

OFFICERS:

PRESIDENT Brandi D'Amore
 VICE-PRESIDENT Georgette Darby
 TREASURER Paul Barbosa
 SECRETARY Chad McMurray

**BOARD MEMBERS:**

Charles Daniel Mark Millner
 Oliver Alvarez Shane Kalminski
 Steve Alper

HOLLYWOOD UNITED NEIGHBORHOOD COUNCIL

Certified Council #52,

P.O. Box 3272 Los Angeles, CA 90078

www.MyHUNC.org email us at Info@MyHUNC.org

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General Board Meeting

(Updated Agenda)

Monday, August 11, 2025, 6:30 PM

Fire Station 82 Annex

1800 N. BRONSON AVENUE, L.A., CA 90028

Second Floor Conference Room

Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte Prabhjot Chamber at (213) 839-0977 o por correo electrónico prabhjot.chamber@lacity.org para avisar al Concejo Vecinal.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS 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 1 minutes per speaker, unless adjusted by the presiding officer of the Board.

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

https://hollywoodunitednc.org/wp-content/uploads/2025/08/Exhibits_Board_8-25.pdf

Welcome**1. Roll Call****2. Consent Calendar**

Every item on the Consent Calendar will be considered bundled and will be voted on as a single item. If a Board Member has an objection to an item being on the Consent Calendar, they need to raise that objection to an item and ask to have that item or items considered separately. There will be no discussion or comment on the substance of any item unless it is removed from the Consent Calendar. Removed items will be moved to the end of the agenda for consideration, or earlier within the discretion of the Chair. The Consent Calendar include

A) July '25 Minutes

B) July '25 Monthly Expenditure Report (MER)

3. Comments from any City, County, State or Federal representatives in attendance (5 minutes each); Question & Answer (Q&A)

A) Introduction and Q&A of Captain Manny Chavez, new Los Angeles Police Department Hollywood Division Captain (time as needed)

B) Review and Q&A with CD4 Mehmet Berker on August 2025 Hollywood Sign & West Griffith Park Working Group, to include but not limited to: Alternate Wonder View Trailhead Funding Transfer, Mulholland Hwy Fencing; Preferred Parking District (PPD) #320 Expansion and hearing anticipated on 8/14; Bronson Canyon Entrance; Summer 2025 Deployment (time as needed)

C) Presentation and Q&A of Department of Neighborhood Empowerment (DONE) Neighborhood Empowerment Advocate (NEA) (time as needed)

4. Public Comment on items not on the Agenda (2 minutes each)**5. Community/Board announcements of items not on the Agenda****6. HUNC Member Participation & Liaison Reports**

A) Notification to President of Attendance at Events as a HUNC representative as advised by City Attorney

B) Discuss HUNC board members or voting stakeholders as liaisons

1. Possible appointments to include but not limited to:
 - 1) Los Angeles Neighborhood Council Coalition (LANCC)
 - 2) Neighborhood Council Sustainability Alliance (NCSA)
 - 3) Neighborhood Council Emergency Preparedness Alliance (NCEPA)
 - 4) Budget Representatives
 - 5) Community Police Advisory Board
 - 6) Griffith Park Advisory Board
 - 6) Representation to HUNC homeowner and civic associations (GPAB)

C) Discussion of expectation of performance as a liaison to include but not limited to: attendance, understanding of personal opinion versus board representation, submitting agendas & minutes to president, placing items on agenda, giving reports after attendance, etc.

D) Appointment of Steve Alper and Mark Millner to the Council District 4 (CD4) Hollywood Sign & West Griffith Park Working Group, as co-primaries to alternate as primary in monthly meetings and reporting/submitting/agenda responsibilities. Agendas and minutes of meetings will be submitted prior to the respective Working Group meeting. Appointments will last until March 2026, wherein a review and possible reappointment will be considered. They may both attend same meetings, yet in the event of any vote in any given meeting, the primary will provide. Primary will give report at next Full Board meeting. Representatives will provide a schedule of alternating primary prior to September 2025 meeting. Working Group meetings are currently scheduled the first Wednesday of each month.

Executive Committee members to be contacted in order for attendance in event neither may attend and alternate cannot attend to ensure HUNC representation. President may attend meetings; if President attends, will act as primary unless cedes to scheduled primary

E) Appointment of Jim Van Dusen as alternate to CD4 Hollywood Sign & West Griffith Park Working Group; Alternate may attend while primaries there to give institutional knowledge and input

F) Recap of HUNC attendance at:

1. CD4 Sunset Hike
2. CD 13 Vending Zone Pilot Program Listening Session
3. Just Say Hello
4. CD13 Community Defense Meeting
5. CD4 Know Your Rights Meeting
6. LAPD National Night Out

7. President's Report

A) Attendance - Review of Bylaws Requirements on attendance and absence notification and current attendance standing of board members

B) Communication Protocols

1. Internal Communication and Completion Protocols - including but not limited to response times to emails, texts, phone calls; information requests; Outreach events scheduling and attendance; determining completion on requests and follow-through
2. External Communications - including but not limited to board contact with other government agents; personal versus board email accounts; using board email address as contact for external organizations; responding to stakeholder inquiries

C) Distribution and general discussion of Policy/Documents of current Standing Rules, Bylaws 2024, Brown Act Trifold

Bylaws: https://hollywoodunitednc.org/wp-content/uploads/2025/01/3_4_24HUNC_Bylaws-final.pdf

Standing Rules 7/25: https://hollywoodunitednc.org/wp-content/uploads/2025/07/Standing_Rules_July25.pdf

Brown Act Trifold: <https://hollywoodunitednc.org/wp-content/uploads/2023/01/Brown-Act-Trifold.pdf>

D) Conflict of Interest (COI) - review of COI and COI review process; board member disclosure, some but not all of reasons for requirement including Common Law Doctrine of COI; distance; gifts received; etc. Including but not limited to recusal, use of Fair Political Practice Commission on recusal and statement, etc.

DONE document as basic guideline, not comprehensive

<https://neighborhoodempowerment.lacity.gov/wp-content/uploads/2012/12/Conflict-of-Interest-Laws-Neighborhood-Councils.pdf>

E) Use of Telephones & Computers at meetings - include but not limited to Brown Act prohibitions and etiquette, personal phones subject to California Public Records Act, etc.

F) Digital Communications Policy (DCP)

<https://hollywoodunitednc.org/wp-content/uploads/2025/07/2022-2-April-2022-Digital-Communications-Policy.pdf>

1. Review of Section 9 Guidance on the Use of Private and Non-Neighborhood Council Digital Communications & Code of Conduct
2. Announcing assignment of moderators to post to (Shane Kalminiski) Instagram and (Georgette Darby) Next Door as per DCP; discussion of how to submit items for posting consideration; timelines of posting
- G) Food at Meetings
 1. Board discussion to determine if boards wants to keep food as Outreach expense
 2. If voted in affirmative to keep food expense for Outreach, discuss ordering and payment protocol for full board and committees
- H) Minutes
 1. Full Board Minutes: discussion of what is included; response to Secretary for review; legal posting requirements
 2. Committee Minutes: Standing Rules on committee minutes; methods of submission for posting
- I) Executive Committee - Discussion on scheduling meeting for First Quarter
- J) Outreach Hours Requirements: Discuss items that may count towards these hours. Input to be used by Outreach Committee to create guidelines to fulfill 12 hours a year.
- K) Agenda Item Submissions - deadlines for committees and full board
- L) Request to board members to scout and procure potential posting locations of agendas (not required for Brown Act posting)
- M) Creation of, signature completion timelines and submissions for Board Action Certifications (BACs) by Secretary, primary and secondary signers
- N) Ordering of Business Cards, Nameplates, Official IDs
- O) Completing Training Requirements
8. Vice President's Report
9. Secretary's Report
10. Treasurer's Report
 - A) Discussion and possible vote to adjust budget to accommodate expenses of agenda
11. Administrative Motions
 - A) Discussion and possible amendment to Standing Rule, Financial Procedures #6 to increase the amount Treasurer can spend on business cards/nameplates, etc. from \$150 per board member to \$200 per board member to accommodate increases in vendor prices
12. PLUM Committee
 - A) Report by Chair
 - B) Appoint Jim Van Dusen as a Voting Stakeholder to PLUM for one year
13. Outreach Committee
 - A) Report by Chair
14. Committee Formation
 - A) Discussion and rename Homelessness, Housing & Public Safety to Homelessness & Social Services; committee to realign focus to address topics of homelessness and aspects of social services
 1. Discussion and possible vote to make Georgette Darby chair of defined in 14A
 2. Discussion and possible vote to appoint Oliver Alvarez to committee defined in 14A
 3. Discussion and possible vote to appoint Charles Daniel to committee defined in 14A
 - B) Ad Hoc Bylaws Committee: Discussion and possible vote to create ad hoc Bylaws Committee made of only board members, up to three, starting from 8/11/25 and ending on 6/15/26. Committee to review/edit bylaws, present bylaws to board for input and review and updates as necessary, and debrief after City approval.
 1. Discussion and possible vote to appoint Brandi D'Amore as chair of ad hoc Bylaws Committee
 2. Discussion of ad hoc committee goals; Q&A, discuss interest to serve to assist President in future determination of appointment to committee
 - C) Ad Hoc Retreat Steering Committee: Discussion and possible vote to create ad hoc Retreat Steering Committee made of only board members, up to three, from 8/11/25-12/31/25. Committee to determine and facilitate in committee and bring to full board to vote on at least the following: date determination, location determination within HUNC boundaries, budget, budget availability, agenda, contracted services, City Clerk event checklist requirements, etc.
 1. Discussion of committee scope; Q&A. Discussion of interest to chair or serve on this committee to assist President in future determination of committee
15. Discussion of types of events board wishes to potentially produce including but not limited to: renters rights; CPR/First Aid; Community Emergency Response Training (CERT); Council District 13 candidate forum, Emergency Preparedness Plan/Ready Your LA Neighborhood (RYLAN); Community Walks, board suggestions

16. Funding Items

- A) Discussion and possible vote to sponsor 2025 Congress of Neighborhoods (to come from Outreach budget) at sponsorship level to be determined by board. Sponsorship levels:

<https://www.neighborhoodcongress.la/sponsor>

Check request to be sent to City Clerk with BAC and this form:

https://drive.google.com/file/d/13dXkl5smaEnqK_S_fHK5hgfsBhk9PMIX/view

- B) Discussion and vote to approve the renewal of the Media Arts International contract for six months, July 2025-December 2025, and a monthly fee of \$600 and hourly billing rate of work outside the contract of \$85/hour for web, communication, and consulting services
- C) Discussion and vote to approve payment of \$600 to Media Arts International for services from 7/1/25-7/30/25
- D) Discussion and vote to approve payment of \$450 to Media Arts International for annual subscription of NC Meeting Manager Software 8/1/25-7/31/26
- E) Discussion and vote to approve allocating up to \$2000 for Treasurer to fulfill procurement of business cards, nameplates, identification accoutrements, etc.

17. Motion to extend meeting by an amount determined by board to avoid ending meeting before business completed as Standing Rule requires meeting to end 3.5 hours after start

18. Old/Ongoing Business

19. New/Future Business

Adjournment

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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, or 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 by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

Public Posting of Agendas

Neighborhood Council agendas are posted for public review as follows:

- LAFD West Bureau at 1800 N Bronson Avenue
- www.myhunc.org
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System (ENS) <https://www.lacity.org/government/subscribe-agendasnotifications/neighborhood-councils>

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 Section 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

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 website: www.MyHUNC.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 Prabhjot Chamber at (213) 839-0977 or email at: prabhjot.chamber@lacity.org.

Reconsideration and Grievance Process

For information on the NC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NC Bylaws. The Bylaws are available at our Board meetings and our website www.myhunc.org