



NORTH HILLS WEST NEIGHBORHOOD COUNCIL
General Board Meeting Minutes, Thursday, June 18, 2020
New Horizons, 15725 Parthenia St., North Hills, CA 91343
Approved July 16, 2020

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, this duly noticed meeting was held entirely online and telephonically.

NHWNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motion(s) (included as stated at the Meeting, or, if not stated, as written on the Agenda); quotes (words that have quotation marks ("")) at the beginning and ending of a word or words); and Agenda wording copied into the Minutes.

1. Welcome and Pledge of Allegiance.

President Dan Gibson called the Meeting to order at 7:01 p.m. The Pledge of Allegiance was said.

2. Roll Call, Determination of Quorum, and Voting Eligibility.

Roll Call was taken by the Secretary. Twelve of the 13 Board Members were present online at the Roll Call: Heather Hudson Beeber, Jay Beeber, Dave Brown (Secretary), Pat Crone, Maggie Elliott, Dan Gibson (President), Punam Gohel, Carol Hart (Vice-President), David Hyman, Madlena Minasian (Treasurer), Carlos Pelaez and Kreshell Ramey. Gil Brenner was absent. The NHWNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see the Bylaws at <https://lacity.quickbase.com/db/bj3apxsp3?a=q&qid=32&qskip=0&qrpPg=1000&dlt=su46~>), so the Board could take such votes. Quorum was announced. Mr. Brown confirmed that all Board Members' trainings were compliant and they were eligible to vote. All 13 of the 13 Board Seats were filled (by election or appointment). No Board Seat was vacant. Also attended: at least 12 Stakeholders and guests.

3. Announcements and Comments – President.

Mr. Gibson had none.

4. Public Agency Speakers and Announcements.

Jose Galdamez, Neighborhood Council Advocate, L.A. Dept. of Neighborhood Empowerment (DONE; 818-374-9895; Jose.Galdamez@LACity.org; www.EmpowerLA.org), reported that DONE staff has "shrunk to about 29" with some doing other City work. A "Roberts Rules of Order Made Simple" workshop will be held online on Monday, June 27 from 6:00-8:00 p.m. Meeting hosting information is available at www.EmpowerLA.org/evg. He reminded that encumbrance requests

need to be made by June 30th and that all Board Member trainings need to be renewed every two years.

Matt Hernandez, Public Safety Deputy for L.A. City District 12 Councilman John Lee (818-882-1212; Matthew.Hernandez@LACity.org; www.CD12.org), reported that Alin Sahagian, L.A. City Deputy Attorney, Neighborhood Prosecutor Program (818-374-7534; Alin.Sahagian@LACity.org; <https://www.LACityAttorney.org/neighborhood-prosecutors>], will send letters to illegal fireworks users. The City Council voted for the Chief Operating Officer to partner with the Mayor and the Chief Legislative Officer to reallocate some Police Dept. funding to community services. City Council President Nury Martinez received more police security because of threats to her and protests at her office and home.

Mr. Brown reported that illegal fireworks addresses can be reported to LAPD Devonshire Division Sgt. Torres at 32324@lapd.online or <https://complaint.LACity.org/complaint/fireworks>.

5. General Public Comments

Glenn Bailey reported that the VANC [Valley Alliance of Neighborhood Councils; VANC@EmpowerLA.org; <http://empowerla.org/vanc-2>] will meet on the usual second Thursday in July.

6. Discussion and possible action to approve the May 21, 2020 General Board Meeting Minutes.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

MOTION (by Mr. Gibson, seconded by Ms. Elliott): The North Hills West Neighborhood Council approves the Minutes of its May 21, 2020 General Board Meeting as written.

MOTION PASSED unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

7. Report from Budget Advocate Glenn Bailey and NHWNC Budget Representative Pat Crone.

Mr. Bailey, a Budget Advocate [<http://ncbala.com>], reported that the citywide annual Budget Day is "postponed at least until September." The Advocates election will be June 27th 1:00-2:30 p.m. on Zoom.

8. Discussion and possible action to ratify the President's recommended Chair and Member appointments and changes to Standing and Ad Hoc committees as well as NHWNC Liaisons.

There were no appointments or changes at this time.

9. Discussion and possible action to approve the NHWNC April 2020 Monthly Expense Report.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

FUNDING MOTION (by Mr. Gibson, seconded by Ms. Crone): The North Hills West Neighborhood Council approves its Monthly Expenditure Report for April 2020.

FUNDING MOTION PASSED by a roll call vote of the 12 eligible voters present with 11 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian and Pelaez); zero opposed; one abstained (the NHWNC does not count abstentions as votes) (Ramey).

10. Discussion and possible action to approve the May 2020 Monthly Expenditure Report.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

FUNDING MOTION (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council approves its Monthly Expenditure Report for May 2020.

DISCUSSION: Mr. Gibson explained that an item had been double-charged.

FUNDING MOTION PASSED by a roll call vote of the 12 eligible voters present with 11 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian and Pelaez); zero opposed; one abstained (the NHWNC does not count abstentions as votes) (Ramey).

[*This is copied from the Agenda.*] Items 11 - 13 are presented as recommendations from the Emergency Preparedness and Public Safety Committee.

11. Discussion and possible action to approve the purchase KN 95 face masks. Not to exceed \$4,999.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

FUNDING MOTION (by Mr. Gibson, seconded by Ms. Minasian): The North Hills West Neighborhood Council approves the purchase KN 95 face masks. Not to exceed \$4,999.

DISCUSSION: Mr. Brown noted that 2,000 masks would be purchased at a much-reduced price and that NHWNC emergency supplies are almost depleted, just before "brush fire season" starts. Most NCs used at least some of the emergency funding made available to them.

Board Member Punam Gohel was unavailable at this time, making 11 Board Members present online (the NHWNC quorum is seven).

FUNDING MOTION PASSED unanimously by a roll call vote of the 11 eligible voters present with all 11 in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

- 12. Discussion and possible action** to approve the purchase of personal protective equipment such as ear plugs, paper towels, hand sanitizers, gloves and Tyvek coveralls. Not to exceed \$1,250.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>. Mr. Brown explained that this equipment is from the same vendor as the Item #11 masks, and the need.

Board Member Punam Gohel was again available at this time, making 12 Board Members present online (the NHWNC quorum is seven).

FUNDING MOTION (by Mr. Gibson, seconded by Ms. Crone): The North Hills West Neighborhood Council approves the purchase of personal protective equipment such as ear plugs, paper towels, hand sanitizers, gloves and Tyvek coveralls. Not to exceed \$1,250.

DISCUSSION: There was discussion of encumbering funds.

AMENDMENT to the FUNDING MOTION (by Mr. Beeber, seconded by Ms. Hart): The North Hills West Neighborhood Council replaces the main Motion wording “ear plugs, paper towels, hand sanitizers, gloves and Tyvek coveralls” with “three-ply masks and goggles.”

AMENDMENT to the FUNDING MOTION PASSED by a roll call vote of the 12 eligible voters present with 11 in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian and Pelaez); one opposed (“No” or “Nay”) (Ramey); zero abstained.

AMENDED FUNDING MOTION PASSED by a roll call vote of the 12 eligible voters present with 11 in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian and Pelaez); one opposed (“No” or “Nay”) (Ramey); zero abstained.

- 13. Discussion and possible action** to approve the purchase of battery based cleanup equipment consisting of: leaf blower, edger, and weed wacker including 2 additional batteries. Not to exceed \$750.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

FUNDING MOTION (by Mr. Gibson, seconded by Ms. Crone): The North Hills West Neighborhood Council approves the purchase of battery based cleanup equipment consisting of: leaf blower, edger, and weed wacker including 2 additional batteries. Not to exceed \$750.

DISCUSSION: Mr. Brown explained that the NHWNC has a gas-powered blower that is “heavy, it’s noisy and” strongly vibrates. He reminded that the American Green Zone Alliance recommends replacing highly polluting gas-powered machines with electric. Mr. Pelaez believed that the choices presented are “high quality.” Mr. Bailey reminded that “gas-powered blowers are illegal in the City of Los Angeles.” Mr. Brown indicated that the equipment is regularly used and its uses. Ms. Ramey believed that “the whole North Hills West” community would not benefit from this purchase. Mr. Gibson said that the Clean Streets, Clean Starts program no longer is available for the NHWNC area. Mr. Pelaez believed “we will . . . use” the equipment.

FUNDING MOTION PASSED by a roll call vote of the 12 eligible voters present with 11 in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian and Pelaez); one opposed (“No” or “Nay”) (Ramey); zero abstained.

- 14. Discussion and possible action** to approve the purchase of 2500 - 3” x 2” custom labels branded with the NHWNC logo from Quality Logo Products. Not to exceed \$350.00.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

FUNDING MOTION (by Mr. Gibson, seconded by Ms. Elliott): The North Hills West Neighborhood Council approves the purchase of 2500 - 3” x 2” custom labels branded with the NHWNC logo from Quality Logo Products. Not to exceed \$350.00.

DISCUSSION: Ms. Elliott explained that the stickers can be “put on anything we give away.” Mr. Galdamez explained and there was discussion regarding City guidelines for NC sticker use. Mr. Bailey reported that the sticker use policy came from the City Clerk Funding Unit; he recommended contacting the Unit’s NHWNC funding representative.

FUNDING MOTION PASSED unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

- 15. Discussion and possible action** to approve the purchase of 1500 personal size hand sanitizers branded with the NHWNC logo from Quality Logo Products. Not to exceed \$1500.00.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

FUNDING MOTION (by Mr. Gibson, seconded by Mr. Hyman): The North Hills West Neighborhood Council approves the purchase of 1,500 personal size hand sanitizers branded with the NHWNC logo from Quality Logo Products. Not to exceed \$1,500.00.

DISCUSSION: Mr. Brown explained that “this could be in your pocket, purse [or] wallet.”

FUNDING MOTION PASSED unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

- 16. Discussion and possible action** to approve up to 4,999.00 for printing and mailing the Westsider newsletter to all NHWNC stakeholders.

FUNDING MOTION (by Mr. Gibson, seconded by Ms. Crone): The North Hills West Neighborhood Council approves up to \$4,999.00 for printing and mailing the Westsider newsletter to all NHWNC stakeholders.

DISCUSSION: Ms. Hart reported that quotes were received from the City General Services Division print shop; Minute Press; and A & M Direct, which were shown on the screen.

FUNDING MOTION PASSED unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

- 17. Discussion and possible action** to approve the encumbrance of up to \$23,000 of 2019-2020 funds to be expended in FY 2020-2021.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

FUNDING MOTION (by Mr. Gibson, seconded by Ms. Hart): The North Hills West Neighborhood Council approves the encumbrance of up to \$23,000 of 2019-2020 funds to be expended in FY 2020-2021.

DISCUSSION: Mr. Gibson explained the need. The NHWNC was “able to roll over \$10,000” in funding.

FUNDING MOTION PASSED unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Ms. Beeber, Mr. Beeber, Brown,

Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

18. Discussion and possible action to appoint Executive Officers of the Board for 2020-2021:

Mr. Galdamez presided and explained that "Officers' terms are one year."

a. President

Ms. Hart nominated Dan Gibson, seconded by Mr. Gohel. Mr. Gibson thought it would be "a healthy thing" for someone else to become President; he would help with the transition. Ms. Crone nominated Carol Hart, seconded by Mr. Hyman. Ms. Hart accepted. Mr. Beeber "wanted to ensure that, whoever becomes President, they have the support of the Board." Ms. Crone said that "we will do everything within our power to help."

The Board voted unanimously by a roll call vote of the 12 eligible voters present to elect Carol Hart as President with all 12 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained. **Carol Hart was declared the President.**

b. Vice-President

Mr. Gohel nominated Pat Crone, seconded by Ms. Hart. Ms. Crone accepted. The Board voted unanimously by a roll call vote of the 12 eligible voters present to elect Pat Crone as Vice-President with all 12 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained. **Pat Crone was declared the Vice-President.**

c. Secretary

Mr. Beeber nominated Dave Brown, seconded by Mr. Gohel. Mr. Brown accepted. The Board voted unanimously by a roll call vote of the 12 eligible voters present to elect Dave Brown as Secretary with all 12 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained. **Dave Brown was declared the Vice-President.**

d. Treasurer

Ms. Elliott nominated Madlena Minasian; seconded by Mr. Gohel. Ms. Minasian accepted. The Board voted unanimously by a roll call vote of the 12 eligible voters present to elect Madlena Minasian as Treasurer with all 12 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained. **Madlena Minasian was declared the Treasurer.**

Mr. Galdamez turned the Presiding Officership over to President Hart.

19. **Discussion and possible action** to appoint a 2nd Signer and Bank card holder for FY 2020-2021.

Mr. Gibson said he was the current Bank Card Holder. There was discussion of who would fill the positions.

FUNDING MOTION (by Ms. Hart, seconded by Ms. Elliott): The North Hills West Neighborhood Council appoints Carol Hart as the First Bank Card Holder; Pat Crone as the Second Bank Card Holder; Carol Hart as the Second Signer; and Pat Crone as the Alternate Signer for FY 2020-2021.

FUNDING MOTION PASSED unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

20. **Discussion and possible action** to approve the NHWNC FY 2020-2021 Administrative Packet.

Copies were available at <https://www.nhwnc.net/event/north-hills-west-neighborhood-council-meeting-2>.

MOTION (by Ms. Hart, seconded by Mr. Gohel): The North Hills West Neighborhood Council approves the NHWNC FY 2020-2021 Administrative Packet.

MOTION PASSED unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor ("Yes" or "Aye") (Ms. Beeber, Mr. Beeber, Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

There was discussion of beautification funding.

[There was no Agenda Item for Adjournment.]

The Meeting was **ADJOURNED** at 10:18 p.m.

The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda. Minutes written by DL, possibly edited by NHWNC. The NHWNC Minutes page is <http://www.nhwnc.net/agendas-minutes/minutes-and-agendas>.

North Hills West Neighborhood Council General Board Meet

AGENDA ITEM #	2 Roll Call	6	9	10	11	12	13	14	15
Dan Gibson	X	Y	Y	Y	Y	Y	Y	Y	Y
Carol Hart	X	Y	Y	Y	Y	Y	Y	Y	Y
Madlena Minassian	X	Y	Y	Y	Y	Y	Y	Y	Y
Dave Brown	X	Y	Y	Y	Y	Y	Y	Y	Y
Heather Hudson-Beeber	X	Y	Y	Y	Y	Y	Y	Y	Y
Jay Beeber	X	Y	Y	Y	Y	Y	Y	Y	Y
Gil Brenner	absent	-	-	-	-	-	-	-	-
Pat Crone	X	Y	Y	Y	Y	Y	Y	Y	Y
Maggie Elloitt	X	Y	Y	Y	Y	Y	Y	Y	Y
Punam Gohel	X	Y	Y	Y	absent	Y	Y	Y	Y
David Hyman	X	Y	Y	Y	Y	Y	Y	Y	Y
Carlos Pelaez	X	Y	Y	Y	Y	Y	Y	Y	Y
Kreshell Ramey	X	Y	abstain	abstain	Y	N	N	Y	Y
Maker, 2nd by:		DG/ME	DG/PC	DG/CH	DG/MM	DG/PC	DG/PC	DG/ME	DG/DH
TOTAL: Quorum is 4	12	12 yes	11 yes	11 yes	11 yes	11 yes, 1 no	11 yes, 1 no	12 yes	12 yes

Agenda item description	Roll Call 7:20pm	3/21/20 Minutes	Approve April 2020 MER	Approve May 2020 MER	Approve NC purchase for distribution KN95 masks, @ NTE \$5K	Approve NC purchase for distribution PPE, NTE \$1,250	Approve NC purchase of battery based cleanup equipment NTE \$750	Approve purchase of NC logo'd custom labels NTE \$350	Approve purchase of 1500 personal size hand sanitizers NTE \$1,500
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ing 6/18/2020 Vote Count Summary

16	17	18	18.1	18.2	18.3	19	20
Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	N	Y	Y
Y	Y	Y	Y	N	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y
-	-	-	-	-	-	-	-
Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y
Y	Y	Y	Y	Y	Y	Y	Y
DG/PC	DG/		PG/CH	/PG	MM/PG	CH/ME	CH/ME
12 yes	12 yes	12 yes	12 yes	11 yes, 1 no	11 yes, 1 no	12 yes	12 yes

Approve NTE \$4,999 for printing and mailing the NC newsletter to Stakeholders	Approve encumbrance funds per details	NC Officers Election President Carol Hart	NC Officers Election Vice President Pat Crone	NC Officers Election Secretary Dave Brown	NC Officers Election Treasurer Madlena Minassian	FY 2020-2021 1st signer: MM, 2nd signer: CH, alternate: PC, card holder 1st: CH, 2nd: PC	NHWNC FY 2020-20201 Administrative Packet Approval
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