

Northridge East Neighborhood Council
Executive Committee Minutes
August 10, 2020

1. Call to Order @ 5:03 p.m.; Present: Bailey, Dwiggin, Kaiser, Mills. Alternate: Ross; Board Member: Carl Petersen; Attendees: Sharon Brewer, Betty Wong-Oyama
2. Review/Approve Executive Committee Meeting Minutes: July 6, 2020 and any prior meetings: None were presented.
3. Public Comment on Non-Agenda Items: None were presented
4. Board Member Training Compliance (Ethics, Funding, Code of Conduct), Attendance and Vacancy updates: Stephanie Mills will give notice to (4) board members for Funding compliance deadline on 9/30/20.
5. Review Draft Board Meeting Minutes - July 15, 2020 and any prior meetings: None were presented. Update on employing a minute taker.
6. Consideration of possibly scheduling special Board meeting to complete July 15, 2020 agenda items: Discussed trying to catch up at August meeting and then scheduling a special meeting later in August if needed.
7. Set Agenda for August 19, 2020 Board Virtual Webinar Meeting; agenda deadline 8/13/20
 - a. Special Items: Coronavirus COVID-19 related issues and updates; City website: <https://corona-virus.la/>: Discussed including as part of scheduled government official updates.
 - b. Presentations: CSUN hotel project — Ken Rosenthal will be likely speaker to give the community an update.
 - c. NENC Committee Items: Education, Environment, Homelessness, Planning and Land Use, etc.: Education Committee will have an item for the agenda; Sustainability Committee would like to hold a meeting and Executive Committee discussed about how to set up the Zoom committee meeting.
 - d. Council File items for possible Community Impact Statements: President requested that any that are too urgent to go through the committee should be sent for the August meeting agenda.
 - e. Other items, including any items pending from prior Board meetings or topics below: Many pending items from July board meeting; President will review the items for inclusion in August agenda.
 - f. Possible Future Speakers: Museum of the SFV, County Vector Control District (mosquitos): Ken Ross spoke about the need to invite vector control, and he will coordinate.
8. Reports of NENC Officers and Committees including review of previous Board meeting, etc.
 - a. NENC Monthly Profile: No items discussed; GM's Messages: Have moved to every other week frequency; BONC: BONC initiated an effort to look at funding

equity based on population and other factors; New NEA Betty Wong-Oyama:
Gave an update on our board members' compliance.

- i. Recent DONE trainings: 7/27/20 (Empowering the Chair to Empower the Board) and 7/29/20 (Empowering Neighborhood Voices with Digital Content - will resume at a later date): Glenn gave a summary of the trainings.
 - ii. EmpowerLA Virtual Governance Plan, Protocols, trainings here: <https://empowerla.org/evg/>
 1. Zoom video recording of NENC Board and Committee meetings posted on the website: Glenn will provide links to Stephanie for her to determine options for posting on the website.
- b. Administrative items, including updates related to actions taken at previous NENC Board meetings
- i. Minute Taker for Board meetings - MOTION to recommend the use of City-approved vendor Bridgegap Temporary Staffing and Services Agency to provide minute taker services for Board meetings beginning 8/19/20. (Mills/Kaiser) 4-0-0.
 - ii. President: Sidewalk/parkway clean-up update: Some have been done, others we're still waiting for completion; Urban Forestry Tree Planting update: Will be planting the trees as requested later in the fall due to the heat.
 - iii. President: Coronavirus COVID-19 report including CSUN Food Pantry: Will possibly resume at the end of August.
 - iv. Carl Petersen's three emails regarding the 7/15/20 Board meeting:
Email 1: about sharing attorney-client privilege emails from city attorney (Glenn sent the request to the city attorney, pending)
Email 2: process for handling agenda changes via bylaws, standing rules, and president role (Glenn will review bylaws and other documents to determine role and agenda changes, pending)
Email 3: Carl was muted by president and requested that board members not be muted (Glenn apologized and discussed that the agenda item was announced as a courtesy to the public. Discussion of what future process will look like.)
- c. NC Funding Program update including Treasurer's Report - July 2020 Expenditure Report (MER): Sent on 8/10/20 to the board.
- i. NENC Fiscal Year 2020-21 Budget revision to adjust for \$5,499.56 rollover amount from NPGs- MOTION to recommend NENC Fiscal Year 2020-21 Budget be revised to adjust for the actual rollover amount of \$5,499.56 instead of \$10,000 by reducing the Neighborhood Purposes Grant Category to \$11,499.56. (Kaiser/Dwiggins) 4-0-0.
 - ii. Neighborhood Purposes Grant Applications submitted and pending including requests for:

1. Parents, Educators/Teachers & Students in Action for COVID-19 education \$2,500: Approved, pending documentation.
 2. Darby Avenue Elementary PTA for outdoor equipment \$2,000 (encumbrance) (Board tabled on 7/15/20): No additional update.
 3. North Valley Family YMCA for Thanksgiving food baskets \$1,500 requested - MOTION to recommend approval of Neighborhood Purposes Grant to North Valley Family YMCA for Thanksgiving food baskets for the requested \$1,500; applicant to be asked about also including Balboa Magnet Elementary School. (Bailey/Kaiser) 3-0-0 (1 recusal, Stephanie Mills).
- iii. MOTION to recommend ratification of \$2,107.16 payment to 4imprint for the purchase of 1,200 hanky bandanas 14" square (blue, red and green) with white imprint of NENC logo as this amount was encumbered from Fiscal Year 2019-20 funds. [Board approved 10-0-0 purchase or encumbrance of up to \$3,000 on 6/17/20] (Mills/Kaiser) 4-0-0.
- d. Outreach: website updates; multiple NENC domain names; social media updates; hanky bandanas order update (encumbrance); purchase of additional promotional items up to \$3,000; newsletter/postcard mailing (encumbrance)
 - i. Proposal to install NENC banner at up to four elementary schools within NENC boundaries (referred to Outreach Committee; waived by Education Committee): Tara from LAUSD Board Member Scott Schmerelson's office recommended waiting until schools are back in session.
 - e. NENC Committee, Liaison and NC Alliance reports: schedule of meetings (Zoom procedure look at EVG website periodically and let everyone know); land use cases update; Town Hall on Racial Justice (Public Safety); Dearborn Park trash and other concerns
 - f. NC Election 2021: Region 2 changed to Tuesday, April 20, 2021 but all Vote By Mail
9. Upcoming NC meetings and events - Committee member announcements: None were presented
 10. Adjournment @ 6:39 p.m. (Dwiggins/Mills) 4-0-0.