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North Hills West Neighborhood Council Regular Board Meeting Agenda

Certified February 25, 2003

New Horizons Sam's Cafe 15725 Parthenia Street, North Hills, CA 91343

Thursday, July 20, 2023, 6:00 p.m.

PLEASE NOTE: This meeting will be in person, not virtually on Zoom.

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 one (1) minute per speaker unless adjusted by the presiding officer of the Board. Alternatively, public comment *may* also be sent to Secretary@nhwnc.net **at least two hours before the meeting starts**; include in the email Subject Line "Public Comment" and the appropriate agenda. Item number.

ALL AGENDA ITEMS ARE SUBJECT TO DISCUSSION AND POSSIBLE ACTION BY THE BOARD

Supporting documents are available on our website at: www.nhwnc.net

Agenda items not completed may carry to the next GBM on Thursday, August 17, 2023

NHWNC Board Members:

Dave Brown, Pat Crone, Maggie Elliott, Linda Erdman, Garry Fordyce,
Punam Gohel, Madlena Minasian and Kreshell Ramey

1. Call to order and Welcome
2. Pledge of Allegiance, Roll Call, Determination of Quorum, Voting Eligibility Report, and call for agenda item(s) recusals.
3. Vacancies: We're currently seeking one (1) Residential Board Member, Seat term expiring 2025; one (1) General Board Member, Seat term expiring 2025; one (1) Residential Board Members, Seat term expiring 2027; and two (2) General Board Members, Seat terms expiring 2027.
4. Swearing-in of newly elected Board Members. Neighborhood Council Board Oath:
I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone's opinion. I will find the good in my neighborhood and praise it and promote it. I will act at all times in accordance with our bylaws and will conform fully, both in spirit and intent. To my neighbors and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.
5. Selection of Officers to serve on North Hills West Neighborhood Council. Nominations will be taken, and candidates will have up to three (3) minutes to address the Board. Please visit: www.empowerla.org/NHWNC to review the NHWNC Bylaws.

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer

6. Selection of funding officers. For information on the Neighborhood Council Funding Program, please visit:
<https://clerk.lacity.gov/clerk-services/nc-funding>

a. Discussion and possible action to appoint a Second signer for FY 2023-2024.

- i. Verifies Funding Program documents have been correctly filled out before being submitted for processing.
- ii. Acts as the second signer as required on Funding Program documents.

b. Discussion and possible action to appoint an Alternate signer for FY 2023-2024.

- i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign Board-approved funding documents to be submitted to the NC Funding Program.

c. Discussion and possible action to appoint a Bank cardholder for FY 2023-2024.

- i. Maintains secure custody of the NC's bank card.
- ii. Ensures card is used for payment transactions as approved only by the Board.
- iii. Obtains itemized receipts or itemized paid invoices for every card transaction.
- iv. Submits (uploads) itemized receipts or itemized paid invoices for card no later than ten (10) days after the date the transaction posts.
- v. Must not accept cash refunds. All refunds must be made as a credit return.
- vi. Notifies the Funding Program immediately of lost or stolen cards.
 - 1. Bank must be notified immediately by the NC bank cardholder to block any further usage of the card.
 - 2. A new card can be ordered upon notification.
 - 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank.
- vii. Notifies NC Funding Program upon resignation or removal as the NC bank cardholder.
 - 1. The NC will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed, and a new card is requested from the bank for a newly appointed cardholder.
- viii. Can only serve as a cardholder for one NC at a time.
- ix. Is the only Board member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.

d. Discussion and possible action to appoint 2nd bank cardholder.

- i. In the absence of or unavailability of the Bank Cardholder, the 2nd Bank Cardholder can use the bank card for Board-approved funding purchases.

7. Discussion and possible action to approve the [June 15, 2023 Draft Board Meeting Minutes](#)

8. Discussion and possible action to approve the [June 2023 Monthly Expenditure Report](#)

9. Elected Officials, Public Agency Speakers, Field Representatives, and Public Service Announcements. Up to three (3) minutes per speaker. Stakeholders are allotted one minute each for a question for each Agendized public official who visits. Questions do not count against public comment time totals. Public Officials who do not give advance notice of their participation in the NHW Neighborhood Council meeting are limited to one minute of announcements, which must include their contact information as part of their announcement.

- a. Mayor Karen Bass - [Mayor LACity](#) / West Valley Area Representative - Erin Seinfeld - [Email](#)
- b. City Council District 12 John Lee - [CD12](#) / Field Representative – Lorena Espinal - [Email](#)
- c. L.A. County Supervisor [District 3: Lindsey Horvath](#)
- d. State Senate [District 20: Caroline Menjivar](#)
- e. State Assembly District 40 [a40](#) – Pilar Schiavo / Field Representative - Gaby Gurrola - [Email](#)
- f. U.S. Congress [District 32: Brad Sherman](#)
- g. LAUSD School Board [District 3: Scott Schmerelson](#)
- h. LAPD Devonshire Division [LAPD](#) - Senior Lead Officer (SLO) - Jerome Knopp [Email](#)
- i. Mid Valley Regional Library - [Mid Valley Library](#)
- j. [L.A. Department of Neighborhood Empowerment](#) / NEA - John Darnell - [Email](#)
- k. To find your elected representatives, City agencies, departments, etc.: [NeighborhoodInfo](#)

Additional neighborhood information: [KnowYourCommunity](#)

10. General Public Comments on Non-Agenda items within the jurisdiction of the NHWNC. Each speaker may speak one time for up to one (1) minute. [PLEASE ADVISE US IF YOU ARE A PAID LOBBYIST.](#)

11. Discussion and possible action regarding appointing one or two Budget Representatives.

12. Discussion and possible action to contribute up to \$1500 to the Congress of Neighborhoods

13. Discussion and possible action to participate in National Night Out Tuesday, August 1, 2023

- a. Discussion on Board member participation in working the NHWNC Booth.

14. Selection of Board members and stakeholders to committees. All Standing and Ad Hoc Committees shall be established by the Board. Suggestions for committees may come from Stakeholders or from members of the Board. All committees shall be voted upon by the Board. All Standing Committees shall be comprised of a minimum of two (2) and a maximum of three (3) Board members and may include any interested Stakeholders. The Committee Chair shall be a member of the Board. Committee members and the Committee Chairperson shall be appointed by the President and ratified by the Board. Board members may be appointed to a maximum of two (2) standing committees. General Board to ratify all committee appointments except Executive Committee. The committees of the NHWNC are the following:

- a. Budget & Finance
- b. Events, Marketing and Outreach

- c. Planning and Land Use Management
- d. Beautification & Infrastructure
- e. Public Safety and Emergency Preparedness
- f. Rules & Elections

- 15. Discussion and possible action to appoint (or remove) up to five (5) Community Impact Statement (CIS) filers. The filers must be members of the Board. The filers are responsible for filing the CISs into the City Clerk's CIS portal. Any CIS is a position by the Board and may be sent to any City commission and/or put in the City Council's file management system. For more information, please click here: <https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf>**
- 16. Discussion and possible action to appoint members to serve as representatives to various Neighborhood Council alliances and coalitions. For the complete list and additional information, click the link <https://empowerla.org/alliances/>**
- a. Budget Representative
 - b. LADWP Advocacy and Oversight
 - c. LGBTQ+ Alliance
 - d. Los Angeles Neighborhood Council Coalition (LANCC)
 - e. Neighborhood Council Emergency Preparedness Alliance (NCEPA)
 - f. Neighborhood Council Sustainability Alliance (NCSA)
 - g. Valley Alliance of Neighborhood Councils (VANC)
 - h. Plan Check Neighborhood Councils (PlanCheckNC)
 - i. West Valley Neighborhood Alliance on Homelessness (WVNAH)
- 17. Board discussion and appointment by Chair for members to serve as liaisons to certain City departments and programs. The City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) frequently seek a contact person to work with on a particular subject matter. During the year, agencies will ask the Department of Neighborhood Empowerment (DONE) for liaison contact information to send invitations to meetings or events of interest, receive feedback, or request help sharing information with NCs and stakeholders. Your willingness to be that contact person will help your NC improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions is the following:**
- a. (These positions should either be appointed by the President or chosen by the Board and then recorded in the minutes)
 - b. Aging Liaison
 - c. Animal Services Liaison
 - d. Emergency Preparedness Liaison
 - e. Film
 - f. Homelessness Liaison
 - g. LADWP
 - h. Public Works
 - i. Resilience Liaison
- 18. Board member announcements/comments**
- 19. Committee, Ad-hoc, Coalition, Liaison, and CIS filer Reports. Up to two (2) minutes each.**

20. Requests for Future Agenda Items. Send to: President@nhwnc.net at least 10 days before the meeting date, with “AGENDA REQUEST” in the subject line. Please attach documents with sufficient information and links to support adequate descriptions for discussion. ***August 7th is the deadline to submit agenda requests for August 17th GBM.***

21. Upcoming in-person events, unless otherwise noted. Updated list: click the link → [NHWNC Calender](#).

- Coffee with Senator Caroline Menjivar 9:30 am – 11:00 am, Casa de Nata 15456 Devonshire St.
- A Ride to Remember Festival 10:00 am - 3:00 pm, 11121 N Sepulveda Bl .
- Coffee with a Cop 10:00 am – 11:30 am, Starbucks inside Target 8840 Corbin Ave.
- National Night Out 6:00 pm – 9:00 pm, Northridge Park 18300 Lemarsh St.

22. Finishing Roll Call & Adjournment.

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 the 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:

Posted for public review at Uncle Joe’s Donuts – 8704 Woodley – North Hills CA 91343 and posted on the NHWNC website www.nhwnc.net

- You can also receive our agendas via email by subscribing to L.A. City’s [Early Notification System \(ENS\)](#) Other Neighborhood Council agendas, City Dept, and Agencies agendas can also be subscribed to

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 <https://www.nhwnc.net>

If you would like a copy of any record related to an item on the agenda, please contact secretary@nhwnc.net

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 on our website <https://www.nhwnc.net/agendas-minutes/minutes-and-agendas/bylaws/>

For more information about the NHWNC, please call – 818-369-1708 – or mail P.O. Box 2091 – North Hills, CA 91393-2091 or email: Board@nhwnc.net. We look forward to hearing from you!

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**Next General Board Meeting of North Hills West Neighborhood Council
August 17, 2023, 6 pm**