poles
Plummer St from Gothic Ave to Woodley Ave	North	8
Plummer St from Woodley Ave to Gloria Ave	North / South	14
N side, #1 West of Woodley		1
Pole at 16040 Plummer St		1
Plummer St from Gloria Ave to Haskell Ave	North / South	14
S side, #3 West of Haskell		1
N side, #6 west of Haskell (pole west of the VA driveway)		1
Hayvenhurst Ave from Plummer St to Tupper St	West	12
Hayvenhurst Ave from Parthenia St to Chase St	West	14
Woodley Ave from Tupper St to Nordhoff St	East	4
E side, #2 South of Tupper		1
Woodley Ave from Rayen St to Parthenia St	East	7
E side, #4 North of Parthenia		1
Woodley Ave from Parthenia St to Chase St	East	4

4/30/24

E side, #2 South of Parthenia		1
Woodley Ave from Chase St to Roscoe Blvd	East / West	10
E side #3 North of Roscoe		1
W side #1 South of Chase		1
Haskell Ave from Superior St to Plummer St	East / West	7
Haskell Ave from Plummer St to Tupper St	East / West	8
Haskell Ave from Tupper St to Nordhoff St	East / West	12
W side, #1 North of Nordhoff		1
Haskell Ave from Rayen St to Parthenia St	East / West	12
West side, #3 South of Rayen		1
West side, #1 North of Parthenia		1
Haskell Ave from Parthenia St to Chase St	East / West	14
E side, #1 South of Parthenia		1
W side, #1 North of Chase		1
Nordhoff St from Hayvenhurst Ave to Gothic Ave	North / South	7
N side #2 East of Havenhurst		1
S side #3 West of Gothic Ave		1
Nordhoff St from Gothic Ave to Woodley Ave	North / South	11
N side NE corner @ Gothic Ave (# 1 from Gothic)		1
S side # 4 West from Woodley		1
N side #2 West of Woodley		1
Nordhoff St from Woodley Ave to Gloria Ave	North / South	6
S side, #3 East of Woodley		1

4/30/24



Nordhoff St from Gloria Ave to Haskell Ave	North / South	16
S side #2 West of Haskell		1
N side #2 West of Haskell		1
Parthenia St from Hayvenhurst Ave to Gothic Ave	North / South	10
N side #1 East of Havenhurst		1
Parthenia St from Valjean Ave to Woodley Ave	South	3
S side #2 West of Woodley		1
Parthenia St from Woodley Ave to Gloria Ave	South	6
Parthenia St from Gloria Ave to Haskell Ave	South	7
S side, #1 West of Haskell		1





North Hills West Neighborhood Council

P.O. Box 2091
North Hills, CA 91393
818-369-1708
Website:
<https://www.nhwnc.net>
Email:

Board Meeting Minutes November 21, 2024 6:07PM-8:44PM (DRAFT)

Regular Meeting Location:
New Horizons
15725 Parthenia Street
North Hills, CA 91343
(MAIL NOT ACCEPTED AT THIS ADDRESS)

Boardmember	Roll Call	Funding Vote Eligible*	Category
Maria Carillo	Present	NO	Residential 2025
Pat Crone	Present	YES	Residential 2025
Linda Erdman	Present	YES	Residential 2027
Garry Fordyce	Present	YES	Residential 2025
Jane Lopez	Present	YES	Residential2027
Leticia Martinucci	Absent/ Joined at 6:09PM	YES	General Stakeholder 2027
Kreshell Ramey	Present	YES	General Stakeholder 2025
Martha Ugarte	Present	YES	Residential 2027
Vacant	Vacant		Residential 2025
Vacant	Vacant		General Stakeholder 2025
Vacant	Vacant		General Stakeholder 2027
Vacant	Vacant		General Stakeholder 2025
Vacant	Vacant		General Stakeholder 2027
Board Members -08	Present 07 Absent 00 at Roll Call		

*Funding vote eligibility key: **A**=age less than 18 yrs.; **E**=Ethics training; **F**=Funding training; **N**=not taken; **X**=expired
 ** Advance notice given for absence *** At Large Appointed (VOTE KEY: Yes, No, Abstain, Ineligible, Recuse, Absent)

1. Call to order, Welcome, Pledge of Allegiance. **The meeting was called to order at 6:07 by DONE Director, Gibson Nyambura. Linda Erdman led the Flag Salute. Leticia Martinucci was seated in September but is still not on the roster nor has she been given Cornerstone to train. Linda Erdman has completed her Trainings. They were sent to John Darnell.**
2. Roll Call- For todays meeting Quorum is three.

NHWNC ITEM 2. Roll Call		
Present -07	Absent-01	Excused-00
Carillo, Crone, Erdman, Fordyce, Lopez, Ramey, Ugarte	Martinucci	None

3. Update from the Department of Neighborhood Empowerment regarding Exhaustive Efforts. **John Darnell was not in attendance. DONE Representative, Gibson Nayambura stated that NEA, John Darnell would be giving a report in a couple of weeks as the status of the Boards Exhaustive Efforts. Glenn Bailey wants the Exhaustive Effort communications posted on the website.**

Leticia Martinucci joined the meeting at 6:09PM

4. Presentation to David Hyman with a certificate of appreciation for checking the mail for NHWNC for 21 years.- **Item Postponed**

The meeting was moved to Item #9

5. HOT TOPICS:

- a. Presentation by the Manager of the Van Nuys Airport, Jacob Haik, to talk about airport operations, community concerns, and more.-**Item Postponed**
- b. Discussion and possible action on air traffic over North Hills West Neighborhood Council's area and nomination of a representative to address concerns of stakeholders regarding noise, and privacy concerns regarding low flying turbo prop planes over residences in the NHWNC area.
-Item Postponed

Public Comment: No comment

Motion: Passed

NHWNC ITEM 5b. Motion to Postpone motion. Moved: Forsythe Seconded: Erdman				
Yes-06-	00-No	Abstain-00	Ineligible-01	Absent-00
Crone, Erdman, Fordyce, Lopez, Ramey Ugarte	None	None	Carillo	None

- c. Discussion and possible action regarding possible criminal activities happening at the intersection of Haskell Ave and Roscoe Blvd.-**Issue has been resolved- Item Tabled**
- d. Discussion and possible action to take under consideration street light outages in the NHWNC area, and then report them to the Bureau of Street Lighting and CD 12.-**Gather information in regards to outages.- No Action Taken**

Public Comment: No comment

Motion: Passed

NHWNC ITEM 5d. Motion to Postpone Moved: Crone Seconded: Ramey				
Yes-06-	00-No	Abstain-00	Ineligible-01	Absent-00
Crone, Erdman, Fordyce, Lopez, Ramey Ugarte	None	None	Carillo	None

6. Vacancies:

- a. Update on current vacancies.- **Reviewed**

7. 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 unless changed by the presiding officer. [PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST.](#)
- a. **Linda Gravani is President of Lake Balboa Neighborhood Council. She is inviting everyone to their Airport Committee Meeting on the third Tuesday /Even numbered months 7:00PM at the FlyAway.**
 - b. **Glenn Bailey-is the President of Northridge East. He gave an update on who the CD12 representatives to the Van Nuys Airport Committee are.**
 - c. **Dave Brown- The Legacy CERT Program is on the chopping block due to the need to cut more from the City's Budget. The city could have applied for the funds from FEMA but failed to do so. If you have not signed up for CERT classes now is the time to do so while some are still scheduled.**
8. 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 Agendized 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.
- a. Presentation by the City of Los Angeles Bureau of Sanitation-**No Report**
 - b. Mayor Karen Bass - [Mayor LACity](#) / West Valley Area Representative
 - c. City Council District 12 John Lee - [CD12](#) / Field Representative - Lorena Espinal - [Email](#) - **No Report**
 - d. L.A. County Supervisor [District 3: Lindsey Horvath](#)- **No Report**
 - e. State Senate [District 20: Caroline Menjivar](#)
 - f. State Assembly District 40 - Pilar Schiavo / Field Representative - Gaby Gurrola - [Email](#)- **No Report**
 - g. U.S. Congress [District 32: Brad Sherman](#)- **No Report**
 - h. LAUSD School Board [District 3: Scott Schmerelson](#)
 - i. LAPD Devonshire Division [LAPD](#) - Senior Lead Officer (SLO) - Jerome Knopp [Email](#) -**No Report**
 - j. Mid Valley Regional Library - [Mid Valley Library](#) -**No Report**
 - k. [L.A. Department of Neighborhood Empowerment](#) / NEA - John Darnell - [Email](#)- **Gibson Nayambura Wants to make sure that all of the Boardmember email addresses are current. He mentioned the Elections and Boardmembers running for their seats again. He wanted to make sure they all received the notebooks; it was confirmed they received them at the last meeting. Mr. Nayambura mentioned the upcoming celebration of the Neighborhood Council System being held at City Hall.**
 - l. **Glenn Bailey- The City Clerk sent out the Ballot Voting Model. Please agendize.**
 - l. To find your elected representatives, City agencies, departments, etc.: [NeighborhoodInfo](#)
Additional neighborhood information: [KnowYourCommunity](#)

President Fordyce moved the meeting to Item #14

Gibson Nyambura read the title and descriptions for each position, according to the Bylaws.

9. Discussion and possible action to appoint a President to the NHWNC board.

Garry Fordyce self-nominated

Public Comment: Glenn Bailey-He has experience. He sees Garry at Alliance meetings.

Motion: Garry Fordyce was appointed as the President.to the NHWNC Board

NHWNC ITEM 9. Motion to appoint Garry Fordyce, as the President				
Yes-06	No-01	Abstain-00	Ineligible-01	Absent-00
Crone, Fordyce, Lopez, Martinucci, Ramey, Ugarte	Erdman	None	Carillo	None

10. Discussion and possible action to appoint a Vice President to the NHWNC Board.

Garry Fordyce nominated-Jane Lopez

Kreshell Ramey nominated Pat Crone

Public Comment: No comment

Motion: Jane Lopez was appointed as the Vice President to the NHWNC board.

NHWNC ITEM 10. Motion to choose a Vice President to appoint.				
05-Jane Lopez	01-Pat Crone	No on Both	Ineligible-01	Absent-00
Crone, Fordyce, Lopez, Martinucci, Ugarte	Ramey	Erdman	Carillo	None

11. Discussion and possible action to appoint a Treasurer to the NHWNC board.

Garry Fordyce nominated Pat Crone

Kreshell Ramey nominated Linda Erdman-

Public Comment: No comment

Motion: Pat Crone was appointed as Treasurer to the NHWNC Board.

NHWNC ITEM 11. Motion to choose a Treasurer to appoint				
06-Pat Crone	01-Linda Erdman	Abstain-00	Ineligible-01	Absent-00
Crone, Erdman, Fordyce, Lopez, Martinucci, Ramey	Ugarte	None	Carillo	None

12. Discussion and possible action to appoint a Secretary to the NHWNC Board.

Garry Fordyce nominated Maria Carillo (She is one of the original Boardmembers)

Public Comment: No comment

Motion: Maria Carillo was appointed as the Secretary

NHWNC ITEM 12. Motion to appoint Maria Carillo as the Secretary to the NHWNC Board.				
Yes-06	No-00	Abstain-00	Ineligible-01	Absent-00
Crone, Fordyce, Lopez, Martinucci, Ramey, Ugarte	None	Erdman	Carillo	None

President Fordyce moved the meeting to Item #20

13. Discussion and possible action to look at future options for the storage unit of the NHWNC and update on inventory. **Report back from Linda Erdman- She got prices on a storage. After much discussion Item Postponed NHWNC owns a 40ft trailer that issue needs to be addressed as it needs to be moved to a new location. It is currently on land owned by the Van Nuys Airport.**

Public Comment: No comment

Motion: Passed

NHWNC ITEM 5b. Motion to Postpone Moved: Erdman Seconded: Crone				
Yes-05-	00-No	Abstain-00	Ineligible-01	Absent-02
Crone, Erdman, Fordyce, Ramey Ugarte	None	None	Carillo	Lopez, Martinucci

14. Discussion and possible action to approve the Monthly Expenditure Report (MER) for June 2024.- **Item Postponed Documents unavailable.**

15. Discussion and possible action to approve **the Monthly Expenditure Report (MER) for September 2024.**
Motion to postpone was withdrawn

Public Comment: Glenn Bailey- There could be a problem with postponing too many MERS. The Proxy Documents are not properly filled out by John Darnell and he needs to get them corrected.

Motion: Passed

NHWNC ITEM 15. Motion to approve the Monthly Expenditure Report (MER) for September 2024. Moved: Fordyce Seconded: Crone				
Yes-05	No-00	Abstain-01	Ineligible-01	Absent-00
Crone, Fordyce, Lopez, Ramey, Ugarte	None	Erdman	Carillo	None

16. Discussion and possible action to approve the Monthly Expenditure Report (MER) for October 2024.

7:52PM Ramey was absent for the vote

Public Comment: No comment

Motion: Passed

NHWNC ITEM 16. Motion to approve the Monthly Expenditure Report (MER) for October 2024. Moved: Lopez Seconded: Fordyce				
Yes-05	No-00	Abstain-00	Ineligible-01	Absent-02
Crone, Erdman, Fordyce, Lopez, Ugarte	None	None	Carillo	Martinucci,Ramey

President Fordyce moved the meeting to Item #18

Jane Lopez left the meeting at 8:07PM

17. Discussion and possible action about the current efforts and future efforts of outreach for the NHWNC, including upcoming election outreach and forums for candidates and propositions/measures.- **Need to set up an Election Committee**

Public Comment: Glenn Bailey the day after your next meeting is when your Candidate Filing opens. It is up to your Board to advertise and get the word out. Get the timeline from the City Clerk's Office.

Linda Gravani- you can't fill positions within 90 days of your election try to get your empty seats filled before then.

Motion: Passed

NHWNC ITEM 17. Motion to Postpone Moved: Erdman Seconded: Ugarte				
Yes-05	No-00	Abstain-00	Ineligible-01	Absent-02
Crone, Erdman, Fordyce, Ramey, Ugarte	None	None	Carillo	Lopez, Martinucci

President Fordyce moved the meeting to Item #22

18. Discussion and possible action to approve the Minutes of the September 19, 2024 Board Meeting.

Public Comment: No comment

Motion: Passed

NHWNC ITEM 18. Motion to adopt the Minutes of the September 19, 2024 Board Meeting. Moved: Lopez Seconded: Crone				
Yes-04	No-01	Abstain-01	Ineligible-01	Absent-01
Crone, Fordyce, Lopez, Ramey	Erdman	Ugarte	Carillo	Martinucci

President Fordyce moved the meeting to Item #21

19. Discussion and possible action regarding posting on the NHWNC website/social media accounts and a more user-friendly website template. **This was addressed during Item #20**

20. Discussion and possible action to replace Moore Business Results with The Mailroom to service the website for NHWNC not to exceed \$250 per month. After much discussion and comments from Wendy Moore the - Item Postponed

Public Comment: Glenn Bailey- he recommends the Mail Room

Linda Gravani- There is a minimum template available

Dave Brown- A lot of money was spent and a lot of work went into this website. DONE stopped the posting on the website.

Motion: Passed

NHWNC ITEM 20. Motion to Postpone to a future meeting Moved: Erdman Seconded: Crone				
Yes-06	No-01	Abstain-00	Ineligible-01	Absent-00
Crone, Erdman, Lopez, Martinucci, Ramey, Ugarte	Fordyce	None	Carillo	None

Leticia Martinucci left the meeting at 7:09PM

President Fordyce moved the meeting back to Item #5

- 21. Report back on recent calls and emails that were sent to the NHWNC by stakeholders. Dave Brown answered questions explained the phone system and how it works were asked as to what system they are using. Linda and Kreshell were returning the calls and will continue for the time being, until the Secretary can take over.**

The meeting was moved to Item#17

- 22. Board member announcements/comments**

- a. Linda Erdman- Brought up issues about the Post Office Box, it has been resolved.**
- b. The Mail was reviewed.**
- c. Gary Fordyce- He wants to get the Standing Committees and Liaisons set up. Send him what your interests are.**

- 23. New business/Future agenda items.**

- a. Kreshell Ramey- upcoming elections, postage issue with mailer- needs to be addressed.**

- 24. Adjournment- The meeting was adjourned at 8:44PM**