



# Van Nuys Neighborhood Council

[www.VNNC.org](http://www.VNNC.org)



Special Joint Board and Budget and Finance Meeting Agenda  
August 9, 2017  
6:00PM to 7:00PM

Marvin Braude Constituent Service Center  
6262 Van Nuys Blvd  
Van Nuys, CA 91401

President  
JEFFREY LYNN  
Resident at Large #2

Vice President  
JASON ACKERMAN  
Renter at Large #1

Secretary  
VACANT  
Resident Zone #1

Treasurer  
STACEY RAINS  
School Representative

VACANT  
Resident at Large #1

JOHN CAMERA  
Religious #1

Parliamentarian  
JOSEF LAZAROVITZ  
Commercial #2

JERRY MARTIN  
Stakeholder at Large

PENNY MEYER  
Resident Zone 4

MARIA SKELTON  
Renter at Large #2

STEVE FRIEDMANN  
Commercial #4

VACANT  
Commercial #3

QUIRINO DE LA CUESTA  
Resident #2

HOWARD BENJAMIN  
Industrial #1

GEORGE CHRISTOPHER THOMAS  
Industrial #2

KATHLEEN PADDEN  
Senior Representative

JOHN HENDRY  
Residential Zone #3

MARCELA RODRIGUEZ  
Non-Profit #1

VERONICA MARIN  
Commercial #1

JEANETTE HOPP  
Non-Profit #2

AUSTIN KNOLL  
Youth

1. Call to Order, Pledge of Allegiance to the United States of America and Roll Call
2. Reports from Public Officials/Departments/Community Agencies (10 minutes)
3. General Public Comment on Non-Agenda Items within the Board's Jurisdiction (up to two minutes per speaker)
4. New Item: Operations Blanket of Love They are requesting discretionary funds for their humane Education Learning Program (HELP). Eileen and her certified therapy dog Ginger teaches: nurse to high school-aged youth. (5 minutes) Amount NTE \$600.00
5. Public Comment
6. New Item: 1<sup>st</sup> Draft of the Budget and Finance Guidelines. (5 minutes)
7. Public Comment.
8. Board Comments on Non-Agenda Items (10 minute)
9. Adjournment

P: 818-533-VNNC (8662)  
[INFO@VNNC.ORG](mailto:INFO@VNNC.ORG)

Mailing Address:

Van Nuys Neighborhood Council  
P.O. Box 3118  
Van Nuys, CA 91407

**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 1 minute per speaker, per item, with a maximum total of 10 minutes per speaker, unless adjusted by the facilitator.

**\*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 VNNC by calling: (818) 374-9898 or via email at: [info@vnnc.org](mailto:info@vnnc.org)

**\*\*PUBLIC POSTING OF AGENDAS** – VNNC agendas are posted publicly near the front door to the conference room of the Marvin Braude Constituents Building, 6262 Van Nuys Blvd, Van Nuys, CA 91401 and also online at [www.vnnc.org](http://www.vnnc.org) You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

**\*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 , 6262 Van Nuys Blvd, Van Nuys, CA 91401, at our website: <http://www.vnnc.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 via email: [info@vnnc.org](mailto:info@vnnc.org)

**\*\*RECONSIDERATION AND GRIEVANCE PROCESS** - For information on the VNNC’s process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the VNNC Bylaws. The Bylaws are available at our Board meetings and our website <http://www.vnnc.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 a [info@vnnc.org](mailto:info@vnnc.org) por correo electrónico para avisar al Concejo Vecinal.

**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: Van Nuys Neighborhood Council

**SECTION I - APPLICANT INFORMATION**

- 1a) Operation Blankets of Love 80-0238786 California 3/25/2009  
**Organization Name** **Federal I.D. # (EIN#)** **State of Incorporation** **Date of 501(c)(3) Status (if applicable)**
- 1b) 16911 San Fernando Mission, PMB 187 Granada Hills CA 91344  
**Organization Mailing Address** **City** **State** **Zip Code**
- 1c)      
**Business Address (If different)** **City** **State** **Zip Code**
- 1d) **PRIMARY CONTACT INFORMATION:**  
Eileen Smulson (818) 402-6586 obol@obol.info  
**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 grant is for our Humane Education Learning Program (HELP), an interactive and service-oriented program to meet the needs of homeless animals. Eileen and her certified therapy dog Ginger teaches: nursery to high school-aged youth. Our HELP lessons help raise awareness of the plight of shelter animals. Students learn why animals end up in shelters, solutions to solving this problem and how they can help. In addition, our goal is to encourage them to collect blankets and other comfort items for shelter animals. HELP lessons provide a sense of compassion and teamwork. Students achieve a feeling of accomplishment while learning how their actions can make a positive difference. These lessons have been proven to be a long-term solution to pet abuse, neglect and abandonment. H.E.L.P. Curriculum Topics: Respect and Be Kind to All Animals, Adoption is the Best Option, Pet Care and Responsibility (How to Keep Your Pet Healthy and Happy), Promoting Compassion for All Living Creatures, Why So Many Animals End Up in Shelters, Animal and Human Bonding, Help Local Shelters, Rescue Groups & Pets of the Homeless, Why to Spay and Neuter Your Pet, Shelter Overpopulation, Puppy Mills, What is Animal Cruelty? We can arrange a private tour at shelters for older children so that they may bring their donated items and place them in the kennels, experiencing first-hand how a simple blanket makes the animal feel safe, secure, warm and comfortable. They learn that this increases the animals' chances of being adopted.
- 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)**  
It will benefit the public-at-large- because local schools and youth groups (K-high school students) families and communities will play an active role – many for the first time in their lives – in reducing animal homelessness, by collecting the critical pet supplies for their local animal shelter/ rescues.



**SECTION III - PROJECT BUDGET OUTLINE**

| 6a) Personnel Related Expenses | Requested of NC | Total Projected Cost |
|--------------------------------|-----------------|----------------------|
| N/A                            |                 | \$                   |
|                                | \$              | \$                   |
|                                | \$              | \$                   |

| 6b) Non-Personnel Related Expenses  | Requested of NC | Total Projected Cost |
|---|-----------------|----------------------|
| Humane Education Learning Program Presentations 10 local schools in Van Nuys.           | \$ 600          | \$ \$2000            |
| The grant is to defray the cost of the written materials for the schools for our HELP f | \$              | \$                   |
| Each student will get a 45 page coloring and activity workbook.                         | \$              | \$                   |

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

☐ No ☒ Yes, please list names of NCs: North Hills West 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 |
|-------------------|--------|----------------------|
|                   | \$     | \$                   |
|                   | \$     | \$                   |
|                   | \$     | \$                   |

9) What is the TOTAL amount of the grant funding requested with this application: \$ \$600

10a) Start date: 11/01/2017 10b) Date Funds Required: 10/15/17

10c) Expected completion date: 12/31/17 (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\*

Eileen Smulson

Founder & Exectuive Dir

*Eileen Smulson*

8/1/17

PRINT Name

Title

Signature

Date

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

Susan Newman

Board Secretary

*Susan Newman*

8/1/17

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

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAR 25 2009**

OPERATION BLANKETS OF LOVE  
C/O EILEEN SMULSON  
11931 PASO ROBLES AVE  
GRANADA HILLS, CA 91344

Employer Identification Number:

✓ 80-0238786

DLN:

17053266313008

Contact Person:

JOHN JENNEWAIN

ID# 31307

Contact Telephone Number:

(877) 829-5500

Accounting Period Ending:

December 31

Public Charity Status:

170(b)(1)(A)(vi)

Form 990 Required:

Yes

Effective Date of Exemption:

October 29, 2008

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Letter 947 (DO/CG)

## 1st Draft of Budget and Finance Guidelines

### 1.What committee exists?

Budget and Finance Committee.

### 2.What are the responsibilities of this committee?

Treasurer: The duties are: Draft the monthly Agenda, supervise, and manage the procedure of each meeting.

B&F Secretary: takes the minutes' notes of each B&F meeting.

Review and analyze each of the NPG in front of the Budget and Finance committee. Each Non-Profit, School or organization must send their completed paperwork and be in good standing.

### 3.How the committee chairs get establish?

Treasure chair gets a vote on the General meeting.

B&F Secretary gets a vote on the Budget and Finance meeting.

### 4. How long is his/her term?

Each Chair term is for 4 years with 2 consecutive terms.

### 5. How does a committee chair gets removed?

Each Chair gets removed by a full vote of the General Board meeting.