

North Hills West Neighborhood Council Regular Board Meeting
Agenda

Mid-Valley Regional Library
16244 Nordhoff Street, North Hills, CA 91343
Thursday, August 21, 2025 6:00 P.M.

Executive Officers: Garry Fordyce – President, Jane Lopez – Vice President,
Vacant – Secretary, Janayn Martinez – Treasurer

Board Members: Angelica Aleksanyan, Linda Erdman, Maggie Elliott,
Leticia Martinucci, Martha Ugarte, Ilse Lopez, Liza
Ashley

Vacant Seats: General Stakeholder 2027 (1 seat), Community Interest Stakeholder
2027 (1 seat), General Stakeholder 2029 (1seat)

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 two (2) minutes per speaker unless adjusted by the presiding officer of the Board.

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

Supporting documents are either available on our website at www.nhwnc.net,
and/or in-person during the NHWNC board meetings.

1. Call to order, Pledge of Allegiance

2. Roll Call

3. Discussion and possible action to appoint Bianca Castillo to General Stakeholder Board Member term ending 2029.

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 the North Hills West Neighborhood Council.

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

6. Elected Officials, Public Agency Speakers, Field Representatives, and Public Service Announcements. Up to three (3) minutes per speaker. Stakeholders are allotted up to two minutes each for a question, for each Agendized public official who visits. Public Officials who do not give advance notice of their participation in the NHW Neighborhood Council meeting are limited to up to two minutes of announcements, which must include their contact information.

- A. Mayor Karen Bass - West Valley Area Representative
- B. Office of City Councilmember John Lee - District 12 - Field Representative - Lorena Espinal
- C. L.A. County Supervisor - District 3 - Lindsey Horvath
- D. State Senate - District 20 - Caroline Menjivar
- E. State Assembly - District 40 - Pilar Schiavo / Field Representative - Gaby Gurrola
- F. U.S. Congress - District 32 - Brad Sherman
- G. LAUSD School Board - District 3 - Scott Schmerelson
- H. LAUSD School Board - District 6 - Kelly Gonez
- I. LAPD - Devonshire Division - Senior Lead Officer (SLO) - Jerome Knopp
- J. Mid-Valley Regional Library
- K. L.A. Department of Neighborhood Empowerment - NEA - John Darnell
- L. Budget Advocate
- M. LAPD Volunteer - Mikkie Loi

7. GENERAL PUBLIC COMMENT - Comments from the public on non-agenda items within the Board's subject matter jurisdiction.

8. Discussion and possible action to appoint board members to serve as 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 2nd Signer
 - i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing.
- ii. Acts as the second signer as required on Funding Program documents.
 - b. Discussion and possible action to appoint Alternate signer
 - 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 Bank cardholder
 - i. Maintains secure custody of the NC's bank card.
- iii. Ensures the card is used for payment transactions as approved by the board only.
- 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 10 days after the date the transaction posts.
- v. Must not accept cash refund. 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 being 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 or unavailability of the Bank Cardholder, the 2nd Bank Cardholder can use the bank card for board-approved funding purchases.

9. Discussion only about future appointments of board members to committees.

- a. Budget and Finance
- b. Events, Marketing, and Outreach
- c. Planning and Land Use Management
- d. Beautification and Infrastructure
- e. Public Safety and Emergency Preparedness
- f. Rules and Elections

10. Discussion and possible action to appoint up to 5 board members as Community Impact Statement (CIS) filers. The filers must be board members. The filers are responsible for filing the CIS's 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 can be 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.p
df](https://empowerla.org/wp-content/uploads/2017/08/How-to-Submit-CIS-FINAL-COMBO.pdf)

11. Discussion only about future appointments of board members to serve as representatives to various Neighborhood Council alliances and coalitions. For the list, please see below and click here for more information: (<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. Plan Check
- h. Valley Alliance of Neighborhood Councils (VANC)

12. Discussion only about future appointments of board members to serve as liaisons to certain city departments and programs. City of Los Angeles elected officials, departments, and even other Neighborhood Councils (NC) are frequently looking for 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 for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in 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 are the following:

- a. Aging Liaison
- b. Animal Services Liaison
- c. Emergency Preparedness Liaison
- d. Film
- e. Homelessness Liaison
- f. Public Works
- g. Resilience Liaison

13. Discussion and possible action to approve the June 2025 Monthly Expenditure Report (MER).

14. Discussion and possible action to approve the July 2025 Monthly Expenditure Report (MER).

15. Discussion and possible action to approve the Administrative Packet for fiscal year 2025/2026.

16. Discussion and possible action to approve the June 23rd, 2025 special board meeting Minutes.

17. 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) and 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 <http://www.nhwnc.net>

If you would like a copy of any record related to an item on the agenda, please contact john.darnell@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 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: John.darnell@lacity.org. We look forward to hearing from you!

**LEGALLY REQUIRED OFFICIAL POSTING
PLEASE DO NOT REMOVE THIS POSTING
UNTIL August 22, 2025**