



GREATER GRIFFITH PARK NEIGHBORHOOD COUNCIL
"Your Neighborhood. Your Voice. Your Council"



PRESIDENT
Ron Ostrow

VICE PRESIDENTS
Tor Hyams - Administration
Luisa Nubaravacharyan - Outreach

TREASURER
Christina Khanjian

SECRETARY
Jessica Kornberg

GOVERNING BOARD MEETING

MINUTES

June 1, 2010 – 7:00 p.m.
Los Feliz Community Police Center
1965 n. Hillhurst Ave. (2nd floor of Citibank)
Los Angeles, CA 90027

CERTIFIED COUNCIL #36

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1. Call to Order. Quorum Check.

7:05 pm

Ostrow:

- Excused: Masi, Mims, Wilson, Vukovic
- Present: Arslanian, DeMonte, DeOcampo, Gardner, Hyams, Khanjian, Kornberg, Mauceri, Napier, O'Grady, Ostrow
- Late: Malhi
- Absent: Hooper, Nubaravacharyan, VanKeuren

2. Public Comments on Non-Agenda Items

Sean Pruitt, Program Manager for PATH Jobs Center

- Introducing the PATH Jobs Center, including various programs in the Hollywood/Los Feliz area and encouraging those present to recommend these services to those seeking employment.

3. Reports from Public Officials and Staff

None present.

4. President's Statement and Executive Committee Reports

Ostrow:

- President and Treasurer attended recent Neighborhood Council training. Among other useful things, they learned that:
 - Soon all members will be required to accept Treasurer's report.
 - DONE requires that the GGPNC submit a budget on June 9th. We may submit a placeholder budget. And we may be able to amend it later, but we will approve a document today according to DONE's specs.
- Attendance policy: Currently our bylaws give the President discretion to define and issue excused absences. Three unexcused absences may result in board expulsion. The President has requested that the Rules & Elections Committee meet and put a definition in place. In the meantime, anyone who can't attend will be excused if they give notice to either the President or Secretary.
- Feedback about meeting rules has precipitated one change to procedures. Instead of asking for objections, the President will ask if there is a need for discussion or objection. The rule limiting public comment to the period preceding board discussion will be more strictly enforced.

5. Approval of the March and May 2010 Meeting Minutes.

Motion: To approve the May 18, 2010 Meeting Minutes (attached to the Agenda as Supplement I)
Mauceri: Moves to approve. O'Grady seconds. No objection. Approved by consensus.

Motion: To approve the March 16, 2010 Meeting Minutes (attached to the Agenda as Supplement II)
DeMonte: Moves to approve. Napier seconds. No objection. Approved by consensus.

6. Treasurer's Report:

- a. Presentation and approval of placeholder budget for fiscal year 2010-11 to be submitted to DONE by board resolution

Khanjian:

- Presenting results of meetings with David Ubersax and Roger Shumatsu as well as information submitted by DONE. Current information reflects a deficit of \$6,919.46.
- There may yet be additional outstanding debts to committees and grant recipients not reflected in the records given to the Treasurer upon her assuming her new office.
 - For example, the President and Treasurer reviewed past meeting minutes and discovered that items the GGPNC has authorized were missing, including the Animal Welfare Committee's request to fund an animal hospital.
 - O'Grady will confirm whether or not the funds authorized for the anti-gas blower campaign were used
 - Kornberg will submit MaxEmail invoices
- Confirming that appropriate documentation for many outstanding liabilities and submitted demand warrants are missing.
- DONE claims we have not completed reconciliations for any quarter since the third quarter of 2008. However, O'Grady and Mauceri believe this is in error. What is confirmed is that while Treasurer, David Ubersax did not attempt to submit any quarterly reports to DONE.

Hyams:

- Clarifying that previous month's Treasurer's Report was in error. The surplus of between five and eight thousand dollars reported at that time was incorrect. There are no available funds on the charge card or in any other account.

Ostrow:

- Clarifying the Rollover fund allotment process. Previous Treasurer submitted paperwork to DONE asking them to consider expenses as rollover. He made some mistakes and double submitted bills and DONE didn't catch it and will now honor it.
- DONE approved \$29k and will let us spend it any way we want – not just as we said we would. We have the rollover funds and additional funds from the current fiscal year totaling \$37k to spend to meet our obligations. Those obligations exceed our available funds by at least a few thousand dollars.
- Some of those obligations are very old. For example, Cheryl Johnson's reimbursement is very old. The \$10,000 allocated for fire signs in Griffith Park is old.
- In addition to those items that DONE will pay out of our current and rollover funds, there are also a number of outstanding liabilities that lack documentation and will not be paid by DONE until rectified.
- Our deficits will carryover to our next fiscal year reducing the amount of funds available to spend from whatever allotment the city makes to the NCs this year.
- Clarifying that the GGPNC must pay all debts for services already performed. However, the fact that DONE has agreed to pay something doesn't mean we can't rescind it if the work has not been done.

O'Grady:

- Clarifying that we were eligible to request additional funds, and that many NCs requested more funds.
- Clarifying that the fire sign demand warrant wasn't submitted for many years.
- Clarifying that we can still reconcile authorized payments without receipts with an affidavit from the Treasurer.

Mauceri:

- Clarifying that the Parks, Recreation, and Open Space Committee (PROS) newsletter referenced in the outstanding liabilities is one that has not yet been sent. Paperwork submitted to DONE is limited to services already performed. The items allocated to pay for the newsletter cannot have been properly submitted to DONE because at a minimum the postage and door-to-door labor costs could not have been incurred.
- Concerned that unless those invoices say deposit on them then they are dummy invoices. We shouldn't be paying this ahead of time. We should look at the invoices to confirm they are deposits.

DeMonte:

- Remembering that PROS had hoped to get the newsletter included in the rollover fund accounting with DONE. Accordingly, PROS and the former Treasurer worked together to make the submission for that work to DONE.

Gardner:

- Concerned that in addition to this forensic accounting the Treasurer will also need to handle reconciliation with paid accounts. Approval allocations must be matched to minutes and receipts for our quarterly reports.
- We must not fall more than three quarters behind in this reconciliation process.

Motion: To Submit Placeholder Budget to DONE

Ostrow:

- Providing explanation of placeholder budget allocations.
- Assumptions: that the estimated deficit will be paid out of fiscal year 2010-2011 funds and that those funds will be \$45,000, as in years past.
- Operations budget copied directly from last budget.
- Each committee an equal amount of money with additional funds then added to those committees who have been most active.

Arslanian moves to submit budget. Napier seconds. No objections. Approved by consensus

b. Motion: Freezing Fund Disbursements

Motion: The GGPNC shall temporarily suspend all fund disbursements, except for essential services (e.g., web site, storage, phone, meeting transcription, and other regular recurring charges) until such a time a financial report is presented that is completely in balance with our own records and verified against the Department of Neighborhood Empowerment's (DONE's), enabling the board to make the most informed decisions regarding financial commitments and expenditures. Further, a request shall be made that DONE withhold the execution of any outstanding demand warrants until the board has had a chance to review those expenditures in light of the council's actual finances.

Hyams moves to approve. O'Grady seconds.

Discussion:

Napier:

- Concerned that the GGPNC has made commitments to elementary schools for equipment and this will nullify those commitments. Many projects are already underway. They are operating in good faith.

Arslanian:

- Recognizing that there are some questions that remain to be answered, but feeling that a total freeze is too extreme a reaction.
- Expressing concern that a directive telling DONE to do anything will not produce the desired response. They are losing paperwork and people

Hyams:

- Clarifying that the motion doesn't say demands won't be paid. It's saying we won't pay it until we balance our books.

Ostrow:

- Clarifying that the motion freezes our funds and we grants the ability to rescind prior authorizations, but that to do so would require board approval on each individual rescission.
- This discretion of which, if any, items no longer are appropriate for fulfillment will be at the full board's (not the Treasurer's) discretion.
- Noting that the rollover funds are our to spend as we wish and that this spending need not occur before June 30th. DONE has confirmed that this freeze will not impact that process, that we will not lose our allocation, and that this freeze will not automatically stop payment on any project whose documentation for completed work is in order.
- Responding to request by Kornberg for examples of the impact of the freeze: PROS newsletter would be paid if printed, but not paid if not printed. If Big M has relied on our promise of funds then we have to make good on that promise. 99% sure the fire signs haven't been started, so that would be another example of a project that would be subject to freeze and possible cancellation if the board so moved.

Gardner:

- Concerned this puts an undue burden on the Treasurer.

Mauceri:

- Urging approval of the motion in light of DONE making the full board share in the fiduciary duties. This process will only take a month. We now know we don't have available funds to expend during that period anyway. We may need to triage our outstanding liabilities.
- Clarifying that the GGPNC is in this situation because of our behavior not DONE's. We were given money and we didn't spend it. We're all guilty of this. We need to fix it.

Malhi:

- Urging approval. The GGPNC is in deficit. The \$45,000 for 2010-2011 is not guaranteed.

Khanjian:

- Treasurer will be going over the demand warrants in the next month to determine which items have been performed and properly documented. Some are old, some just say estimate, and some have nothing attached.

DeOcampo:

- Requesting a vote. Urging passage as the GGPNC is in a deficit and needs to get our books in order.

Amendment:

DeMonte moves not to suspend all spending, but instead to say that we will pay those items for which the GGPNC is already liable. Gardner seconds and opposes the discretion placed with the Treasurer.

Hyams: Point of information – Clarifying that this amendment simply spells out what the original motion already assumes

Vote on Amendment:

Abstaining: Khanjian

In Favor: Napier, DeMonte, Arslanian, Gardner

Opposed: Mauceri, Kornberg, O'Grady, Malhi, Hyams, DeOcampo opposed.

The Amendment fails.

Vote on Motion:

Abstaining: Khanjian

In Favor: Kornberg, Mauceri, Hyams, Malhi, DeOcampo

Opposed: Gardner, Arslanian, Napier, DeMonte oppose.

The Motion passes by majority vote.

c. Motion: Treasurer's Authorities

Motion: The Greater Griffith Park Neighborhood Council Board has elected Christina Khanjian as Treasurer on May 18, 2010 and having completed the appropriate training on May 22, 2010 and submitted the proper forms to DONE, hereby authorizes and transfers authority to submit Demand Warrants and fulfill approved funding transactions as appropriate with the petty cash account, bank accounts, as well as the credit/charge card issued to be administered in accordance with the GGPNC bylaws and within the guidelines set forth by the City of Los Angeles and the Department of Neighborhood Empowerment.

Hyams moves to authorize. Kornberg seconds. No public comment or objection. Adopted by consensus

7. Committee Reports:

a. Culture & Events

- i. Presentation by David Melville from the Independent Shakespeare Company previewing funding request for 2010 Griffith Park Shakespeare Festival. Performing Othello and Much Ado About Nothing at the former site of the L.A. Zoo in Griffith Park this summer. Performances are free. Company members are paid and given employment benefits. Generally

the company raises more than \$125,000 to stage their summer productions. So far they have collected almost half that and are looking for the GGPNC to renew their support this year.

b. Outreach

- i. Report of results from the March 2010 election postponed from the May 18th meeting.

DeMonte:

- Voicing concern that the proportional increase in non-resident participation exceeded the proportional increase in resident participation.
- Also voicing concern regarding self-affirmation and broad stakeholder status.
- Reporting that low impact of expenditures in election outreach.
- Registration forms are in the locker. Accessible to anyone on the board.

Mauceri:

- Congratulating participants on the highest turnout in neighborhood council election history.

Arslanian:

- Suggesting the high turnout is in part due to candidate participation

Gardner:

- Suggesting a code of civility be used in future elections.

Ostrow:

- Clarifying that while the board declined to adopt of code of civility prior to the election, candidates were governed by a code of conduct set forth both by GGPNC Rules and Election Committee and City Clerk election guidelines.

c. Green Committee

O'Grady: Withdrawing all funding motions in light of passage of motion to freeze spending.

- i. Trees Planting Report:

O'Grady:

- On June 5th 38 trees will be planted in Los Feliz. Students from our local schools, members of the Green Committee and volunteers from Silver Lake will all be helping out. This eastside tree team represents consortium of multiple neighborhoods. Working with Environmental studies students from Marshall on watering. Million-tree program paid for by city.
- Additional funding coming from the city for concrete cutting on Hyperion.
- Advice on spreading the word about tree planting: personalize it, collect forms and send them in! Materials appear on the City Services page of the GGPNC website.
- Landscape architect wants to do a master tree plan for Los Feliz.

Ron: Los Feliz Square Improvement meeting announced a new initiative to put trees on Franklin.

- ii. Anti- Gas Blower Campaign Report:

O'Grady:

- The word is out that gas blowers are illegal in residential areas. Electric blowers are legal. There is dust, pollution and noise resulting from the illegal use of these blowers. Outreach re: compliance and enforcement has been successful. Tom Morales at Bureau of Street Services has been sending out warning letters, which have a 75% success rate.
- Letter to LAPD re: enforcement. Withdrawn in light of Dan Sandman's advice. Green Committee will go through Public Safety committee instead. Asking the LAPD to remind not cite violators of the law.

Public Comment:

Rob Menz: Who gets warning letter? O'Grady: License holder and homeowner.

- iii. Folar River Clean-up

O’Grady: Green Committee provided the refreshments at the event, which was highly successful and led to a new relationship for the Environmental Magnet students at King Middle School.

iv. Farm King

O’Grady:

- King Water bottles – every student who raised money at the jog-a-thon received a water bottle.
- New environmental studies magnet coming to King in 2011. Folar going to help out. So will Farm Feliz and Sustainable SilverLake

v. Motion: Los Feliz Farmer’s Market Booth

Motion: The GGPNC Green Committee will share a regular Sunday “Eastside ECO booth” at the Los Feliz Farmers Market with other environmental groups (Sustainable Silver Lake, Farm Feliz, Marshall School for environmental studies, Eco-home Network, Farm King). The GGPNC logo will be displayed.

O’Grady moves to approve and provides background information.

- Booth set up for free. GGPNC Green Committee would like to be there and represent the GGPNC there and all the interests of the Green Committee.
- Amended from Agendized motion deleting funding request.

Second by Hyams. Passed by consensus.

8. Motion: Absentee Speaker Cards.

Motion: Stakeholders, who are unable to attend board meetings or committee meetings may fill out speaker cards on the GGPNC website to be read out at the meeting. The Stakeholder will affirm their stakeholder ship by self-affirmation. Online speaker cards will only be accepted with a full name, email, telephone and home address. The Online speaker card system is to be conspicuously noted and encouraged on ALL GGPNC public agendas

Hyams moves to approve. O’Grady seconds.

Motion to Table:

Mauceri:

- Voicing concern over operational realities. Our website needs to be able to handle it. People can’t submit multiple times. Robert Menz mentioned this would be great for Business.
- Moves to table.

Seconded by Napier. Opposed by Kornberg.

Vote on Motion to Table:

In favor: DeOcampo, Mauceri, Arslanian, Napier, DeMonte, Hyams, Khanjian, Gardner, Malhi

Opposed: Kornberg, O’Grady

Motion to table the motion to adopt an absentee speaker card policy passes by majority vote.

9. Motion: Ethics Requirements

Mauceri withdraws the motion in light of city attorney’s indication that this needs to be in the bylaws.

10. Appointments to fill vacancies on the Budget and Finance Committee

Current members: Treasurer and Arslanian

Mauceri nominates O’Grady, O’Grady declines.

Hyams nominates Kornberg. Mauceri seconds. No public comment or opposition. Appointed by consensus.

11. Appointments to fill vacancies on the Rules and Elections Committee

Chaired by Vice President of Administration.
Current Members: DeMonte, Ostrow, Mauceri
Ostrow resigns

Khanjian nominates Frank. Malhi seconds.

Mauceri nominates DeOcampo. O'Grady seconds.

Hyams nominates Kornberg. Khanjian seconds.

Discussion re: quorum of a quorum confirms only 5 board members may serve on the committee.

Vote on Nominees:

Abstaining: Hyams

In Favor of Masi: 2

In Favor of DeOcampo: 6

In Favor of Kornberg: 8

By majority vote DeOcampo and Kornberg appointed to Rules & Elections Committee

12. Other Comments and Announcements

Mauceri:

- Announcement for an application for iPhone, "Garcetti 311." Take pictures of things that need to be fixed and send to City Services Department. Works for anything that needs to go to City Services. We should look into ways to put this into use. Should go to Outreach.

O'Grady:

- Saturday, June 5th: SilverLake Town Hall Meeting to discuss proposed boardwalk on Tesla.

Ostrow:

- Next meeting regularly scheduled June 15, 2010, 7pm.

13. Adjourn

9:56 pm.