



North Hills West Neighborhood Council

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

Special Board Meeting Minutes August 21, 2025 6:07PM-7:45PM (DRAFT)

Regular Meeting Location:
Mid-Valley Regional Branch Library
16244 Nordhoff St.
North Hills, CA 91343
(MAIL NOT ACCEPTED AT THIS ADDRESS)

Boardmember	Roll Call	Funding Vote Eligible*	Category
Angelica Aleksanyan	Present	NO	General Stakeholder 2027
Liza Ashley	Present	NO	General Stakeholder 2029
Bianca Castillo	Joined in Item # 3.b.	NO	General Stakeholder 2029
Maggie Elliott	Present	YES	Residential 2029
Linda Erdman	Absent	YES	Residential 2027
Garry Fordyce	Present	YES	Residential 2029
Leticia Isabel	Present	YES	General Stakeholder 2027
Ilse Lopez	Absent	NO	Residential 2029
Jane Lopez	Present	YES	Residential 2027
Janayn Martinez	Present	YES	Residential 2029
Martha Ugarte	Present	YES	General Stakeholder 2027
Vacant	Vacant	Vacant	Community Interest 2027
Vacant	Vacant	Vacant	General Stakeholder 2027
Board Members -13	Present 08 Absent 02 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, Pledge of Allegiance- **The meeting was called to order at 6:07PM by NEA, John Darnell. He also led the Pledge of Allegiance.**
2. Roll Call- **Roll was called by John Darnell as the Minute Taker had not been given the new list of Boardmembers. Quorum was reached.**

NHWNC ITEM 2. Roll Call		
Present-08	Absent-02	Excused-01
Aleksanyan, Ashley, Elliott, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	Erdman, I. Lopez	None

The meeting was moved to item #6.

3. Motion to approve Bianca Castillo to the General Stakeholder Board Member term ending 2029.

Public Comment: None

Motion: Passed

NHWNC ITEM 3a. Motion to approve table Item #3 until Bianca Castillo arrives to the meeting.

Moved: Fordyce Seconded: Isabel

Yes-06	No-01	Abstain-01	Ineligible-00	Absent-02
Aleksanyan, Ashley, Fordyce, Isabel, Martinez, Ugarte	J. Lopez	Elliott	None	Erdman, I. Lopez

The meeting was moved to item#4.

Public Comment: None

Motion: Passed

NHWNC ITEM 3b. Motion to approve Bianca Castillo to the General Stakeholder Board Member term ending 2029.

Moved: Fordyce Seconded: Aleksanyan

Yes-08	No-00	Abstain-00	Ineligible-00	Absent-02
Aleksanyan, Ashley, Elliott, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	None	None	Erdman I. Lopez

The meeting was moved to item #5

4. Swearing-in of newly elected board members Neighborhood Council Board Oath: *I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone's opinion. I will find the good in my neighborhood, and praise it and promote it. I will act at all times in accordance with our bylaws and will conform fully, both in spirit and intent. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.* - **NEA, John Darnell swore in the new Boardmembers.**

Bianca Castillo joined the meeting at 6:18PM

The meeting was moved to item #3.b.

5. Selection of officers to serve on the North Hills West Neighborhood Council.

- a. **President- Fordyce was nominated by Aleksanyan**

Public Comment: None

Motion: Passed

NHWNC ITEM 5a. Motion to approve Garry Fordyce as the President of the North Hills West Neighborhood Council.

Yes-07	No-00	Abstain-01	Ineligible-01	Absent-02
Aleksanyan, Ashley, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	Elliott	Castillo	Erdman I. Lopez

b. Vice President-**Fordyce nominated J. Lopez**

Public Comment: None

Motion: Passed

NHWNC ITEM 5b. Motion to approve Jane Lopez as the Vice President of North Hills West Neighborhood Council.				
Yes-08	No-00	Abstain-00	Ineligible-01	Absent-02
Aleksanyan, Ashley, Elliott, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	None	Castillo	Erdman I. Lopez

c. Secretary

Public Comment: None

Motion: Passed

NHWNC ITEM 5c. Motion to approve Bianca Castillo as the Secretary of the North Hills West Neighborhood Council.				
Yes-08	No-00	Abstain-00	Ineligible-01	Absent-02
Aleksanyan, Ashley, Elliott, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	None	Castillo	Erdman I. Lopez

d. Treasurer- **Martinez self-nominated**

Public Comment: None

Motion: Passed

NHWNC ITEM 5d. Motion to approve Janayn Martinez as the Treasurer of the North Hills West Neighborhood Council.				
Moved: Martinez Seconded: Fordyce				
Yes-08	No-00	Abstain-00	Ineligible-01	Absent-02
Aleksanyan, Ashley, Elliott, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	None	Castillo	Erdman I. Lopez

The meeting was moved to item #7

6. Elected Officials, Public Agency Speakers, Field Representatives, and Public Service Announcements. Up to three (3) minutes per speaker. Stakeholders are allotted up to two minutes each for a question, for each Agendized public official who visits. Public Officials who do not give advance notice of their participation in the NHW Neighborhood Council meeting are limited to up to two minutes of announcements, which must include their contact information.
 - a. Battalion 10/B Platoon Captain, Jessie (Jesus) De La Cruz **reported about the extreme heat and the cooling centers. Senior centers and Libraries are being used as cooling centers, pets are welcome. and brush fires and brush clearance were discussed. He was asked about some of the available apps- Avenza Maps, ilafd, Pulsepoint, and Watch Duty.**
 - b. Mayor Karen Bass - West Valley Area Representative -**Absent, no report**
 - c. Office of City Councilmember John Lee - District 12 - Field Representative, **Josh Yeager- Conversations with Councils will be on Monday night from 6:00PM-8:30PM. It will be held at the Vineyards.**
 - d. L.A. County Supervisor - District 3 - Lindsey Horvath - **Absent, no report**

- e. State Senate - District 20 - Caroline Menjivar - **Absent, no report**
- f. State Assembly - District 40 - Pilar Schiavo / Field Representative - Gaby Gurrola - **Absent, no report**
- g. U.S. Congress - District 32 - Brad Sherman - **Absent, no report**
- h. LAUSD School Board - District 3 - Scott Schmerelson- **Absent, no report**
- i. LAUSD School Board - District 6 - Kelly Gonez - **Absent, no report**
- j. LAPD - Devonshire Division - Senior Lead Officer (SLO) - Jerome Knopp - **Absent, no report**
- k. Mid-Valley Regional Library-- **Absent, no report**
- l. L.A. Department of Neighborhood Empowerment - NEA - **John Darnell- mentioned the trainings and the upcoming Congress of Neighborhoods on September 27, 2025.**
- m. Budget Advocate- **Glenn Bailey gave the Budget Advocate report.**
- n. LAPD Volunteer - Mikkie Loi - **Absent, no report**

The meeting was moved to item #3.

- 7. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction.
 - a. **Glenn Bailey- welcomed the new Boardmembers and gave them information on attending the VANC Meetings (VANC34.org)**

Angelica Aleksanyan left the meeting at 7:02PM

- 8. Discussion and possible action to appoint board members to serve as funding officers. For information on the Neighborhood Council Funding Program, please visit: <https://clerk.lacity.gov/clerk-services/nc-funding>
 - a. Discussion and possible action to appoint 2nd Signer
 - i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
 - ii. Acts as the second signer as required on Funding Program documents.

Public Comment: None

Motion: Passed

NHWNC ITEM 8a. Motion to appoint Garry Fordyce the Second Signer.				
Moved: Martinez Seconded: Ashley				
Yes-06	No-01	Abstain-00	Ineligible-01	Absent-03
Ashley, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	Elliott	None	Castillo	Aleksanyan, Erdman, I. Lopez

- b. Discussion and possible action to appoint Alternate signer
 - i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign board-approved funding documents to be submitted to the NC Funding Program.

Public Comment: None

Motion: Passed

NHWNC ITEM 8b. Motion to approve Jane Lopez as the Alternate Signer.				
Moved: Martinez Seconded: Fordyce				
Yes-06	No-01	Abstain-00	Ineligible-01	Absent-03
Ashley, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	Elliott	None	Castillo	Aleksanyan, Erdman, I. Lopez

- c. Discussion and possible action to appoint Bank cardholder
 - i. Maintains secure custody of the NC's bank card.
 - ii. Ensures the card is used for payment transactions as approved by the board only.
 - iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
 - iv. Submits (uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts.
 - v. Must not accept cash refund. All refunds must be made as a credit return.
 - vi. Notifies the Funding Program immediately of lost or stolen cards.
 - 1. Bank must be notified immediately by the NC bank cardholder to block any further usage of the card.
 - 2. A new card can be ordered upon notification.
 - 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.
 - vii. Notifies NC Funding Program upon resignation or removal as the NC bank cardholder.
 - 1. The NC will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder.
 - viii. Can only serve as a cardholder for one NC at a time.
 - 1. Is the only board member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.

Public Comment: None

Motion: Passed

NHWNC ITEM 8c. Motion to approve the Treasurer, Janayn Martinez as the Bank Card Holder.				
Moved: Fordyce Seconded: Ugarte				
Yes-07	No-00	Abstain-00	Ineligible-00	Absent-03
Ashley, Elliott, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	None	None	Aleksanyan, Erdman, I. Lopez

- d. Discussion and possible action to appoint 2nd bank cardholder
 - i. In the absence or unavailability of the Bank Cardholder, the 2nd Bank Cardholder can use the bank card for board-approved funding purchases.

Public Comment: None

Motion: Passed

NHWNC ITEM 8di. Motion to approve Liza Ashley as the Second Card Holder.

Moved: Fordyce Seconded: Lopez

Yes-07	No-00	Abstain-00	Ineligible-01	Absent-03
Ashley, Elliott, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	None	Castillo	Aleksanyan, Erdman, I. Lopez

9. Discussion only about future appointments of board members to committees. **-No Action Taken**

- a. Budget and Finance
- b. Events, Marketing, and Outreach
- c. Planning and Land Use Management
- d. Beautification and Infrastructure
- e. Public Safety and Emergency Preparedness
- f. Rules and Elections

10. Discussion and possible action to appoint up to 5 board members as Community Impact Statement (CIS) filers. The filers must be board members. The filers are responsible for filing the CIS's into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information, please click here:

<https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf> **Item**

Postponed

11. Discussion only about future appointments of board members to serve as representatives to various Neighborhood Council alliances and coalitions. For the list, please see below and click here for more information: (<https://empowerla.org/alliances/>)- **Item Postponed**

- a. Budget Representatives-**Garry Fordyce and Janayn Martinez**
- b. LADWP Advocacy and Oversight
- c. LGBTQ+ Alliance
- d. Los Angeles Neighborhood Council Coalition (LANCC)
- e. Neighborhood Council Emergency Preparedness Alliance (NCEPA)
- f. Neighborhood Council Sustainability Alliance (NCSA)
- g. Plan Check
- h. Valley Alliance of Neighborhood Councils (VANC)

12. Discussion only about future appointments of board members to serve as liaisons to certain city departments and programs. City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) are frequently looking for a contact person to work with on a particular subject matter. During the year, agencies will ask the Department of Neighborhood Empowerment (DONE) for liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with NCs and stakeholders. Your willingness to be that contact person will help your NC improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions is the following: **-Item Postponed**

- a. Aging Liaison
- b. Animal Services Liaison
- c. Emergency Preparedness Liaison
- d. Film

- e. Homelessness Liaison
- f. Public Works
- g. Resilience Liaison

13. Discussion and possible action to approve the June 2025 Monthly Expenditure Report (MER).

The MER was not available. Item Postponed

14. Discussion and possible action to approve the July 2025 Monthly Expenditure Report (MER).

The MER was not available. Item Postponed

15. Discussion and possible action to approve the Administrative Packet for fiscal year 2025/2026.

Public Comment: None

Motion: Passed

NHWNC ITEM 15. Motion to approve the NHWNC Administrative Packet for fiscal year 2025/2026. Moved: Martinez Seconded: Ugarte				
Yes-06	No-00	Abstain-01	Ineligible-01	Absent-03
Ashley, Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	Elliott	Castillo	Aleksanyan, Erdman, I. Lopez

16. Discussion and possible action to approve the June 23rd, 2025 Special Board Meeting Minutes.

Public Comment: None

Motion: Passed

NHWNC ITEM 16. Motion to approve the June 23 Special Board Meeting Minutes Moved: Fordyce Seconded: Martinez				
Yes-05	No-00	Abstain-02	Ineligible-01	Absent-03
Fordyce, Isabel, J. Lopez, Martinez, Ugarte	None	Ashley, Elliott	Castillo	Aleksanyan, Erdman, I. Lopez

17. Adjournment- the meeting was adjourned at 7:45PM.