



CITY OF
LOS ANGELES
CALIFORNIA



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WEST HILLS NEIGHBORHOOD COUNCIL

FINAL SPECIAL BOARD MEETING MINUTES August 15, 2019

Condon Center, 2nd Floor Conference Room
Chaminade College Preparatory, 23241 W. Cohasset Street, West Hills, CA 91304

ATTENDANCE:

Present: Aida Abkarians, Faye Barta, Sandi Bell, Thomas Booth, Dan Brin, Margery Brown, Carolyn Greenwood, Bonnie Klea, Ann Mizrahi, Saif Mogri, Olivia Naturman, Steve Randall, Bill Rose, Charlene Rothstein, Anthony Scarce, Myrl Schreiberman, Joan Trent, Alec Uzemeck, Brad Vanderhoof, Zach Volet and Joanne Yvanek-Garb

Absent: Anthony Brosamle, Bob Brostoff and Ron Sobel

OPENING BUSINESS:

President and Co-Chair Dan Brin called the meeting to order at 6:36 p.m. Secretary Carolyn Greenwood called roll and established **quorum**.

PUBLIC COMMENT:

None

Co-Chair Dan Brin apologized for having to call a special meeting and went on to explain the need for this meeting. The City Clerk requires certain procedures to install our new treasurer and create the position of WHNC second cardholder.

NEW BUSINESS:

19-0102 – Discussion and possible action on appointing Bob Brostoff as Treasurer.

There was some question regarding this action and some discussion. Co-Chair Dan Brin explained that at our previous Board meeting we had an election between two members for the position and now we need to make an official appointment.

The motion to appoint Bob Brostoff as Treasurer passed with 20 yes votes, one (1) abstention and three (3) absent.

19-0103 – Discussion and possible action on appointing Bob Brostoff as first WHNC cardholder.

Motion to appoint Bob Brostoff as first WHNC cardholder was approved with 21 yes votes and three (3) absent.

19-0104 – Discussion and possible action establishing a second WHNC cardholder.

Co-Chair Dan Brin explained that this is a new position established by the City Clerk and we as a Board must approve having such as position.

Motion to establish a second WHNC cardholder was approved with 21 yes votes and three (3) absent.

19-0105 – Discussion and possible action to elect Carolyn Greenwood as the second WHNC cardholder.

Motion to elect Carolyn Greenwood as the second card holder was approved with 21 yes votes and three (3) absent.

19-0106 – Discussion and possible new action on approving payment to Apple One in the amount of \$1,306.80 for April 2019 (Invoice S773621).

Co-Chair Dan Brin explained that this and the next item are invoices from the last fiscal year and are not covered under the current Admin Packet and therefore need to be reapproved for payment.

Payment to Apple One in the amount of \$1,306.80 for April 2019 (Invoice S773621) was approved with 20 yes votes, three (3) absent and one (1) ineligible.

19-0107 – Discussion and possible action on approving payment to Apple One in the amount of \$1,306.80 for the last week of April and three weeks of May 2019 (Invoice S7771612).

Payment to Apple One in the amount of \$1,306.80 for the last week of April and three weeks of May 2019 (Invoice S7771612) was approved with 20 yes votes, three (3) absent and one (1) ineligible.

Meeting adjourned at 7:10 p.m.

Fiscal Year
2019 -2020

Office of the City Clerk
Neighborhood Council Funding Program
Fiscal Year Administrative Packet

Neighborhood Council: West Hills

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
FINANCIAL OFFICERS LETTER OF ACKNOWLEDGEMENT & AGREEMENT**

We, the undersigned, do hereby declare that as a result of an official action of the Governing Body of the Neighborhood Council (NC) named below:

- (1) we are authorized to request City funding to support NC general operations,
- (2) all items or services described or included in any related funding requests are exclusively intended to further the goals and objectives of the Neighborhood Council, and
- (3) all reasonable precautions shall be exercised by the undersigned to fully safeguard, control and account for all use of funds. Proper accountability of all City funds is critical to the success of the NC Funding Program.

Therefore, by the signature(s) below, and on behalf of the Neighborhood Council named below, WE HEREBY AGREE to the terms and conditions as set forth in this Letter of Acknowledgement and all related documents as provided by the City, agree to expend funds in accordance with any applicable City rules, policies or procedures, and specifically agree to expend monies received by the Office of the City Clerk solely for public purposes relating to the goals and purposes of the Neighborhood Council named below, consistent with the scope and authority under the City Charter, the Plan for a Citywide System of Neighborhood Councils and any implementing ordinances. We have attended and participated in the City-provided training relating to the NC Funding Program.

WE FURTHER ACKNOWLEDGE and WE AGREE to comply with any requirements regarding use of the NC funds. WE AGREE to provide NC financial reports and/or supporting documentation to the Office of the City Clerk, Neighborhood Council Funding Program as requested and at monthly meetings to the Governing Body and stakeholders of the NC named below. WE AGREE that the Office of the City Clerk and other City representatives may make on-site visits to inspect and review all NC financial records, upon providing reasonable advance notice to the NC Treasurer or designated representatives.

WE ACKNOWLEDGE THAT A NEW LETTER OF ACKNOWLEDGEMENT MUST BE FILED IF THERE IS ANY CHANGE OF FINANCIAL OFFICERS.

Neighborhood Council Financial Officers - Names and Signatures:

Treasurer



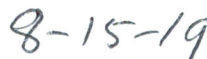
SIGNATURE OF THE TREASURER

Bob Brostoff

PRINT NAME OF THE TREASURER

Member

BOARD POSITION



DATE

bob.brostoff@westhillsnc.org

EMAIL

818-917-0160

PHONE NUMBER

CONTINUES OTHER SIDE

2nd Signer

SIGNATURE OF THE 2nd SIGNER

Daniel Brin

PRINT NAME OF THE 2ND SIGNER

Member

BOARD POSITION

DATE

Dan.Brin@WesthillsNC.org

EMAIL

818-807-9259

PHONE NUMBER

Alternate Signer (If not applicable, please indicate "N/A")

SIGNATURE OF THE ALTERNATE SIGNER

Charlene Rothstein

PRINT NAME OF THE ALTERNATE SIGNER

Member

BOARD POSITION

DATE

EMAIL

818-642-1267

PHONE NUMBER

1st Bank Cardholder

Bob Brostoff

SIGNATURE OF THE 1st BANK CARD HOLDER

Bob Brostoff

PRINT NAME OF THE 1st BANK CARD HOLDER

Member

BOARD POSITION

8-15-19

DATE

Bob.Brostoff@westhillsnc.org

EMAIL

818-917-0160

PHONE NUMBER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

Carolyn Greenwood

PRINT NAME OF THE 2nd BANK CARD HOLDER

Member

BOARD POSITION

DATE

carolyn.greenwood@westhillsnc.org

EMAIL

818-347-0062

PHONE NUMBER

***** Bank Cardholders, please read further next page *****

**NEIGHBORHOOD COUNCIL FUNDING PROGRAM
BANK CARDHOLDER ACKNOWLEDGEMENT &
AGREEMENT OF RESPONSIBILITIES**

This document outlines the responsibilities that I, as the Neighborhood Council Bank Cardholder, have as the primary custodial holder of a City Los Angeles Neighborhood Council (NC) Bank Card, referred herein as "the card" for the Neighborhood Council named below. My signature indicates that I have read and understand these responsibilities and further, that I agree to adhere to the guidelines established by the Office of the City Clerk and approved by the City Controller for the use of City funding as it relates to the Neighborhood Council Funding Program.

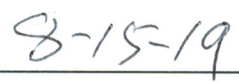
1. I understand that the City of Los Angeles Neighborhood Council Card is intended to facilitate the purchase and payment of materials or services required for the conduct of official Neighborhood Council business only.
2. I agree to make only those purchases consistent with the type of purchases authorized by the Office of the City Clerk and approved by the NC Governing Board.
3. I understand that under no circumstances will I use the Card to make personal purchases either for myself or for others. The Card is issued in the name of the Neighborhood Council and I serve as the Card custodian. I agree that should I willfully violate the terms of this Agreement and use of the Card for personal use or gain that I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.
4. Uses of the Card not authorized by the Office of the City Clerk can be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card, and /or (b) potential de-certification action. I understand that the Card must be surrendered upon termination of any official position with the Neighborhood Council to which the card is issued. I agree to maintain the Card with appropriate security whenever and wherever I or any other authorized person may use the Card. If the Card is stolen or lost, I agree to immediately notify the Office of the City Clerk.
5. I understand that since the Card is the property of the Bank and authorized for issue by the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the Card, receipts, and/or statements to validate its existence and to audit its use.
6. I understand that I will have access to the Funding Program System portal via the Internet where all card transactions will be posted by the Bank when the card is used. I understand that I am required to obtain itemized receipts for all card transactions and upload the itemized receipts to the Funding Program System portal to verify the posted card transaction. Uploading the required itemized receipt is necessary for my NC Monthly Expenditure Report (MER) to be generated by the Funding Program System portal. The MER must be reviewed and approved by the NC Governing Board before being submitted to the Office of the City Clerk as a complete Report.
7. I understand that all transactions on the Card will reduce the funds available to the NC. I understand that the Bank will not accept any limit increases from me.
8. I understand that the Card is solely provided to the designated NC cardholder and that assignment of the Card is based on the understanding that I need to purchase materials required for the conduct of Neighborhood Council business. I understand that custodial possession of the Card is not an entitlement nor reflective of title or position.
9. As a Neighborhood Council Financial Officer, I have signed and received a copy of both the NC Funding Program Bank Cardholder Agreement of Responsibilities and Financial Officers Letter of Acknowledgement, have attended and completed the required NC Funding Program training, and understand the requirements and limitations regarding the NC Bank Card's use.

PLEASE SIGN OTHER SIDE

1st Bank Cardholder



SIGNATURE OF THE 1st BANK CARD HOLDER



DATE

Bob Brostoff

PRINT NAME OF THE 1st BANK CARD HOLDER

2nd Bank Cardholder

SIGNATURE OF THE 2nd BANK CARD HOLDER

DATE

Carolyn Greenwood

PRINT NAME OF THE 2nd BANK CARD HOLDER