

**COMMITTEE MEMBERS**

Maria Cermeno - **Chair**

Vacant - **Vice-Chair**

Jennifer Clark

Veronica Jimenez

Zaid Diaz-Arias (Ex-Officio)

Email: [Outreach@NHNENC.org](mailto:Outreach@NHNENC.org)



**NORTH HOLLYWOOD NORTHEAST NEIGHBORHOOD COUNCIL AGENDA**

**Meeting Type:**  
**Special Joint Meeting of the North Hollywood Northeast Neighborhood Council and the Outreach & Youth Engagement Committee**

**Date:**  
**Monday, April 29, 2024**  
**5:30 pm**

**Location:**  
**Los Angeles Fire Station 89, Community Room**  
**7063 Laurel Canyon, L.A., CA 91605**

**NORTH HOLLYWOOD NORTHEAST NEIGHBORHOOD COUNCIL**

Regular Board Meetings  
 the 3rd WEDNESDAY  
 January through December @ 7PM

**LA Fire Station 89**  
**7063 Laurel Canyon, L.A., CA 91605**  
**Community Room**

Enter the Fire Station gate to find the Community Room at the back of the Station. There is ample parking available on the Station property. Please do not drive more than 5 mph and do not block the driveway.

Email: [Board@NHNENC.org](mailto:Board@NHNENC.org)

Website: [www.nhnenc.org](http://www.nhnenc.org)

\*President/Chair reserves the right to move agenda items to accommodate speakers

This meeting is noticed as a Special Joint Meeting of the North Hollywood Northeast Neighborhood Council and the Beautification and Public Safety Committee, because there may be a majority of neighborhood council board members present in a number sufficient to take board action. Any action taken at this meeting will only be an action of the Beautification and Public Safety Committee members present and not an action of the North Hollywood Northeast Neighborhood Council as a body.

Item #	Topic	Responsible Person
1	Call Meeting to Order – Welcome - Review of Meeting Rules	Chair
2	Roll Call for Outreach and Youth Engagement Committee Members and Separate roll call for other Board members in attendance.	Chair
3	Comments by Government Officials (3 min each)	Various
4	Public Comments on Non-Agenda Items (3 min each)	Various
<b>Events</b>		
5	<b>Discussion &amp; Possible Action:</b> Recap/Report for recent Outreach Activities	Various

**LEGALLY REQUIRED OFFICIAL POSTING – PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME**

6	<b>Discussion &amp; Possible Action:</b> Approve Tabling & Promotional Materials not to exceed \$1000 for Council District 2 (CD2) NoHo Summer Nites	Jennifer Clark
7	<b>Discussion &amp; Possible Action:</b> Approve co-sponsoring with Council District 2 (CD2) an Appreciation Luncheon not to exceed \$2000 to recognize and honor the invaluable contributions of the dedicated individuals who work tirelessly with us on our Care+/RV operations. Tentatively scheduled for June 13th	Jennifer Clark
8	<b>Discussion &amp; Possible Action:</b> Approve Tabling & Promotional Materials not to exceed \$1000 for North Valley Occupational Center’s Community Resource and Career Fair on Friday, May 17 from 10 a.m. to 1 p.m. Note: LAUSD Division of Adult and Career Education has many students that attend their East Valley campus in Sun Valley that live in our area.	Chair
<b>Outreach</b>		
9	<b>Discussion &amp; Possible Action:</b> Review designs from graphic designer	Jennifer Clark
10	<b>Discussion and Possible Action:</b> Mailers Program Cost per mailpiece is \$0.203 USPS has an interactive online EDDM tool that will help you calculate the estimated cost of mailing a piece to different postal carrier routes within your neighborhood, using the Every Door Direct Mail program. Approximately \$1100 for 5000 mailers <a href="https://eddm.usps.com/eddm/select-routes.htm">https://eddm.usps.com/eddm/select-routes.htm</a>	Jennifer Clark
11	<b>Discussion and Possible Action:</b> Discuss what Promotional Materials to move forward with purchasing from the approved budget not to exceed \$5000. Some ideas: Pens / First Aid Kits / Bags / etc. <a href="https://shop.ceteramarketing.com/p/OHTKK-QFKFX/sonata-eco-pen">https://shop.ceteramarketing.com/p/OHTKK-QFKFX/sonata-eco-pen</a> <a href="https://shop.ceteramarketing.com/p/ANQDE-QLWNL/swiftaid-first-aid-kit">https://shop.ceteramarketing.com/p/ANQDE-QLWNL/swiftaid-first-aid-kit</a>	Jennifer Clark
12	<b>Discussion and Possible Action:</b> Discuss purchasing embroidered shirts for Board members to wear for outreach.	Jennifer Clark
13	<b>Discussion and Possible Action:</b> Discuss NC Funding Policy on purchasing only vendor “branded” promotional materials. Discuss drafting a letter asking for the policy to be amended/updated.	Veronica Jimenez / Jennifer Clark
<b>Committee Business</b>		
14	<b>Discussion and Possible Action:</b> Stakeholders interested in becoming members of the Outreach & Beautification committee will be allotted 2 mins to speak. (To become a committee member, the Chair shall appoint a member and the Board will ratify per Article VII§3 of the bylaws)	Chair
15	<b>Discussion and Possible Action:</b> Nominate and Appoint a Vice-Chair	Chair
16	<b>Discussion and Possible Action:</b> Consider a different committee meeting date for May 2024 due to expected lack of quorum on the scheduled date of May 15, 2024.	Chair
<b>Concluding Statements</b>		
17	<b>Committee Member Announcements</b>	Various
18	<b>Adjourn</b>	

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** – The public is requested to fill out a “Speaker Card” 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 3 minutes per speaker unless adjusted by the presiding officer of the Board.

**PUBLIC POSTING OF AGENDAS** - NHNENC agendas are posted for public review as follows:

**LEGALLY REQUIRED OFFICIAL POSTING – PLEASE DO NOT REMOVE UNTIL AFTER BELOW DATE AND TIME**

- For viewing during open hours: Valley Plaza Branch, Los Angeles Public Library, 12311 Vanowen Street, North Hollywood, CA 91605
- Our website: [NHNENC.org](http://NHNENC.org)
- You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>

**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 Dylan Meneses, Board Secretary, by email [dmeneses@nhnenc.org](mailto:dmeneses@nhnenc.org) and [board@nhnenc.org](mailto:board@nhnenc.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 our website: [nhnenc.org](http://nhnenc.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 Dylan Meneses, Board Secretary, by email [dmeneses@nhnenc.org](mailto:dmeneses@nhnenc.org) and [board@nhnenc.org](mailto:board@nhnenc.org).

**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](http://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)

**RECONSIDERATION AND GRIEVANCE PROCESS** – For information on the NHNENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the NHNENC Bylaws. The Bylaws are available at our Board meetings and our website [NHNENC.org](http://NHNENC.org).

**SERVICIOS DE TRADUCCION** – Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacta Dylan Meneses, Secretaria de la Mesa Directiva, por correo electrónico [dmeneses@nhnenc.org](mailto:dmeneses@nhnenc.org) y [board@nhnenc.org](mailto:board@nhnenc.org) para avisar al Concejo Vecinal.