

# PANORAMA CITY NEIGHBORHOOD COUNCIL GENERAL BOARD MEETING AGENDA

**Virtual Meeting  
Thursday August 26, 2021 6:30 PM  
Minutes**

Board Members	Roll Call	Position	Board Members	Roll Call	Region
Chris Q. Martinez	Excused	Member	Perla Iliana Lagunas Abundez	Present	Member
Gurgen Mkrtchyan	Absent	Member	Ron Collins	Present	Member
John DiGregorio	Absent	Chair-2nd Signer	Joe Taylor	Absent	Member
Lanira Murphy	Present till 8:06	Treasurer	Oscar Robles	Present 6:36	Member
Michael Hasz	Present	Vice Chair-Alt Signer	Luis Zapata	Present	Member at Large
Martha Cortez	Present	Secretary-2 <sup>nd</sup> Bank Card	Adam de los Santos	Present	Member
Tony Wilkinson	Present 6:40	Member	Marisa Persaud	Present 6:35	Member
Scott Boundy	Absent	Member	Severiana Pablo	Present	Member
Jonathan Martinez	Present	Business Member	Andy Rodriguez	Present 6:38	Alternate
Michelle Klein-Hass	Present	Member	Amelia Mendoza	Present	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 6:33pm, with 13 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: Jose Galdamez, (NEA, Department of Neighborhood Empowerment), Marcos Sanchez (District Director, Los Angeles City Council District 6), Karen Dominguez (Field Deputy, Los Angeles City Council District 6), Betsaira Aguilera (Field Deputy, East Panorama City, Los Angeles City Council District 6) and Spanish-English Interpreters Sthefanie Garcia and Kevin Camey.

Additional guests were: Maria Skelton, Ben Hagooli, Flor Aparicio, William F, Maria Castellon and Julio O.

- 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. Martha announced that Ms. Bonfield will be representing Panorama City, in place of Senior Lead Officer Alarcón.

**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:** Michael reminded board members that everyone is responsible to know when their training has expired and to update it. Those not current will be unable to vote on funding matters. Details are available at EmpowerLA.org/pcnc. Michael can help with any questions.
2. **Treasurer's Report:** Lanira completed her Financial Training on Tuesday and is waiting for it to be uploaded in order to be able to generate MERs and to submit for payments. These are unavailable for tonight's meeting. The Administrative Packet was submitted.
3. **Secretary's Report:** Board members should contact Martha if they're still not receiving notifications via the PCNC e-mail. The July minutes were distributed. City representatives were contacted and invited to continue providing updates at meetings. Martha completed her Financial Training on Tuesday to register as Second Signer. Her Ethics Training is still outstanding.
4. **Equity Officer's Report:** No report.
5. **Chair's Report:** Not in attendance.

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

***Please Keep Reports to 2-3 minutes maximum to allow time for questions from the Board and Public***

- **DEPARTMENT OF NEIGHBORHOOD EMPOWERMENT** (Jose Galdamez): Civic U is coming up September 9-23. All three sessions are on Thursday evenings at 6:30pm. Those confirmed to attend must register to receive information and to be accepted into the sessions. Any board member can participate in the Roberts Rules training now available on the Portal. Resources are also available for all board members regarding parliamentary procedures, understanding motions, breakdown of rules and more.

Rollover funds will be added to each Council's 2021-22 Fiscal Year at the beginning of September. Make sure the board has submitted a BAC to the Portal and approved and added any rollover amounts to the Fiscal Budget, so they can be included in the Council's funds.

The Election Division of the City Office is inviting input from Neighborhood Councils regarding 2021 NC elections. BONC is holding Town Halls on

Wednesdays, August 31 – September 8, regarding these elections feedback sessions. All board members are invited.

Board members can check the status of their trainings through Cornerstone. To update, click on the training again to request renewal. Contact Jose or [communications@empowerla.org](mailto:communications@empowerla.org) with any difficulties logging in. The Planning 101 Training deadline has been extended to Oct. 2, 2021. The department is addressing technical issues on the website.

If it has not done so, the board must submit a roster to EmpowerLA.org listing committee members and their e-mails. This will ensure access to Cornerstone to provide new trainings and to be able to check the status of past trainings. Each member's completion dates will be reflected on the site once the roster is provided.

The deadline to apply to LACity.org for Bylaws amendments is April 1, 2022. Contact Jose with any questions related to the Bylaws, or for the Word document related to the amendments.

- **CALIFORNIA CONGRESSIONAL DISTRICT 29** (Lea Gonzalez): Not in attendance.
- **LOS ANGELES CITY COUNCIL DISTRICT 6** (Karen Dominguez): Karen Dominguez introduced Betsy, who will be replacing Andres in covering the east portion of Panorama City, including West Panorama City and North Hills East. She can be reached at [betsaira.aguilera@lacity.org](mailto:betsaira.aguilera@lacity.org).

The office will host a free summer movie night on Friday with a free vaccination site. The last vaccine pop-up at the park went well. Those receiving vaccinations during summer movie nights can qualify to win additional raffle tickets for prizes.

The office is working with the Fire and Police departments this month to identify encampments that fit the criteria for cleaning, and to be included in a preventative zone.

- **LOS ANGELES CITY MAYOR'S OFFICE** (Caroline Menjivar): No replacement Field Representative has been designated to The Mayor's office since Caroline Menjivar left.
- **LOS ANGELES UNIFIED SCHOOL DISTRICT, DISTRICT 6** (Kelly Gonez): Not in attendance. Martha encouraged members with concerns to contact Pamela about participating in the Education Committee.
- **LOS ANGELES COUNTY SUPERVISORIAL DISTRICT 3** (Jessica Orellana): Not in attendance. Martha reported that CD3 was planning to bring an indoor vaccination site to the Indoor Swap Meet and that the district has held one of the last food distributions in Panorama City.
- **CALIFORNIA ASSEMBLY DISTRICT 46** (Adrin Nazarian): Not in attendance.
- **CALIFORNIA SENATE DISTRICT 18** (Eveline Bravo-Ayala): Not in attendance.
- **RECREATION AND PARKS** (Oscar Cardenas): Not in attendance.

- **BUDGET TRIBUNES** (John DiGregorio & Lanira Murphy): John not in attendance. No report from Lanira.

**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.**

-Severiana: Thank you to District 6 for washing the sidewalks and for cleaning the four bus stops that were really bad.

-Tony: The request to the Department of Neighborhood Empowerment to remove any board member upon any complaint was not listed on this agenda. Anyone concerned about this can visit the PCNC website and look up the Rules Committee agenda, which has links to the proposal, along with key documents. The Congress of Neighborhoods will take place on September 25, online. Registration is scheduled to go live on Sunday.

-Martha: This is also an opportunity to add concerns to the PCNC agenda and to discuss any issues regarding concerns throughout Panorama City.

**7. Discussion and possible action appointing any qualified and interested Board Members to the 2021 CIVIC University sponsored by the City. Due to issues surrounding floating quorum, the Board must take specific action to approve attendees.**

The following board members volunteered to attend Civic U: Perla, Michael, Pamela, Severiana and Amelia.

Tony moved to approve the five people listed, with the provision that they not be marked absent for the PCNC board meeting that conflicts with the second Thursday of training and that there be no penalty for attending Civic U, instead of the meeting. Michael seconded.

MOTION PASSED BY ACCLAMATION, with 15 for and no abstentions.

Michael will send the registration link to those scheduled to attend. Attendees must register as soon as possible. Request that those attending deliver a briefing of the material covered.

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

Item tabled to next meeting.

**9. Discussion and possible action on approving up to \$5,000 for purchases and restock of Outreach and marketing supplies for the PCNC. This includes items of nominal value, which have been purchased in the past, to be refreshed with current PCNC Logo, and new ideas from the Outreach Committee such as PPE.**

Perla moved to approve the item.

Tony proposed an amendment to approve up to \$2,000 for imprinted bags, masks and other promotional items.

Tony moved to authorize the purchase, for Outreach purposes, of imprinted bags, hand sanitizers, masks and other personal protective equipment, as well as other imprinted advertising specialties and printed flyers, up to a total of \$2,000. Martha seconded.

MOTION PASSED UNANIMOUSLY, with a Roll Call vote with 13 for, 4 ineligible and no abstentions.

**10. 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.

**11. 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**

All prior minutes have been submitted to the board.

Pamela moved to approve the minutes for July. Martha seconded.

MOTION PASSED BY ACCLAMATION, with 15 for and no abstentions.

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

**a. Marisa Persaud**

Item was addressed at last month's board meeting.

**13. 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.

Scott volunteered to switch from his At Large seat to the open Business seat, due to his eligibility through employment at the Panorama City Mission Community Hospital. The Homeowner Center West seat remains open.

**14. 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) The committee is trying to finish cleanup around the back of the Walmart.

Finance: (John) No report. Tony reminded the Council that Bylaws require the committee to have a non-board member.

Land Use: (Tony & Michelle) The committee plans to schedule a meeting for the fourth Thursday in September. PCNC members can attend CD6 events wearing Neighborhood Council t-shirts, without being sponsors of the events.

Outreach: (Perla) The committee will meet in September. Board members should contact Perla to add items to the Agenda.

Rules: (Tony) Another meeting needs to be scheduled to discuss the working group for constructive change.

City Life & Beautification: (Martha) Last month's meeting was cancelled. Plans are being made to schedule a joint meeting with Commerce or Public Safety, to continue previous discussions.

Public Safety: (Martha) The meeting was cancelled due to a training. September's meeting could be moved to a Tuesday or Wednesday.

Education: (Pamela) Michael Menjivar discussed the first week of students and staff returning to school. Everyone is adjusting and ironing out irregularities. Anyone testing positive for COVID-19 will not be admitted, or will be quarantined until pick-up. Those within six feet of that student will be sent home. Michael will research what happened to the motion PCNC passed last spring on funding Arts Education. The next meeting will be Monday, September 27.

Youth: (Jonathan Martinez) No report.

Alcanze Cultura y Arte: (Severiana) The committee will communicate with District 6 on requesting a trash cleanup for the area.

Members Joining Committees:

Pamela moved to add Amelia to the Education Committee.  
MOTION PASSED BY ACCLAMATION, with 15 for and no abstentions.

**15. Adjournment:** Michael adjourned the meeting at 8:24pm.

RESPECTFULLY SUBMITTED BY:  
ELSPETH WEINGARTEN  
September 30, 2021  
Minutes of Panorama City Neighborhood Council (Meeting August 26)