



NORTH HILLS WEST NEIGHBORHOOD COUNCIL
Regular Board Meeting Minutes, Thursday, July 21, 2022
Minutes Approved 8/18/2022

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, Call Meeting to Order and Pledge of Allegiance.

President Madlena Minasian called the Meeting to order at 6:07 p.m. The Pledge of Allegiance was said.

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

Roll Call was taken by the Secretary. Nine of the 11 Board Members were present online at the Roll Call: Dave Brown (Secretary), Angel Collins, Pat Crone (Treasurer), Maggie Elliott, Linda Erdman, Garry Fordyce, Punam Gohel, Carol Hart (Vice-President) and Madlena Minasian (President). David Hyman and Kreshell Ramey were absent. The NHWNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) was seven (see the Bylaws link at www.empowerla.org/nhwnc), 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. Eleven of the 13 Board Seats were filled (by election or appointment). Two Board Seats were vacant (General, and Residential); to apply, email Secretary@nhwnc.net. Also attended: approximately 22 Stakeholders and guests.

3. Announcements and Opening Comments – Madlena Minasian, President.

Ms. Minasian announced the receipt of a letter of resignation from Board Member Kreshell Ramey, effective immediately. This now results in three Board vacancies: one Residential (term expiring in 2025) and two General (terms expiring in 2023 and 2025). The NHWNC is actively seeking candidates for both Stakeholder categories.

4. Motion to approve the June 16, 2022 Draft Minutes. <https://www.nhwnc.net/minutes/june-16-2022-general-board-meeting-minutes/>

MOTION (by Ms. Minasian, seconded by Ms. Elliott): The North Hills West Neighborhood Council approves the Minutes of its June 16, 2022 Regular Board Meeting as written:

MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Collins, Crone, Elliott, Erdman, Gohel, Hart and Minasian); one opposed (“No” or “Nay”) (Fordyce); zero abstained.

5. General Public Comment

William Kieth, representing the 4th Annual Westside Safety Fair, invited everyone to the event and described it; they made a Neighborhood Purposes Grant (NPG) request that is before the Budget and Finance Committee. Resident Candy Perkins introduced North Hills West’s new Rubio Neighborhood Watch group of 35 homes. She described their debut meeting on July 17th and interest in Neighborhood Council involvement. She requested an evaluation for Neighborhood Watch signs. The Emergency Preparedness and Public Safety Committee will contact Dick Ashnault at High Tech for an estimate. There were comments regarding the procedure for moving a meeting time.

6. Review and discussion of received to date Board member application(s).

There were no applications.

7. Public Agency Speakers and Announcements.

A. Elected Officials’ and Field Representatives.

Lilly Sarafian, a Field Representative for State 46th District Assemblymember Adrin Nazarian (818-376-4246; Lilly.Sarafian@asm.ca.gov; <http://asmdc.org/members/a46>), reported on freeway improvements, collegiate funding opportunities and opportunities to collaborate on joint Community Coffee Outreach events.

B. City Agencies including the City of Los Angeles’ Department of Neighborhood Empowerment.

[*This Agenda Item was addressed after Item #17.* C.] Efren Corral, an LAPD Devonshire Division (east of CSUN) Senior Lead Officer [Desk: (818) 832-0746; Cell: 424-339-4079; 35472@LAPD.Online; http://www.LAPDOnline.org/devonshire_community_police_station], reported on recent crimes in the area, precautions and reporting procedures. Crime in this area is up 26.6%; property crimes, especially, are up “significantly.” Saturday, July 9th, 7-Eleven, Yum-Yum and other stores spread out over three counties were robbed. Two people who do not live in this area were arrested. “There’s no threat” from them now. The murder at the 7-Eleven on Parthenia may be tried by the Orange County District Attorney instead of the Los Angeles District Attorney because of the serial nature and geography of the crimes involved. National Night Out (NNO) will be Tuesday, August 2nd at 6:00 p.m. at Northridge Park; all are welcome to attend. There will be no LAPD SLO Neighborhood Watch meetings during August as they are preempted by NNO.

The next Agenda Item addressed was Item #18.

C. Report from Budget Advocates - Glenn Bailey and/or NHWNC Budget Representative.

Mr. Bailey reported that the June 14th recording is available.

Find out who your elected representatives are and more at: <https://neighborhoodinfo.lacity.org>

Ms. Minasian noted the City-sponsored Neighborhood Information link on each agenda that provides comprehensive information about elected officials; City Agencies and Departments; schools; and more based on the inputted address

8. Guest Speakers, Public Service Announcements & Informational Presentations

- A. CIS: regarding Municipal Lobbying, LA City Council File, Presentation from Jamie York. <https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=22-0560>

Jamie York, Reseda NC Secretary, presented about LA City Council File CF 22-0560 requiring lobbyists to disclose such when presenting to the City Council, City Departments and Agencies, and Neighborhood Councils, including when representing non-profits, with a recommendation to reduce the threshold requirement from the current \$2,000,000 to \$200,000, and/or more than \$500,000 in assets, in keeping with IRS and San Francisco City protocols.

- 9. CONSENT CALENDAR ITEMS (FUNDING)** - Note: The Consent Agenda items are considered to be routine and non-controversial upon which documentation provided to the Board is adequate to give sufficient information for approval without inquiry or discussion. It is designated to minimize the time required for the handling of routine matters in order to permit additional time to be spent on more significant matters. The President can call for ayes and nays on the Consent Agenda as a whole and the vote will be treated as a separate vote on each item. These items may be moved to the Regular Agenda at the order of the President or at the request of the other members of the Board. Motion: The NHWNC Board approves the funding consent calendar:

No Consent Calendar Motion was made.

- A. Motion to approve the June 2022 Monthly Expenditure Report. <https://www.nhwnc.net/reports/june-2022-monthly-expense-report/>

FUNDING MOTION (by Ms. Minasian, seconded by Ms. Elliott): The North Hills West Neighborhood Council approves the Monthly Expenditure Report for June 2022.

FUNDING MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor ("Yes" or "Aye") (Brown, Collins, Crone, Elliott, Erdman, Gohel, Hart and Minasian); one opposed ("No" or "Nay") (Fordyce); zero abstained.

B. Purchase Zoom meeting timer clock app or similar, not to exceed \$150 annually.

FUNDING MOTION (by Ms. Minasian, seconded by Ms. Erdman): The North Hills West Neighborhood Council approves purchase of a Zoom meeting timer clock app or similar, not to exceed \$150 annually.

FUNDING MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor ("Yes" or "Aye") (Brown, Collins, Crone, Elliott, Erdman, Gohel, Hart and Minasian); one opposed ("No" or "Nay") (Fordyce); zero abstained.

- 10. CONSENT CALENDAR ITEMS (NON-FUNDING)** - Note: The Consent Agenda items are considered to be routine and non-controversial upon which documentation provided to the Board is adequate to give sufficient information for approval without inquiry or discussion. It is designated to minimize the time required for the handling of routine matters in order to permit additional time to be spent on more significant matters. The President can call for ayes and nays on the Consent Agenda as a whole and the vote will be treated as a separate vote on each item. These items may be moved to the Regular Agenda at the order of the President or at the request of the other members of the Board. Motion: The NHWNH Board approves the funding consent calendar: No non-funding consent items at this time, (SR) represents possible Standing Rule.

There were no such items.

- 11. Review, discuss & set protocols for responding to Stakeholder email inquiries** to Board. Motion: "Upon receipt of an email to board@nhwnc.net, Secretary will make initial response with Bcc to board@nhwnc.net, advising the sender that their message was received and if the issue is not directly responded to at that point, then an individual will be Cc'd and tasked with a more appropriate response. That response should also be Bcc'd to board@nhwnc.net" (SR).

MOTION (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council moves that, upon receipt of an email to board@nhwnc.net, Secretary will make initial response with BCC to board@nhwnc.net, advising the sender that their message was received and if the issue is not directly responded to at that point, then an individual will be CC'd and tasked with a more appropriate response. That response should also be BCC'd to board@nhwnc.net

MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor ("Yes" or "Aye") (Brown, Collins, Crone, Elliott, Erdman, Gohel, Hart and Minasian); one opposed ("No" or "Nay") (Fordyce); zero abstained.

- 12. Board phone / message response procedure & backup(s)**. Motion: "Upon receiving a phone call or voice mail, the custodian of the phone will either respond directly, or forward a response request to another more appropriate individual for a timely response." (SR)

MOTION (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council moves that, upon receiving a phone call or voice mail, the custodian of the phone will either respond directly, or forward a response request to another more appropriate individual for a timely response.

MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Collins, Crone, Elliott, Erdman, Gohel, Hart and Minasian); one opposed (“No” or “Nay”) (Fordyce); zero abstained.

- 13. Verify all Board members have received the test email** sent to board@nhwnc.net.

Mr. Fordyce objected to the procedure, believing it to possibly cause security concerns.

- 14. Compile a master file of Usernames, Passwords etc.** for software(s), ie: Zoom, Adobe, Microsoft Office 365, NC Wordpress Website, all renewals, social media(s), vendors, etc, Motion: “The President will maintain a list of all NC items that require password access. This information or appropriate portions may be shared as needed. Specified backup will be designated, which may include more than one person or process.” (SR)

MOTION (by Ms. Minasian, seconded by Ms. Elliott): The North Hills West Neighborhood Council moves that the President will maintain a list of all NC items that require password access. This information or appropriate portions may be shared as needed. Specified backup will be designated, which may include more than one person or process.

MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Collins, Crone, Elliott, Erdman, Gohel, Hart and Minasian); one opposed (“No” or “Nay”) (Fordyce); zero abstained.

- 15. Motion: “Board member direct response is requested in a timely manner**, prior to any next meeting, to Requests for Comments or Corrections regarding agenda drafts, draft minutes, MER’s, etc” (SR).

It was agreed to add the words “notify President” at the end of the Motion.

MOTION (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council moves that Board Member direct response is requested in a timely manner, prior to any next meeting, to Requests for Comments or Corrections regarding agenda drafts, draft minutes, MER’s, etc.; notify President.

MOTION PASSED by a roll call vote of the nine eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Collins, Crone, Elliott, Erdman, Gohel, Hart and Minasian); one opposed (“No” or “Nay”) (Fordyce); zero abstained.

- 16. Motion: “Agenda requests should be submitted to President or Secretary**, saying “Agenda Request” in the subject line, at a minimum of 10 business days

ahead of the requested meeting date. Each appropriate agenda item should have a "shepherd" name associated with it, which can be a Stakeholder, knowledgeable about the item to introduce and explain it." (SR)

MOTION (by Ms. Minasian, seconded by Ms. Hart): The North Hills West Neighborhood Council moves that Agenda requests should be submitted to President or Secretary, saying "Agenda Request" in the subject line, at a minimum of 10 business days ahead of the requested meeting date. Each appropriate agenda item should have a "shepherd" name associated with it, which can be a Stakeholder, knowledgeable about the item to introduce and explain it.

MOTION PASSED unanimously by a roll call vote of the nine eligible voters present with all nine in favor ("Yes" or "Aye") (Brown, Collins, Crone, Elliott, Erdman, Fordyce, Gohel, Hart and Minasian); zero opposed; zero abstained.

17. Review NHWNC Committee, Liaison and CIS filer assignments, and update as needed.

A. Add: Ad hoc Board Retreat Committee & Members.

Mr. Gohel agreed to Chair this Committee; Ms. Hart and Ms. Collins volunteered to be Members and Mr. Brown as an Alternate Member.

B. Add: Members to Ad hoc Legislative Affairs Committee.

Mr. Fordyce declined to be on the Committee. Ms. Hart, resident Anita Goldbaum, Ms. Minasian and Ms. Erdman volunteered to be Members.

C. Add: Punam Gohel to LANCC representative.

MM nominated and Mr. Gohel accepted to volunteer as the LANCC [Los Angeles Neighborhood Councils Coalition; www.LANCC.org] representative.

The next Agenda Item addressed was Item #7. B.

D. Designate: Community Impact Statement (CIS) filers.

Mr. Fordyce declined to be a filer. A maximum of five filers are needed. Ms. Erdman, Ms. Minasian and Mr. Brown volunteered.

Also, for the Ad hoc Parking Committee, Ms. Erdman volunteered as Chair and Ms. Crone as a Member. For the Events, Marketing & Outreach Committee, Ms. Elliott and Ms. Hart volunteered as Co-Chairs, and Ms. Collins as a Member. For the Planning and Land Use Committee, Mr. Gohel volunteered as Chair and Ms. Collins as a Member; Ms. Crone left the Committee.

18. CIS: Discussion/Possible action: LA City Council has resumed in-person meetings, but they are not planning to continue to allow public comment via telephone. The current city council agenda states: "Members of the public may also attend City Council meetings in-person. Public comment will be taken in-person,

only, and not via teleconference. Motion: “The NHW Neighborhood Council requests that the City Council again allow remote participation in City Council meetings, by telephone or online means, in addition to in-person public comment.”

MOTION (by Ms. Minasian, seconded by Mr. Fordyce): The North Hills West Neighborhood Council requests that the City Council again allow remote participation in City Council meetings, by telephone or online means, in addition to in-person public comment.

MOTION PASSED unanimously by a roll call vote of the nine eligible voters present with all nine in favor (“Yes” or “Aye”) (Brown, Collins, Crone, Elliott, Erdman, Fordyce, Gohel, Hart and Minasian); zero opposed; zero abstained.

19. Committee Member & Board Liaison Reports.

- Beautification & Infrastructure
- Budget & Finance

- Emergency Preparedness & Public Safety
Mr. Brown reported that the July 16th Operation Gratitude was very successful.

- Outreach/Events/Marketing
- Planning & Land Use Management
- Rules & Elections
- Ad Hoc Executive Committee
- Ad Hoc Homelessness Committee
- Ad Hoc Parking Committee
- Liaison Reports

Ms. Minasian said no Committees have met; there were no other reports.

20. Board Member Announcements and Requests for Future Agenda Items.

Mr. Gohel noted that everyone is here to do something for the community. It was requested to evaluate the new Rubio Neighborhood Watch group area for location(s) and number of Neighborhood Watch signs, and to count how many previously installed such signs may need to be replaced because of deterioration and damage.

21. Motion to adjourn

MOTION to ADJOURN (by Ms. Minasian, seconded by Ms. Hart).

MOTION to ADJOURN PASSED with no opposition.

The Meeting was **ADJOURNED** at 8:21 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 the NHWNC. The NHWNC Board Meeting Minutes page is <http://www.nhwnc.net/agendas-minutes/minutes-and-agendas>.

North Hills West NC GBM Vote Count Summary 7/21/2022

AGENDA ITEM # 6:07pm - 8:21pm cap 22 (SR) = Standing Rule	2 Roll Call	4 Approve JUNE 16, 2022 GBM Draft Minutes	9A Approve June 2022 Monthly Expenditure Report	9B Approve NTE \$150 annually for Zoom meeting timer	11 (SR)	12 (SR)	14 (SR)
Dave Brown	X	X	X	X	X	X	X
Angel Collins	X	X	X	X	X	X	X
Pat Crone	X	X	X	X	X	X	X
Maggie Elloitt	X	X	X	X	X	X	X
Linda Erdman	X	X	X	X	X	X	X
Garry Fordyce	X	?	N	N	N	N	N
Punam Gohel	X	X	X	X	X	X	X
Carol Hart	X	X	X	X	X	X	X
David Hyman	O	O	O	O	O	O	O
Madlena Minasian	X	X	X	X	X	X	X
Kreshell Ramey	O	O	O	O	O	O	O
Vacant General							
Vacant Residential							
Maker, 2nd by:	9	MM/ME	MM/ME	MM/LE	MM/CH	MM/CH	MM/ME
TOTAL: Quorum is 7		8Y, 1N	8Y, 1N	8Y, 1N	8Y, 1N	8Y, 1N	8Y, 1N
Agenda item description X=Yes, N=No, AB=Abstain, R=Recuse, O=Absent I=Inelligible	Roll Call 7:20pm						

15 (SR)	16 (SR)	17A Add Ad hoc Board Retreat Committee	17 PLUM	17 EMO	17 Ad hoc parking	17B Legislative Affairs	LANCC
X	X						
X	X						
X	X						
X	X						
X	X						
N	X						
X	X						
X	X						
O	O						
X	X						
O	O						
MM/CH	MM/CH						
8Y, 1N	9Y						
Add, "notify President"		Punam - Chair, CH, AC, + DB Alternate	PG - Chair, AC, Leave - PC	ME & CH Co- Chairs, AC	LE Chair, PC	CH, MM, LE, Anita	Add PG rep

18 CIS Remote attendance at City Council meetings
X
X
X
X
X
X
X
X
O
X
O
MM/GF
9Y
8:21 MM/CH adjourn