

It's our neighborhood. Let's build a community.



West Hills Neighborhood Council

P.O. Box 4670, West Hills, CA 91308-4670
818-254-WEST



WWW.WESTHILLSNC.ORG

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REGULAR MEETING AGENDA

Thursday, February 2, 2017 at 7:00 p.m.

de Toledo High School, 22622 Vanowen St., West Hills

Please note that DTHS, for safety and security reasons, requires visitors to sign in at the entrance. No ID is required.

This meeting is open to the public. Doors open 20 minutes before the meeting starts. Those who wish to speak during the meeting are asked to fill out a speaker card. Comments on matters not on the agenda will be heard during the Public Comment period. Those who wish to speak on an agenda item will be heard when the item is considered.

<p><u>Opening Business</u></p> <p>Call to Order</p> <p>Roll Call – Establish Quorum</p> <p>Pledge of Allegiance</p> <p>Approve Meeting Minutes of January 5, 2017</p> <p>Treasurer’s Report</p> <p>Comments From the Chair</p>	<p>7:00 P.M.</p>	<p>Co-Chairs: Mr. Dan Brin Ms. Charlene Rothstein</p> <p>Secretary: Ms. Carolyn Greenwood</p> <p>Co-Chair: Ms. Charlene Rothstein</p> <p>Secretary: Ms. Carolyn Greenwood</p> <p>Treasurer: Ms. Bobbi Trantafello</p> <p>Co-Chair: Mr. Dan Brin</p>
<p><u>Announcements</u></p> <p>Council District 12</p> <p>LAPD Senior Lead Officers</p> <p>Other Government Officials & Representatives</p>	<p>7:15 P.M.</p>	<p>Mr. Ron Rubine, District Director</p> <p>SLOs Sean Brown and Kari McNamee</p>
<p><u>Council Announcements</u></p> <ul style="list-style-type: none"> • Committee Reports & Announcements • Budget Advocates 	<p>7:30 P.M.</p>	<p>West Hills Neighborhood Council</p> <p>Ms. Joanne Yvanek-Garb</p> <p>Ms. Simone Best</p>
<p><u>Public Comment</u></p> <p>Comments & statements from stakeholders or interested parties (<i>Requires Speaker Card</i>)</p> <p>*The Council affords an opportunity to members of the public to address the Council on items of interest that are within the Council’s jurisdiction. The Council is not permitted to take action on items that are not identified on the agenda. The Council reserves the right to limit speakers if necessary to provide and adequate opportunity for all to be heard</p>	<p>7:45 P.M.</p>	<p>Co-Chair: Ms. Charlene Rothstein</p>

<p><u>Certificate of Appreciation</u></p> <p>Bonnie Klea Justice Street Volunteers Pierce Students</p>		<p>Mr. Alec Uzemeck and Mr. Steve Randall Mr. Tony Brosamle and Mr. Reeyan Raynes Ms. Simone Best and Mr. Tom Booth</p>
<p><u>Old Business</u></p> <p>16-0085 - Discussion and possible action on approval of expenditure for an NPG for the West Valley Food Pantry in the amount of \$1000.00 (5 Minutes Max)</p>		<p>Ms. Bobbi Trantafello, Co-Chair Budget Committee Mr. Bob Brostoff, Co-Chair Budget Committee</p>
<p><u>New Business</u></p> <p>17-0012 - Discussion and possible action regarding the approval of the WHNC's December 2016 Monthly Expenditure Report ("MER") (5 Minutes Max)</p> <p>17-0013 - Discussion and possible action on reimbursing Ed Young \$300.00 for Fall Fest entertainment. (5 Minutes Max)</p> <p>17-0014 - Discussion and possible action on approving \$150.00 to reimburse Dan Brin for Mary Crescenzo for entertainment at Fall Fest (5 Minutes Max)</p> <p>17-0015 – Discussion and possible action regarding amending the WHNC Bylaws regarding the filling of a vacant seat on the WHNC Board (5 Minutes Max)</p> <p>17-0016 – Discussion and possible action regarding amending the WHNC Bylaws to have committees submit minutes of all committee meetings held (5 Minutes Max)</p> <p>17-0017 – Discussion and possible action regarding amending the WHNC Bylaws to make the Ad Hoc Homelessness Committee a standing committee (5 Minutes)</p>	<p>8:00 P.M.</p>	<p>Ms. Bobbi Trantafello, Co-Chair Budget Committee Mr. Bob Brostoff, Co-Chair Budget Committee</p> <p>Ms. Bobbi Trantafello, Co-Chair Budget Committee Mr. Bob Brostoff, Co-Chair Budget Committee</p> <p>Ms. Bobbi Trantafello, Co-Chair Budget Committee Mr. Bob Brostoff, Co-Chair Budget Committee</p> <p>Mr. Bob Brostoff, Chair Bylaws Committee</p> <p>Mr. Bob Brostoff, Chair Bylaws Committee</p> <p>Mr. Bob Brostoff, Chair Bylaws Committee</p>
<p><u>Adjournment</u></p>	<p>9:00 P.M.</p>	

Board Business– Comments may be made from Board Members on subject matters within the Board's jurisdiction. The Board reserves the right to adjust the order of presentation of agenda items.

Adjournment –The next regularly scheduled meeting will be **March 2, 2017 at 7 p.m. at de Toledo High School, 22622 Vanowen St., West Hills, CA 91307.**

Public Input: 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, an issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Board.

Public Posting Of Agendas: WHNC agendas are posted for public review at Shadow Ranch Park, 22633 Vanowen St., West Hills, CA 91307 or at our website, www.westhillsnc.org. You can also receive our agendas via email by subscribing to the City of Los Angeles Early Notification System at www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.

The Americans 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 three business days (72 hours) prior to the meeting you wish to attend by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org. If you are hearing impaired please call 711.

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 the meeting where such writing was considered or by contacting the WHNC's executive director via email at Michelle.Ritchie@westhillsnc.org. Requests can be made for a copy of a record related to an item on the agenda.

Reconsideration and Grievance Process: For information on the WHNC's process for board action reconsideration, stakeholder grievance policy or any other procedural matters related to this Council, please consult the WHNC Bylaws. The Bylaws are available at our website, www.WestHillsNC.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 contacte Michelle.Ritchie@westhillsnc.org

Neighborhood Council Funding Program
APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. The Neighborhood Council (NC), upon approval of the application, shall submit the approved application along with all required documentation to the Department of Neighborhood Empowerment.

Name of NC from which you are seeking this grant: West Hills Neighborhood Council

SECTION I- APPLICANT INFORMATION

1a) Prince of Peace for West Valley Food Pantry 95-3349988 California 01/23/85
Organization Name **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**

1b) 5700 Rudnick Ave Woodland Hills CA 91367
Organization Mailing Address **City** **State** **Zip Code**

1c)
Business Address (if different) **City** **State** **Zip Code**

1d) **PRIMARY CONTACT INFORMATION:**
Debbie Decker (818) 632-3324 foodpantry@popwh.org
Name **Phone** **Email**

2) **Type of Organization- Please select one:**
 Public School (not to include private schools) **or** **501(c)(3) Non-Profit** (other than religious institutions)
Attach Grant Request on School Letterhead **Attach IRS Determination Letter**

3)
Name / Address of Affiliated Organization **City** **State** **Zip Code**
(If applicable)

SECTION II - PROJECT DESCRIPTION

- 4) **Please describe the purpose and intent of the grant.**
 The West Valley Food Pantry is a local non-profit coalition of churches and temples that banded together over 31 years ago for the purpose of feeding the hungry in our community. It started small and over the years has evolved into one of the largest food pantries in Los Angeles. The Pantry serves twelve zip codes in the West San Fernando Valley and has over 200 volunteers that purchase and pick up food, take delivery of food donations and also serves the client five days a week. Our efforts are made possible by contributions of both food and money received from the local community and our coalition members.
- We are proud to announce that the West Valley Food Pantry and Prince of Peace Church (it's home site) were honored and presented a Certificate of Recognition this past October 2016 at the L.A. City Council meeting as one of the "13 GOOD FOOD" sites for the City of Los Angeles.
- The West Valley Food Pantry currently feeds approximately 3000 people a month. During the holiday season those numbers increase due to a variety of reasons - homelessness, unemployment, low income, illness, family and emotional stress. This increases our expenses dramatically. As we endeavor to feed the hungry in our neighborhood, we ask the Neighborhood Council for \$1000 in financial support to continue so that we may continue to helping the needy in our community.
- 5) **How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)**
 The West Valley Food Pantry invest in the welfare of the community. As stated above, the money received from this grant would go directly to the purchase of food for our clients. The increased number of clients during the holidays, strains our budget and a \$1000 grant from the Neighborhood Council would enable us to serve the hungry in our community.

SECTION III - PROJECT BUDGET OUTLINE

6a) Personnel Related Expenses	Requested of NC	Total Projected Cost

6b) Non-Personnel Related Expenses	Requested of NC	Total Projected Cost
Purchasing food from Smart & Final, Ralphs, LA Regional Food Bank	\$ 1,000.00	\$ 1,000.00

7) Have you (applicant) applied to any other Neighborhood Councils requesting funds for this project?

No Yes, please list names of NCs: Woodland Hills/Warner Center Neighborhood Council

8) Is the implementation of this specific program or purpose described in box 4 above contingent on any other factors or sources or funding? (Including NPG applications to other NCs) No Yes, please describe:

Source of Funding	Amount	Total Projected Cost
West Hills Neighborhood Council	\$ 1,000.00	
Woodland Hills Neighborhood Council	\$ 750.00	

9) What is the TOTAL amount of the grant funding requested with this application: \$ 1,750.00

10a) Start date: 01/01/17 10b) Date Funds Required: 01/01/17

10c) Expected completion date: 02/01/17 (After completion of the project, the applicant must submit a follow-up form to the Neighborhood Council and the Department of Neighborhood Empowerment)

SECTION IV - POTENTIAL CONFLICTS OF INTEREST

11a) Do you (applicant) have a former or existing relationship with a Board Member of the NC?

No Yes - Please describe below:

Name of NC Board Member	Relationship to Applicant

11b) If yes, did you request that the board member consult the Office of the City Attorney before filing this application? Yes No *(Please note that if a Board Member of the NC has a conflict of interest and completes this form, or participates in the discussion and voting of this NPG, the Department will deny the payment of this grant in its entirety.)

SECTION V - DECLARATION AND SIGNATURE

I hereby affirm that, to the best of my knowledge, the information provided herein and communicated otherwise is truly and accurately stated. I further affirm that I have read Appendix A, "What is a Public Benefit," and Appendix B "Conflicts of Interest" of this application and affirm that the proposed project(s) and/or program(s) fall within the criteria of a public benefit project/program and that no conflict of interest exist that would prevent the awarding of the Neighborhood Purposes Grant. I affirm that I am not a current Board Member of the Neighborhood Council to whom I am submitting this application. I further affirm that if the grant received is not used in accordance with the the terms of the application stated here, said funds shall be returned immediately to the Neighborhood Council.

12a) Executive Director of Non-Profit Corporation or School Principal - REQUIRED*

The Rev. Cannon Rand Reasoner Rector *CLR+* 1/4/16
 PRINT Name Title Signature Date

12b) Secretary of Non-profit Corporation or Assistant School Principal - REQUIRED*

Katherine Geeslin Administrator *Katherine Geeslin* 1-4-16
 PRINT Name Title Signature Date

* If a current Board Member holds the position of Executive Director or Secretary, please contact the Department at (213) 978-1551 for instructions on completing this form



**Office of the City Clerk Administrative Services Division
Neighborhood Council Funding Section
Funding Request Form**

NC NAME: West Hills

Budget Fiscal Year: 2016-2017

Meeting Date: 2/2/2017

Agenda Item: 16-0085

Requestor: Simone Best

Vendor: Prince of Peace

Address: 5700 Rudnich Ave

City: Woodland Hills **State:** CA

Zip Code: 91367 **Phone:** _____

Amount:\$ _____ **1,000.00**

of payments _____

- Operations
 Outreach
 NC Sponsored Event
 Neighborhood Purpose Grant
 Contract / Lease
 Board Member Reimbursement
 Community Improvement Project
 Out of State
 1099 Expense
 One Time Expense
 Monthly
 Multiple

If a bank card exemption of the daily \$2,500 limit is required for this request, please provide the date(s) and amount needed for the daily limit to be lifted:

Public Benefit Description

The West Valley Food Pantry feeds over 3,000 needy persons each month. These funds will be used to purchase food for these needy persons in our area.

Vote Count (Continued on page 2 if more than 20 Board Members)

***Recused-Boardmember must leave the room prior to any discussion and may not return to the room until after the vote is completed.**

Board Member Name	Board Position	Yes	No	Abstain	*Recused	Absent	Ineligible
Abkarians, Aida	Member						
Bell, Sandi	Member						
Booth, Thomas	Member						
Brin, Dan	President						
Brosamle, Anthony	Member						
Brostoff, Bob	Controller						
Brown, Margery	Member						
Greenwood, Carolyn	Secretary						
Klea, Bonnie	Member						
Naturman, Olivia	Member						
Randall, Steve	Member						
Raynes, Reeyan	Member						
Rose, Bill	Member						
Rothstein, Charlene	Vice-President						
Schreibman, Myrl	Member						
Seybert, Barry	Member						
Teitelbaum, Michael	Member						
Trantafello, Bobbi	Treasurer						
Trent, Joan	Member						
Uzemeck, Alec	Member						
NC Quorum: _____	Grand Total (including page 2):						

We, the Treasurer and Signer of the above indicated Council, declare that the information presented on this form is accurate and complete, and that a public meeting was held in accordance with the Brown Act, where with a quorum of Board Members present, the Council approved the above action.

Once the Department approves a Funding Request submitted, the Department will transfer the requested amount into the Neighborhood Council's checking account automatically, i.e. no additional Cash Request Form is required.

Treasurer's Signature:	_____	Signer's Signature:	_____
Print/Type name:	_____	Print/Type name:	_____
Date (mm/dd/yy):	<u>02/02/17</u>	Date (mm/dd/yy):	<u>02/02/17</u>
Department Use Only	<input type="checkbox"/> Contract <input type="checkbox"/> CIP <input type="checkbox"/> Advanced Payment <input type="checkbox"/> Approved <input type="checkbox"/> >\$2,500 <input type="checkbox"/> NPG <input type="checkbox"/> Sponsored Event <input type="checkbox"/> Denied	1st Level _____ 2nd Level _____ Authorization Code _____	

CASH Status Analysis							
Category Identifier	Budget Category	Budget (A)	Cash Deposited to Date (B)	Undeposited Funds (C) = A - B	Cash Spent to Date (D)	Cash In-Bank Remaining Balance (E) = B - D	Uncommitted Budget Balance (F) = A - D
100	Operations	\$16,555.37	\$8,414.77	\$8,140.60	\$7,906.80	\$507.97	\$8,648.57
200	Outreach	\$8,310.27	\$4,057.07	\$4,253.20	\$3,768.35	\$288.72	\$4,541.92
300	Community Improvement	\$750.00	\$220.13	\$529.87	\$44.60	\$175.53	\$705.40
400	NPG	\$11,384.36	\$5,704.71	\$5,679.65	\$0.00	\$5,704.71	\$11,384.36
500	Elections	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	TOTAL	\$37,000.00	\$18,396.68	\$18,603.32	\$11,719.75	\$6,676.93	\$25,280.25

NEIGHBORHOOD COUNCIL DECLARATION			
Treasurer Signature		Signer's Signature	
Print Name	BOBBI TRANTAFELLO	Print Name	DANIEL BRIN
Date	2/2/2017	Date	2/2/2017
NC Additional Comments	BANK BALANCE FORWARD WAS \$15.89		

Revision Date 9-18-14

WHNC Controller's Audited Expense Report

November, 2016

Agenda Item 17-0012

	Class	Committee	Item	Budget	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Pending	Total Spent & Encumbered	Balance
Operations	100												
			Meeting Rent	5.00								0.00	5.00
			P.O. Box Rental	300.00								0.00	300.00
			Temp Staff	15,794.46			2,286.90	1,306.80	1,633.50	2,613.60		7,840.80	7,953.66
			Board Refreshments	255.91	28.33	26.34	9.92	26.34	54.68			145.61	110.30
			WHNC Badges	50.00						32.70		32.70	17.30
			WHNC Business Cards	150.00								0.00	150.00
			Bank Fees	0.00	66.00							66.00	-66.00
			Storage Container	2,345.00								0.00	2,345.00
Sub Total				18,900.37	94.33	26.34	2,296.82	1,333.14	1,688.18	2,646.30	0.00	8,085.11	10,815.26
Outreach	200												
			Board Mtg Expenses	500.92	78.04	112.89	38.84	159.99	86.02	46.35		522.13	-21.21
		Comm	iContact	530.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	530.00
		Comm	Proton Email	288.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	288.00
		Comm	Web Site 2015-16	530.00	525.00							525.00	5.00
		Comm	Web Site Maintenance	1,800.00					600.00			600.00	1,200.00
		Comm	Memorial Day Parade	500.00								0.00	500.00
		Comm	Citrus Sunday	111.06								0.00	111.06
		Comm	Copy charges for committees	500.00					33.80			33.80	466.20
		Comm	Budget Advocates	100.00								0.00	100.00
		Comm	Fall Fest	2,551.00				1,153.64	631.50		600.00	2,385.14	165.86
		Comm	WHNC Brochures	305.21								0.00	305.21
		Comm	Hot Spot	100.00							100.00	100.00	0.00
		Comm	Pop-up Tent	1,035.00							1,035.00	1,035.00	0.00
		Comm	EMPLA Awards	100.00								0.00	100.00
		Comm	CP/WH Chamber Chili Cookoff	200.00								0.00	200.00
		Comm	CP/WH Family Picnic	200.00								0.00	200.00
		Comm	Bus Bench Ads	400.00								0.00	400.00
		Gov't	VANC	200.00								0.00	200.00
		Gov't	EMPLA Congress	200.00								0.00	200.00
		Gov't	Gov't Relations Printing	150.00								0.00	150.00
		Unallocated	Additional EMPLA FUNDS	1,020.00								0.00	1,020.00
			Other Misc Expenses*	378.44	8.99	7.19		141.59				157.77	220.67
Sub Total				11,699.63	612.03	120.08	38.84	1,455.22	1,351.32	46.35	1,735.00	5,358.84	6,340.79
CIP	300												
		Beautificatio	Cooling Unit for Orcutt	500.00								0.00	500.00
		Beautificatio	City Grant	1,500.00								0.00	1,500.00
		Beautificatio	Supplies for Committee	250.00			4.80	6.00			108.84	119.64	130.36
Sub Total				2,250.00	0.00	0.00	4.80	6.00			108.84	119.64	2,130.36
NPG	400												
		Education	Education NPG's	7,000.00								0.00	7,000.00
		Homeless	West Valley Food Pantry	1,000.00								0.00	1,000.00
		Homeless	Homeless Printing	150.00								0.00	150.00
		Homeless	Homeless Lutheran SS	2,500.00							2,500.00	2,500.00	8,150.00
Sub Total				10,650.00	0.00	0.00	0.00				2,500.00	0.00	16,300.00
Grand Total				43,500.00	706.36	146.42	2,340.46	2,794.36	3,039.50	2,692.65	4,343.84	16,063.59	27,436.41

*Other Expenses

Flyers EP \$3.00, Flyers Communications \$38.59, Election Forum \$100.00

Bylaws and Standing Rules amendments for discussion and possible action,
Tuesday, Sept. 6, 2016

Bylaws amendment:

Section 6: Vacancies on the Board shall be filled using the following procedure:

- A. When a vacancy is created on the Board, a notice shall be posted immediately on the WHNC website and by posting a notice in a public place, by sending an email via the WHNC email list, **publishing a notice in social media**, and by announcing it at the next **regular** board meeting.
- B. **Procedures shall be defined in the West Hills Standing Rules.**

~~B. Any qualified Stakeholder interested in filling a vacant seat on the Board shall submit an application to the Secretary within 30 days after posting of the vacancy. Such application forms may be available on the WHNC website or may be obtained by written request to the secretary of the WHNC.~~

~~C. The Secretary shall immediately transmit the application to the Chair of a designated committee for review and action.~~

~~D. The designated committee shall meet within 15 days of the filing deadline. The committee shall review the applications to ensure that the applicants are eligible to hold the office and are otherwise qualified to undertake the level of participation expected of Directors of the Board of the WHNC.~~

~~E. The committee shall submit all applications and shall make a recommendation of a qualified candidate to the President within ten (10) business days of its decision. The President shall have the filling of the vacancy placed on the agenda for a vote at the next Board meeting.~~

~~F. All applicants shall be required to speak to the Board in conjunction with their application. Then votes of the Board shall be taken and the seat shall be filled by a vote of a simple majority.~~

~~G. When the aforementioned process fills a vacant seat, that seat shall be filled for the remainder of the term for that seat.~~

Agenda Item 17-0016

Bylaws Amendment

ARTICLE VII COMMITTEES AND THEIR DUTIES, Section 2: Committee Creation and Authorization

The Board shall establish all Standing Committees and the President shall establish Ad Hoc Committees as needed to address temporary issues. Suggestions for committees may come from Stakeholders or from members of the Board.

B. All committees shall present copies of their approved minutes, **agendas, and/or** reports for **designated** posting **as defined in the West Hills Standing Rules.**

~~C. All standing committees shall publish agendas and post meeting notices~~