**PANORAMA CITY NEIGHBORHOOD COUNCIL**

**GENERAL BOARD MEETING AGENDA**

**Virtual Meeting**

**Thursday October 28, 2021 6:30 PM**

**Minutes**

|  |  |  |  |  |  |
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| **Board Members** | **Roll Call** | **Position** | **Board Members** | **Roll Call** | **Region** |
| Chris Q. Martinez | Present 6:34-7:31 | Member | Perla Iliana Lagunas Abundez | Present 6:35 | Member |
| Gurgen Mkrtchyan | Present | Member  | Ron Collins | Present | Member |
| John DiGregorio | Present | Chair-2nd Signer  | Joe Taylor | Present | Member |
| Lanira Murphy | Present 6:50 | Treasurer | Oscar Robles | Present  | Member |
| Michael Hasz | Present | Vice Chair-Alt Signer  | Luis Zapata | Present | Member at Large |
| Martha Cortez | Present | Secretary-2nd Bank Card | Adam de los Santos | Present | Member |
| Tony Wilkinson | Present 6:34 | Member | Marisa Persaud | Absent | Member |
| Scott Boundy | Present | Member | Severiana Pablo | Absent | Member |
| Jonathan Martinez | Present | Business Member | Andy Rodriguez | Absent | Alternate |
| Michelle Klein-Hass | Present (not quorum) | Member | Amelia Mendoza | Present 6:45 | Alternate |
| Pamela Gibberman | Present  | Member | Karen Oropeza | Absent | Youth Rep |

**1. Call to Order** and Welcome **(Board Chair** John DiGregorio**)**: The meeting was called to

 order by Michael Hasz at 6:31pm, with 12 members in attendance at that time.

**2. Roll Call** of Board members or alternates (the quorum is 11).

See above for Roll Call. Also present were: Betsaira Aguilera (Field Deputy, East Panorama City, Los Angeles City Council District 6), Tomas Robles (San Fernando Valley Partnership), Bart Trevino (San Fernando Valley Partnership), Benjamin Fiss (President, Pacific Zoning, LLC), Nicole Kuklok–Waldman (Collaborate L.A.), Ellav, and Spanish-English interpreters Sthefanie Garcia and Juan Aldana.

Additional guests were: Jenifer Yoo, Sandra Gil, Priscilla Ramos Villa, Dave Brown,

Daniel De Luis and Amada Huerta.

**3. Reports from LAPD & other relevant law enforcement agencies. Senior Lead Officer Bronk [38980@lapd.online (818)-644-8017] covers Mission Traffic Division. Senior Lead Officer Sean Smith [(818-838-9842, mobile 818-442- 3183, 35183@lapd.online)] covers Panorama City's North and Center-East districts. Senior Lead Officer Daniel Ruelas [(818) 838-9847, mobile 818-679-2082, 34435@lapd.online] is responsible for Panorama City south of Roscoe. Emergency: 911. Mission Division Front desk: 818-838-9800. Non-emergency: 877-ASKLAPD (877-275- 5273).** Not in attendance.

**4. Officers’ Reports for relaying updates on NC Business not being discussed in other agenda items. *This item is strictly for reporting and not intended for Board discussion or action.* Not to exceed 2 minutes each.**

**1. Vice Chair’s Report:** Trainings are necessary in order to vote on funding matters and ultimately to participate on the board. Be informed of whether or not they’re updated.

**2. Treasurer’s Report:** Item tabled.

**3. Secretary’s Report:** Everything is caught up. No further updates.

**4. Equity Officer’s Report:** Item tabled.

**5. Chair’s Report:** Make sure members are completing trainings, so the board can make quorum at meetings.

**5. Reports from Elected Officials' field staff and other Neighborhood Agencies/Committees.**

* **DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT** (Jose Galdamez): Not in attendance.
* **CALIFORNIA CONGRESSIONAL DISTRICT 29** (Lea Gonzalez): Not in attendance.
* **LOS ANGELES CITY COUNCIL DISTRICT 6** (Betsaira Aguilera): A community cleanup will be held on Saturday, October 30 1:00am-12:30pm. The new economic assistance program BIG:LEAP offers a Universal Basic Income of $1,000 per month to 3,000 families. Applications will be accepted started at 8:00am October 29 through midnight November 7. Instructions are provided on the website. Community centers will make computers available to apply.
* **LOS ANGELES CITY MAYOR'S OFFICE** (Caroline Menjivar): Not in attendance.
* **LOS ANGELES UNIFIED SCHOOL DISTRICT, DISTRICT 6** (Michael Menjivar): Not in attendance.
* **LOS ANGELES COUNTY SUPERVISORIAL DISTRICT 3** (Jessica Orellana): Not in attendance.
* **CALIFORNIA ASSEMBLY DISTRICT 46** (Adrin Nazarian): Not in attendance.
* **CALIFORNIA SENATE DISTRICT 18** (Bravo-Ayala): Not in attendance.
* **RECREATION AND PARKS** (Oscar Cardenas): John conveyed a message from Oscar requesting that PCNC formally weigh in on a mural Congressman Cardenas is proposing for the city. This would require a Special Meeting on the agenda. Martha will be consulted on the date.
* **BUDGET TRIBUNES**Announcements and updates from the Budget Tribunes on matters related to our City Services and City Budget. The Tribunes can be reached at LABudgetTribunes@gmail.com

Budget Tribunes met last night for a discussion demonstrating expenses that shouldn’t be funded by Neighborhood Councils. Budget Advocates were in attendance.

**6. Public Comment and General Announcements**

* 1. **Limited from 2-5 minutes at the discretion of the presiding officer**
	2. **Limited to non-agenda items**
	3. **Speaker cards will be made available if attendance is significant**
	4. **During Virtual Meetings, use the ‘raise your hand’ feature to be added to the speaker queue by the Board**

**Secretary. The Chair will recognize speakers in the order specified by the queue.**

-Joe Narduli (Principal of Panorama City High School): Thank you for this great Neighborhood Council and community. The team will plan to be at every PCNC meeting to provide updates and to learn how to be of better service to the community as everyone returns from the pandemic. Students and staff members are being tested on a weekly basis. Masks are required 100% of the time, for the entire campus.

-Amelia: Those interested in the Sun Valley magnet school can contact her for help with applications throughout their open enrollment period.

**7. Discussion and update from our Board Members who attended the 2021 Civic University over the past months.**

The training encouraged community-building among Neighborhood Councils. Michael shared provided slides and questions. The training was held over three sessions throughout September and attended by five board members.

**8. Discussion and possible action on approving the Consent Calendar:**

a. $299 monthly ($3,600 annually) for maintenance of the Website. This includes prior FY21/22 unpaid invoices.

b. Up to $5,000 in FY21/22 for Translation and Interpretation Services. This includes prior FY21/22 unpaid invoices.

c. Approval of a Lost Receipt Affidavit from Chair John DiGregorio from 8/21/21 from FedEx in the amount of $131.40 for printing of outreach materials for the Panorama City Mall Vaccination event. The receipt was mistakenly left inside with the materials and was lost.

Tony moved that the Council approve all three items, subject to whether anyone wants to remove anything. Perla seconded.

MOTION PASSED UNANIMOUSLY, with a Roll Call vote of 15 for and no abstentions.

**9. Presentation, discussion, and possible action based on the presentation by the San Fernando Valley Partnership regarding the dangers of prescription drugs within Panorama City. Recommendation is a letter of support for the effort.**

The San Fernando Valley Partnership is working to increase awareness around the abuse of prescription medication and to provide resources for families and pharmacists to help change storage and distribution habits, thus reducing access to medications. Tomas Robles and Bart Trevino requested assistance from PCNC in the form of a letter showing support for pharmacies and recognizing those participating in the campaign.

The Public Safety Committee approved the item. Michael seconded.

MOTION PASSED UNANIMOUSLY.

**10. Discussion and possible action** regarding the development of 14724 West Gledhill St in Panorama City. Land Use Chair Tony Wilkinson to provide background.

Benjamin Fiss (President, Pacific Zoning, LLC), Nicole Kuklok-Waldman (Collaborate L.A.) and Ellav presented on the proposed congregate living health facility and requested approval of a conditional use permit. The building is a convalescent home for any adult over the age of 18 and will provide 24-hour care for live-in residents.

The Land Use Committee supported the building of the congregate living facility at 14724 West Gledhill Street. Perla seconded.

MOTION PASSED UNANIMOUSLY.

Tony will finalize language and send the letter to John to print on letterhead.

**11. Discussion and possible action** on the recommendation from the PCNC Education Committee that the Board support a Civic Outreach and Engagement Program to involve our local Middle School and High School students with our local legislators including possible outreach materials **up to $200/month for printing.**

The item was brought forward as a recommendation from the Education Committee. John seconded.

MOTION PASSED UNANIMOUSLY, with a Roll Call vote of 15 for and no abstentions.

**12. Discussion and possible action broadcasting PCNC General Board and Committee meetings via Facebook and Instagram LIVE beginning as early as November 2021.**

Tony moved to support the item. Adam seconded.

John moved to amend the motion with specification of a three-month trial period of posting via Facebook Live. Perla seconded.

VOTE on the motion:

MOTION PASSED, with 1 opposed and no abstentions

The Comments section of the feed will be disabled to avoid disruptions. The item will be revisited in February, after the three-month trial period has ended. PCNC does not need DONE’s permission to proceed with the matter.

A disclaimer will be added to the broadcast indicating that the public will be unable to comment on this version, saying, “While the meeting maybe streamed through public media, only the Zoom meeting is the public meeting.”

**13. Discussion and possible action on submitting to the Board of Neighborhood Commissioners, the Department of Neighborhood Empowerment, and City Council, a letter of support for a future ‘Hybrid Meeting Policy’ where NC meetings would be held in person with an option to join and participate online. This would also include the PCNC Board ‘volunteering’ to pilot the program. Board Chair John DiGregorio served on a BONC appointed Working Group exploring this possibility and will give a brief overview of the group’s discussion, recommendations, and concerns.**

Tony moved to support the idea of a future hybrid meeting policy, where Neighborhood Council meetings would be held in person with the option to join and participate online and that PCNC volunteers to help pilot this program with the Department of Neighborhood Empowerment. Michael seconded.

MOTION PASSED UNANIMOUSLY.

**14. Discussion and possible action on selecting a designee to receive the election records on behalf of the NC. Once designated, the authorized representative must contact the NC's Election Administrator to provide their email address in order to receive the digital records. Digital records will be sent to the authorized representative and the NC Board President and Vice President.**

Tony nominated himself as the official designee to receive the digital copy of election records. John seconded.

MOTION PASSED UNANIMOUSLY.

**15. Discussion and possible action for approval of any financial statements, Monthly Expenditure Reports (MER’s), or other ongoing monthly financial documents prepared by the Treasurer of Finance Chair which have not yet been approved by the Board.**

**a.** Monthly MERs

Item postponed to next meeting. Lanira has been unable to generate MERs, due to a missing receipt.

**16. Discussion and possible action to approve the Board meeting’s minutes for the last Board meeting and any other prior meetings not yet approved.**

**a.** To include any past minutes

Item postponed to next meeting. August minutes will be distributed for approval at the next meeting.

**17. Discussion and possible action to remove Board Members in violation of attendance policies:**

**a.** None for October

Item postponed to next meeting. No board members are currently in violation. Members who have not completed their trainings should do so.

**18. Discussion and possible action to appoint any interested qualified stakeholders to any appropriate vacant board seats including Youth Representatives.**

* Candidates must present documents to the Executive Committee that prove their identity and a "stake" in the Neighborhood Council, as required by each seat.
* **Examples**: Driver’s License, Consular Card or Student ID will prove identity. A Driver’s License with a current address will also prove that a person lives within the council boundaries.
* District seats are specific to either "homeowner" or "renter". For this reason, homeowners must present a recent mortgage statement or a tax bill, and renters must present a recent rent receipt or a lease. Business seats require a business card with a local address, a Business Tax Registration Certificate, or some other indication that the person works (including volunteer work) or operates a business within the council boundaries.
* Community Interest stakeholders (for an Unlimited At-Large seat) must provide a document that proves a substantial and ongoing interest within the boundaries, which is often evidenced by membership in a local organization. However, Community Interest stakeholders can be appointed to either of the vacant Alternate positions.) Signed letters from responsible parties can also be provided. The Secretary will determine the adequacy of the candidate's documentation.
* **No actual documents will be kept and interested stakeholders are only required to show the document for verification.**
* The council may appoint one or more Youth Representative(s) for a one-year term. A Youth Representative is not part of the voting Board. This is a position that allows youth to express opinions on council issues.

Vacant seats include: one 2023 Business Seat and three Alternate positions, Homeowner Center West

**19. Discussion, nomination, and selection of Committees to include adding new Committee Chairs or new members to each committee. Also includes 2-minute report form each committee. The current committees are listed below. (20 min)**

Commerce: (Adam and Joe) Adam and Joe will arrange a date for the next meeting and will contact the San Fernando Valley Partnership to help distribute flyers.

Finance: (John) The committee is putting together the Council’s budget and the next scheduled meeting will be in January, to unveil a funding project developed with the Budget Tribunes. Members are welcome to call a meeting sooner. Efforts for Budget Day will begin within the next few months.

Land Use: (Tony and Michelle) Two unanimous recommendations were made to regulate developments (SB 9 & 10 and the fire zone). Anyone who disagrees should contact Councilmember Nury Martinez.

Outreach: (Perla): No meeting was held this month. The committee meets the third Wednesday of each month. Perla has been conducting outreach through Facebook, WhatsApp and word-of-mouth.

Rules: (Tony): Tony was unable to schedule a meeting following the Land Use Committee, but hopes to set a date over the next few weeks.

City Life & Beautification: (John and Martha): No update, but the committee is open to scheduling a meeting.

Public Safety: (Martha) The committee had planned to hear from MySafeLA at the last meeting, but will need to reschedule the group. Regular meetings are set for the second Thursday of every month at 6:30pm. The November meeting will be rescheduled to the second Tuesday in November, due to Veterans Day. All committees should share their agendas on social media. Contact Martha to publish them, if access is unavailable.

Education: (Pamela) Angela, from Panorama City High School, invited Tony to address her class about civic engagement, to enable them to have a productive upcoming interaction with legislators. The next committee meeting will be held on November 15, the third Monday, instead of the fourth Monday, due to Thanksgiving.

Youth: (Jonathan and John) No updates at the moment. The two will meet to plan the next meeting, including a visit to a Panorama City High School football game.

Alcanze Arte y Cultura: (Severiana) Severiana was not in attendance.

Members Joining Committees: Anyone interested in joining should reach out to PCNC committee heads. Contact information is available on the agenda.

**20. Adjournment:** John adjourned the meeting at 8:58pm.

Those submitting future agenda items must respond to the e-mail requesting them.

RESPECTFULLY SUBMITTED BY:

ELSPETH WEINGARTEN

November 18, 2021

Minutes of Panorama City Neighborhood Council (Meeting October 28)