



CITY OF
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CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

FINAL MINUTES

ONLINE AND TELEPHONIC SPECIAL BOARD MEETING

Thursday, May 14, 2020 at 7:00 p.m.

PRESENT: Aida Abkarians, Faye Barta, Sandi Bell, Thomas Booth, Dan Brin, Tony Brosamle, Bob Brostoff, Carolyn Greenwood, Bonnie Klea, Ann Mizrahi, Saif Mogri, Olivia Naturman, Steve Randall, Bill Rose, Charlene Rothstein, Tony Searce, Myrl Schreibman, Ron Sobel, Bobbi Trantafello, Joan Trent, Alec Uzemeck, Zach Volet and Joanne Yvanek-Garb.

Margery Brown was connected to the meeting but due to technical difficulties the Board was unable to hear her and her votes on the agenda items.

ABSENT: Brad Vanderhoof

Opening Business:

Co-Chair Dan Brin called the meeting to order at 7:09 p.m. He explained some of the tasks handled by various Board Members. Zach Violet will be host handling the technical aspects of the webinar, Michelle Richie will be keeping track of those wishing to speak, and Carolyn Greenwood, as secretary, will be taking all roll call voting.

Quorum was established.

Dan Brin recognized Councilmember John Lee. Councilmember Lee thanked Dan for allowing him to speak first as he had another meeting to attend. He thanked the Board for starting up the WHNC meetings again. Councilmember Lee stated that every week he hosts a meeting with all the neighborhood presidents within his district. He also went over several things that he and his office are doing in light of this pandemic. Particularly, he wants the word to get out that there is an “Angel Fund” that provides no-interest long-term loans to businesses.

Councilmember Lee’s Deputy, Eric Moody, stated that their office is open every day. Walk-ins are not allowed but there are boxes in the lobby for donations and staff are available by email or phone.

Special Meeting Minutes of February 20, 2020 were not available and were tabled until next meeting

Minutes of March 5, 2020 were approved as amended. Page one (1) Line three (3) under item 20-0040 reworded for clarification. Also incorporated suggestions mentioned on Page three (3) under item 20-0041 will be added as an attachment to the minutes for clarification.

Freddy Cupen-Ames, our Neighborhood Empowerment Advocate, joined the meeting and offered to assist Zach Volet with the technical aspects of the meeting.

Treasurer's Report: There is no report at this time as we don't currently have a treasurer.

Controller's Report: Tony Brosamle stated we are trying to figure it all about and by the next meeting we should have more complete totals.

Comments from the Chair: Co-chair Dan Brin thanked everyone for being so patient at our first online meeting. He also wanted to thank Seme Park and Freddy Cupen-Ames from EmpowerLA for their assistance as well as the Finance Team. Dan used his emergency authority to take several actions on behalf of the WHNC during its two months in limbo:

1. Contributed several hundred masks, which were purchased for beautification projects years prior to the pandemic, to West Hills Hospital, and several hundred gloves were contributed to the temporary homeless shelter at Woodland Hills Park.
2. Purchased \$1,000 in meals from Stonefire Grill in West Hills for the homeless shelter at Woodland Hills Park.
3. Purchased \$600 in groceries at Felds Market in West Hills for the West Valley Food Pantry, which has seen a tremendous increase in demand.

Public Comment

Stakeholder Chris Rowe stated that when the treasurer's report was discussed she had her hand raised and was not recognized. She stated she was hoping that the \$26,000 balance in the budget will be spent on COVID 19 items. Ms. Rowe also thought that our Executive Director, Michelle Richie, should be paid extra for all the time she is expending..

Stakeholder Nicole Flessati said she wanted information about any development projects at Fallbrook and Roscoe. There are many questions and she hopes it can be put on the agenda next month.

New Business:

20-0056 – Discussion and possible action on appointing, electing or selecting a new Treasurer for the WHNC.

Alec Uzemeck nominated Carolyn Greenwood. Nomination was seconded by Tony Brosamle. Thomas Booth nominated Saif Mogri. Saif Mogri thanked Mr. Booth for the nomination but withdrew his name.

Stakeholder Carolyn Poppert spoke in favor of the nomination of Carolyn Greenwood.

Motion to elect Carolyn Greenwood as the WHNC Treasurer was approved unanimously.

20-0057 – Discussion and possible action in appointing, electing or selecting a new Secretary for the WHNC.

Item was tabled.

20-0058 – Discussion and possible action regarding the approval of the WHNCs February 2020 Monthly Expenditure Report (MER).

WHNC February 2020 MER was approved with 17 yes votes, zero no votes, three (3) abstentions, two (2) absent and three (3) ineligible.

20-0059 – Discussion and possible action regarding the approval of the WHNC’s March 2020 Monthly Expenditure Report (MER).

WHNC March 2020 MER was approved with 18 yes votes, zero no votes, two (2) abstentions, two (2) absent and three (3) ineligible.

20-0060 – Discussion and possible action regarding the approval of the WHNC’s April 2020 Monthly Expenditure Report (MER).

Stakeholder Chris Rowe asked if there is a problem as she noticed on the MERs payments to the schools were outstanding. Discussion ensued about how long the schools have to negotiate the checks. Aida Abkarians said she would contact the schools to encourage them to negotiate the payments.

WHNC April 2020 MER was approved with 18 yes votes, zero no votes, one (1) abstention, three (3) absent and three (3) ineligible. Joanne Yvanek-Garb lost power on her laptop and was not available for this vote.

20-0061 – Discussion and possible action on appointing hosts and/or co-hosts for online committee meetings.

Several Board members stated they were available to assist: Steve Randall, Bob Brostoff, Saif Mogi, Ann Mizrahi and Olivia Naturman. Olivia Naturman also volunteered to host our next meeting as Zach Volet will be unavailable. Tony Scarce stated he could host and stated that Streets & Transportation would like to have their regularly scheduled date at the end of the month. Faye Barta stated she is unprepared and Aida Abkarians asked if the Board members could have additional training. Freddy Cupen-Ames stated that he and Seme Park are available to help.

Stakeholder Chris Rowe stated that WHNC neglected to post that our regular monthly meeting had been cancelled.

Meeting adjourned at 9:27 p.m.

Monthly Expenditure Report



Reporting Month: February 2020

Budget Fiscal Year: 2019-2020

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$35976.80	\$1880.28	\$34096.52	\$3692.80	\$800.00	\$29603.72

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$35800.00	\$551.75	\$18745.25	\$27.94	\$18217.31
Outreach		\$479.80		\$500.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$0.00	\$48.73	\$-48.73	\$29.39	\$-78.12
Neighborhood Purpose Grants	\$6200.00	\$800.00	\$5400.00	\$3135.47	\$2264.53
Funding Requests Under Review: \$800.00		Encumbrances: \$0.00		Previous Expenditures: \$16023.20	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	02/04/2020	Credit card transaction	General Operations Expenditure	Office	\$150.00
2	USPS PO 0512440133	02/14/2020	NC approved funds for USPS Po Box through the Admin Packet.	General Operations Expenditure	Office	\$326.00
3	RACKSPACE EMAIL & APPS	02/22/2020	Discussion and possible action on approving WHNC 2019/2020 annual budget.	General Operations Expenditure	Office	\$64.80
4	IN AKD Å AKD INK	02/27/2020	This is a paid receipt. This was a purchase of business cards for a new board member.. No BAC required because the is an ongoing administrative item	General Operations Expenditure	Office	\$10.95
5	AMZN Mktp US BD9NQ9X63	02/11/2020	Credit card transaction	General Operations Expenditure	Outreach	\$44.84
6	AMZN Mktp US TG6LR52J3	02/11/2020	Credit card transaction	General Operations Expenditure	Outreach	\$14.22
7	SMART AND FINAL 324	02/11/2020	Credit card transaction	General Operations Expenditure	Outreach	\$306.44

8	PARTY CITY 442	02/12/2020	Credit card transaction	General Operations Expenditure	Outreach	\$114.30
9	SMART AND FINAL 324	02/21/2020	Credit card transaction	Community Improvement Project		\$48.73
10	Parents of Welby Way	01/31/2020	Agenda Item 20-0005: Discussion and possible action on approving NPG for Welby Way Charter and Gifted/High Ability Magnet Center Elementary School in the amount of \$800 for gard...	Neighborhood Purpose Grants		\$800.00
Subtotal:						\$1880.28

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ONEgeneration Senior Enrichment Center	02/14/2020	This event provides a free service for the general community to gain awareness on senior serices, volunteer/job opportunities, and health educaton.	General Operations Expenditure	Outreach	\$500.00
2	ENADIA WAY TECH CHARTER	02/19/2020	Agenda Item 20-0024 on Agenda for 02-06-2020 meetinDiscussion and possible action on approving NPG for Enadia Way Technology Charter in the amount of \$00.00 line item 27.	Neighborhood Purpose Grants		\$700.00
3	Nevada Ave. PTA	02/26/2020	Discussion and possible action on approving NPG for Nevada Ave. Elementary School in the amount of \$800.00.	Neighborhood Purpose Grants		\$799.47
4	POMELO COMMUNITY CHARTER	02/26/2020	Discussion and possible action on approving NPG for Pomelo Community Charter in the amount of \$800.00 for support of school garden.	Neighborhood Purpose Grants		\$800.00
5	Faye Barta	03/06/2020	Discussion and possibe action on reimbursing Faye Barta in the amount of \$29.39 from Ralphs Market for the January Beautification Committee Clenau event.	Community Improvement Project		\$29.39
6	Bob Brostoff	03/11/2020	Discussion and possible action on reimbursing Bob Brostoff in the amount of 27.34 from Ralphs Market for the February Board meeting refreshments. Line item 1.	General Operations Expenditure	Office	\$27.94
7	HAMLIN CHARTER	03/11/2020	Discussion and possible action on approving NPG for Hamlin Charter Academy in the amount of \$836.00 for 100 Logitech Stereo Headsets.	Neighborhood Purpose Grants		\$836.00
Subtotal: Outstanding						\$3692.80

Monthly Expenditure Report



Reporting Month: March 2020

Budget Fiscal Year: 2019-2020

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$34096.52	\$4535.79	\$29560.73	\$3585.47	\$0.00	\$25975.26

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$43050.00	\$3206.40	\$22288.85	\$0.00	\$21838.85
Outreach		\$500.00		\$450.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1750.00	\$29.39	\$1671.88	\$0.00	\$1671.88
Neighborhood Purpose Grants	\$7200.00	\$800.00	\$5600.00	\$3135.47	\$2464.53
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$17903.48	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	03/02/2020	Credit card transaction	General Operations Expenditure	Office	\$150.00
2	PAVILION #2225	03/04/2020	Ongoing administrative expenses for monthly board meetings.	General Operations Expenditure	Office	\$23.36
3	APPLEONE EMPLOYMENT SV	03/17/2020	Ongoing monthly fee for staff.	General Operations Expenditure	Office	\$1306.80
4	APPLEONE EMPLOYMENT SV	03/17/2020	Ongoing monthly fee for staff.	General Operations Expenditure	Office	\$1633.50
5	RACKSPACE EMAIL & APPS	03/22/2020	Ongoing monthly expense	General Operations Expenditure	Office	\$64.80
6	ONEgeneration Senior Enrichment Center	02/14/2020	This event provides a free service for the general community to gain awareness on senior services, volunteer/job opportunities, and health education.	General Operations Expenditure	Outreach	\$500.00
7	POMELO COMMUNITY CHARTER	02/26/2020	Discussion and possible action on approving NPG for Pomelo Community Charter in the amount of \$800.00 for support of school garden.	Neighborhood Purpose Grants		\$800.00

8	Faye Barta	03/06/2020	Discussion and possible action on reimbursing Faye Barta in the amount of \$29.39 from Ralphs Market for the January Beautification Committee Clenaup event.	Community Improvement Project		\$29.39
9	Bob Brostoff	03/11/2020	Discussion and possible action on reimbursing Bob Brostoff in the amount of 27.34 from Ralphs Market for the February Board meeting refreshments. Line item 1.	General Operations Expenditure	Office	\$27.94
Subtotal:						\$4535.79

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ENADIA WAY TECH CHARTER	02/19/2020	Agenda Item 20-0024 on Agenda for 02-06-2020 meetinDiscussion and possible action on approving NPG for Enadia Way Technology Charter in the amount of \$00.00 line item 27.	Neighborhood Purpose Grants		\$700.00
2	Nevada Ave. PTA	02/26/2020	Discussion and possible action on approving NPG for Nevada Ave. Elementary School in the amount of \$800.00.	Neighborhood Purpose Grants		\$799.47
3	HAMLIN CHARTER	03/11/2020	Discussion and possible action on approving NPG for Hamlin Charter Academy in the amount of \$836.00 for 100 Logitech Stereo Headsets.	Neighborhood Purpose Grants		\$836.00
4	JUSTICE STREET ACADEMY	03/18/2020	Discussion and possible action on approving NPG for Justice St Academy School in the amount of \$800.00, line item 27.	Neighborhood Purpose Grants		\$800.00
5	Partyville Central Inc.	04/21/2020	Discussion and possible action on approving an NC event approval from for a proposed Senior Valentine Dance to be held on February 14, 2020. WHNC-003	General Operations Expenditure	Outreach	\$300.00
6	West Valley Christian Church	04/21/2020	Discussion and possible action on approving an NC event approval from for a proposed Senior Valentine Dance to be held on February 14, 2020. WHNC-003	General Operations Expenditure	Outreach	\$150.00
Subtotal: Outstanding						\$3585.47

Monthly Expenditure Report



Reporting Month: April 2020

Budget Fiscal Year: 2019-2020

NC Name: West Hills Neighborhood Council

Monthly Cash Reconciliation					
Beginning Balance	Total Spent	Remaining Balance	Outstanding	Commitments	Net Available
\$29560.73	\$4608.10	\$24952.63	\$3135.47	\$0.00	\$21817.16

Monthly Cash Flow Analysis					
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available
Office	\$43050.00	\$214.80	\$17680.75	\$0.00	\$17680.75
Outreach		\$4393.30		\$0.00	
Elections		\$0.00		\$0.00	
Community Improvement Project	\$1750.00	\$0.00	\$1671.88	\$0.00	\$1671.88
Neighborhood Purpose Grants	\$7200.00	\$0.00	\$5600.00	\$3135.47	\$2464.53
Funding Requests Under Review: \$0.00		Encumbrances: \$0.00		Previous Expenditures: \$22439.27	

Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	THE WEB CORNER, INC	04/01/2020	web service	General Operations Expenditure	Office	\$150.00
2	APPLEONE EMPLOYMENT SV	04/04/2020	This invoice was charged to the WHNC card in error. The invoice belongs to the Mar Vista NC.	General Operations Expenditure	Office	\$254.10
3	APPLEONE EMPLOYMENT SV	04/07/2020	Information provided by Apple One for Mar Vista invoice incorrectly charged to the WHNC credit card.	General Operations Expenditure	Office	-\$254.10
4	RACKSPACE EMAIL & APPS	04/22/2020	Cloud office service	General Operations Expenditure	Office	\$64.80
5	STONEFIRE GRILL - 2	04/16/2020	Using emergency provisions - meals were purchased for the temporary homeless shelter at the Woodland Hills Recreation Center	General Operations Expenditure	Outreach	\$500.00
6	FIELDS MARKET	04/21/2020	During emergency - food purchased for the West Valley Food Pantry	General Operations Expenditure	Outreach	\$600.00
7	STONEFIRE GRILL - 2	04/23/2020	During this emergency food was purchased from Stonefire Grill for the temporary shelter located at Woodland Hills Park.	General Operations Expenditure	Outreach	\$500.00

8	KRISTAL GRAPHICS	04/24/2020	Purchase of WHNC logo bags for outreach	General Operations Expenditure	Outreach	\$1423.50
9	KRISTAL GRAPHICS	04/28/2020	Purchase of Neighborhood Watch signs for outreach.	General Operations Expenditure	Outreach	\$919.80
10	Partyville Central Inc.	04/21/2020	Discussion and possible action on approving an NC event approval from for a proposed Senior Valentine Dance to be held on February 14, 2020. WHNC-003	General Operations Expenditure	Outreach	\$300.00
11	West Valley Christian Church	04/21/2020	Discussion and possible action on approving an NC event approval from for a proposed Senior Valentine Dance to be held on February 14, 2020. WHNC-003	General Operations Expenditure	Outreach	\$150.00
Subtotal:						\$4608.10

Outstanding Expenditures						
#	Vendor	Date	Description	Budget Category	Sub-category	Total
1	ENADIA WAY TECH CHARTER	02/19/2020	Agenda Item 20-0024 on Agenda for 02-06-2020 meetinDiscussion and possible action on approving NPG for Enadia Way Technology Charter in the amount of \$00.00 line item 27.	Neighborhood Purpose Grants		\$700.00
2	Nevada Ave. PTA	02/26/2020	Discussion and possible action on approving NPG for Nevada Ave. Elementary School in the amount of \$800.00.	Neighborhood Purpose Grants		\$799.47
3	HAMLIN CHARTER	03/11/2020	Discussion and possible action on approving NPG for Hamlin Charter Academy in the amount of \$836.00 for 100 Logitech Stereo Headsets.	Neighborhood Purpose Grants		\$836.00
4	JUSTICE STREET ACADEMY	03/18/2020	Discussion and possible action on approving NPG for Justice St Academy School in the amount of \$800.00, line item 27.	Neighborhood Purpose Grants		\$800.00
Subtotal: Outstanding						\$3135.47

Budget Status April
2020

Item #	Committee	Purpose	Budget	Prev Exp	January	February	March	April	May	June	Total Spent	Balance	% Spent
	Strts & Transport	Safety Fair	\$1,000.00								\$0.00	\$1,000.00	0
22	Strts & Transport	Utility Boxes	\$800.00								\$0.00	\$800.00	0
23	Subtotal		\$1,800.00								\$0.00	\$1,800.00	
	Youth & Education	AntiBullying Forum	\$1,000.00								\$0.00	\$1,000.00	0
24	Subtotal		\$1,000.00								\$0.00	\$1,000.00	0
	Public Health		\$200.00								\$0.00	\$200.00	0
25	Subtotal		\$200.00								\$0.00	\$200.00	0
	Subtotal Outreach		\$17,373.12	\$1,074.30	\$349.41	\$479.80	\$3,706.40				\$5,609.91	\$11,763.21	32
	Elections		\$549.23								\$0.00	\$549.23	0
26	Subtotal		\$549.23								\$0.00	\$549.23	0
	<input type="checkbox"/>												
	Youth & Education	NPG's	\$7,200.00			\$800.00	\$800.00				\$1,600.00	\$5,600.00	22
27	Subtotal		\$7,200.00			\$800.00	\$800.00				\$1,600.00	\$5,600.00	22
	Community Improvement Projects												
	Beautification	Refresh. & Supplies	\$750.00				\$29.39				\$29.39	\$720.61	4
28	Beautification	Cleanups	\$1,000.00								\$0.00	\$1,000.00	0
29	Subtotal		\$1,750.00				\$29.39				\$29.39	\$1,720.61	2
	Grand Total		\$52,000.00	\$14,664.73	\$597.39	\$1,831.55	\$4,535.79	\$4,608.10			\$26,266.95	\$25,733.05	51
	Clean St Grant		\$1,500.00			\$48.73		\$126.44			\$175.17	\$1,324.83	
30	Grand Total		\$1,500.00			\$48.73		\$126.44			\$175.17	\$1,324.83	
Attached is the detailed list of items in the pipeline awaiting checks to be cashed by the payee													

Outstanding Expenditures

#	Vendor	Date	Description	Budget Category	Sub-category	Total
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3	HAMLIN CHARTER	03/11/2020	Discussion and possible action on approving NPG for Hamlin Charter Academy in the amount of \$836.00 for 100 Logitech Stereo Headsets.	Neighborhood Purpose Grants		\$836.00
4	JUSTICE STREET ACADEMY	03/18/2020	Discussion and possible action on approving NPG for Justice St Academy School in the amount of \$800.00, line item 27.	Neighborhood Purpose Grants		\$800.00
Subtotal: Outstanding						\$3135.47