

CITY OF LOS ANGELES

CALIFORNIA

ELECTED EXECUTIVE BOARD

Steve S. Patel – President
Don Dwiggins – 1st Vice President, Membership
Peter J. McCarty – 2nd Vice President, Outreach
Jay Draiman – Secretary
Barry M. Greenberg – Treasurer



ELECTED BOARD MEMBERS

Lisa Anderson
Nestor Fantini
Stephen Hubbard
Kelly M. Lord
Alice N. McCain
Lucille Meehan
Steven Ramirez

APPOINTED BOARD MEMBERS

Brittany McCarthy – CSUN Faculty/Staff
Darren L. Hause – CSUN Student
Vacant – Youth



Northridge East Neighborhood Council

Making Northridge a Better Place to Live, Work, Play and Learn

Minutes of Special Meeting - Northridge East Neighborhood Council **18300 Lemarsh Street, Northridge, CA 91325** **Tuesday, October 11, 2011, 5:00PM**

1. The meeting was called to order by Barry M. Greenberg, Treasurer after Mr. Patel handed over the gavel since the subject was Finance and Budget items, at 5:16 P.M.
2. There was no pledge of allegiance as there was no flag in the room.
3. Roll Call: Steve Patel, Don Dwiggins, Peter McCarty, Barry M. Greenberg, Jay Draiman, Lisa Anderson, Stephen Hubbard, Kelly Lord. Quorum is eight; eight members of board present at 5:36 P.M. Also attending was Amelia Herrera-Robles from the Department of Neighborhood Empowerment.
4. Ms. Herrera-Robles made some general comments with regard to the past due Petty Cash and P-Card Reconciliations. Peter McCarty wanted assurance that all was accepted as correctly filed once the two-year agreed upon reconciliations for Kelly Lord (petty cash and P-Card reconciliations) and Steve Patel (P-Card reconciliation) were filed on or before October 21, 2011 with the DONE. Assurance was given that this would close the matter.
5. Those present reviewed the P-Card Reconciliation for Steve Patel. Motion by P. McCarty, 2nd by J. Draiman to by resolution, approve the required 5 quarterly P-Card Reconciliations with the Missing Receipt Affidavit used as necessary. Vote was 8-0-0. Motion Passed.
6. Those present reviewed the Quarterly Petty Cash reconciliations for Kelly Lord. Certain transactions were disallowed by those reviewing. Motion by Don Dwiggins, 2nd by P. McCarty to by Resolution disallow the attached transactions, Request that Mr. Lord provide a check to the City of Los Angeles for all disallowed transactions, and approve the Quarterly Petty Cash reconciliations after subtracting the disallowed transactions. Motion passed by a vote of 7-0-1 abstention.
7. Those present reviewed the Quarterly P-Card Reconciliations of Kelly Lord and voted to approve those subject to the production of either missing receipts or where applicable the Missing Receipt Affidavit. Motion to approve by Resolution by P. McCarty, 2nd by J. Draiman. Motion passed by a vote of 8-0-0.
8. Meeting Adjourned at 7:17 P.M.

Certified as true and Correct:

Barry M. Greenberg, Treasurer