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(VACANT)
- VICE PRESIDENT  
(VACANT)
- SECRETARY  
(VACANT)
- TREASURER  
(VACANT)
- MEMBER-AT-LARGE  
(VACANT)

**CITY OF LOS ANGELES  
CALIFORNIA**



**ERIC M. GARCETTI**  
MAYOR

**GLASSELL PARK  
NEIGHBORHOOD COUNCIL**

glassellparknc.org  
facebook.com/glassellpark  
323-379-4510

**BOARD**

- AREA 1 · (VACANT)
- AREA 2 · BRIAN MCCAIN
- AREA 3 · CHRISTINA DORNBIERER
- AREA 4 · DAVID CALVO
- AREA 5 · KELLY McVEY
- AREA 6 · NANCY SALTZMAN
- AREA 7 · (VACANT)
- AT LARGE · KARIN DAVALOS
- AT LARGE · RHONDA SAUNDERS
- AT LARGE · BLAKE SALZMAN
- AT LARGE · JULIANO CALVO
- AT LARGE · JON JANDOC
- AT LARGE · LINDSAY KWOCK HU
- AT LARGE · SARA REIHANI
- AT LARGE · ERICK VASQUEZ
- ALTERNATE · (VACANT)
- ALTERNATE · (VACANT)
- ALTERNATE · (VACANT)

**GLASSELL PARK NEIGHBORHOOD COUNCIL**

GLASSELL PARK COMMUNITY & SENIOR CENTER  
3750 Verdugo Rd, Los Angeles, CA 90065

**Board Meeting Minutes  
Tuesday, July 20, 2021 @ 7pm**

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/88585962489>

Or One tap mobile :

US: +16699006833, 88585962489# or +13462487799, 88585962489#

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

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**Webinar ID: 885 8596 2489**

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IN CONFORMITY WITH THE GOVERNOR'S EXECUTIVE ORDER N-29-20 (MARCH 17, 2020) AND DUE TO CONCERNS OVER COVID-19, THE BOARD OF GLASSELL PARK NEIGHBORHOOD COUNCIL (GPNC) MEETING WILL BE CONDUCTED ENTIRELY TELEPHONICALLY.

**PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS** The public is requested to dial \*9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. Comments from the public on agenda items will be heard only when the respective item is being considered. Comments from the public on other matters not

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appearing on the agenda that are within the Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board is prevented from acting on a matter that you bring to its attention during the General Public Comment period; however, the issue raised by a member of the public may become the subject of a future Board meeting. Public comment is limited to 1 minute per speaker, unless adjusted by the presiding officer of the Board

The City's Neighborhood Council system enables civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of volunteer stakeholders who are devoted to the mission of improving our communities and bringing government closer to us.

1. **Call to Order (2 minutes)** Meeting called to order by John Darnell at 7:02pm
2. **Roll Call (2 minutes)** Present: Brian McCain, David Calvo, Nancy Saltzman, Karin Davalos, Rhonda Saunders, Blake Salzman, Jon Jandoc, Sara Reihani, Erick Vasquez, Lindsay Kwock Hu (7:26pm arrival). Absent: Christina Dornbierer. Candidates unable to be seated: Juliano Calvo and Kelly McVey.
3. **Neighborhood Council Oath of Office (5 minutes)** - Oath stated by all present board members:

***Neighborhood Council Board Oath***

*"I pledge to represent my neighborhood with dignity, integrity, and pride. I will encourage other points of view, even when they differ from my own. I will respect, value, and consider everyone's opinion. I will find the good in my neighborhood, and praise it and promote it. To my neighbors, and to neighborhoods throughout the City of Los Angeles, I pledge to do this to the best of my ability."*

4. **Election of officers to the Glassell Park Neighborhood Council (GPNC)**
  - a. Erick Vasquez elected President unanimously – Presides at GPNC Board and Executive Committee meetings. ii. Officially represents the GPNC at any coalition of neighborhood councils and acts as its spokesperson unless the President delegates this role to another Board member. iii. Sets the agendas for Executive Committee meetings and if the Executive Committee does not meet to establish the agenda for a GPNC Board meeting, the President is responsible to do so. iv. Make determinations as to standing and special committees with Board approval. v. Have general supervision of GPNC activities. vi. Perform such other duties as may be required.
  - b. Karin Davalos elected Vice President unanimously – Presides and performs in the absence of the President. ii. Attends Neighborhood Council coalition meetings. iii. Is responsible for programs and speaker invitations for the general meetings. iv. Performs duties delegated by the President or as required. v. Be responsible for managing the Board's Key Policy in the Standing Rules.
  - c. Blake Salzman elected Secretary unanimously – Receives materials and prepares agendas for the general meetings. ii. Provides minutes of both Executive Committee and GPNC Board meetings and maintains permanent records thereof and assures their availability to Stakeholders upon request. iii. Reports recommendations and actions of the Board in a format separate from the minutes of the GPNC Board meeting. iv. Is responsible for reading the minutes at the meetings for the Board's approval and accepting corrections to be made, if any. v. Distributes meeting notices to representatives and Stakeholders as well as arranging for appropriate postings. vi.

Notifies the Department of Neighborhood Empowerment (Department) of the schedule of GPNC Board meetings. vii. If needed, may solicit an assistant with Board approval.

d. Brian McCain elected Treasurer unanimously – Receives and dispenses funds and issues receipts. ii. Makes disbursements with appropriate documentation 1. Without Board approval up to \$50.00 2. With Board approval and requiring a second signatory above that limit. iii. Establishes and maintains banking relationships. iv. Prepares monthly reports of receipts, expenditures, and balances. v. Maintains permanent files for review and audit and assures their availability for review by Stakeholders. vi. Maintains separate records of receipts and expenditures for program specific funds. vii. Participates in Executive Committee Meetings.

e. No nominations for Member-At-Large - Participates in Executive Committee meetings. ii. Performs other duties as assigned by the President.

**5. Appointment of Financial Officers to the Glassell Park Neighborhood Council (GPNC) board.**

a. Brian McCain unanimously elected Bank Cardholder - The NC Bank Cardholder is responsible for the following: i. Maintains secure custody of the NC's bank card ii. Ensures card is used for payment transactions as approved by the Board only. iii. Obtains itemized receipts or itemized paid invoices for every card transaction. iv. Submits (Uploads) itemized receipts or itemized paid invoices for card no later than 10 days after the date the transaction posts. v. Must not accept cash refund. All refunds must be made as a credit return. vi. Notifies the Funding Program immediately of lost or stolen cards 10 1. Bank must be notified immediately by the NC Bank Cardholder to block any further usage of the card. 2. A new card can be ordered upon notification 3. The Neighborhood Council will be limited from accessing its available funds through the bank card while a new card is being requested from the bank. vii. Notifies NC Funding Program upon resignation or removal as the NC Bank Cardholder. 1. The Neighborhood Council will be limited from accessing its available funds through the bank card when a cardholder has resigned or has been removed and a new card is being requested from the bank for a newly-appointed cardholder. viii. Can only serve as Cardholder for one NC at a time. ix. Is the only Board Member authorized to pick up the NC bank card, issued to his/her name, from the NC Funding Program Office.

b. Erick Vasquez unanimously elected 2<sup>nd</sup> Bank Cardholder – This role is almost identical to the Bank Cardholder, except that his card is not the primary card to use for GPNC transactions.

c. David Calvo unanimously elected 2<sup>nd</sup> Signer - The NC 2nd Signer is responsible for the following: i. Verifies Funding Program documents have been correctly and completely filled out before submitted for processing. ii. Acts as the second signer as required on Funding Program documents.

d. Nancy Saltzman unanimously elected Alternate Signer - The NC Alternate Signer is responsible for the following: i. In the absence or unavailability of the Treasurer or 2nd Signer, the Alternate Signer can sign Board-approved funding documents to be submitted to the NC Funding Program.

**6. Discussion and possible action to appoint board members and/or stakeholders to the committees of the Glassell Park Neighborhood Council (GPNC). The GPNC rules for committees are listed under Article VII in the bylaws as "Committees and Their Duties". Please see GPNC bylaws [HERE](#). The bylaws, as well as other GPNC info can also be accessed by visiting <https://empowerla.org/gpnc/>.**

**a. The committees of the GPNC are the following:**

- 6.a.1. Executive (is automatically filled by the officers)
- 6.a.2. Planning and Land Use – Sara Reihani, Brian McCain, and Erick Vasquez will join existing PLUC committee

- 6.a.3. Grants and Funding- David Calvo, Lindsay Kwock Hu, and Erick Vasquez will form Grants and Funding Committee
- 6.a.4. Bylaws-David Calvo and Brian McCain will coordinate to form Bylaws Committee
- 6.a.5. Outreach and Communications- Karin Davalos, Blake Salzman, Erick Vasquez, and Nancy Saltzman will join existing Outreach and Communications Committee
- 6.a.6. Public Arts- Jon Jandoc, Sara Reihani, Karin Davalos, and Veronica Huerta will form Public Arts Committee
- 6.a.7. Website and Internet Technology- Jon Jandoc, Brian McCain, and Erick Vasquez will form Website and Internet Technology Committee

**7. Discussion and possible action to appoint up to five (5) CIS (Community Impact Statement) filers from the Glassell Park Neighborhood Council (GPNC) board. The filers are responsible for filing the CIS's (Community Impact Statements) into the City Clerk's CIS portal. Any CIS is a position by the board and may be sent to any city commission and/or can be put in the City Council's file management system. For more information on CISs (Community Impact Statements), please click [HERE](#). -Brian McCain, Erick Vasquez, and Nancy Saltzman self-nominated.**

**8. Discussion and possible appointment by the President of the board, liaison positions of the Glassell Park Neighborhood Council (GPNC). City of Los Angeles elected officials, departments, and even other Neighborhood Councils are frequently looking for an NC contact person to work with on a particular subject matter. During the year, agencies will ask DONE for Liaison contact information for the purpose of sending invitations to meetings or events of interest, to receive feedback, or simply to request help in sharing information with Neighborhood Councils and stakeholders. Your willingness to be that contact person will help your Neighborhood Council improve government responsiveness to your community's needs. Thank you again for doing your part to EmpowerLA! The official list of liaison positions are the following:**

- a. Aging - Vacant
- b. Animal Services-Nancy Saltzman, Karin Davalos, Brian Fitzburgh
- c. Data - Vacant
- d. LADWP-Vacant
- e. Emergency Preparedness-Nancy Saltzman and Karin Davalos
- f. Film-Karin Davalos and Blake Salzman
- g. Homelessness-Veronica Huerta, Sara Reihani, Blake Salzman
- h. Public Works-Erick Vasquez
- i. Resilience-Sara Reihani and Jon Jandoc

**9. Discussion and possible action to appoint board members and/or stakeholders to represent the Glassell Park Neighborhood Council (GPNC) at the various Neighborhood Council alliances and coalitions in the City of Los Angeles. For a list, please visit: <https://empowerla.org/alliances/>. For the Budget Advocates, the board would need to choose up to two Budget Representatives who are board members and/or stakeholders from the GPNC, and those two budget representatives would attend the Budget Advocates meetings to represent the GPNC. The list of alliances and coalitions are the following:**

- a. Alliance of River Communities (ARC)-Jon Jandoc and Helene Schpak
- b. DWP Advocacy and Oversight-Vacant
- c. Emergency Preparedness Alliance (NCEPA) – Nancy Saltzman and Karin Davalos

- d. LGBTQ+ Alliance – Erick Vasquez and Juliano Calvo
- e. Los Angeles Neighborhood Council Coalition (LANCC) – Brian McCain and Karin Davalos
- f. Plan Check - Vacant
- g. Sustainability Alliance (NCSA) – Jon Jandoc
- h. Budget Advocates – Liz Amsden, Brian McCain, and Erick Vasquez
- i. Budget Tribunes - Vacant
- j. Congress of Neighborhoods - Vacant

**10. Presentation by the Department of Neighborhood Empowerment (DONE).**

- a. Required Neighborhood Council board member training.
- b. Training for Financial Officers
- c. Neighborhood Empowerment Advocate role.
- d. Upcoming orientation sessions for board members hosted by EmpowerLA.

**11. Community/Government Reports & Announcements: (15 minutes)**

- a. Elected offices representatives – Bill Cody CD1 - spoke about ongoing neighborhood cleanups in the community. Go Fund Me has been created for the memorial of Rite Aid worker. Alice Roth CD14 – Sent greetings on behalf of Kevin De Leon. Discussed continued use of 311 for bulky item pick up. Concerts at the Park will take place on Sundays in August at the Eagle Rock Recreation Center.
- b. Government agencies, including the City of Los Angeles' Department of Neighborhood Empowerment – John Darnell for DONE, Trainings for financial officers can be attended by other board members
- c. Community Organizations – Saeeda Rafique provide a presentation on LA Sanitation water feature components. Provided a plan overview with Stephanie Osorio.

**12. General Public Comment:** Comments from the public on non-agenda items within the Board's jurisdiction. Each speaker will be allowed three (3) minutes – Veronica Huerta briefly introduced the board to a future community impact statement she wants to discuss on LA Code 41.18 which would criminalize sitting, lying down, and storing property in certain areas of the city.

**13. Discussion and possible action to approve the Monthly Expenditure Report (MER) for June 2021** – Motion in favor of approving by David Calvo. Second by Nancy Saltzman. Approved unanimously.

**14. Approval of the Minutes of the Board Meeting, Tuesday, June 15, 2021.** - Tabled

**15. Discussion and possible action:** To approve up to \$450 per issue to the GPIA for a full page ad in their newsletter for the new fiscal year (6 issues) - Motion in favor of approving by David Calvo. Second by Karin Davalos. Approved unanimously.

**16. Discussion and possible action:** To write a letter of support for the GPIA Adopt-A-Median Project. Motion in favor of approving by David Calvo. Second by Nancy Saltzman. Approved unanimously.

**17. Board announcements/comments** – Vacancies in Area 1, Area 5, Area 7, and At Large member seats announced by President Erick Vasquez. Blake Saltzman self-nominated to fill vacancy in Area 5. Veronica Huerta and Juliano Calvo self-nominated to fill vacancies for At

Large seats. Helene Schpak self-nominated to be an Alternate. Voting will take place at next meeting.

**18. Adjourn** – Meeting adjourned at 9:48pm

**POSTING:** *In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board members in advance of a meeting may be viewed on our website by clicking on the following link: <http://glassellparknc.org/>, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please download from our website. You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at: <http://www.lacity.org/government/Subscriptions/NeighborhoodCouncils/index.htm>.*

**AMERICANS WITH DISABILITIES ACT:** *As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services and activities. Sign language interpreters, assistive listening devices and other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least three (3) business days (72 hours) prior to the meeting you wish to attend by contacting (213) 978-1551.*

**RECONSIDERATION AND GRIEVANCE PROCESS:** *For information on the GPNC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the GPNC Bylaws. The Bylaws are available at our Board meetings and our website <http://glassellparknc.org/>.*

**PUBLIC ACCESS OF RECORDS:** *In compliance with Government Code Section 4957.5, non-exempt writings that are distributed to a majority or all of the Board in advance of a meeting may be reviewed at a scheduled meeting and the Glassell Park Neighborhood Council's website: <http://glassellparknc.org/>. In addition, if you would like a copy of any record related to an item on the Agenda, please contact NC Support at 213- 978-1551 or via e-mail at: [NCsupport@lacity.org](mailto:NCsupport@lacity.org).*

**RECORDING MEETINGS:** *Note that Board meetings may be sound and/or video recorded for backup to Minutes.*