

**APPROVED**  
**Northridge West Neighborhood Council (NWNC)**  
**General Public Board Meeting**  
**Tuesday, April 14, 2015 – 6.30PM**  
**Calahan Elementary School Auditorium**  
**18722 Knapp Street, Northridge 91324**

1. Call to Order

President Tom Johnson called the meeting to order at 6.35PM.

2. Roll call

Over twelve stakeholders were present, along with nine board members (a quorum was declared).

Here (10)	Pamela Jane Gentry, Tom Johnson, Steven Koch, Peter Lasky, John Mah, Debbie Penman, Colleen Pick, Freddie Rymond, David Uranga, and Glen Wilson
Absent (1)	Alex Orozco

3. Flag Ceremony

Tom Johnson led us in the pledge of allegiance.

4. Reports and Presentations by Public Officials

a. LAPD SLO John Parker

- There has been an increase in motorcycle burglaries; please continue to keep your vehicles locked with valuables out of sight.
- The next Neighborhood Watch meeting will be Thursday, April 18, at 21001 Plummer Street (Sunburst Mobile Home Park) at 7PM.
- For additional concerns, please reach out to Officer Parker via his cellular at 818-634-0579 or via email at 36560@lapdi.lacity.org.

b. City Attorney - Alin Sahagian

- Unable to attend tonight’s meeting.

c. CD 12 - Jonathan Coto

- As one of the first Great Streets Upgrade within Los Angeles, a mile-long stretch of Reseda Boulevard includes new bike lanes; it was recently striped and will include bolsters, street features, art and furniture designed to boost economic development.
- In partnership with CD12, the Great Streets Team, Northridge Sparkle and the Northridge Chamber of Commerce are working together with a non-profit design organization to develop a small park that will enhance walkability and highlight adjacent businesses along Reseda Boulevard, between Nordhoff and Gresham Streets.
- Gresham Street is getting a new sidewalk.
- The following are a few of the upcoming events in our community:
 

May 9	Annual Pancake Breakfast, 10250 Etiwanda Avenue
May 9	Free Tree Giveaway at Northridge Park, 18300 LeMarsh Street
May 17	Citrus Sunday at Northridge Park, 10058 Reseda Boulevard
May 30 or 31 (possibly)	Senior Dance – This event is currently in the planning stages

5. General Public Comments on Non-Agenda items

- Linda Dunham mentioned that the Annual Granada Hills Street Faire would be held Saturday, October 10 from 10AM to 5PM along four city blocks of Chatsworth Street, between Zelzah and Encino

Avenues. For additional information, please visit the website at <http://www.granadahillstreetfaire.com>

- Michelle Wells, principal of Calahan Elementary School, introduced Frank Perez, head of school safety. They requested approximately \$2,500 to purchase equipment, including radio communication devices, to be used in the event of a natural disaster. Mr. Lasky asked how they intend to practice with the equipment and keep it secure. Frank replied that they have procedures to follow in order to secure the equipment, provide training, as well as maintenance to insure adequate battery life. Michelle replied that they have a contact system already in place to reach out to parents in the event of an emergency. They are also working with LAUSD Public Safety, because this location is classified as a “temporary” emergency shelter. To qualify as a regular emergency facility, Calahan Elementary would require showers and a larger kitchen.
- Don Larson from Northridge South Sparkle mentioned that a median along Reseda Boulevard would be a nice location for a flagpole. It will cost \$4k to \$5k. There is already electricity in place, so the flag could be illuminated all night. Debbie suggested that we could share this cost with the East Northridge Neighborhood Council.

6. President Johnson’s comments

- a. Webmaster Selection Ad Hoc Committee
  - DONE provided NWNC with a list of ten potential vendors. It was decided to generate an ad hoc committee to select a webmaster; Steven Koch and Colleen Pick volunteered for this committee.
- b. LAFD Valley Public Safety Advisory Committee
  - As no one immediately volunteered for this assignment, it was requested that interested individuals reach out to Tom Johnson.
- c. Neighborhood Council Congress
  - The annual Neighborhood Council Congress will be held Saturday, September 26 at Los Angeles City Hall. If you are interested, please plan to attend this free worthwhile training event.
- d. Recreational & Cultural Facilities Program: Proposition K - primary purpose of Prop K is to combat inadequacies and decay of the City's youth infrastructure.
  - Tom will pass along additional information as soon as it becomes available.
- e. CERT Training
  - Tom will receive notification from the LAFD when this becomes available; the most recent training had over seventy potential enrollees.

7. Motion to approve NWNC meeting minutes for February and March 2015

- Tom Johnson made a motion to accept the minutes of February 10 and March 10; Debbie Penman seconded this motion and the motion passed unanimously.

8. Motion to approve Treasurer's monthly expense reports for the months of February and March 2015

- The following expenses were incurred in February 2015:

Date	Item	Category	Vendor	Amount
February 2	Art and Design Work	Outreach	Martin Outdoor Media	400.00
February 3	Toner Cartridge	Operations	Office Depot	119.12
February 11	Pepsi and Cookies	Outreach	Vons	13.71
February 11	Sandwich Platter	Outreach	Subway	60.00
February 12	Canopy Weights	Operations	Sports Authority	43.59
February 13	Chips	CIP	Smart & Final	11.99

February 23	Pizzas	Outreach	Little Caesars	15.26
February 24	Pizza	Outreach	Little Caesars	5.45
February 25	Website	Outreach	Aaron DeVandry	250.00
February 26	Advertising	Outreach	Decision Publications	500.00
February 26	Office Rent	Operations	Decision Publications	300.00
			TOTAL	<u>1,719.12</u>

- Glen Wilson made a motion to accept the Treasurer’s Report and Expenses of February 2015; Peter Lasky seconded this motion and the motion passed unanimously.

- The following expenses were incurred in March 2015:

Date	Item	Category	Vendor	Amount
March 2	Postage	Operations	USPS	5.75
March 2	Retreat and Training	Operations	Coco’s	170.80
March 4	Brochures	Outreach	Print Firm Inc.	151.15
March 10	Advertising	Outreach	Decision Publications	250.00
March 10	Office Rent/Storage	Operations	Decision Publications	150.00
March 12	Sandwich Platter	Outreach	Subway	60.00
March 13	Chairs	Operations	Sports Authority	47.12
March 13	Maintenance Service	CIP	American Heritage Land	200.00
March 16	VANC Mixer	Outreach	Carlas Café	300.00
March 19	Water & Chips	CIP	Smart & Final	26.17
March 19	Table	Operations	Smart & Final	54.49
March 27	School Rent	Operations	LAUSD	393.48
March 30	Sandwich Platter	Outreach	Subway	49.05
			TOTAL	<u>1,858.01</u>

- Tom Johnson made a motion to accept the Treasurer’s Report and Expenses of March 2015; John Mah seconded this motion and the motion passed unanimously.

9. Discussion and possible motion to approve up to \$400 for purchase of refrigerator magnets for Outreach

- Peter Lasky showed a sample of an inexpensive orange clip magnet.
- Steven Koch recommended that this design include the NWNC website so that people can contact us.
- John Mah was concerned about the strength of the magnet.
- Michelle Wells asked if this is from a local vendor; she has a local vendor she uses for the Calahan Elementary School.
- Peter Lasky made a motion to spend \$400 for these refrigerator magnets; Pamela Gentry seconded this motion and the motion passed unanimously.

10. Discussion and motion to approve up to \$2,000 for CERT training

- Tom mentioned that he just took this class, held for eight hours on three consecutive Saturdays.
- This training provides the opportunity to use a fire extinguisher, identify hazardous waste, and establish a triage.
- This funding will be for a venue and refreshments; it will not be for books or tools.
- Jonathan Coto will follow-up with his co-worker Tania Oronoz of Councilman Englander’s office regarding a request for sponsorship.
- The next training [possibly in June] will be held at either Northridge Christian Church or here at Calahan Elementary School.
- This budget item would come from Community Improvement or Education, depending upon DONE’s opinion.

- A stakeholder asked if the training was merely for NWNC stakeholders. Tom replied that training could be open to anyone within Councilman Englander’s district.
- Tom Johnson made a motion to spend up to \$2k to support CERT Training; Steven Koch seconded this motion, and the motion passed unanimously.

11. Discussion and possible motion to establish up to \$500 funding line from Community Improvement/ Beautification Budget for purchase of a new lawn mower for Operation Clean Sweep

- Debbie Penman mentioned that the current lawnmower, without a catch basket, was donated years ago by a neighbor who was moving away.
- Tom Johnson requested that we get a seriously durable lawnmower from a lawnmower shop.
- A stakeholder asked why we purchasing a lawnmower when there is no grass growing. Debbie replied that there is grass growing along Tampa Avenue, near Mayall Avenue. Peter Lasky added that the grass is growing under its own initiative.
- Glen Wilson made a motion to spend up to \$500 for a new lawnmower; Tom Johnson seconded this motion, and the motion passed unanimously.

12. Discussion and motion to approve \$465 invoice from Decision Publications:

- Tom showed an article that appeared on page six of the North Valley Community Connection (NVCC). This article about the NWNC, discussing what we have done this past month and plans for the next six months, brought forward multiple concerned citizens.
- Steven asked about the deadline; Tom replied that it is due on the 14<sup>th</sup>. The NVCC goes to publication on the 20<sup>th</sup>.
- This \$465 is the total monthly charge; \$400 was previously approved, they are now seeking \$65/month for the writer of the NWNC Outreach article.

Advertising	\$250
Rent	150
NWNC Outreach Article Writer	<u>65</u>
Total	<u>465</u>

- Tom Johnson made a motion for this expense; Peter Lasky seconded this motion, and the motion passed unanimously.

13. Discussion and motion to approve Secretary John Mah’s summary of the Neighborhood Councils Administrative 2016 Bylaws and Election Procedures Stipulation Worksheet.

- Tom thanked John Mah for his excellent work on this effort.
- John mentioned that DONE is reaching out to all neighborhood councils regarding these eleven issues. DONE is requiring all neighborhood councils to update their bylaws and election procedures regarding the following issues:

i. Amending Article V of the bylaws regarding how abstentions are counted in board votes and inclusion of the phrase “present and voting.”

- By a vote of 3 to 1 (with Peter Lasky voting no) the following provision was selected: “Simple majority vote by the board members present and voting, not including abstentions.”
- Tom Johnson made a motion that we repeat this statement in the bylaws; David Uranga seconded this motion, and the motion passed.

Yes (9)	Pamela Jane Gentry, Tom Johnson, Steven Koch, John Mah, Debbie Penman, Colleen Pick, Freddie Rymond, David Uranga, and Glen Wilson
No (1)	Peter Lasky
Absent (1)	Alex Orozco

ii. Amending Article VIII of the bylaws regarding physical posting of notices when an NC has a website.

- By a unanimous vote the following provision was selected: “We have a website and will have one physical posting location in the rear of 9401 Reseda Boulevard, Northridge, CA 91324.”
  - Peter asked if we must enter the address within the bylaws; we will need to modify the bylaws if we change location.
  - John Mah made a motion that we repeat this statement in the bylaws; Peter Lasky seconded this motion, and the motion passed unanimously.
- iii. Appointment of a board member to the regional grievance panel pursuant to Article XI of the NWNC bylaws
- By a unanimous vote the following provision was selected: “Appointment of John Mah, board member, jmah@northridgewest.org, 818-360-6398.” Normally, the default is the president. However, John Mah volunteered to be a panelist.
  - Tom Johnson made a motion that we repeat this statement in the bylaws; Pamela Gentry seconded this motion, and the motion passed unanimously.
- iv. Amending Article XIV of the bylaws to reflect that board members will abide by the Neighborhood Council Board Member Code of Conduct.
- DONE will unilaterally add the following language to all NC bylaws: “Board Members will abide by the Commission’s Neighborhood Council Board Member Code of Conduct Policy.”
  - This statement is required by DONE and adopted by all neighborhood councils; a vote was not necessary.
- v. Amending Article XIV of the bylaws to require board members to take ethics and funding training prior to voting on funding related matters.
- DONE will unilaterally add the following language to all NC bylaws: “All board members must take ethics and funding training prior to making motions and voting on funding related matters.”
  - This statement is required by DONE and it will automatically be added to all bylaws; a vote was not necessary.
- vi. Online voting with self-affirmation
- By a vote of 3 to 1 (with Peter Lasky voting no) the following provision was selected: “We want online voting with self-affirmation voter verification. (Default)”
  - Debbie Pearson asked if a church or synagogue attendee in this community could vote; the reply was affirmative.
  - Peter Lasky thinks this is a bad idea; someone could pay their friends to claim to have business in this community, and they would vote for him.
  - Tom Johnson thinks it is a good idea, as it would open up the opportunity for more people to vote.
  - Steven Koch asked how people self-affirm that they are eligible voters; Tom mentioned that they check a box whether they reside, work, or have a relationship with a community.
  - David Uranga suggested submitting this to the Elections Committee; however, John and Tom mentioned that it had to be submitted to DONE by June 1.
  - Colleen Pick mentioned that she supports vote by mail.
  - John mentioned that DONE has funding for fifty neighborhood councils to use online voting in 2016; those fifty NCs will eliminate vote-by-mail.
  - Tom Johnson made a motion that NWNC adopt self-affirmation with no online voting; Pamela Gentry seconded this motion, yet the motion did not pass.

Yes (5)	Pamela Jane Gentry, Debbie Penman, Colleen Pick, Freddie Rymond, and David Uranga
No (5)	Tom Johnson, Steven Koch, Peter Lasky, John Mah, and Glen Wilson
Absent (1)	Alex Orozco

- Tom Johnson made a motion that NWNC adopt online voting with documentation verification; Steven Koch seconded this motion, and the motion passed.

Yes (9)	Pamela Jane Gentry, Tom Johnson, Steven Koch, Peter Lasky, Debbie Penman, Colleen Pick, Freddie Rymond, David Uranga, and Glen Wilson
No (1)	John Mah
Absent (1)	Alex Orozco

vii. Telephone voting by the NWNC

- By a unanimous vote the following provision was selected: “We do not want telephone voting.” John Mah mentioned that DONE felt this was a great deal of work.
- Tom Johnson made a motion that we repeat this statement in the bylaws; John Mah seconded this motion, and the motion passed unanimously.

viii. A poll by DONE regarding NWNC interest in vote by mail paper ballots

- Pamela mentioned that there is insufficient information regarding this issue.
- Tom Johnson made a motion that NWNC support an interest in vote by mail paper ballots; Steven Koch seconded this motion, and the motion passed unanimously.

ix. Whether the NWNC wished to maintain its current board voting structure

- We are asked to review our board voting structure on Attachment B of the bylaws; this displays the board positions and number of seats allocated to each position.
- The NWNC position is: “Maintain the current board voting structure.” (Default)
- Pamela feels this is too complicated, and could the entire board abstain from this issue?
- John reviewed the various titles within the NWNC structure; do we want to change that structure?
- The vote will be to keep the structure as it is.
- Tom Johnson made a motion that the NWNC maintain its current board voting structure; Steven Koch seconded this motion, and the motion passed unanimously.

x. A DONE poll regarding whether the NWNC wants its candidates to undergo a five to ten minute video training prior to completing the registration of their candidacy.

- Someone asked if this would be an online video; this is most likely.
- Tom Johnson made a motion that the NWNC wants its candidates to watch a five to ten minute video training prior to completing the registration of their candidacy; David Uranga seconded this motion, and the motion passed unanimously.

xi. Elected board members seating period

- This pertains to when the NWNC wants its newly elected board members to be seated. The choices are:
  - Keep our current system of seating newly elected board members on a date we select;
  - Have all newly elected board members city-wide take office on July 1, the beginning of the new fiscal year (Colleen liked this idea); or
  - Have board members be seated together based on their region and election month.
- David Uranga mentioned that the Elections Committee met and discussed this. If elected in March, and seats taken in July, everyone will have ample opportunity for training. Pamela disagreed; she feels one should serve as soon as they are elected.
- Pamela asked what system does NCNC currently use, Glen Wilson replied that we are currently under the first option. Tom did a straw vote and determined that we should keep it that way.
- Tom Johnson made a motion that the NWNC keep the current system of seating newly elected board members on a date we select; someone (unknown) seconded this motion, and the motion passed unanimously.

14. Discussion and possibly approval Discussion and possible approval of the board to renew American Heritage Landscape contract to maintain the Reseda Median on Reseda Boulevard. between Kinzie and Superior Streets for fiscal year July 1, 2015 to June 30, 2016
  - Steven Koch supports this, although the draught is causing a reduction in work efforts.
  - Tom Johnson made a motion that the American Heritage Landscape continues to maintain the Reseda Boulevard median for another year; Peter Lasky seconded this motion, and the motion passed unanimously.
  
15. Comments by Committee Chairs
  - Debbie Penman, speaking on behalf of the Beautification Committee, felt that they would become more efficient when they get the new lawnmower.
  - Someone mentioned that a median near Superior Street and Corbin Avenue was being watered; yet the sprouts were stolen.
  - Steven Koch mentioned that he witnessed the aftermath of a motorcycle accident; the motorcyclist was going very fast in this single-vehicle accident, lost control, and crashed into a tree. There were so many pieces, that it was difficult to identify it as a motorcycle.
  - Glen Wilson will hold a Budget/Finance Committee meeting later this month to discuss the budget. Tom asked if committees, such as elections and/or beautification, have upcoming expenses, to please get their estimates to Glen. It may take four to six months to get a contract through DONE; hence, NWNC will be unable to do that this fiscal year.
  - Tom suggested that a survey get placed on the NWNC website asking, "What is your worst sidewalk" and then submit the survey results to the city.
  - Someone asked John Koch if it was easier to repair sidewalks or replace trees. John replied that trees are easier, as there are frequent tree give-aways.
  
16. Adjournment
  - Tom called for adjournment of the meeting at 8:48PM.

THESE MINUTES WERE APPROVED DURING THE MEETING OF TUESDAY, 12 MAY 2015.