



## North Hills East Neighborhood Council

### BOARD OF DIRECTORS MEETING

Monday – June 4, 2018 – 6:30 PM

Penny Lane Center - Rainbow Room, 15314 Rayen Street, North Hills, CA 91343

Free Parking available in Penny Lane parking lots across the street

Agendas are posted 72 hours before a Regular Meeting or 24 hours before a Special Meeting.

All meetings are open to the public.

Meetings may be recorded by sound or video as long as it is not disruptive.

#### OFFICERS OF THE BOARD

President, Tony Wilkinson – Vice President, **Italia** Abundez – Secretary, (vacant) – Treasurer, Perla Lagunas

#### MEMBERS OF THE BOARD OF DIRECTORS (INCLUDING OFFICERS)

Italia Abundez / Elvira Higuera Alvarado / Olvia Diaz / Punam Gohel / Brisa Lagunas / Perla Lagunas / Margarita Lopez  
Severiana Pablo / Alberta Abundez Peralta / Bartolome Treviño / Tony Wilkinson / Antonio York - (12)

VACANCIES: Homeowner (1), Organization (1), At-Large (1)

ALTERNATES: (1) Jill Akahosi, (2) Evelyn Mondoza, (3) Esther Vega, (4) Wilfred Negrete

#### Public Comment Limited To 2 Minutes Per Speaker

Unless Waived Or Additionally Restricted By The Presiding Officer Of The Board

**ALL AGENDA ITEMS EXCEPT PUBLIC COMMENT ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION  
PLEASE NOTE THE CHAIRMAN OF THE MEETING MAY TAKE ITEMS OUT OF ORDER.**

**PLEASE SUBMIT SPEAKER CARDS SO THAT WE MAY IDENTIFY YOUR INPUT.**

**YOU CAN MAKE A PUBLIC COMMENT WITHOUT FILLING OUT A SPEAKER CARD.**

**THE TIMES FOR AGENDA ITEMS ARE A GUIDELINE. THE MEETING DOES NOT HAVE A SCHEDULED ENDING  
TIME. PLEASE KEEP COMMENTS BRIEF TO HAVE A QUICK MEETING.**

- 6:30 1. Call To Order – Pledge of Allegiance – Welcome**  
(Tony Wilkinson, President) (3m)
- 6:33 2. Roll call of the board.** The board has 15 seats. Twelve are filled. The quorum for the board is 8. Alternates may be seated for absent Board members and for vacant seats and counted in the quorum. (2m)
- 6:35 3. Report from the Los Angeles Police Department:** Senior Lead Officer Charles Chacon, Basic Car 19A61 North Hills (cell: 818-634-0545, office: 818-838-9845, email: 35441@lapd.online) (10m)
- 6:45 4. Reports from other government officials: (12m)**  
Council District 6 [south of Rayen Street] (Councilwoman **Nury Martinez**) / staff **Andres Sandoval** (818-771-0236, andres.x.sandoval@lacity.org)  
Council District 7 [north of Rayen Street] (Councilwoman **Monica Rodriguez**) / staff **Juan Solorio** (818-485-0600, juan.solorio@lacity.org@lacity.org)  
Los Angeles Mayor **Eric Garcetti** / staff **Brian Gavidia** (213-713-0960, brian.gavidia@lacity.org)  
Los Angeles Unified School District, District 6 (Board Member **Kelly Gonez**) / staff **To Be Announced** (213-241-6388, \_\_\_\_\_@lausd.net)

Los Angeles County Supervisorial District 3 (Supervisor **Sheila Kuehl**, 213-974-1311) / staff **Benita Trujillo** (818-901-3831, BTrujillo@bos.lacounty.gov).  
Assembly District 46 (Assemblymember **Adrin Nazarian**) / staff **Angie Aramayo** (818-376-4246, Angie.Aramayo@asm.ca.gov)  
State Senate District 18 (Senator **Bob Hertzberg**) / (Van Nuys District Office: 818-901-5588). Staff **Marco Santana** (818-901-5588, Marco.Santana@sen.ca.gov).  
California Congressional District 29 (Congressman **Tony Cardenas**) / Staff **Jaqueline Serrano** (818-221-3718, Jacqueline.Serrano@mail.house.gov)

- 6:57 5. **Public comment on non-agenda subjects. Please limit comments to two minutes per speaker.** Candidates for public office may speak during the public comment period. (8m)
- 7:05 6. **Consideration and possible action to appoint a candidate to the vacant Homeowner seat, Organization seat, and Region 4 seat on the Board, and to any other seat or Alternate position that may be available.** (10m)
- 7:15 7. **Consideration and possible action to appoint a member of the Board as Secretary.** (5m)
- 7:20 8. **Approve minutes of prior meetings.** (4m)
- 7:24 9. **Consideration and possible action to approve the Treasurer's financial reports as the official records of the Board, and any budget adjustments that may be required.** (5m)
- 7:29 10. **Consideration and possible action to appoint an Alternate Signer for financial documents. Board President Tony Wilkinson has been recommended by the Treasurer.** City rules now allow a third person who can sign required financial reports and Board Action Certification forms. If appointed, the Alternate Signer would join Treasurer and Card Holder Perla Lagunas and Vice President and Second Signer Italia Abundez as authorized signers of financial reports. (3m)
- 7:32 11. **Consideration and possible action regarding committees, and committee reports.** The Board may change its committees and its committee chairs to meet its needs. No committees are named in the current bylaws. The Board has a policy that all Board members and Alternates are automatically members of all committees, and that committees will be scheduled as joint meetings with the Board. People who are not on the Board are also welcome to serve on committees. (8m)

**Beautification and Community Services:** Severiana Pablo

**Education:** [vacant]

**Executive:** Tony Wilkinson

**Finance:** Italia Abundez (Board Vice President, required by bylaws)

**Land Use:** Punam Gohel

**Outreach:** Perla Lagunas

**Public Safety:** Bart Treviño

**Rules:** Perla Lagunas

- 7:40 12. **Appointment of special representatives and alternates, including DWP, Homeless, Public Works, Animal Services, Aging and other representatives to citywide efforts.** These representatives do not need to be members of the Board. The positions do require occasional meetings downtown. At least one of the representatives of a particular type should read English because many information materials are not translated into Spanish. (3m)

- 7:43 13. **Consideration and possible action to approve the City inventory report that was prepared by Neighborhood Council Advocate Gibson Nyambura with the assistance of NHENC Treasurer Perla Lagunas. The report was received by the council on May 29. Included in the Board's approval would be the statement that all new equipment that is being purchased, other additions or revisions, and the required photographs of the equipment will be part of an updated report that will be prepared by the council. The updated report will be submitted to the Board for approval at its meeting on July 2. The updated report is due by July 15.** The Board is being asked to approve the first official report so that the council will not have any missing documents at the start of the next Fiscal Year on July 1. The council's objective is to avoid the restriction of its July funding to \$333, which will happen if there are missing reports. (3m)
- 7:46 14. **Consideration and possible action to approve the first of the recurring monthly expenses that may be authorized as part of the Budget that is contained in the new Fiscal Year Administrative Packet.** This packet and instructions was received only hours before this agenda was scheduled to be posted. Although the deadline for submission is July 30, the council's funding will be limited to \$333 until this packet is received. The council's objective is to have this packet approved for submission by July 1. As in prior years, the budget may be amended by the Board as often as it wishes. The items in this sequence of approvals takes advantage of the ability to avoid a monthly agenda item for certain types of recurring expenses. **The first item is consideration and possible action on the recommendation that the Board approve up to \$1150 per month for a secure office space, either at the executive suites at 14500 Roscoe Boulevard in Panorama City or in an ADA accessible rental space in North Hills East, as approved by the Executive Committee.** The maximum monthly expense is equivalent to \$13,800 per year, or 33 percent of the council's \$42,000 annual funding. The authorization allows the Executive Committee (the four Board officers) to act quickly on available locations as long as three of them agree. (4m)
- 7:50 15. **Consideration and possible action to approve continuation of the existing monthly storage space rental of up to \$300 per month.** (3m)
- 7:53 16. **Consideration and possible action to approve up to \$300 per month for light food and refreshments at public Board and committee meetings.** Note: Food may not be served in the Penny Lane Rainbow Room, in order to protect the carpeted floor. (3m)
- 7:56 17. **Consideration and possible action to approve up to \$300 per month to continue the existing webmaster services from Moore Business Results or from another vendor, at the discretion of the Executive Committee.** (4m)
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- 8:00 18. **Consideration and possible action to approve up to \$600 per month for simultaneous translation services for Board meetings and, where funds permit, committee meetings.** (3m)
- 8:03 19. **Consideration and possible action to approve up to \$300 per month for the services of a note taker for the purpose of producing meeting minutes.** (3m)
- 8:06 20. **Consideration and possible action to approve the Fiscal Year Administrative Packet, which includes (1) Letters of Acknowledgment signed by all the financial officers, (2) an annual budget that will include recurring items that have been approved above, plus additional amounts for operations, outreach, elections (\$3,000 recommended), Neighborhood Purposes Grants (\$2,000 recommended), and Community Improvement Projects (\$ZERO recommended), and (3) requests for administrative agreements to carry out the recurring purposes that have been approved above and which require written agreements.** (4m)

**LEGALLY REQUIRED OFFICIAL POSTING – PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME**

- 8:10 21. Consideration and possible action to approve up to \$1500 for weekly Summer Night Lights participation at Sepulveda Recreation Center during the months of June and July, specifically including money from the new Fiscal Year.** (In May, up to \$1000 was approved for this purpose for May and June, which did not extend funding into July.) (3m)
- 8:13 22. Consideration and possible action to approve up to \$1400 for weekly Family Fun Days at North Hills Community Park during the months of June and July, specifically including money from the new Fiscal Year.** (In May, up to \$1000 was approved for this purpose for June, which did not extend funding into July.) (3m)
- 8:16 23. Consideration and possible action to approve up to \$900 for office equipment, including a projection screen, portable backup drives, a networking switch and cables, and systems and application software, including new Fiscal Year funds.** (4m)
- 8:20 24. Consideration and possible action to approve up to \$1600 for office furniture, such as a desk, work table, posture chairs, file cabinets, and a storage cabinet with a lock, including new Fiscal Year funds.** (5m)
- 8:25 25. Consideration and possible action to approve up to \$900 for portable event furniture, including folding tables and chairs.** The council's current set of event furniture is in constant use at the Community Outreach Center at 9054 Sepulveda Boulevard. (3m)
- 8:35 26. Comments by Board members and seated Alternates on matters within the jurisdiction of the Neighborhood Council.** (5m)
- 8:40 27. Adjournment.** (The times in this agenda are estimates. The meeting is not scheduled to adjourn at a particular time.)

*The North Hills East Neighborhood Council Agenda is posted for public review at the Penny Lane Center, Rainbow Room Door, 15314 Rayen Street, North Hills, CA 91343. It is also posted on the NHENC website: [northhillseast.org](http://northhillseast.org). This council uses the city's ENS mailing list as its agenda email list. You may sign up for the ENS agenda system at: <http://lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.*

*In addition to the Penny Lane Rainbow Room, agendas MAY occasionally be posted at the following locations: Noble Elementary School, 8329 Noble Avenue, North Hills, CA 913439 (818-892-1151), El Redil, 15226 Parthenia Street, North Hills, CA 91343 (818-920-1908), North Hills United Methodist Church Mission, 15435 Rayen Street, North Hills, CA 91343 (818-892-1164).*

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – Please fill out “Speaker Card” and give it to the Secretary so that we can identify your input. You do not need to fill out a speaker card in order to make a public comment. You are welcome to make a brief comment on any item on the agenda at the time that it is heard. Comments on other matters that are within the Board’s jurisdiction will be heard during the General Public Comment period.

**THE AMERICANS WITH DISABILITIES ACT** - 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 and other auxiliary aids and/or services, may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting you wish to attend by contacting any Board officer or by contacting the Board by email at [info@northhillseastnc.org](mailto:info@northhillseastnc.org).

**RECONSIDERATION PROCESS** - Reconsideration of a vote by the Board may be called as a motion by a Board member that voted on the prevailing side of the decision.

**GRIEVANCE PROCESS** - If you believe that the Board is not following its own rules or any of the other rules by which it must operate, you may file a Grievance in writing with the Secretary. The Grievance will be placed on the agenda for the next Board meeting. If the Board cannot easily resolve the Grievance with you, it shall refer it to a Grievance Panel, as described in the Council's Bylaws. The report of the Grievance Panel will be considered at the following Board meeting. Board members may not file a Grievance.

**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 the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda please contact the Board Secretary.

**NHENC BYLAWS** - The Bylaws of the North Hills East Neighborhood Council are available at [EmpowerLA.org/nhenc](http://EmpowerLA.org/nhenc) and on the Council's website at [northhillseast.org](http://northhillseast.org). For your convenience, the Bylaws are available during every meeting.