

APPROVED
Northridge West Neighborhood Council (NWNC)
General Public Board Meeting
Tuesday, 10 May 2016
Calahan Elementary School Auditorium
18722 Knapp Street, Northridge 91324

I. WELCOMING REMARKS

- Tom Johnson said a few words about everyone’s friend, Richard “Dick” Rippey, who passed away on Saturday, April 30. Dick was a very hard-working individual who gave a great deal to Porter Ranch and Northridge.
- a. Call to order and flag salute
 - Tom Johnson called the meeting to order at 6:35PM and led us in the Pledge of Allegiance.
- b. Recognition of outgoing Board
 - Thanks was given to Colleen Pick and Debbie Penman for their great service to the NWNC, the Northridge community, and all their efforts in many activities, including tree trimming and the Thursday morning clean-ups.

II. SEATING OF THE NEW NEIGHBORHOOD COUNCIL BOARD

- a. Roll Call
 - A roll call was performed; [eventually] eight members of the board, along with over thirteen stakeholders were in attendance; a quorum was declared.

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| Here (8) | Lloyd Dent, Hrug DerManuelian, Bill Fox, Tom Johnson, Peter Lasky, John Mah, Freddie Rymond, and Glen Wilson |
| Absent (2) | Pamela Gentry and Brent Robinson |
| Unknown Status (1) | Hayk Gasparyan |
- b. Neighborhood Council
 - Leyla Campos, Director of Neighborhood Council Operations from the Department of Neighborhood Empowerment (DONE) administered the oath of office to new members Hrug DerManuelian and Lloyd Dent.

III. ELECTION OF BOARD OFFICERS

- Leyla reviewed the packet, which included the by-laws and descriptions of the positions on the NWNC.
- Peter Lasky nominated himself to be President of the NWNC. He is a big proponent of the Tampa Media project, is looking to expand the board, fill the vacancies, and bring new leadership. Peter Lasky was unanimously elected the new President of the NWNC.
- Peter Lasky nominated John Mah to be Vice President of Administration. John mentioned that this was a surprise, and he was flattered. He has been secretary for the past two years, and looks forward to continuing to support the NWNC. John Mah was unanimously elected the new Vice President, Administration of the NWNC.
- Peter Lasky nominated Brent Robinson to be Vice President of Outreach. Brent is currently out of town, yet he was unanimously re-elected as Vice President, Outreach of the NWNC.
- John Mah nominated Glen Wilson to be Secretary; Glen asked that this vote be delayed until after the Treasurer’s vote.
- Glen Wilson nominated himself to be Treasurer and was unanimously re-elected as Treasurer of the NWNC.
- John Mah nominated Hrug DerManuelian to be Secretary; yet as this was his first meeting, he felt it was too much responsibility too soon. Peter Lasky nominated Lloyd Dent to be Secretary; Lloyd was elected Secretary of the NWNC.

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| Here (7) | DerManuelian, Fox, Johnson, Lasky, Mah, Rymond, and Wilson |
| Abstain (1) | Dent |

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| Absent (2) | Gentry and Robinson |
| Unknown Status (1) | Gasparyan |

- a. Board designation of Bank Card Holder and Second Signatory
 - Bill Fox made a motion that Glen Wilson shall continue as primary signer and bankcard holder; Lloyd Dent seconded the motion, and it passed unanimously.
 - Bill Fox made a motion that Peter Lasky shall serve as secondary signer; Lloyd Dent seconded the motion, and it passed unanimously.
 - Leyla wondered how many NWNC board members had taken the mandatory financial training. Six board members had taken the training; there is additional required training for the 2nd signatory that Peter Lasky will take.
- b. Board designation of NC Liaisons to City Departments
 - Peter Lasky made a motion that John Mah shall serve as liaison to the city attorney’s office. This position will not have to deal with conflicts of interest; in the event of a conflict of interest, the person who may have the conflict will be in touch with the city’s attorney’s office. Bill Fox seconded this motion and it passed unanimously.

IV. COMMUNITY/GOVERNMENT REPORTS and ANNOUNCEMENTS:

- Jessie Strobel from Councilman Englander’s office addressed the NWNC.
 - Friday, May 6, the city council passed a motion requesting the Los Angeles Fire Department (LAFD) report back on the feasibility of implementing a fee for non-Advanced Life Support responses to skilled nursing facilities. Often, LAFD firefighter paramedics are called on to respond to non-emergency or basic life support calls at skilled nursing facilities, which employ staff that should be able to deal with these calls without needing LAFD assistance.
 - Sunday, May 22, 9AM to 1PM, Councilman Englander, the Valley Interfaith Council, and Food Forward invite everyone to join “Citrus Sunday”. They will collect citrus fruit and donate it to food pantries. Last year, 13,000 lbs. of backyard fruit were donated. NWNC’s nearest drop-off location is the Northridge Park, 10058 Reseda Boulevard
 - Councilman Englander and CalArts recently launched the Making Movies that Matter Youth Short Film Festival involving hundreds of young filmmakers from elementary, middle, and high school campuses throughout CD12 and the San Fernando Valley. The Film Festival winners will be announced on Thursday, May 19, with a screening at the Valley Performing Arts Center. Additional information can be found on their website at www.cd12movies.com or by contacting CD12 District Director Ron Rubine at ron.rubine.lacity.org.
- Rosalba Gonzales, from Senator Fran Pavley’s office addressed the NWNC:
 - Senator Pavley sends thanks to the outgoing board of the NWNC, and congratulations to the new board.
 - Earlier today, Governor Brown signed Senate Bill-380, Natural Gas Storage Moratorium, into law; this will make the Southern California Gas Company responsible for passing their inspections and ensuring their facilities meet the highest safety standards prior to operation and storage.
 - Governor Brown’s revised budget may be released in the next few days; if you have any concerns, please reach out to Rosalba. She will relay the information onto Senator Pavlov, as she is a member of the Budget and Fiscal Review Committee.

V. OTHER MOTIONS and RESOLUTIONS

- a. Discussion and possible action to appoint qualified stakeholders to currently vacant seats on the Governing Board; governing board seats including Senior and At Large
 - Two At Large seats remain available; if interested, please reach out to Peter Lasky, Lloyd Dent, and/or John Mah.
 - Hayk Gasparyan’s letter to the NWNC was not clear; he wrote that he may not be able to serve any more, but it was not a formal resignation letter. John Mah will send him an email requesting clarity.

- b. Discussion and motion to re-balance the budget to properly fund all anticipated expenses and commitments, transfer \$1,600 from Elections to Operations, transfer \$3,500 from Elections to Neighborhood Purpose Grants (NPG), and \$500 to Community Improvement Projects (CIP)
 - o Peter Lasky made a motion that this agenda item be tabled until the Budget and Finance Committee has an opportunity to meet prior to May 15; Bill Fox seconded the motion, and it passed.

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| Support (7) | DerManuelian, Fox, Johnson, Lasky, Mah, Rymond, and Wilson |
| Abstain (1) | Dent |
| Absent (2) | Gentry and Robinson |
| Unknown Status (1) | Gasparyan |

- c. Motion to approve \$2,000 for the Museum of the San Fernando Valley, tabled from the April Meeting.
 - o Peter Lasky made a motion that this agenda item be tabled until a future meeting; John Mah seconded the motion, and it passed.

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VI. GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

- Stakeholder Brian added that Dick Rippey was a great guy. Also, the NWNC must act on an NPG for this Calahan School. In addition, there will be a public hearing at the Braude Constituent Services Center, 6262 Van Nuys Boulevard, to discuss an upcoming development near Nordhoff Street and Shirley Avenue; this development will see reduced parking (from 2.17 to 1.8 parking spaces per unit).
- Mickie Loi reported that Senior Lead Officer Patti Peteque was unable to attend tonight’s meeting. However, Patti has a \$1,500 request from leftover funds; this money will be used for Neighborhood Watch signs. Glen Wilson reported that Patti will need to complete an NPG application, and submit it as soon as possible for this item to appear on the agenda of the June 14 NWNC meeting. The NPG submittal deadline is June 17.
- Supporters of Law Enforcement in Devonshire (SOLID) will host their 23rd annual pancake breakfast on Saturday, May 21. The breakfast will be \$9, followed by an Open House tour of the station from 10AM until 1PM.
- The Devonshire Police Advisory Board has a new campaign, Kut and Kaboom 2016. Their goal is to reduce the use of illegal fireworks in the NWNC community. There will be a town hall meeting in the next six weeks to further discussion this issue.

VII. PRESENTATIONS

- a. Neighborhood Council General Board Orientation
 - o Leyla Campos from DONE conducted this orientation. She began by asking everyone what motivated him to be a member of the NWNC. Everyone replied that it was to improve the quality of life and help the community.
 - o Leyla reviewed the reduction of the toolbox from a thick notebook to a 27-page document; they have seven things that NWNC must be familiar with, including:
 1. How did the Neighborhood Councilmen Movement Begin? (Approved in 1999 by the voters)
 2. Building a Firm Foundation – Governing documents (Charter (June 8, 1999), Bylaws, Ralph M. Brown Act, communication outside of a meeting, rights of the public, public records, Americans with Disabilities Act (ADA), Ethics, Conflicts of Interest, acronyms, etc.)
 3. Successful Neighborhood Council Meetings: Before, During, and After (plans, logistics, goals, agendas, ADA, public access to records, communication, staying on course, etc.)
 4. Money Management; it is the responsibility of the entire Neighborhood Council Governing Board to manage and oversee the funds of the council.
 5. Neighborhood Council Advocacy, including actions and tools that Neighborhood Councils use
 6. Outreach (including strategy, communications, and messaging)

- 7. Neighborhood Council Support, whose plan is to “promote and facilitate open communication among city agencies and certified neighborhood councils, and provide education, guidance, and assistance in developing strategies for providing comments and feedback to the city council, its committees, city boards, and commissions”.
- o She wished everyone good luck, and gave each board member a pin.

VIII. ADMINISTRATIVE ITEMS

- a. Review and Adoption of Minutes for March and April
 - o Tom Johnson made a motion to approve the March minutes; Peter Lasky seconded this motion and it passed unanimously.
 - o Tom Johnson made a motion to approve the April minutes; Bill Fox seconded this motion and it passed unanimously.
- b. Review and Adoption of the Monthly Expenditure Report (MER)

| Date | Item | Category | Vendor | Amount |
|----------|-------------------------------------|------------|-----------------------------|-------------------|
| April 4 | Storage Rental | Operations | Golden State Storage | \$ 103.50 |
| April 7 | CPAB Officer Appreciation Day | NPG | SOLID | 300.00 |
| April 7 | April Advertising | Outreach | Decision Publications | 315.00 |
| April 7 | Office and Storage Rental | Operations | Decision Publications | 150.00 |
| April 7 | Valley Disaster Preparedness Fair | NPG | Southern California Prep | 850.00 |
| April 11 | Sandwich Platter for Election Day | Election | Subway | 45.00 |
| April 11 | Reseda Boulevard Maintenance | CIP | American Heritage Landscape | 200.00 |
| April 12 | Reseda Boulevard Maintenance | CIP | American Heritage Landscape | 200.00 |
| April 13 | Chicken/Steak Fajitas | Outreach | Baja Fresh | 130.78 |
| April 18 | Communications Services for Website | Outreach | Moore Business Results | 422.30 |
| April 18 | Minute Taking | Outreach | Apple One | 92.40 |
| April 26 | Communications Services for Website | Outreach | Moore Business Results | 367.28 |
| | | | TOTAL | <u>\$3,176.26</u> |

- o Following a brief review of these charges, Peter Lasky made a motion to approve the April MER; Freddie Rymond seconded this motion and it passed.

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| Support (6) | Fox, Johnson, Lasky, Mah, Rymond, and Wilson |
| Abstain (2) | Dent and DerManuelian |
| Absent (2) | Gentry and Robinson |
| Unknown Status (1) | Gasparyan |

- o \$6,925.50 remains in the budget; much of this money has already been allocated for budget revisions, NPGs, etc.

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| Unspent Budget Balance | \$ 6,925.50 |
| Total Spent, July 2015 – March 2016 | 21,313.80 |
| Total Spent, April 2016 | 3,176.26 |
| Commitment of Expenses | <u>10,584.44</u> |
| Adopted Budget, July 2015 – June 2016 | <u>\$42,000.00</u> |

- o Stakeholder Brian suggested that in addition to the Budget and Finance Committee (as discussed in agenda item V.B), NWNC should have a meeting of the Elections Committee, including a discussion of the re-allocation of the election funds.

IX. ADJOURNMENT

- o Peter Lasky made a motion to adjourn at 8:37PM; Tom Johnson seconded this motion and it passed unanimously with no opposition.

THESE MINUTES WERE APPROVED DURING THE MEETING OF TUESDAY, 14 JUNE 2016

