

Kathy Schreiner
kathy.schreiner@vnnc.org
President

Suju Vijayan
suju.vigayan@vnnc.org
Vice President

John Hendry
john.hendry@vnnc.org
Secretary

Jennifer Febre
jennifer.febre@vnnc.org
Treasurer

Myrra Bolla
myrra.bolla@vnnc.org
Parliamentarian

Council
Hakop 'Jack' Azatyan
Michael Browning
John Camera
Brian Edelman
David Harari
Glen Makiri
Maduka Nkuku
Danielle Rouillard
Dr. Thelá Thatch
Britt Vaughan

Van Nuys Neighborhood Council



Van Nuys Neighborhood Council General Board Meeting Draft Minutes

Wednesday, May 10, 2023
7:00PM

Conference room of the
Marvin Braude Constituents
Building, 6262 Van Nuys Blvd,
Van Nuys, CA 91401

(SE corner of Van Nuys Blvd. and
Sylvan St.)

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

Email: info@vnnc.org
www.vnnc.org

1. **Roll Call – Pledge of Allegiance** The meeting was called to order at 7:03PM by President Schreiner. The roll was called by the minute taker. The Pledge was led by John Camera. Brian Edelman gave instructions for public comment and how time keeping will take place.

VNNC ITEM 1. Roll Call	
Present –12	Absent-03
Schreiner, Vijayan, Febre, Bolla, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	Hendry, Rouillard, Thatch

2. Reports from Government officials:

- a. LAPD Van Nuys Division - <https://vnnc.org/resource/> Senior Lead Officer (SLO) Gutierrez 36816@lapd.online 818-374-9500 reported that there was a Cinco de Mayo celebration on Van Nuys Blvd with 500 low riders. There were no incidents. There was also a shooting that night, but it was not related to the celebration and is still under investigation. There will be a July 4th task force as other years. If you see or hear fireworks call the LAPD non-emergency phone number to report. There is a lot of gang activity in the area and LAPD's gang unit is working the area to reduce crime and tagging.
- b. Council District 2 –Cairo Rodríguez cairo.rodriguez@lacity.org 818-755-7676 absent, no report
- c. Council District 4 – Ryan Ahari ryan.ahari@lacity.org 213-473-7004 reported that the Council Office has been working with LADOT to get the five miles of curb striping completed on Ventura Blvd. CD4 is also

working to get Sepulveda Blvd and Oxnard completed. Due to historic rainfall, there are many potholes that are being repaired and many that are backlogged. Keep reporting the potholes to the Council Office. CD4 supports a Neighborhood Support Day for the homeless each month. CD4 usually hosts one event in the Valley and then one in the basin. The next event will be held on May 25th from 10:00AM-2:00PM. Volunteers and supplies are needed. Yesterday City Council passed a motion for LASHA to disclose the number of beds available to the city. LASHA did not disclose the numbers before. This motion will require all numbers of shelters that are city funded.

- d. Council District 6 – Jonah Glickman jonah.glickman@lacity.org 818-778-4999 Odalys Gomez Odalys.gomez@lacity.org was in attendance for Jonah Glickman who would not be back into the office until May 19, 2023. The election for the office of CD 6 will be held on June 27th. Currently the Council Office cannot sponsor any events and will know more after the elections. Reach out to the office if you would like an organic food waste pail.
- e. Department of Neighborhood Empowerment (DONE) - Lorenzo Briceno lorenzo.briceno@lacity.org (213) 978-1551 Mr. Briceno had submitted his report by email to the Board.

CONFLICT OF INTEREST ANNOUNCEMENT

Any Board Member, committee member (including stakeholder committee members) who may have a conflict of interest and has not consulted with the Office of the City Attorney should move to have the matter tabled until the next meeting so that the Board Member has an opportunity to consult with the City Attorney's Office. If the Board declines to table the matter, the Board Member may want to consider recusal prior to the matter being discussed. If choosing to recuse, the Board Member should state for the record, all reasons for the recusal and that they will be leaving the meeting during the discussion and voting. Because recusal may not always be sufficient, tabling of the matter at issue is always preferred to allow time for the Board Member to consult with the City Attorney's Office.

Here are some highlights from the Department's [Monthly Update](#). Please be sure to review your Neighborhood Council's Update Report for additional and NC specific updates.

Congress of Neighborhoods

Planning for the 2023 Los Angeles Congress of Neighborhoods, the largest annual gathering of Neighborhood Councils, is ramping up! The Planning Committee invites you to get involved in this year's event, which will take place **in-person on Saturday, September 23 at City Hall and is free and open to the public:**

- [Click here](#) to take our pre-planning survey so we can put on an event that meets your needs as Neighborhood Council leaders.
- [Submit a workshop application](#). **Apply by May 15 to present a workshop at this year's Congress.**
- Consider having your Neighborhood Council be a sponsor for this year's event. [Click here](#) to learn more.
- Consider [joining the Planning Committee](#) or a Subcommittee to help plan this year's amazing event!

We look forward to seeing everyone in September and sharing further updates with our Neighborhood Councils as we approach the big day. For further information, visit neighborhoodcongress.la or email info@neighborhoodcongress.la

Community Impact Statement (CIS) Dashboard update

The Department is excited to share that we partnered with the Information Technology Agency to create a new Community Impact Statement (CIS) Portal. We had a feedback session to share the enhancements to the new Portal and review the new CIS Dashboard on March 23, 2023. The new CIS Dashboard will give individuals options to sort by NC, Council File, vote, year, and date. If you would like to see the presentation, you can review it [here](#).

The portal is ready to be launched in May but we will need your assistance. We need to first confirm who the filer(s) for your Neighborhood Council are.

We also wanted to let you know that we have added the following Commissions to the CIS portal:

Disabled Access Appeals Commission

Housing Authority of the City of Los Angeles

Board of Los Angeles City Employees' Retirement System

Memorial Coliseum Commission

Metropolitan Water District of Southern Californian

Native American Indian Commission

Climate Emergency Mobilization Commission

City Clerk Funding:

End-of-Fiscal Year Deadlines

As a reminder, we are now in the 4th and last quarter of the Fiscal Year. Please be aware of the following deadlines impacting use of your NC funds as we approach the end of the Fiscal Year:

- **May 20, 2023 - Final date to submit an Event Approval Request**
- **June 1, 2023 - Final date to submit a check payment request**
- **June 20, 2023 - Final date for bank card transactions Rollover of Funds**

Please refer to Policy 1.1.3, Annual Budget Funds Rollover, in the Policies and Guidelines Handbook for more information on NC's ability to roll over funds at the end of the Fiscal Year. NCs are able to roll over up \$10,000 from one Fiscal Year to the next, on a non-cumulative basis. Non-cumulative means no more than \$10,000 may be rolled over and added each year to the City's annual budget allocation for each NC.

An NC is INELIGIBLE to receive rollover funds if any of the following apply:

1. In Exhaustive Efforts status as determined by DONE;
2. Funds are in "frozen" status, i.e., due to missing Monthly Expenditure Reports;
3. The current sitting Treasurer and Bank Cardholder are not in good standing per Program Policy

The Admin Packet

The Administrative Packet for the upcoming Fiscal Year 2023-2024 is now available. The Admin Packet allows your Board to plan and create its annual budget, assign its Financial Officers, and confirm any administrative/operational services, i.e., storage space, website support, for the upcoming Fiscal Year. Please visit our website ([click here](#)) to download the Packet. You'll find it in the Documents and Forms - Funding Request Documents section.

NC Funding Training

If your Neighborhood Council will appoint new financial officers for the next fiscal year, any interested board members are highly encouraged to complete the NC Financial Officer Training prior to seeking or being appointed. This will provide uninterrupted access to NC fiscal year funding.

April Training Dates:

1) NC Financial Officer Funding System Portal Training:

- Tuesday, May 9, 2023, 2pm - 4pm
- Tuesday, May 23, 2023, 6pm - 8pm
- Tuesday, June 13, 2023, 2pm - 4pm
- Tuesday, June 23, 2023, 6pm - 8pm

2) Fiscal Year Administrative Packet/Annual Budget Form

- Thursday, May 4, 2023, 2pm - 3:30pm
- Thursday, May 18, 2023, 6pm - 7:30pm
- Thursday, June 15, 2023, 2pm - 3:30pm
- Thursday, June 29, 2023, 6pm - 7:30pm

Please RSVP [HERE](#)

The NC Funding Program training sessions are open to all Board members as well as stakeholders. These are the required training for board members serving as Financial Officers (Treasurer, 2nd Signer, Bank Cardholder, Alternate Signer). Other Board members may also complete the training online on Cornerstone. Feel free to reach out to me if you have trouble logging into Cornerstone.

- f. Mayor's office – Michelle Vergara michelle.vergara@lacity.org (213) 400-9816 absent, no report.
- g. Los Angeles County 3rd District (Lindsay Horvath) –absent, no report
- h. Assembly District 46 (Jesse Gabriel) – Alberto Vargas alberto.vargas@asm.ca.gov 818-3464521 absent, no report.
- i. Senate District 20 (Caroline Menjivar) -- Brandon Gonzalez absent, no report.
- j. California Congressional District 29 - Osvaldo Ramirez osvaldo.ramirez@mail.house.gov absent, no report
- k. LA County Probation Department – Mel Bailey mel.bailey@probation.lacounty.gov absent, no report
- l. LAFD- Deputy Chief Lambert wanted to introduce himself and introduced the members of LAFD station 39. The station is located at 14615 Oxnard Street Van Nuys, CA 91441 and the phone number is 818756-8639. Annual Fire Service Day will be held this Saturday, May 13th and all fire stations will be open to the public from 10:00AM-4:00PM. The largest event will be held at LAFD station 88 on Sepulveda Blvd. The fire chief will be there at 10:15AM and there will be a fly-over. There will be games and things for children to do. The safety message for this month is to prevent drownings as we enter the summer months. Make sure that pools are secured and children are supervised.
- m. **Public comment:**
 - i. **Mr. Puppet** ii. **Mr. Hopp**

3. Presentation on the Sepulveda Basin Vision Plan and opportunity for comments from Board Members and the Public. Presenter: Dr. Mark Hanna from Geosyntec The presentation can be found at www.ENG.LACITY.org/sepulveda-Basin_Vision-Plan

Background: The Sepulveda Basin Recreation Area is an approximately 2,000-acre flood management basin located in the San Fernando Valley near the intersection of the 101 and 405 Freeways. The Basin is owned by the United States Army Corps of Engineers and includes parks and recreational facilities managed primarily by the Los Angeles City Department of Recreation and Parks.

The Sepulveda Basin is the largest public open space in the San Fernando Valley, but surrounding neighborhoods are significantly lacking green open spaces, with only 0.2 acres of park per 1000 people in Van Nuys and Sherman Oaks – significantly below the LA County goal of 4 acres/1000 people. While the Sepulveda Basin does provide recreational opportunities for the San Fernando Valley, it can be difficult to access and navigate, areas are underutilized and could be enhanced to provide better natural habitat, recreation, and cultural spaces.

The City’s Bureau of Engineering, with a team of consultants and a technical advisory board, is tasked with developing a long-term Vision Plan for the future development of the Sepulveda Basin. They are in the process of seeking community input.

The VNNC voted last month to submit a CIS to express support for Council File 23-1015, a motion by Councilmember Raman to broaden the Work Plan for development of the Sepulveda Basin Vision Plan and request some short-term reports about potential funding sources and the need to align the Vision Plan with criteria of funding sources.

- a. John Hendry will present the questions and comments shown in Attachment A. Boardmember Hendry was absent.
- b. Other Board Members will have an opportunity to ask questions and provide input.
- c. Public attendees will have an opportunity to ask questions and provide input: **Brian Patten, Mr. Marez, Mr. Puppet**

4. Executive Reports

- a. President Schreiner
 - i. Status of SB 411 (Portantino) regarding allowing Neighborhood Councils to have a choice to hold virtual meetings. The bill has been modified to only address Neighborhood Councils in the City of Los Angeles. The bill has been gone through two committees so far and there were 60 public comment calls on the issue which was unheard of for bills in Sacramento.
 - ii. LANCC (Los Angeles Neighborhood Council Coalition) is developing a proposed “Bill of Rights” for Neighborhood Councils and is seeking input. A draft will be circulated soon and the VNNC Board will take a position on it.
 - iii. Boardmember Makiri gave a recap of the Sherman Way Clean-up on April 22, 2023 for Earth Day. It was a two hour event and the event ended at the park. It was lots of fun. There will be another clean-up planned soon.
- b. Vice President Vijayan had no report.
- c. Secretary-Hendry- absent, no report.
- d. Treasurer Febre had no report.

- e. Parliamentarian Bolla reported that the committee is reviewing the VNNC By-laws. Ms. Bolla will be printing copies of the Robert’s Rules of Order for the Board to use as a reference. Lorenzo Briceno, DONE, explained the process of By-laws approval by DONE and possibly BONC. The templates are being prepared by the DONE staff.
- f. **Public comment i. Mr. Hopp ii. Mr. Marez**

5. General Public Comment on Non-Agenda Items a. Mr. Hopp b. Mr. Puppet c. Mr. Marez

- 6. **Youth Representative vacancy** Discussion and possible action to appoint candidate Rohan Blum to fill the vacancy for Youth Representative (term ends 2025). <https://vnnc.org/wp-content/uploads/2023/05/VNNCApplication-R-Blum.jpg>

Suju Vijayan recused herself because she is the applicant’s mother at 9:00PM.

The applicant rescinded his application.

Suju Vijayan rejoined the meeting at 9:05PM.

Public comment: Mr. Marez, Brian Patten

President Schreiner recessed the meeting at 9:10PM.

President Schreiner reconvened the meeting at 9:20PM.

7. Items from Budget & Finance Committee

- a. Discussion and possible action to recommend that the Board approve the March MER. Treasurer Febre reviewed the MER and the expenses for the month of March 2023. <https://vnnc.org/wp-content/uploads/2023/04/VNNC-MER-March-2023.pdf>

Public Comment: no comments

Motion: Passed

VNNC. Agenda Item 7a. Approval of the VNNC March 2023 MER. Moved: Vijayan Seconded: Edelman				
Yes –12	No-00	Abstain-00	Ineligible-00	Absent-03
Schreiner, Vijayan, Febre, Bolla, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	None	Hendry, Rouillard, Thatch

- b. Discussion and possible action to approve recommendation from the Budget and Finance Committee to approve a Neighborhood Purpose Grant for the Zawadi Cultural Foundation in the amount of \$2,000. The purpose of the grant is to assist with the costs of holding a Juneteenth celebration for the community on Saturday, June 17 at Woodley Park. NOTE: This NPG was withdrawn from the 4/12 GBM agenda due to a technical error in the application. A revised copy of the NPG application is linked below: <https://vnnc.org/wp-content/uploads/2023/05/Revised-NPG-application-for-Juneteenth-Celebration.pdf>

Public Comment: Mr. Hopp, Mr. Marez

Boardmember Bolla made an amendment to attach a letter by the applicant be sent with the NPG application to the City Clerk explaining 11a and 11b. The amendment was seconded by Boardmember Vijayan.

Public comment: Applicant, Mr. Marez, Mr. Hopp Motion: Failed

VNNC. Agenda Item 7b. amendment to attach a letter by the applicant be sent with the NPG application to the City Clerk explaining 11a and 11b.				
Yes –01	No-11	Abstain-00	Ineligible-00	Absent-03
Bolla	Schreiner, Vijayan, Febre, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	Hendry, Rouillard, Thatch

Motion: Passed

VNNC. Agenda Item 7b. Approval of an NPG for Zawadi Cultural Foundation for \$2000. Moved: Edelman Seconded: Browning				
Yes –12	No-00	Abstain-00	Ineligible-00	Absent-03
Schreiner, Vijayan, Febre, Bolla, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	None	Hendry, Rouillard, Thatch

- c. Discussion and possible action to recommend that the Board fund a Neighborhood Purpose Grant for The Valley of Change to provide hygiene kits to unhoused persons in Van Nuys. <https://vnnc.org/wpcontent/uploads/2023/04/VNNC-NPG-Application-Valley-of-Change-Merged-.pdf>

Moved: Febre Seconded: Browning

Mr. Briceno, from DONE, recommended that the item be postponed because the funding amount was not listed on the agenda.

A motion to postpone was moved by Boardmember Makiri. The motion was seconded by Boardmember Vijayan.

Public Comment: Mr. Hopp, Mr. Candido Motion: Passed

VNNC. Agenda Item 7c. Motion to postpone. Moved: Makiri Seconded: Suju				
Yes –12	No-00	Abstain-00	Ineligible-00	Absent-03
Schreiner, Vijayan, Febre, Bolla, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	None	Hendry, Rouillard, Thatch

- d. Discussion and possible action to recommend that the Board confirm to DONE that VNNC wants to retain the current two Zoom licenses (while we await State legislative action that could allow NCs to hold virtual and “true” hybrid meetings).

Public Comment: no comments

Motion: Passed

VNNC. Agenda Item 7d. Approval of two Zoom Licenses. Moved: Febre Seconded: Harari				
Yes-12	No-00	Abstain-00	Ineligible-00	Absent-03
Schreiner, Vijayan, Febre, Bolla, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	None	Hendry, Rouillard, Thatch

e. Discussion and possible action to recommend that the Board approve a request from the Chair of the Outreach Committee that the VNNC purchase up to \$1000 in promotional items before the end of the fiscal year.

Public Comment: Mr. Marez Motion: Passed

VNNC. Agenda Item 7e. Approval of \$1000 for promotional items. Moved: Browning Seconded: Febre				
Yes-12	No-00	Abstain-00	Ineligible-00	Absent-03
Schreiner, Vijayan, Febre, Bolla, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	None	Hendry, Rouillard, Thatch

f. Discussion and possible action to authorize renewal of vnnc.org email boxes with GoDaddy.

Mr. Briceno, from DONE, recommended that the item be postponed because the funding amount was not listed on the agenda. President Schreiner stated that the amount for the email service was \$700 per year.

Public Comment: no comments

Motion: Passed

VNNC. Agenda Item 7f. Approval of the renewal of annc.org email boxes with GoDaddy. Moved: Vijayan Seconded: Makiri				
Yes -12	No-00	Abstain-00	Ineligible-00	Absent-03
Schreiner, Vijayan, Febre, Bolla, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	None	Hendry, Rouillard, Thatch

g. Discussion of revisions to the Budget that will be recommended to the Board in order to allow anticipated expenses to be paid before the June cutoff dates set by the City Clerk (i.e., June 1st for check requests and June 20th for credit card purchases.)

Treasurer Febre explained that the budget needed to be revised to meet the fiscal needs of the VNNC for the rest of the 2022-2023 fiscal year.

Public Comment: no comments

Motion: Passed

VNNC. Agenda Item 7g. Approval of the revised Budget. Moved: Vijayan Seconded: Vaughan				
Yes-12	No-00	Abstain-00	Ineligible-00	Absent-03

Schreiner, Vijayan, Febre, Bolla, Azatyan, Browning, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	None	Hendry, Rouillard, Thatch
--	------	------	------	---------------------------

- h. Discussion and possible action to approve reimbursement to Michael Browning for \$400 in Facebook election ads that Mr. Browning paid for with his personal credit card because the replacement City credit card that was "mailed" to Michael Browning was not received by him in time to be used to purchase Facebook ads.

Boardmember Browning recused himself at 10:15PM in an abundance of caution. He chose to recuse himself because the motion involved reimbursement to him.

Public Comment: no comments

Motion: Passed

VNNC. Agenda Item 7h. Approval of reimbursement to Michael Browning for \$393.83. Moved: Harari Seconded: Edelman				
Yes –11	No-00	Abstain-00	Recused-01	Absent-03
Schreiner, Vijayan, Febre, Bolla, Azatyan, Camera, Edelman, Harari, Makiri, Nkuku, Vaughan	None	None	Browning	Hendry, Rouillard, Thatch

- i. Discussion and possible recommendation for the Board to consider temporary appointment of a new Treasurer at the June GBM meeting to cover the transition until the new Board is seated and officers are elected.

No action taken.

8. Election Activities

- a. **Critical Dates for VNNC Election Process**
- b. **Vote by Mail (VBM) applications** can be submitted through the online portal or by paper application from **April 23, 2023** to **June 3, 2023**. (NOTE: Application deadlines are moving from 5:00PM to 11:59PM. Staff will only be available to provide assistance during business hours.)
- c. The VNNC **in-person voting** will take place on **June 22, 2023** from 11:00AM to 5:00PM outdoors behind Van Nuys City Hall.
- d. **VBM ballots will be mailed out** on May 18, 2023 and must be returned and postmarked by election day and received no later than July 2, 2023 in order to be counted
- e. **Election Outreach materials and activities – including candidate forums**

No action taken on items 8a-8e.

9. Other Committee issues

- a. Approve recommendation by Chair of the Outreach Committee regarding members to be added to the Committee.

No action taken

b. Discussion about possible committee meetings to be held in May.

No action taken.

10. Adjournment The meeting was adjourned at 10:16PM without objection. Moved: Edelman Seconded: Harari

Submitted by Terrence Gomes