

**NORTH HILLS WEST  
NEIGHBORHOOD COUNCIL  
EXECUTIVE OFFICERS**  
PRESIDENT: John McGovern  
VICE-PRESIDENT: Dan Gibson  
TREASURER: Debra Perkins



**NORTH HILLS WEST  
NEIGHBORHOOD COUNCIL**  
P.O. Box 2091, North Hills, CA 91393  
Voicemail: (818) 892-8899  
E-mail: Board@NHWNC.net  
Website: www.NHWNC.net

Minutes (to be approved) of the  
**NORTH HILLS WEST NEIGHBORHOOD COUNCIL (NHWNC)**  
**GENERAL BOARD MEETING**  
**Thursday, March 20, 2014**

at New Horizons, Multipurpose Room, 15725 Parthenia St., North Hills, CA 91343

NHWNC (and all other) Meeting Minutes are a summary, not an exact, verbatim, word-for-word transcript of what was said at a Meeting. The only two exceptions are the Motions shown in italics and quotes shown with quotation marks (“ ”) at the beginning and ending of a word or words. The Minutes are not, nor were they ever meant to be, a comprehensive record of what was said about an issue or project.

**1. Welcome and flag salute.**

President John McGovern called the meeting to order at 7:17 p.m. The Pledge of Allegiance was said.

Roll Call was taken by Treasurer Debra Perkins. Eight of the 11 Board Members were present at the beginning of the Meeting: Dave Brown, Garry Fordyce, Dan Gibson, David Hyman, Frank Klein, John McGovern, Debra Perkins and Nancy Xander. Board Members absent: Tino Julian, Marina Sais and Jaynee Thorne. The NHWNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see <http://empowerla.org/wp-content/uploads/2012/06/NorthHillsWestNC-Bylaws.pdf>), so the Board could take such votes. Eleven of the 13 Board Seats were filled. Two Board Seats were vacant, both “General” Seats. Also attending: 32 Stakeholders and Guests.

**2. Introduction and seating of NEW Board Members.**

Mr. McGovern asked outgoing Board Members to sit in the audience and newly-elected Board Members to be Seated with the Board. He introduced new Board Members Armando Diaz, Carol Hart, Mike Khalid and Carlos Maya. The 13 Board Members Dave Brown, Armando Diaz, Garry Fordyce, Dan Gibson, Punam Gohel, Carol Hart, David Hyman, Mike Khalid, Carlos Maya, John McGovern, Debra Perkins, Ed Serrano and Nancy Xander introduced themselves and expressed their community interests and goals.

**a. Neighborhood Council Oath**

*[This Agenda Item was addressed after the second Item #3 on the Agenda.]*  
Melvin Canas, Project Coordinator, L.A. Dept. of Neighborhood Empowerment (DONE) (818-374-9898; [Melvin.Canas@LACity.org](mailto:Melvin.Canas@LACity.org); [www.EmpowerLA.org](http://www.EmpowerLA.org)), administered the Oath of Office to the Board, who repeated the Oath after him.  
[Applause.]

### **3. Election of Board Officers**

Mr. McGovern asked Parliamentarian Mike Cabo to conduct the NHWNC Executive Board Election. Mr. Cabo explained the four positions to fill.

President: Mr. Cabo read the responsibilities of the President. Mr. Khalid nominated John McGovern for President; Mr. Brown seconded. The Board voted unanimously by a hand vote to elect John McGovern as President.

Vice-President: Mr. Cabo read the responsibilities of the Vice-President. Mr. Fordyce nominated Dan Gibson for Vice-President; Mr. McGovern seconded. The Board voted unanimously by a hand vote to elect Dan Gibson as Vice-President.

Secretary: Mr. Cabo read the responsibilities of the Secretary. Mr. Gohel nominated Carol Hart for Secretary; Mr. Khalid seconded. The Board voted unanimously by a hand vote to elect Carol Hart as Secretary.

Treasurer: Mr. Cabo read the responsibilities of the Treasurer. Mr. Fordyce nominated Debra Perkins for Treasurer; Mr. Gohel seconded. The Board voted unanimously by a hand vote to elect Debra Perkins as Treasurer.

Mr. Canas requested that Board Members completed their Board Roster information for DONE.

- a. Board designation of purchase card holder and second signatory  
Mr. Canas explained that the Board needs to appoint a Purchase Card (P-Card) Holder and a Second Signatory; he explained their responsibilities.

**MOTION** (by Mr. McGovern, seconded by Mr. Hyman): The North Hills West Neighborhood Council appoints Treasurer Debra Perkins as its Purchase Card Holder and President John McGovern as its Second Signatory.

**MOTION PASSED** unanimously by a voice vote.

### **3. Public Speakers [the second Item #3 on the Agenda]**

Ernie Hilger, Disable American Veterans Legislative Chair, requested that the NHWNC agendize a request for \$4,990 in funding to “help enhance our functions” and “expand the campus.” He described DAV programs including picking up veterans for medical treatment. Vicki Magaw of the Mid-Valley Regional Library announced they are “now open Sundays 1:00 – 5:00.” She described tax and other assistance available Tuesdays through March. They have movies on Saturdays. She requested NHWNC support for their “Hot off the Press collection . . . with \$3,000 that would support around 12 titles a month”; an NHWNC sticker would be put inside the books “to note NHWNC support.” Claire Bellanti, Treasurer, Friends of the Library, requested \$1,200 for 21 “sturdy banquet tables” and a cart for both Library and NHWNC use; the total cost is \$2,400. Irena Szewiola requested to be

agendized “for Polish-speaking students and their families in the LAUSD”; she described a student contest. Student Brian Wang requested to be agendized for a Neighborhood Purposes Grant regarding Monroe High School; many NHWNC-area students attend Monroe.

a. Councilman Englander's office.

No representative was present and there was no report.

b. VANC reps.

No representative was present and there was no report.

c. Possible representatives from other official offices.

Bill Hacket, District Director for State 46th District Assemblyman Adrin Nazarian (818-376-4246; Bill.Hackett@asm.ca.gov; <http://asmdc.org/members/a46>), reported that they are working with Caltrans to clean freeway trash. AB 577 “would allow for rail transit along the Orange Line.” AB 2417, the Recycled Water Pipeline bill, “would assist the water delivery and permitting process.” Mr. Hackett delivered Certificates of Appreciation for outgoing Board Members Tino Julian, Frank Klein, Marina Sais and Jaynee Thorne.

**4. General Board Business announcements:** upcoming activities for March and April. Mr. Hyman announced Citrus Sunday will be May 18<sup>th</sup>, 9:00 a.m. – 1:00 p.m. at Fire Station 87 [10124 Balboa Blvd., just south of Devonshire St.] “to encourage residents . . . to harvest whatever citrus they have.” The food “will be donated to local food pantries.” Mr. Canas reminded that the Demand Warrants submission deadline [for this fiscal year ending June 30<sup>th</sup>] is May 15<sup>th</sup>; the P-Card use deadline is June 2<sup>nd</sup>. Ms. Hart announced the VANC [Valley Alliance of Neighborhood Councils] Mixer on Thursday, April 10<sup>th</sup>, 5:30-9:00 p.m. at CBS Studios in Studio City.

a. Monthly expense reports for December 2013, January 2014, & February 2014.

Ms. Perkins reported that the L.A. Police Foundation signature needed was received to process a December 2013 Demand Warrant.

**FUNDING MOTION** (by Ms. Perkins, seconded by Ms. Xander): The North Hills West Neighborhood Council approves its December 2013 Monthly Expenditure Report.

**FUNDING MOTION PASSED** by a roll call vote of the eight eligible voters present with seven in favor (“Yes” or “Aye”) (Brown, Fordyce, Gibson, Hyman, McGovern, Perkins and Xander) and one abstention (Hart).

Ms. Perkins explained that Mr. Brown needed to be reimbursed “for the purchase of . . . memory cards” for the audio recorder.

**FUNDING MOTION** (by Ms. Perkins, seconded by Mr. Hyman): The North Hills West Neighborhood Council allocates \$67.57 to reimburse Board Member Dave Brown for the purchase of memory cards for its audio recorder.

**MOTION to CALL FOR THE QUESTION** (by Ms. Perkins); there were no objections.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Brown, Fordyce, Gibson, Hart, Hyman, McGovern, Perkins and Xander).

Ms. Perkins explained that the NHWNC owed \$540 to New Horizons for three months’ rent, and outreach and other expenditures including the annual Post Office Box fee; to replenish Beautification Committee supplies; for the banner; to fix the air blower; and monthly Meeting copies in January 2014 totaling \$1,557.14.

**FUNDING MOTION** (by Ms. Perkins, seconded by Mr. Hyman): The North Hills West Neighborhood Council approves its January 2014 Monthly Expenditure Report.

**MOTION to CALL FOR THE QUESTION** (by Ms. Perkins); there were no objections.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Brown, Fordyce, Gibson, Hart, Hyman, McGovern, Perkins and Xander).

Ms. Perkins reviewed February 2014 expenditures. Some were reimbursements to Board Member Nancy Xander for Meeting food and office supplies. “C&M Printing” is for newsletters to all NHWNC Stakeholder addresses. The total of the expenditures for the month was \$14,987.01.

**FUNDING MOTION** (by Ms. Perkins, seconded by Mr. Hyman): The North Hills West Neighborhood Council approves its February 2014 Monthly Expenditure Report.

**DISCUSSION:** Ms. Hart led thanks to Ms. Perkins and Ms. Xander for out-of-pocket expenses that had to be reimbursed; Mr. Fordyce noted their “highly exceptional, commendable effort.”

**MOTION to CALL FOR THE QUESTION** (by Ms. Perkins); there were no objections.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Brown, Fordyce, Gibson, Hart, Hyman, McGovern, Perkins and Xander).

Ms. Perkins announced the April 13<sup>th</sup> “Spring Fling Egg Hunt” at the Mid-Valley Public Library and described preparations for the children’s event. Stakeholders can bring blankets and food to picnic on the grass next to the Library. “Mr. Bunny” and a photographer will be there. There’ll be face painting and a puppet show “on child safety.” Fliers were “distributed to a number of schools” in the NHWNC area. She encouraged contacting her to volunteer and for information.

- b. Discussion and Possible Motion to approve the use of a minute taker / clerk for General Board Meetings AND Special Board Meetings AND Committee Meetings. Position holder to be hired through one of THREE City approved agencies at preapproved labor rate - DUTIES TO INCLUDE WRITING OF MINUTES FROM MONTHLY MEETINGS FOR PUBLIC REVIEW AND ALL FUNDING MATTERS REQUIRED BY CITY AGENCIES - J. McGovern.

**FUNDING MOTION** (by Mr. McGovern, seconded by Ms. Perkins): The North Hills West Neighborhood Council approves the use of a minute taker / clerk for General Board Meetings AND Special Board Meetings AND Committee Meetings. Position holder to be hired through one of THREE City approved agencies at preapproved labor rate - DUTIES TO INCLUDE WRITING OF MINUTES FROM MONTHLY MEETINGS FOR PUBLIC REVIEW AND ALL FUNDING MATTERS REQUIRED BY CITY AGENCIES.

**DISCUSSION:** Mr. McGovern explained that “certain items have to be written down . . . this is bringing us all up to speed . . . We need a written Minutes for all our legal funding matters” and so that Stakeholders and Board Members “know what’s going on.” There was discussion of the need to have Minutes written of some past Meetings to assist in getting expenditures approved by DONE. There was discussion of the procedure to get a Minutes Writer.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with all eight in favor (“Yes” or “Aye”) (Brown, Fordyce, Gibson, Hart, Hyman, McGovern, Perkins and Xander).

- c. Discussion and Possible Motion to have City Finance dept. REALLOCATE first and second quarterly purchase card monies to current purchase card account allocation for new spending. There was discussion of the purpose of the Motion. Mr. Canas explained it was “to have [DONE] reallocate” P-Card funding.

**FUNDING MOTION** (by Mr. McGovern, seconded by Ms. Xander): The North Hills West Neighborhood Council requests that the L.A. Dept. of Neighborhood Empowerment (DONE) REALLOCATE first and second quarterly purchase card monies to its current purchase card account allocation for new spending. The NHWNC will provide to DONE a list of what the funds will be used for.

*Board Member David Hyman left at this time.*

**DISCUSSION:** There was discussion of how funding will be recalculated and reflected in the NHWNC Monthly Expenditure Reports and its annual Budget.

**FUNDING MOTION PASSED** unanimously by a roll call vote of the seven eligible voters present with all seven in favor (“Yes” or “Aye”) (Brown, Fordyce, Gibson, Hart, McGovern, Perkins and Xander).

*There was a brief recess.*

**5. Neighborhood Council Board Orientation - Mr. Melvin Canas**

- a. The role of the Neighborhood Council in your community and for your community.  
See below.
- b. Quick hints on laws that govern NCs - City Charter, NC Plan, Brown Act, PRA's, ADA, Conflicts of interest.  
See below.
- c. Getting to know your Bylaws.  
See below.
- d. Funding for your Neighborhood Council.  
See below.
- e. Having a great NC meeting.  
See below.
- f. Questions and answers from NEW Board Members.  
See below.

Mr. Canas distributed copies of the “Neighborhood Council Board Member Development Handbook” and led the orientation. He encouraged the Board to soon have a Retreat and reminded that the Board will soon need to create the NHWNC 2014-2015 Budget. [www.EmpowerLA.org](http://www.EmpowerLA.org) “has . . . information . . . as well as video to accompany it.” He stated that “your Neighborhood Council is out of Exhaustive Efforts.” The letter went out yesterday. “You’re now in . . . full control of your Neighborhood Council” . . . and are able to set your Agenda.” Mr. McGovern explained that “the web postings are not required by the Brown Act, only the posting locations . . . we will have control in the next two months” of the website. He encouraged Board Members to use their computer expertise to help with communications. He described e-mail system challenges that are being worked on and resolved.

Mr. Canas encouraged posting Meeting Agendas on the City’s Early Notification System (ENS) and DONE newsletters, and to make early Agenda request

submissions to Mr. McGovern. Mr. Canas reviewed the requirements for calling a Special Meeting. There was discussion of different uses for the NHWNC e-mail database. Mr. Brown added that "Board e-mails are in the process of being set up." Mr. McGovern will e-mail Board Members regarding their preferred e-mail address.

Mr. Canas noted that Neighborhood Councils are considered to be "government agencies" subject to City, State and Federal laws. The State recently changed the Brown Act so that "you're going to have to do a roll call vote on all funding matters." A Vote Count Sheet will be needed for all votes, including Minutes approvals. To shorten the process, Board Members can be asked "if there's no objection . . . so that you don't have to call every single name every time."

Mr. Canas reviewed the "serial meeting" description. "Public comment" can be limited, for example, to two minutes for each speaker; "your meeting is not a conversation . . . this is a Board Meeting to conduct business for the Neighborhood Council" and this "applies [also] to Committee Meetings . . . this is your meeting to run . . . you want to keep the meeting moving." Board Members "don't need to respond" to Stakeholders' comments. He encouraged to "start with a Motion" and suggested having Board Members comment first, then Stakeholders; total Stakeholder comments time can be limited. Also, "people do not have to sign in but it would be great." Filming is allowed as long as it is not obstructive; "they don't have a right to disturb your meeting."

Mr. Canas clarified that if more than a quorum of a quorum of Board Members will attend a Committee Meeting, name the Meeting as a "Joint Board and Committee Meeting." "Only Committee Members would be able to vote." Board Members can speak as Stakeholders. Since a new Board was elected "you will need to reconstitute your Committees." Mr. McGovern encouraged Board Member feedback.

## **6. Motion to adjourn**

**MOTION to ADJOURN** (by Mr. McGovern, seconded by Mr. Gohel).

**MOTION PASSED** by a voice vote with no objection.

Mr. McGovern ADJOURNED the Meeting at 9:56 p.m.