



**NORTH HILLS WEST NEIGHBORHOOD COUNCIL**  
**General Board Meeting Minutes, Thursday, May 20, 2021**  
DRAFT Minutes Approved June 17, 2021

In conformity with the Governor's Executive Order N-29-20 (March 17, 2020) and due to concerns over COVID-19, this duly noticed meeting was held entirely online and telephonically.

NHWNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motion(s) (included as stated at the Meeting, or, if not stated, as written on the Agenda); quotes (words that have quotation marks ("") at the beginning and ending of a word or words); and Agenda wording copied into the Minutes.

**CALL TO ORDER & ROLL CALL**

1. **Welcome & Call Meeting to Order** - John Darnell, Neighborhood Empowerment Advocate (NEA), DONE.

Mr. Darnell called the Meeting to order at 6:15 p.m.

2. **Roll Call, Determination of Quorum, and Voting Eligibility.**

Roll Call was taken by Mr. Darnell. Nine of the 11 Board Members were present online at the Roll Call: Dave Brown (Secretary), Pat Crone (Vice-President), Maggie Elliott, Garry Fordyce, Punam Gohel, Carol Hart (President), Madlena Minasian, Carlos Pelaez and Kreshell Ramey. Dan Gibson (Treasurer) and David Hyman arrived later. No Board Members were absent. New Board Members Sam Acosta and Angel Collins were appointed to the Board during below Item #3. The NHWNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) was seven (see the Bylaws link at [www.empowerla.org/nhwnc](http://www.empowerla.org/nhwnc)), so the Board could take such votes. Quorum was announced. Ten of the 13 Board Seats were filled (by election or appointment). Three Board Seats were vacant (Residential (2) and General (1)); to apply, email [Secretary@nhwnc.net](mailto:Secretary@nhwnc.net). Also attended: at least 18 Stakeholders and guests.

**SPECIAL ORDER OF BUSINESS**

3. **Call for nomination of candidates** to fill two vacant seats followed by discussion and board appointment vote.

Mr. Brown **NOMINATED** and Ms. Minasian seconded Sam Acosta for the Residential Stakeholder Seat. Ms. Hart reported that Mr. Acosta was fully vetted and confirmed by the City Clerk's Office. Mr. Acosta spoke of his background and desire to serve the community.

**Nomination PASSED** unanimously by a roll call vote of the nine eligible voters present with all nine in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Fordyce, Gohel, Hart, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

Ms. Hart **NOMINATED** Angel Collins for the General Stakeholder Seat; Ms. Elliott seconded the nomination. Ms. Collins described her background and desire to serve the community. Ms. Hart confirmed that Ms. Collins was “fully vetted and confirmed by the City Clerk’s Office.”

**Nomination PASSED** unanimously by a roll call vote of the nine eligible voters present with all nine in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Fordyce, Gohel, Hart, Minasian, Pelaez and Ramey); zero opposed; zero abstained. One (Acosta) was ineligible to vote due to not having current Ethics Training and/or Funding Training.

- 4. Administration of NC Oath of Office** - John Darnell with New & Returning 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. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability.”

Mr. Darnell administered the Oath to Mr. Acosta and Ms. Collins.

*New Board Members Sam Acosta and Angel Collins were Seated at this time, making 11 Board Members present (the NHWNC quorum is seven).*

- 5. Election of new Executive Officers** (President, Vice President, Treasurer, Secretary).

It was clarified that Board Members who have not completed trainings can vote on non-funding Motions for up to 30 days after they are elected. Mr. Darnell read aloud the President’s responsibilities. Ms. Elliott **NOMINATED** and Mr. Pelaez seconded Carol Hart as President. Jeff Bankston **NOMINATED** Garry Fordyce as President; there was no second; Mr. Fordyce declined the nomination. There were no other nominations.

*Board Member Dan Gibson arrived online at this time (7:00), making 12 Board Members present online (the NHWNC quorum is seven).*

**DISCUSSION:** Stakeholder Glenn Bailey supported Ms. Hart.

Carol Hart was **ELECTED** President unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Acosta, Brown, Collins, Crone, Elliott, Fordyce, Gibson, Gohel, Hart, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

*Mr. Darnell turned the Presiding Officership of this meeting over to Ms. Hart.*

Ms. Hart **NOMINATED** and Ms. Elliott seconded Pat Crone as Vice-President. Mr. Darnell called the vote roll. There were no other nominations.

Pat Crone was **ELECTED** Vice-President unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Acosta, Brown, Collins, Crone, Elliott, Fordyce, Gibson, Gohel, Hart, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

Ms. Hart **NOMINATED** and Mr. Gohel seconded Dan Gibson as Treasurer. There were no other nominations.

Dan Gibson was **ELECTED** Treasurer unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Acosta, Brown, Collins, Crone, Elliott, Fordyce, Gibson, Gohel, Hart, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

Ms. Hart **NOMINATED** and Mr. Gohel seconded Dave Brown as Secretary. There were no other nominations.

Dave Brown was **ELECTED** Secretary by a roll call vote of the 12 eligible voters present with nine in favor (“Yes” or “Aye”) (Acosta, Collins, Crone, Gibson, Gohel, Hart, Minasian, Pelaez and Ramey); two opposed (“No” or “Nay”) (Brown and Fordyce); one abstained (the NHWNC does not count abstentions as votes) (Elliott).

**6. Appointment of Financial Officers:** NC Bank Card Holder, 2nd Bankcard Holder\*, Second Signer, Alternate Signer\*. \* Optional Financial Officers.

Mr. Darnell ruled that Mr. Acosta and Ms. Collins were eligible to vote on these Motions as no funding was being allocated.

**MOTION** (by Ms. Hart, seconded by Mr. Gohel): The North Hills West Neighborhood Council elects Carol Hart as the NC Bank Card Holder.

**MOTION PASSED** unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Acosta, Brown, Collins, Crone, Elliott, Fordyce, Gibson, Gohel, Hart, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

**MOTION** (by Ms. Hart, seconded by Ms. Elliott): The North Hills West Neighborhood Council elects Pat Crone as the Second Bankcard Holder.

**MOTION PASSED** unanimously by a roll call vote of the 12 eligible voters present with all 12 in favor (“Yes” or “Aye”) (Acosta, Brown, Collins, Crone, Elliott, Fordyce, Gibson, Gohel, Hart, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

*Board Member David Hyman arrived online at this time (7:43), making all 13 Board Members present online (the NHWNC quorum is seven).*

Mr. Darnell explained the roles of the Signers. Ms. Hart **NOMINATED** herself and Mr. Hyman seconded her as Second Signer.

**MOTION** (by Ms. Hart, seconded by Mr. Hyman): The North Hills West Neighborhood Council elects Carol Hart as the Second Signer.

**MOTION PASSED** unanimously by a roll call vote of the 13 eligible voters present with all 13 in favor (“Yes” or “Aye”) (Acosta, Brown, Collins, Crone, Elliott, Fordyce, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

Ms. Hart **NOMINATED** and Mr. Gohel seconded Pat Crone as Alternate Signer.

**MOTION** (by Ms. Hart, seconded by Mr. Gohel): The North Hills West Neighborhood Council elects Pat Crone as the Alternate Signer.

**MOTION PASSED** unanimously by a roll call vote of the 13 eligible voters present with all 13 in favor (“Yes” or “Aye”) (Acosta, Brown, Collins, Crone, Elliott, Fordyce, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; zero abstained.

No “Optional Financial Officers” were elected.

## **GENERAL PUBLIC COMMENT ON NON-AGENDIZED ITEMS.**

### **7. General Public Comment:**

[*This Item was addressed after Item #10.*] Stakeholder Anita Goldbaum reported that she filed a Grievance that was dismissed by DONE without explanation. She was “outraged” that a certain candidate was being allowed back onto the Board. Mr. Bailey announced that VANC [Valley Alliance of Neighborhood Councils [VANC@EmpowerLA.org](mailto:VANC@EmpowerLA.org); <http://empowerla.org/vanc-2>] will meet June 10<sup>th</sup> with Congressman Brad Sherman.

## **ELECTED OFFICIAL, CITY DEPARTMENT AND ORGANIZATION ANNOUNCEMENTS.**

### **8. Community/Government Reports & Announcements:**

#### **a. Elected offices representatives.**

Matt Hernandez, Public Safety Deputy for L.A. City District 12 Councilman John Lee [818-882-1212; [Matthew.Hernandez@LACity.org](mailto:Matthew.Hernandez@LACity.org); [www.CD12.org](http://www.CD12.org)], reported that “the citrus events are still going on . . . every Tuesday at our office . . . [in] Chatsworth . . . 10 a.m. to noon . . . drop off” citrus fruit to be given away.

Ms. Hart reported for Michelle Vergara, Field Representative for U.S. 29th District of California Congressman Tony Cardenas (ofc. 818-221-3718;

[Michelle.Vergara@mail.house.gov](mailto:Michelle.Vergara@mail.house.gov); <http://cardenas.house.gov>), that an Internet broadband service support program is available.

- b. Government agencies, including the City of Los Angeles' Department of Neighborhood Empowerment.

John Darnell, a Neighborhood Council Advocate, L.A. Dept. of Neighborhood Empowerment (DONE) [213-978-1551; [John.Darnell@LACity.org](mailto:John.Darnell@LACity.org); [www.EmpowerLA.org](http://www.EmpowerLA.org)], indicated that there was no report.

- c. Community Organizations.

Sharoll Jackson, Volunteer and Community Engagement Advisor at New Horizons [818-894-9301; [info@newhorizons-sfv.org](mailto:info@newhorizons-sfv.org); <https://newhorizons-sfv.org>], described their programs. Silvia Robles, Volunteer Coordinator and Community Liaison for North Valley Caring Services [818-891-0481; <https://www.nvcsinc.org>], described their programs and that they are "serving over 1,000 families each week through our drive-through pantry." Mr. Bailey, a Budget Advocate [[www.BudgetAdvocates.org](http://www.BudgetAdvocates.org) or <http://ncbala.com>], reported that the Mayor's proposed annual budget of more than \$11 billion was released on April 20<sup>th</sup> in City Council File #21-0600. It appears that NC funding will again be \$32,000 plus up to \$10,000 allowed to be rolled over from the previous year's NC budget.

## **PRESENTATION BY THE DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT.**

### **9. Presentation** by John Darnell, Neighborhood Empowerment Advocate.

- a. Required Neighborhood Council board member training.

Mr. Darnell noted trainings are mandatory; he announced upcoming sessions.

- b. Training for Financial Officers and NHWNC financial report.

See above.

- c. Neighborhood Empowerment Advocate role.

Mr. Darnell explained his and DONE's role.

- d. Upcoming orientation sessions for board members hosted by EmpowerLA.

Mr. Darnell noted an upcoming Neighborhood Council Core Institute event.

## **ADMINISTRATIVE MOTIONS**

### **10. Discussion and possible action**: Motion to approve the April 15, 2021 Meeting Minutes.

**MOTION** (by Ms. Hart, seconded by Ms. Minasian): The North Hills West Neighborhood Council approves the Minutes of its April 15, 2021 General Board Meeting as written.

**MOTION PASSED** by a roll call vote of the 13 eligible voters present with 12 in favor (“Yes” or “Aye”) (Acosta, Brown, Collins, Crone, Elliott, Fordyce, Gibson, Gohel, Hart, Hyman, Minasian, Pelaez and Ramey); zero opposed; one abstained (the NHWNC does not count abstentions as votes) (Fordyce).

**11. Discussion and possible action:** Motion to approve the MER (Monthly Expenditure Report) for April 2021.

Mr. Fordyce “after many months of [his] challenging this . . . it continues to show . . . false” information. Mr. Gibson and Ms. Hart explained expenditures. Mr. Gibson reminded that the budget “is a “plug and play” . . . there is no manipulation . . . invoices are backed up . . . everything is accounted for.”

**FUNDING MOTION** (by Ms. Hart, seconded by Mr. Gibson): The North Hills West Neighborhood Council approves its Monthly Expenditure Report for April 2021.

*Board Members Madlena Minasian and Carlos Pelaez were unavailable to vote at this time, making 11 Board Members present online (the NHWNC Board quorum was seven).*

**FUNDING MOTION PASSED** unanimously by a roll call vote of the nine eligible voters present with eight in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Gibson, Gohel, Hart, Hyman and Ramey); one opposed (“No” or “Nay”) (Fordyce); zero abstained. Two (Acosta and Collins) were ineligible to vote due to not having current Ethics Training and/or Funding Training.

**NEW FINANCIAL MOTIONS**

**12. Discussion and possible action:** Motion to approve an amount not to exceed \$8000 for the purchase of promotional items for a Community Outreach ‘Blitz’ when face-to-face contact with NHWNC stakeholders is once again permitted so that we can launch a big outreach campaign to encourage greater community engagement. The vendor most recently used, Quality Logo Products, already has our logo in a vector file format for imprinting items so that no new set-up fee will be charged. Items for possible purchase are: 1000 Aluminum Bottle & Can Opener; Key Ring @ 64 ¢ each = \$663, 1000 Custom 3-Step Lids (for various sizes of cans) @ 55 ¢ each = \$551, 1000 Quilted Pot Holders @\$2.54 each (item Q49862) = \$2540 – up to 500 each (item Q37865) @ \$ 4.71 each = \$ 2,355 or 1000 (same type) @ \$4.56 each = \$4,560, Custom Reusable Tote Bags 1000 each (item Q22089) @1.46 each = \$1,460, or 1000 each (Q50515) @\$1.94 each = \$1,940. Various combinations would cost from \$3,659 - \$7,714. TBD by Board.

It was agreed to POSTPONE this Item. No Motion was made or vote taken.

*The next Agenda Item addressed was Item #19.*

- 13. Discussion and possible action:** Motion to approve an amount not to exceed \$3000 for production of the Congress of Neighborhood Councils.

Mr. Bailey reported that the event name is “Congress of Neighborhoods.” Mr. Fordyce “doubts that more than one member of this Neighborhood Council knows what’s going on,” spoke of a “takeover” and “overthrow,” and said “I don’t believe they need the funding for a Zoom meeting.” Mr. Bailey reported that the September 25<sup>th</sup> and future annual Congresses need funding. It was agreed to consider allocating exactly \$3,000 in funding.

**FUNDING MOTION** (by Ms. Hart, seconded by Ms. Elliott): The North Hills West Neighborhood Council approves an amount of \$3,000 for production of the Congress of Neighborhoods.

*Board Members Punam Gohel, Madlena Minasian, Carlos Pelaez and Kreshell Ramey were unavailable to vote at this time, making nine Board Members present online (the NHWNC Board quorum was seven).*

**FUNDING MOTION PASSED** unanimously by a roll call vote of the seven eligible voters present with six in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Gibson, Hart and Hyman); one opposed (“No” or “Nay”) (Fordyce); zero abstained. Two (Acosta and Collins) were ineligible to vote due to not having current Ethics Training and/or Funding Training.

- 14. Discussion and possible action:** Motion to approve an LA Conservation Corps Neighborhood Purpose Grant not to exceed the requested amount of \$5,000. Funding of this grant is requested to assist with the planting of (##) new street trees to replace some of the trees lost due to the drought (\$3500) in addition to trash pickup & weed abatement in parkways along our busiest and most dangerous streets (\$1500.) Full details are included with NPG Form & Tax Exempt Status Documentation.

Ms. Hart reported that the NPG application was not ready. Ms. Hart TABLED this Item without any objection. No Motion was made or vote taken.

- 15. Discussion and possible action:** Motion to approve a ‘North Valley Caring Services’ Neighborhood Purpose Grant not to exceed \$5,000 to be put toward the purchase of a new forklift - for the food distribution which has provided groceries for those in need throughout the pandemic. (Other NCs are requested to approve NPGs in the same amount.) Full details are included with NPG Form & Tax Exempt Status Documentation.

The NPG application was shown online. Ms. Robles described the need for a new forklift; the current one is overheating. She said that other NCs are allocating funding for this. Mr. Fordyce believed that the “[NHWNC] does not do their due

diligence . . . [Consideration of] this is . . . unethical, immoral . . .” Mr. Darnell clarified the Brown Act regarding provision of Motion-related documents. Ms. Hart TABLED this Item without any objection. No Motion was made or vote taken.

- 16. Discussion and possible action:** Motion to approve a ‘New Horizons’ Neighborhood Purpose Grant not to exceed, \$5,000 for landscaping of planters located [throughout the New Horizons campus and along property frontage. Full details are included with NPG Form & Tax Exempt Status Documentation.

See above Item #8. c. The NPG application was shown online. Ms. Jackson reported that they have been serving the community “since 1954” and described their programs. She explained the landscape maintenance.

**FUNDING MOTION** (by Ms. Hart, seconded by Ms. Ramey): The North Hills West Neighborhood Council approves a ‘New Horizons’ Neighborhood Purpose Grant in the amount of \$5,000 for landscaping of planters located throughout the New Horizons campus and along property frontage.

**AMENDMENT to the FUNDING MOTION** (by Ms. Hart, seconded by Ms. Ramey): The North Hills West Neighborhood Council amends the Motion phrase “in the amount of” to “not to exceed.”

**DISCUSSION:** Mr. Fordyce said “there is no documentation posted” and had “an issue with the way the Council conducts business.”

**MOTION to TABLE** (by Mr. Fordyce, not seconded): The North Hills West Neighborhood Council TABLES this Item.

**MOTION to TABLE FAILED** for lack of a second.

*Board Members Punam Gohel, Madlena Minasian and Carlos Pelaez were unavailable to vote at this time, making 10 Board Members present online (the NHWNC Board quorum was seven).*

**AMENDED FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with seven in favor (“Yes” or “Aye”) (Brown, Crone, Elliott, Gibson, Hart, Hyman and Ramey); one opposed (“No” or “Nay”) (Fordyce); zero abstained. Two (Acosta and Collins) were ineligible to vote due to not having current Ethics Training and/or Funding Training.

- 17. Discussion and possible action:** Motion to approve a ‘LA Beautification’ Neighborhood Purpose Grant not to exceed, \$5,000 for maintenance of the aforementioned, newly planted Street Trees in NHWNC parkways. Full details are included with NPG Form & Tax Exempt Status Documentation.

Ms. Hart requested and it was agreed to TABLE this Item. No Motion was made or vote taken.



- 18. Discussion and possible action:** Motion to approve a NHWNC Expenditure of \$4,974.00 for a 20' one-trip shipping container, for storage of the CERT Staging Area Kit as detailed in item 14, above. This includes taxes plus Shipping & Handling. Full details are included with NPG Form & Tax Exempt Status Documentation.

A quote was shown online. Ms. Hart clarified that this would be for the NHWNC's own storage container, filled with the NHWNC's own supplies, to be placed next to the existing container. The Emergency Preparedness & Public Safety Committee approved this.

**FUNDING MOTION** (by the Emergency Preparedness & Public Safety Committee): The North Hills West Neighborhood Council approves a NHWNC Expenditure of \$4,974.00 for a 20' one-trip shipping container, for storage of the CERT Staging Area Kit.

**DISCUSSION:** Mr. Brown explained that there was no room for more supplies in the existing container and that the existing container is 40 feet long. Mr. Fordyce claimed that "there has never been any transparency" regarding the container's contents. Mr. Brown welcomed others to participate in stocking and organizing the container. Ms. Elliott, a CERT Level III First Responder, confirmed that the container is "packed full" of supplies and also welcomed anyone to see it. Mr. Acosta supported the expenditure, saying that "it is extremely important to have all your emergency equipment in one location."

**FUNDING MOTION PASSED** unanimously by a roll call vote of the eight eligible voters present with seven in favor ("Yes" or "Aye") (Brown, Crone, Elliott, Gibson, Hart, Hyman and Ramey); one opposed ("No" or "Nay") (Fordyce); zero abstained. Two (Acosta and Collins) were ineligible to vote due to not having current Ethics Training and/or Funding Training.

## **ANNUAL BUDGET ADJUSTMENT MOTIONS**

- 19. Discussion and possible action:** Motion to approve adjustments to the 2020-2021 NHWNC Budget and Administrative Packet. (See revised Budget & Administrative Packet submitted for Board approval attached)

Mr. Darnell explained procedures. Ms. Hart requested and it was agreed to TABLE this Item. No Motion was made or vote taken.

*The next Agenda Item addressed was Item #13.*

## **20. Motion to adjourn**

**MOTION to ADJOURN** (by Ms. Hart, seconded by Ms. Elliott).

**MOTION to ADJOURN PASSED** unanimously; zero opposed; zero abstained

The Meeting was **ADJOURNED** at 10:13 p.m.

*The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda.* Minutes written by DL, possibly edited by the NHWNC. The NHWNC Board Meeting Minutes page is <http://www.nhwnc.net/agendas-minutes/minutes-and-agendas>.