

SLNC GOVERNING BOARD SPECIAL MEETING

Thursday, November 21, 2019 - 6:00pm-9:00pm

**Silver Lake Recreation Center / 1850 W. Silver Lake Dr / Los Angeles, CA
90026 Street Parking/ Metro Bus 201**

SPECIAL MEETING FINALIZED MINUTES

Minutes taken by: Ardin Marchetta

- 1) Call to Order *

6:38pm

- 2) Roll Call *

Members:

Present

Lorraine Getz
Nora Goudsmit
Tina Lin
Barbara Ringuette
Ben Cassorla
Seth Copenhaver
Anthony Crump
Ianthe Zevos
Jeremy Black
Maybe A. Girl (Arrived late)
Lena Najarian Kaderali
Scott Gamzon
Sarah Ullman (Arrived late)

Absent

Dulce Stein
Samantha Danner
Mark Duncan
Paul Emmons
Nicholas Fox Robbins
Joanna Pawlowska
Elaine Harris Roark

3) Welcome and rules for actions on agenda items

4) Public Comment on Non-Agenda Items *

Nothing to report.

5) Announcements

Anthony Crump: Reservoir Questionnaire / Survey deadline is December 1st.

Region 4 vacancy taken up at December 4th meeting. Candidates will be listed then. Email Seth or Anthony to show interest or express interest at the meeting.

Jeremy Black: Ad-hoc committee about DWP modular office building. Jeremy to follow up on.

Maebe A. Girl: Sleepout (?) tomorrow night

Sarah: CASA: Court Appointed Special Advocates. Need for CASA volunteers. Spread the word. Longer term volunteer commitment.

Anthony: there are 17,000 foster kids in LA county.

6) Presentations/Training

a) One-hour funding training following the financial audit of the previous SLNC Board. On April 17, 2019 the Office of the City Clerk emailed a letter to the SLNC board (previous Board) in regards to the conducted limited review investigation of the Silver Lake NC Funding Account.

As a resolution to the findings of the conducted review of the prior fiscal year it was requested that the Silver Lake Neighborhood Council schedule a Funding training at an upcoming board meeting.

Funding training: Two-year training

Background given on difference between this training and the online component versus the additional 3-hour component that can be taken downtown.

Anthony Crump: Audit will be recirculated as requested. Focused on procedural issues and clearing up the pathways to approval.

- Roles and responsibilities: 5 officers, 2 optional
- Treasurer has full access. MER holder. Second signer required on expenditures. Credit card holder: 2 people can oversee.
- If invoice exceeds \$1,000, send an internal request to get limit increased.
- Treasurer only one with full access to the system.
- Second card holder has view-only access.
- Lena is Treasurer, 2nd Signers are Samantha and Paul, Paul is alternate signer
- All board members should double check MERs.
- Glitch in the system currently, so only Treasurer can view.
- Board members should voice concerns during motions.
- Make sure vendors are actually cashing checks.
- If the board approves an expenditure, it is expected that the board has a presence at the event.
- July 1st, Fiscal budget due. June 30th, End of fiscal year
- May 20th submissions are due for year end events (July 1st-15th). Event submissions due at least 30 days in advance.
- June 1st, last day for Treasurer to submit payments into the system.
- June 20th, last day for Cardholder to run credit card payments.
- Spending Neighborhood Counsel Funds: Operational and Office expenses are a line item in the budget now.
- Outreach of NC events, submit events 30 days in advance
- Anything more than refreshments, event submission is required.
- Expenditures can be allocated for elections.
- NPG - Make sure applications are completed.

- Section 7: Conflict of interest section. Submit issues BEFORE board meeting. NPG - City approved vendors aren't required, but the project has to benefit the public.
- Make sure groups looking for NPG write a detailed description for their request.
- CIP - Has to be done on public property. Depending on SOW, may need submission. Work with a non-profit to make things simple.
- NPG submissions - check the IRS determination to make sure they are 501c3.
- CIP can cover permit application process. Also street closers, additional insurance, etc.
- BAC (Board Action Certification) - Every funding motion should have a BAC. Be as descriptive as possible. Vendor, amount, MER, the more information the better. Clearly state the public good and what the funds are going to. Over-budget to give yourself room for additional items for the event if needed.
- Certificate of Insurance required for additional things at events if you are changing things around before the event.
- quickcomply.com - Database where vendors that have provided services for the city should be on file along with their Certificates.
- Board member reimbursements: You need 2 BACs, and it has to be board members. \$1,000 per fiscal year per board member. 3 documents required. BAC approving the motion, BAC motion to approve expenditure, receipts and itemized receipts. Can ship check to office space, PO Box, or City Hall.
- Contracts and leases: MPG over \$5,000 require Board of Commissioners approval. Submit by end of April for events over \$5,000.
- Any payments or services over a period of time require a contract.
- Dec 1st, inventory due. Use City Clerk form.
- More information required for missing items from inventory.
- Storage facility insurance required?
- MER due on second reporting month. November's due January 10th.
- Present one copy of MER at each board meeting.

- Link to MER included in each board meeting agenda.
- You can upload receipts into the system from you phone.
- Only 2 affirmation receipts allowed per fiscal year.
- You can see up to 3 years of Neighborhood Counsel expenditures.
- Can a tutorial be put on the Neighborhood Counsel website? To follow up on.

Certifications passed out, signed, and returned.

Lena: What should the current Board do if we have been unable to locate inventory items from prior Board?

Nora: Noted that the current Board has looked in the locked cabinets where inventory should be store and items were not located there.

Atziri: For lost items of value, a police report will likely need to be filed. I will confirm this and follow-up with Lena.

7) Unfinished Business

a) (Co-Chair) Discussion on the location of Governing Board meetings as set in SLNC Standing Rules [SR 10. Meeting Location. Unless otherwise notified, all regular monthly meetings of the SLNC Governing Board will be held in the auditorium of Ivanhoe Elementary School, located at 2828 Herkimer Street, LA 90039.

Anthony begins discussion for this item. Many attempts have been made to move to Ivanhoe Elementary, and failed. There have also been discussions to move to other locations. If we decide to move, we will have to follow up to make sure it is a viable meeting place.

Ianthe: I was one of the people who brought this up. Region 4 has given feedback that it is difficult to reach Ivanhoe. Should we do outreach to find a more central location to meet? Just to note, Ivanhoe does a great job for us hosting the meetings, the question is really about location and access

Lorraine: If we end up changing, consider how much work the Ivanhoe staff does for us. They bring a lot of infrastructure to those meetings. They cover a lot of logistics for us. So we should consider what each location provides.

Barbara: There are few locations that meet our ADA requirements. Unless we can find a facility that meets the ADA, we can't make much progress.

Anthony: ADA compliant restrooms are the sticking point.

Nora: ADA compliant bathrooms are of the utmost importance to the city.

Seth: This gym is busy, which is the issue here. We've discussed livestreaming. We will circle around back in January regarding livestreaming.

Scott: Ivanhoe is poorly served by public transportation. It's important that we consider public transit, and other forms of transportation.

Ben: How long have meetings been at Ivanhoe? Are there other places centrally located we are considering?

Anthony: Sarah Ullman is present and eligible to vote. We can look through the board records to see what other locations we have to consider.

Lena: Can we provide shuttles to bring people to our meetings?

Jeremy: Does the city keep an ADA compliant list of facilities?

Sarah: We do have a list. It is an incomplete list of public facilities.

Anthony: Maebe A. Girl is present and eligible to vote. We should solicit public outreach. Let's continue discussion.

Maybe A. Girl: We shouldn't have a rotating spot as it could confuse people. A centrally located permanent location would be good.

Anthony: Metro Terrana - Facility has same issues, limited time, opening around holidays, etc.

Ben: Continuity is a big issue for meeting locations. There's something to having it in a location like this where people can just walk in because they're already here.

Maebe A. Girl: In favor of keeping it at Ivanhoe.

Barbara: St. Francis Church.

Anthony: There was an issue at Micheltoarena in the past with uninvited guests: critters.

Jeremy: Can we get recommendations from committee?

Seth: We should get it on the December Governing Board agenda so we can source comments from a larger public group.

Tina:

Assign people to topic, but not make it a committee item.

Lorraine, Ianthe, Tina looking into topic to provide recommendations.
Jackie to provide ADA checklist.

If meetings are had at a church, all religious items need to be covered.

Anthony: Discussion to continue at December 4th meeting.

Discussion ended.

8) New Business

- a) (Crump/Ullman) Move to discuss and take potential action to dedicate up to \$300.00 from Outreach to spend on digital advertising to encourage participation in the Silver Lake Reservoir Master Plan Survey.

Anthony Crump: Request by Sarah Ullman. Seth says Sarah reached out to Facebook and resolved the blocking issue. Motion and seconded by Jeremy Black.

Public comment by Janis Purins: Hoping outreach is limited to the neighborhood, not reach out to people beyond Silver Lake Neighborhood Counsel. \$300 should be directed to the residents impacted by the reservoir. Want funds limited to those people living right by the area impacted.

Board member comments:

Jeremy Black: We will geofence the outreach. Outreach should reach out to each region, not just people living directly near the reservoir.

Vote taken: Motion passes unanimously.

9) Future Agenda Items

- In December, discuss meeting dates and times for January.
- Ratify Inventory.
- Forming a city-wide LGBTQ alliance. Discuss supporting and action.
- Homelessness Committee: workshop for neighborhood councils around what's happening, history, and solutions.
- Modular structure to be agenda item for updates from committee.

Please send all items to Anthony before Tuesday of next week.

- 10) Adjournment 8:20PM