

CITY OF LOS ANGELES

CALIFORNIA

PANORAMA CITY NEIGHBORHOOD COUNCIL

DIRECTORS

Jose Sandoval, Chair • Tony Wilkinson, VChair
Martin Geisler, Treas • Pamela Gibberman, Sec
Erica G. Alonso • Dianabel Gonzalez, VP
Barbara M. Hawkins, VP • Otis Lee Hopson, VP
Michelle Klein-Hass • Steven Martinez
Saul Mejia, VP • Viviano Montes, VP
Anthony A. Robles • Faarax Dahir Sheikh-Noor
Angela Sichler • Jose Soto, VP
Fred M. Whitebook, VP

Youth Representative: Vacant



ANTONIO R. VILLARAIGOSA
MAYOR

PANORAMA CITY NEIGHBORHOOD COUNCIL

POSTAL MAIL

14500 Roscoe Boulevard, Suite 425
Panorama City, CA 91402

TELEPHONE

818-714-2133

ELECTRONIC MAIL

info@pcnc.us

WEB SITE

<http://panoramacitync.org>

ALTERNATES

Alt1 Elizabeth Galan • Alt2 Vacant
Alt3 Vacant • Alt4 Vacant
Alt5 Vacant

PANORAMA CITY NEIGHBORHOOD COUNCIL FINANCE COMMITTEE MEETING AGENDA

Thursday, June 17, 2009 -- 6:00 PM

Panorama City Neighborhood Council Office

14500 Roscoe Boulevard, 4th Floor, Panorama City, CA 91402

Public comments on agenda items will be heard when the item is considered. Public comments on other matters within the council's jurisdiction may be made during the Public Comment period. Public comments are limited to two minutes per speaker. Action may be taken on any agenda item except Public Comment, announcements and reports. Actions may be reconsidered only if a motion for reconsideration is adopted at the same meeting where the action was taken. You may request a copy of printed materials that are distributed at the meeting. You may record the meeting by audio, video or photographic means as long as it is not disruptive. Meeting notices and agendas are posted at the Panorama City Branch Public Library and at other locations (see list below). If you need translation, or accommodation for a disability, please call the city Department of Neighborhood Empowerment at least three business days in advance (213-485-1360, or toll-free 3-1-1). The city is a covered entity under Title II of the Americans with Disabilities Act. If you believe the council is not following the law or its own rules you may file a grievance in writing with copies to both the Chair and the Secretary. Please be respectful of others, even when you differ with them.

- 6:00 1. **Call to Order** and Opening Remarks (Tony Wilkinson, Chair) [2m]
6:02 2. **Self-Introductions** of Participants and Guests (*Please sign the sign-in sheet!*) [1m]
6:03 3. **Public Comment** and Announcements (*Please limit to two minutes per speaker.*) [5m]
6:08 4. **Roll Call** of the Finance committee (the quorum for all committee meetings is 3). The Finance committee is composed of the Treasurer (**Martin Geisler**), four other Board members appointed by the Board (**Barbara Hawkins, Anthony Robles, Fred Whitebook** and **Tony Wilkinson**, all appointed by the Board at its April 22 meeting) and three non-Board stakeholders (who have yet to be selected by the Chair and appointed by the Board). [1m]
6:09 5. **Review and possible action to advise the Board regarding existing Neighborhood Purposes Grant applications and the Fiscal Year 2010-2011 budget.** Current prospective grants include \$3500 for Valor Academy, \$1000 for Positive Alternatives for Youth, and \$2000 for Cardenas Park. Together the \$6500 in current grant requests amount to 81 percent of the \$8000 budgeted by the Board for community projects for the entire 2010-2011 Fiscal Year. [16m]

- 6:25 6. **Consideration and possible action on requirements for obtaining the advance approval of DONE for the Valor Academy grant, as provided in the Board's action of May 14, 2010, before the Board again places this item on its agenda.** There was some concern expressed at the Board's May 14 meeting about whether audio-visual equipment for classroom use by a non-profit corporation at its charter school constitutes a public purpose. The Board adopted a resolution that if DONE approved the purposes of the grant in advance, the Board would consider approving the grant at a subsequent meeting. In essence, the action tabled final action on the grant request pending DONE's approval. The Chair of the Board has said that DONE verbally told him to "go ahead and submit the grant." The Finance committee will consider what steps it needs to take to implement this request and to obtain the approval for the grant's purpose, as required by the Board action, in writing. [10m]
- 6:35 7. **Discussion and possible action on the contents of the monthly financial reports to be submitted to the Board for approval.** All neighborhood councils must now submit monthly financial reports, including the U. S. Bank purchase card statement, to the Board for approval. The finance committee will consider actions needed to implement this new requirement. [5m]
- 6:40 8. **Discussion and possible action to assure that current and historical financial records are available in the council office.** At present, the only complete set of financial records exists at the business office of the council's Treasurer. Financial records should be available to other Board members and to the public at the council's business office. Way to accomplish this, by paper or by electronic means, will be discussed. This is a continuation of the discussion begun at the May 17 meeting of the Finance committee. [10m]
- 6:50 9. **Discussion and possible action on a system for the use and control of the council's audio-visual equipment.** The audio-visual equipment authorized by the Board should be used for neighborhood council purposes. Some check-out system that assures the equipment will be kept at the council office and be available for use when needed should be established. [8m]
- 6:58 10. **Consideration and possible action on proposals for audio-visual equipment, office equipment, and computer software, both authorized and anticipated.** A sound system may still need to be purchased. Equipment requests need to be considered together to assure that they fit both the Board's authorization on May 14 and the Board's approved budget for FY 2010-2011. [10m]
- 7:08 11. **Consideration and possible action on financial forms and practices to implement controls and facilitate required reports.** Financial forms and practices should assist the Treasurer and the Board in making the required financial reports. [7m]
- 7:15 12. **Consideration and possible action to advise the Board on expenditures to date compared with the Board's approved budget.** Tracking expenditures against Board-approved allocations is a function of the Treasurer over which the Finance committee has a review responsibility under the bylaws. Additionally, on May 27, the Board passed a resolution which included a provision that the Finance committee will review and advise the Board on office and outreach expenses under \$200, to assure that cumulative small transactions do not drain budgeted annual funds at an excessive rate. [10m]
- 7:25 13. **Public Comment and Announcements** (*Please limit to two minutes per speaker.*) [5m]
- 7:30 14. **Adjournment.**