

APPROVED
 Northridge West Neighborhood Council (NWNC)
 Regular General Board Meeting via ZOOM
 Tuesday, 14 May 2024 at 6.15PM

I. Call to Order and Board Roll Call

- President Jorge Jiménez called the meeting to order at 6.20PM and welcomed ten board members and four stakeholders.
- A quorum was declared via the following roll call:
 - Here (10) Zaven Atashian, Aaminah Babatunde-Bea, Brian Cathcart, Kathleen Edwards, Jorge Jiménez, Janis Kraft, Joel Lowell, Arshia Malekzadeh, Brian Morgan, and Greg Wood
 - Absent (1) Angelica Robinson

II. Pledge of Allegiance

- Jorge led us in the Pledge of Allegiance.

III. General Public Comment

- Glenn Bailey mentioned that the Valley Alliance of Neighborhood Councils (VANC), representing the valley’s thirty-four neighborhood councils, met via Zoom on Thursday, May 9th. This month’s guest speaker was Carol Park, General Manager of the city’s Emergency Management Division. Additional information on the VANC meetings can be found at their website at <https://vanc34.org>.
- He added that the Northridge East Neighborhood Council has not yet had an in-person meeting this year. They will meet in person on Wednesday, May 15th at 7PM at the Northridge Women’s Club, 18401 Lassen Street.

IV. Approval of NWNC Monthly GBM Minutes for April 2024

- Joel Lowell made a motion to approve the April minutes; Brian Cathcart seconded this motion, and it passed unanimously.

V. Approve of NWNC Monthly Expenditure Report (MER) from April 2024

- Treasurer Joel reviewed the current NWNC financial summary as follows:

Annual Budget			\$32,000.00
Adjustment			6,609.75
Budgeted Amount			38,609.75
Expense to Date	Funding Request	\$18,896.01	24,298.08
	Credit Card	5,402.07	
Total Outstanding	Commitments	4,500.00	7,000.00
	Pending Payments	2,500.00	
Net Available			\$7,311.67

- Joel recommended that if the NWNC would like to spend additional funds on Neighborhood Purpose Grants (NPG), perhaps they should move funds from Community Improvement Projects (CIP).
- Janis Kraft made a motion to approve the April MER; Aaminah Babatunde-Bea seconded this motion, and it passed unanimously.

Date	Vendor	Description	Amount
March 6	Canoga Park Senior Citizen’s Club	NPG	\$500.00
March 26	Apple One	Meeting Minutes	115.20
April 2	Golden State Storage	Storage Facility	153.50
April 10	Apple One	Meeting Minutes	70.40
			\$839.10

VI. Announcements

- a. June 4th NWNC Executive Board Meeting
- b. June 11th NWNC General Board Meeting
- c. Department of Neighborhood Empowerment (DONE) Training Updates for Board Members
 - Jorge mentioned that everyone is in compliance with their training.
- d. Non-Agenda Items
 - Kathleen expressed concern about city council file 15-0389-S2 which could grant community councils the same privileges as neighborhood councils but without the restrictions that neighborhood councils must adhere to, such as conforming with the Brown Act, record retention requirements, etc. She recommended that this be agendaized in June; perhaps the NWNC could generate a Community Impact Statement (CIS) on this issue.
 - Someone mentioned that the Wilkinson Multi-Purpose Senior Center at 8956 Vanalden Avenue would host a Mother's Day event on Sunday, May 12th from 3PM to 8PM.

VII. Presidential Comments

- o Jorge thanked the board for helping with the "Dancing with the Seniors" event on Friday, May 3rd at the Northridge Recreation Center. He will do a write-up and share photographs on the NWNC's website and newsletter. Kathleen agreed that this was a lot of fun.

VIII. Government Reports

- a. Public Safety LAPD Devonshire Division
 - The non-emergency number for the LAPD is 1-877-ASK-LAPD.
 - Mikkie Loi and Senior Lead Officer Sandra Zamora were not available to make a presentation to this evening's meeting.
- b. CD12 City Council Representative
 - Field Deputy Sharon Bronson, who has worked for Councilman John Lee since he was elected in 2019, reported that Field Deputy Kathy Lettieri has resigned from CD12 and is now with State Senator Henry Stern's office. Special Projects Deputy Jonathan Coto will provide future NWNC reports.
 - Councilman Lee has pushed for increased cameras through the northwest valley for law enforcement purposes.
 - The city council recently voted for an amendment to the LA Municipal Code for a temporary moratorium on new dog breeding permits until the dog population in the city's animal shelters is significantly reduced.
 - As of Tuesday, April 23rd, the city has expanded the ban on Styrofoam food containers.
 - Thursday, May 16th, CD12 will co-host the juried competition and red carpet celebration of Making Movies that Matter at the Soraya Performing Arts Center at CSUN. This is like the Academy Awards for kids, whereupon students are introduced to the art of storytelling through digital filmmaking.
 - Monday, May 20th beginning at 6PM, Supervisor Lindsay Horvath will be the guest speaker at an event at the Child Care Resource Center at 20100 Plummer Street. Contact Deputy District Director Myrka Martinez for additional information.
 - Thursday, May 30th, the city, county, and the Department of Economic Opportunity are co-sponsoring the 2024 LA Region Small Business Summit at Cal State LA.
 - For additional information about the city and CD12, please review their newsletter, which comes out every Friday. This can be accessed at <https://cd12.lacity.gov/news-media/newsletters/newsletter-2024>
 - Sharon added that she is looking forward to the June 1st Meet the Horses event, alongside the NWNC, at the Oakridge Park.

- c. Other Government Department/Agency
 - No one from other agencies was available.

- d. DONE
 - Neighborhood Empowerment Advocate Joel Gonzales mentioned that the NWNC has two Zoom licenses. Information regarding these licenses was sent via snail mail in April; Joel will follow-up with emails regarding the licenses, invoices, etc.
 - The city controller’s office will host a meeting of the homelessness liaisons beginning at 6PM on Wednesday, May 29th. Please contact Maria Hernandez at mario.hernandez@lacity.org for additional information.
 - After over a year of active recruiting, Carmen Chang has been chosen as DONE’s new general manager.

- e. Budget Advocate
 - Advocate Glenn Bailey reported that the advocates have not yet had the opportunity to email their May report to the neighborhood councils. However, the city has reduced 2,000 employment opportunities in the city.
 - The following dates are key for the city’s FY2024-25 budget

Thursday, May 16 th	City council will wrap up all budget considerations
Wednesday, May 22 nd	Public hearings on the proposed budget
Thursday, May 23 rd	City council will conduct a special meeting to consider the Budget, Finance and Innovation Committee report and council motions to amend Mayor Bass’s proposed budget
Friday, May 31 st	Last Day for council to adopt a budget resolution
 - It appears that a neighborhood council’s annual budget will remain at \$32k; there is no news regarding the [maximum] \$10k rollover.
 - Online registration for the June 15th Budget Day at City Hall may start very soon. For additional information, please visit the event’s website at <https://www.budgetadvocates.org/budget-day-2024>. This event is open to the public. Registration, breakfast, and networking opportunities will start at 7AM, with meetings beginning at 9AM. This will be followed by elections for the advocate’s next two-year terms (as their terms will expire).
 - Councilmen Bob Blumenfield, Budget and Finance Committee Chair, has confirmed his attendance.
 - If interested, council file 24-0600 is the city’s proposed budget; this may be handy if one wishes to file a CIS.
 - For additional information about the advocates, please visit their website at <https://www.budgetadvocates.org/>

IX. NWNC Committee Reports

- a. Executive Committee
 - Jorge mentioned that the Executive Committee recently met on Tuesday, May 7th.
 - It has come to the committee’s attention that some groups in the Brentwood area would like to file as “Community Councils” but without the restrictions that neighborhood councils must adhere to, such as conforming with the Brown Act, records retention requirements, etc. The NWNC’s action of writing a CIS on this issue may be agendized in June.

- b. Public Safety
 - Kathleen had no report; hence this agenda item was tabled.

- c. Government Affairs

- Greg had no issues to report; hence this agenda item was tabled.
- d. Planning and Land Use
- Greg had no issues to report; hence this agenda item was tabled.
- e. Elections
- There was no report.
- f. Homelessness
- Angelica was absent; hence this agenda item was tabled.
- g. Beautification
- Jaime had no issues to report; hence this agenda item was tabled.
- h. Budget
- Treasurer Joel reported that if the NWNC approves all agendized items this event, they might end up \$1k over the budget.
 - Glenn Bailey mentioned that the NPGs mentioned in agenda items XI.b and XI.c should be fixed amounts, rather than referenced as an “up to” amount.
 - Glenn also reminded everyone that NPG check requests have a deadline of Saturday, June 1st.
 - At the end of the meeting, Joel recommended transferring \$5k from the budget’s CIP account to the NPG account.
 - Jorge will work with funding coordinator Mariel to see if the NWNC can agendize this transfer of funds during the NWNC’s Tuesday, June 11th meeting. Alternatively, the NWNC may need to call a special brief virtual meeting in May.
- i. Outreach
- Janis reminded everyone of the “Meet the Horses and Park Rangers” event on Saturday, June 1st at the Oakridge Estate Park at 18650 Devonshire Street. Set up should begin by 10AM, with the event from 11AM to 1PM. CD12 will provide some staff, and the following NWNC board members offered to volunteer that day:

Brian Cathcart	Jorge Jiménez	Joel Lowell
Kathleen Edwards	Janis Kraft	Greg Wood
 - Although \$1,000 was approved for this event, Janis predicts the following expenses:

Permits	\$300
Flyers	42
Banner	50
Water, Apples, and Carrots (for the horses)	<u>100</u>
Estimated Total	<u>\$492</u>
 - There is also a further cost-savings, as the Oakridge Estate will not charge for access to the upper parking lot.
- j. Education
- Arshia had no issues to report; hence this agenda item was tabled.

X. Old Business

- a. Discussion and update on Meet the Horses/Park Ranger event to be held on Saturday, June 1st at Oakridge Estate Park from 11AM to 1PM.
- Jorge thanked Pat LoPresti and Janis for all the work that they have done to support this upcoming event. Pat mentioned that she has dropped off flyers throughout Northridge to publicize this.

- Volunteers should arrive around 10AM. Jorge will load the giveaways, banners, pop-up canopy, etc. into his ATV for easy transport from the park to the estate.
 - Pat LoPresti will coordinate with the rangers, who are very much looking forward to this event. The rangers hope to bring several horses.
- b. Discussion and update on document shredding event to be held in late June
- Principal Michelle Wells from the Calahan Street Elementary School mentioned that they do not require approval or a permit to hold this event on a weekend.
 - Paper Cuts Mobile Shredding Service mentioned that shredding would happen onsite the day of the event, visible to those who brought their papers. This event will cost \$850 for two hours on a Saturday; each additional hour will be \$150. If the NWNC hosts this event on a Sunday, the two-hour cost increases to \$1,500.
 - \$850 for this shredding event was approved during the NWNC’s April meeting. Treasurer Joel thought it might be too late to generate a check and the expense would go over the limit for a credit card. Alternatively, the NWNC could host a special meeting to agendaize and authorize this additional expense for a pre-paid check to be generated by Thursday, June 20th.
 - Kathleen Edwards made a motion to table this agenda item and postpone this shredding event until FY2024-25; Brian Cathcart seconded this motion, and it passed unanimously.

XI. New Business

- a. Discussion and possible motion for NWNC to approve spending of up to \$4,000 in outreach funds to begin a board member recruitment campaign to fill vacant NWNC board member seats.
- As five current board members terms will be up during the 2025 election, Jorge and Janis presented an estimate of \$3,607 to mail a flyer to recruit additional NWNC board members. This was from a printer who has done multiple brochures for the NWNC.
 - Glenn urged the NWNC to make certain that these postcards are not mailed to merely zip codes 91324, 91325, and 91324 .The area west of Melvin Avenue and north of Devonshire Street is zip code 91311, a code which is often associated with Chatsworth.
 - Lionel Mares mentioned that the Sun Valley Neighborhood Council has lost four board members this year. DONE advocates for bus benches to inexpensively recruit new board members, but that is often ineffective.
 - Field Deputy Sharon Bronson wrote a paragraph for Councilman Lee’s weekly newsletter, urging stakeholders to be involved in their local neighborhood councils. That article may be published a few times.
 - Joel urged the NWNC to send an email blast to their mailing list.
 - Greg thought it would be a good idea that every time the NWNC does an outreach event, such as the June 1st Meet the Horses event, board members could ask stakeholders “how would you like to become an NWNC board member?”
 - To assess the NWNC’s current needs, as well as its successful strategy for the future, stakeholder Joy urged everyone to consider the SWOT analysis:
- | | |
|-------------|----------|
| Strength | Weakness |
| Opportunity | Threats |
- Kathleen Edwards made a motion to set aside up to \$4k in Outreach funds for NWNC board member recruitment postcards; Greg Wood seconded this motion, and it passed:

Here (9)	Atashian, Cathcart, Edwards, Jiménez, Kraft, Lowell, Malekzadeh, Morgan, and Wood
Abstain (1)	Babatunde-Bea
Absent (1)	Robinson

- b. Discussion and possible motion for NWNC to approve donation contribution of up to \$1,000 to the Congress of Neighborhoods to support the 2024 Congress of Neighborhoods event being held on Saturday September 28th at LA City Hall.
- Glenn Bailey reviewed the levels of sponsorship opportunities for the September 28th Congress; \$1,000 is the minimum to be in the gold level, which includes:
 - Logo, name, and URL on the sponsors page of the website
 - Individual shout-out post on Congress social media accounts
 - Half-page flyer or branded SWAG item in attendee's SWAG bags
 - Half-page ad in the print/digital program
 - Recognition during the Chair's Opening Session remarks
 - He added that DONE has to pay for multiple fixed costs, including security, etc.
 - If the Congress does not raise \$70k, they may have to cut back on many expenses, such as having a boxed lunch instead of catering. Last year, they replaced the 20-page program with a double-sided piece of paper with a QR code.
 - Lionel urged board members to reach out to the Congress's outreach chair Carla Fuentes with any questions and/or concerns.
 - Greg Wood made a motion for the NWNC to contribute \$1k for the Congress of Neighborhood Councils; Joel Lowell seconded this motion, and it passed unanimously.
- c. Discussion and possible motion to approve donation contribution of up to \$1,000 to the Budget Advocates in support of the Annual Neighborhood Council Budget Day being held on Saturday June 15th at LA City Hall.
- Kathleen clarified that this contribution would be for the advocates, who can do whatever they need the funds for, including supporting their June 15th Budget Day. Budget Day Co-Chair Glenn added that these funds support the advocates all year.
 - Kathleen Edwards made a motion for the NWNC to contribute \$1k for the Neighborhood Council's Budget Advocates Budget Day and to benefit the work of the Budget Advocates; Janis Kraft seconded this motion, and it passed unanimously.
- d. Discussion and possible motion to approve spending of up to \$300 in community improvement funds to print informational tri-fold Sidewalk and Parkway Maintenance Guide brochures to distribute to stakeholders.
- Jorge showed the front and back of the NWNC-branded tri-fold Sidewalk and Parkway Maintenance Guide pamphlet.
 - Janis presented quotes of \$250 to \$259 from Cynthia of C&M Printing and Mary for these glossy and/or full color brochures. If the NWNC wanted to redesign them, there will be an optional charge of \$70. Kathleen recommended the glossy brochures, as they last longer.
 - Jorge mentioned that if we need additional brochures, they could be printed in a few months from the FY2024-25 funds.
 - Greg is very much in favor of these brochures; he wishes he had them to distribute to neighbors who do not realize that they are responsible for the parkways in front of their homes. Kathleen added that the city could fine homeowners who do not maintain their parkways.
 - Janis Kraft made a motion for the NWNC to spend up to \$300 for the tri-fold sidewalk and parkway maintenance guide; Greg Wood seconded this motion, and it passed unanimously.
- e. Discussion and possible motion to approve donation contribution of up to \$100 to participate in the Pan-Asian Pacific Arts and Cultural Festival being held on Sunday May 19th from 11AM to 5PM at the Museum of the San Fernando Valley.

- Jorge just learned of this event, which will be held this Saturday from 11AM to 5PM. As this was very short notice, no NWN board member is available, and this agenda item was tabled.
- f. Discussion and review of required Cornerstone Trainings for NWN board members to ensure that all board members are compliant with training certification requirements.
- The Code of Conduct was recently amended. Those who have already completed their training must take the following two new training modules by Monday, June 3rd:
 - Anti-Bias Learning and Education (ABLE)
 - Gender Expression and Identity
 - Currently, this training module is glitchy; it is recommended that one use the Chrome browser. Oftentimes one must log-off and log back in again.
 - Greg took this training, considers this ideology indoctrination, and does not feel that this should be mandatory for voluntary board members to vote. He had to complete a few quizzes throughout this training; he felt that the answers were wrong. One day there may be a lawsuit filed on this issue.
 - Kathleen added that one does not have to agree with this, but rather simply take the training.
 - Jorge and Glenn found this training to be very helpful in their professional careers to help provide a safe space for their co-workers and employees.
 - Glenn mentioned that, per the <https://empowerla.org/> website, there are a few NWN board members who have not yet completed this training. Effective Monday, June 3rd, un-trained board members could lose their ability to vote, and might not contribute to a quorum.
 - Jorge took the action to update the training roster, including removing Glen Wilson, whose name still appears on the list.
- g. Discussion and possible motion to submit a CIS on Council File CF 24-0465 to urge the full City Council to defer the confirmation of Carmen Chang as the next DONE General Manager for up to the 45-day window provided for in Article V, Section 508 of the City Charter to act on appointments by the Mayor.
- Following Raquel Beltran departure from DONE in March 2023, Mayor Bass recently appointed Carmen Chang as General Manager of DONE. Some folks do not believe that Mayor Bass gave neighborhood councils sufficient time to voice their opinions on this candidate. However, Mayor Bass sent surveys to the neighborhood councils.
 - Someone mentioned that Carmen lacks the ten-years of experience with neighborhood councils, as posted in the job posting.
 - Kathleen added that this is now a moot point, as Carmen has already been approved by the city council.
 - Jorge was impressed with Carmen's vast community service experience, but her resume does not show a great deal of longevity. However, much of this experience was tied to elections, which can be short-lived.
- h. Discussion and possible motion to approve NWN's participation in National Night Out 2024 to be held on August 6th at Northridge Park.
- Janis reported that her Outreach Committee continues to work on this event. NWN board members should be there by 4PM or 4.30PM to help set-up. A movie begins at 8PM.
 - The organizers from CD12 and the LAPD will provide tables and chairs; the NWN merely has to provide their branded canopy.
 - Kathleen Edwards made a motion for the NWN to support this National Night Out event; Janis Kraft seconded this motion, and it passed unanimously.

XII. Adjournment

- Jorge adjourned the meeting at 9.46PM.

APPROVED
Northridge West Neighborhood Council (NWNC)
Special Board Meeting via ZOOM
Tuesday, 14 May 2024 at 7PM

I. Call to Order and Board Roll Call

- President Jorge Jiménez called the meeting to order at 7PM and welcomed ten board members and six stakeholders.

- A quorum was declared via the following roll call:

Here (10) Zaven Atashian, Aaminah Babatunde-Bea, Brian Cathcart, Kathleen Edwards, Jorge Jiménez, Janis Kraft, Joel Lowell, Arshia Malekzadeh, Brian Morgan, and Greg Wood

Absent (1) Angelica Robinson

II. General Public Comment

- No one had any public comment.

III. New Business

- a. Discussion and possible motion for NWNC to approve spending up to \$5,000 in Neighborhood Purpose Grant (NPG) funds to support LAPD Devonshire Police Activity League Supports (PALS) NPG submission request for funding the Devonshire PALS Youth Center’s summer activities program

- PALS Executive Director Nancy Hofmeister submitted this NPG, stating that the PALS Youth Center would like to expand and diversify their summer programs. PALS hopes to continue to offer free programs to our local community, especially children who live below the poverty line and at-risk youth. PALS provides a safe place for children to go during the summer while there are no school activities. As schools are decreasing the number of fine arts programs, PALS is expanding their programs to include dance, music, and performing arts. They strive to give the youth at PALS access to more activities that they lack in the community. PALS may also add cooking classes and would need to purchase food for the classes to be held twice per week.
- In this summer program, they will continue to take the kids to community activities, outings, and field trips. In past years, they were able to take the youth to local museums, parks, water parks, swimming at the Northridge pool, hiking, fishing, and much more. With the rising cost of services, many of the activities that were once free now have a fee to attend. For example, PALS previously took youth to the Northridge pool last year at no charge. This year, estimated expenses for proposed activities for 25-kids are as follows:

	Total	Per Child
Dry Town Water Park	\$700	\$28.00
LA Zoo	425	17.00
Northridge Pool	154	6.16

- Janis heard through the grapevine that some of these kids who will benefit are from the NWNC community. Kathleen added that her neighbor’s children are in this program.
- Question 7 of the NPG application indicated that the PALS had not requested funds from other neighborhood councils. Glenn Bailey from the Northridge East Neighborhood Council (NENC) asked that this be corrected to reflect funds requested from the NENC.
- Someone asked Nancy about the program’s statistics and timeframe. The kids, ages 7 to 17, are there for six-hours, from 10AM to 4PM. This program runs through Friday, August 9th. Previous years saw 150 kids per day; they are now taking in 70 to 80 kids each day.

- Sadly, many kids show up for this program extremely hungry. They are anxious for an inexpensive meal, such as a hot dog or hamburger. Nancy and her team try to provide good health snacks and meals, such as oranges, apples, bananas, and good sandwiches; they purposely avoid chips and other junk food.
- Without this program, many of these kids would not have the opportunity to swim, hike, fish, visit museums, meet visitors from a reptile exhibit, interact with Guide Dogs of America, or see animals at the zoo.
- Brian Cathcart asked about the total budget for the PALS program. Their annual budget is \$600k, and the summer budget is \$50k to \$60k for the kid's activities, including staffing, office equipment, etc. Brian also asked about partnering with stores. Nancy replied that Amazon Fresh and Wal-Mart have donated food, including 20-containers of sage and thyme for the upcoming cooking classes. She is also making a connection with the Grocery Outlet.
- Joel asked where they meet; they meet at the Greig Smith PALS Center at 8721 Wilbur Avenue.
- Kathleen Edwards made a motion to spend up to \$4,500 of NWNC NPG funds for PALS, to include sports equipment, art supplies, field trips (excluding transportation), and food for meals and cooking classes. This is not to financially support salaries, operating expenses (such as photocopier paper), website updating, outreach, or travel expenses. Janis Kraft seconded this motion, and it passed unanimously.

XII. Adjournment

- Jorge adjourned the meeting at 7.37PM.