

# *“Unity in Our Community”*



## Northridge West Neighborhood Council Joint Executive Committee & Whole Board Virtual Meeting Minutes Tuesday, May 5 2020 at 8:00 p.m.

### **Executive Officers**

Peter Lasky, President  
VP of Administration

Rana Sharif, VP of Outreach & Communication

Kelly Souter, Secretary  
Glen Wilson, Treasurer

### **Board Members**

Pamela Bolin, Gail Lapaz

Bill Fox, Abigail Bailes

Jennifer Krowne, Josue Toscano

Kathleen Edwards

### **VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION**

In conformity with the Governor’s Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the **Northridge Neighborhood Council** meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial **(669 900-9128)** and enter **920-7889-8692** and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting

**THE AMERICAN 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 the Department of Neighborhood Empowerment by email: [NCsupport@lacity.org](mailto:NCsupport@lacity.org) or phone: (213) 978-1551.

**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 [www.northridgewest.org](http://www.northridgewest.org) or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact **Peter Lasky** at **(818-697-0639)** or email: [plasky@northridgewest.org](mailto:plasky@northridgewest.org)

**The NWNC Agenda is posted for public review at, 9401 Reseda Blvd, in the clear box, to the left of the gate adjacent to the parking lot & posted on NWNC website [www.northridgewest.org](http://www.northridgewest.org)**

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to attend by contacting Northridge West NC @ 818-697-0639, or email us at

<http://www.northridgewest.org>

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not appearing on the agenda that are within the Board’s jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 2 minutes per speaker, unless adjusted by the presiding officer of the Board

**SERVICIOS DE TRADUCCIÓN** - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a \_\_\_\_\_ (name of Board Member) de la Mesa Directiva, al \_\_\_\_\_ (Board member email and/or phone number) o por correo electrónico avisar al Concejo Vecinal.

**Notice to Paid Representatives** - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at [ethics.lacity.org/lobbying](https://ethics.lacity.org/lobbying). For assistance, please contact the Ethics Commission at (213) 978-1960 or [ethics.commission@lacity.org](mailto:ethics.commission@lacity.org)

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- Community Center, 11243 Empowerment Blvd, Los Angeles
- [www.NeighborhoodCouncilWebsite.com](http://www.NeighborhoodCouncilWebsite.com)
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

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### **Northridge West Neighborhood Council Joint Executive Committee & Whole Board Virtual Meeting Minutes Tuesday, May 5 2020 at 8:00 p.m.**

1. The meeting was called to Order & Roll Call taken at 8:06. Meeting participants included Rana Sharif, Kelly Sooter, Abby Bailes, Kathleen Edwards, Jennifer Krowne, Gail Lapaz and Jose Galdamez. Meeting attendees also included Mikkie Loi, Joel Lowell and Yi Ding.
2. Comments by Stakeholders on Non-Agenda Items within the jurisdiction of the committee:
  - Yi Ding (goes by Ding) is interested in becoming a new board member. She came to America 10 years ago and moved to Los Angeles 6 years ago. She got her graduate degree from CSUN in 2017, and is a faculty librarian and Online Instruction Coordinator for CSUN. She is interested in serving the community.
  - Joel Lowell is also interested in joining the board. He is retired with a background in Market Research and Data Analysis. He grew up in the Valley, attended CSUN, and has lived in Northridge since 1999. He attended the March meeting and has completed the training for NC board members.
3. Presidential Comments: None. Rana Sharif recognized that Peter Lasky welcomed a grandchild on May 3<sup>rd</sup> and mother and child were healthy. The grandparents are happily spending time with their family.
4. Approval of February Joint Executive Committee Meeting and Whole Board Meeting Minutes: Kathleen Edwards motioned and Gail Lapaz seconded approval of the meeting minutes. 6 Yes and 1 Abstain (AB)
5. Financial Report by the Budget and Finance Committee
  - Kelly Sooter reviewed a Revised 2019-2020 Budget Summary Amendment v2 with the team (attached in email to board and posted on website). Highlights include
  - LA City Clerk denied the following NPG's due to COVID for a total of \$5,500
    - Nobel Tovey Run (\$1,000)
    - Granada Hills Charter High School Robotics (\$2,500)
    - Salute to Recreation (\$2,000)
  - Kelly Sooter reviewed the Emergency COVID spending that had taken place over April based on direction from the Mayor and DONE. (attached in email to the board and posted on website). Total new spending \$2,500

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- LA Park Foundation for Northridge Rec Center temporary homeless shelter: cleaning supplies
- Hope of the Valley for Northridge Rec Center temporary homeless shelter: food and bedding
- San Fernando Valley Rescue Mission for the Food Pantry at Northridge Mall
- CombineLA for supplies to produce PPE face shields to be given to local hospitals in the Northridge surrounding area.
- All future COVID emergency funding efforts will be classified as OUTREACH expenses.
- Based on estimated spending to date, as well as budgeted future fiscal year spending, NWNC is anticipating a remaining balance of approximately \$16k - \$17k in unallocated funds.
- The NWNC Fiscal Year End spending date is June 1<sup>st</sup> for checks and June 20<sup>th</sup> for credit card transactions.
- The Revised Budget Amendment v2 reflects \$7,500 in unallocated OUTREACH funds (future COVID + Disaster Preparedness Fair) plus \$8,650 OTHER unallocated funds.
- The Mayor's office is not expected to approve Neighborhood Council 2020-2021 budget spending until August. There is current talk of a) potentially being able to roll-over \$10k and b) reduced NC budgets below the \$42k.
- ***NWNC Board must determine how the remaining allocated funds are to be spent before the fiscal year end.***
- Discussion regarding the 2019-2020 Budget as well as NWNC COVID Emergency Funded projects:
  - Abby Bailes asked how long Northridge Rec Center was expected to be used as a homeless shelter. Rana Sharif said that they are expected to serve this function until at least September.
  - Abby Bailes asked if there was a recommended plan of how the unallocated funds should be used? She felt that Hope of the Valley and SFV Rescue Mission both provide much needed support to our community and would encourage additional funding to help their efforts.
  - Gail Lapaz voiced her desire to continue to support Hope of the Valley and SFV Rescue Mission since their efforts go directly to our stakeholders, and they have systems that work under these conditions. She is able to work directly with them to identify supply needs and get items to them for distribution to community

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stakeholders in need. In the case of SFV Rescue Mission, Gail talks to Rick Chamness weekly to get a list of supplies. That list is then posted to NWNC social sites such as Nextdoor and Facebook.

- Abby Bailes offered to repost from her social accounts.
- Jennifer Krowne said that they donated to Northridge Park Rec Center with some food and clothing needs. She said that they were extremely happy to receive the supplies.
- Regarding Northridge Rec Center:
  - NWNC was advised that we could not drop off supplies to the Rec Center by DONE due to the Safer at Home policy.
  - *Jose Galdamez said that he would confirm this is still the policy.*
  - As a result, NWNC made a financial donation to the LA Park Foundation who is the non-profit organization set up to help LA Parks. Our donation is to be 100% used for Northridge Park Rec Center supplies for the homeless shelter. To date, only a small percent of the funding has gone to supplies for Dwayne, and he continues to reach out to NWNC (Rana) for supplies. We are working directly with the Park Foundation and Dwayne to improve the process to get them the supplies they need using our funds. It appears that it is starting to work but we caution spending any additional money against this until we can guarantee the funds are being properly dispersed.
  - Abby Bailes asked if we had any information on the people staying at the Center. Rana provided the following stats: There are 36 beds: 30 Men and 6 Women; Median age is 40. They are from the surrounding area.
  - Gail said that Hope of the Valley has 16 people working at the facility. She said that the residents go out during the day and come back for a bed. Their temperatures are taken before they can re-enter. She also said that NENC is dropping off snacks to support.
- Kelly Sooter asked if there were other organizations or groups in our area that we should look at for funding support beyond the ones we've already contacted.
- Kathleen Edwards is going to put together a motion for funding to go to West Valley YMCA to support healthcare and first responder child care facility as well as a potential food bank for students. This would be ready for the May GBM. (under separate cover Kelly sent Kathleen samples of Emergency Funding Plans)
- The group agreed that additional funding support should go to Hope of the

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Valley and SFV Rescue Mission as they feed our community and will continue to need support.

- Kathleen Edwards felt that there may be a need to support Northridge residential assisted living facilities in our area. Jose said that it would be challenging if they are not a 501C3 non-profit.
- Yi Ding asked if there was an opportunity to provide some kind of support to CSUN students who have been impacted by COVID. As a faculty member, she has worked with students using text books which have saved them an average of \$100 each. Is there a possibility of helping to fund resources that help students save money beyond food banks (scaleable purchase for the whole class). Abby Bailes said that we could look into this potentially as a 2020-2021 idea.

#### 6. Suggestions for the May General Board Meeting Agenda (in addition to the below items):

- Motion to support WVYMCA with \$xxx. funds (KB)
- Motion to approve webmaster services (KS/RS)
- Motion to allocate up to \$500 for NWNC polo shirts
- Review of Zoom and Tech Support for Board Members and Committee Chairs (JG)
- Election and Committee assignments
- Potential new board member considerations / vote
- Senior of the Year Award nomination (RS/KE)

#### 7. Suggestions by Board Members on non-agenda items:

- Abby Bailes asked about the Elections for May. Rana Sharif clarified that all Executive Committee roles will be up for election which include President, VP of Administration, VP of Outreach, Treasurer and Secretary. Once the Executive Board is voted on, the responsibilities are transitioned immediately (at the meeting). She said that Committee Chairs and assignments would be determined in the June meeting with board input and approval.
- Gail Lapaz reviewed the NWNC PPE mask program which has been a big success. NWNC volunteers worked hard to make hundreds of masks for distribution to those in need in our community. Gail has been working directly with the volunteers and organizations to ensure the masks get to those most in need. (attached in board email).
- Kathleen Edwards said that she wants to nominate Gail Lapaz for Senior of the Year

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award. Rana Sharif seconded the motion.

8. The meeting was motioned by Rana Sharif and 2<sup>nd</sup> by Kelly Sooter to adjourn at 9:23pm.

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### Rough Draft of the May Agenda:

Meeting Call to Order, Pledge of Allegiance, Roll Call and Determination of a Quorum (3 minutes)

1. Comments by Public Officials (10 minutes)
2. Motion seeking board confirmation to appoint Mr. Joel Lowell to fill the vacant At-Large 8 Seat. (5 Minutes)
3. Discussion and motion to approve the donation of \$1000 to the Los Angeles Recreation and Parks Foundation, earmarked for Northridge Park for cleaning supplies to be used for cleaning and sanitizing park facilities. The gymnasium is currently used as housing for 36 homeless people. The funds were donated by emergency authority granted to NC Presidents when approved by the Department of Neighborhood Empowerment.
4. Discussion and motion to approve the donation of \$500 to Hope of the Valley in support of their mission of feeding and sheltering homeless individuals. They are a 501c3 organization. The funds were donated by emergency authority granted to NC Presidents when approved by the Department of Neighborhood Empowerment.
5. Discussion and motion to approve the donation of \$500 to San Fernando Valley Rescue Mission in support of their pop up food bank at the Northridge Mall. They are a 501c3 organization. The funds were donated by emergency authority

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- granted to NC Presidents when approved by the Department of Neighborhood Empowerment.
6. Discussion and motion to approve the donation of \$500 to Combine.la The funds are being used to produce face shields in conjunction with UCLA and others to distribute to local area hospitals. The funds were donated by emergency authority granted to NC Presidents when approved by the Department of Neighborhood Empowerment. They are not presently a 501c3 organization.
  7. Presidential Comments (5 minutes)
  8. Board Officer Elections to fill the President, Vice President of Administration, Vice President of Outreach & Communication, Treasurer and Secretary Positions. The Election will be conducted by the Department of Neighborhood Empowerment.(20 minutes)
  9. General Public Comments (10 minutes)
  10. Discussion and Motion to approve the March, 2020 Minutes. (5 Minutes)
  11. Discussion and motion to approve the March, 2020 Monthly Expense Report (5 minutes, Wilson)
  12. Discussion and Motion to approve the April, 2020 Monthly Expense Report
  13. Report by Budget Advocate (5 minutes)
  14. Committee Reports (10 minutes)
  15. Reports by Liaisons (10 minutes)
  16. Comments by board members (10 minutes)
  17. Adjournment



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