#### Sherman Oaks Neighborhood Council

#### Finance Committee

Candy Williams, Chair 1-R

Jeffrey Hartsough, 2-Cl Howard Katchen, 3-R Lisa Petrus, 4-R Cheryl Shapiro CITY OF LOS ANGELES CALIFORNIA



## Sherman Oaks Neighborhood Council

NEIGHBORHOOD COUNCILS

Sherman Oaks Neighborhood Council P.O. Box 5721 Sherman Oaks, CA 91413

Website: <u>www.ShermanOaksNC.org</u>

**Regular Finance Committee Meeting (Virtual) Agenda** Wednesday, February 24, 2021 6:30 pm

How to Join the Virtual Zoom Meeting by Telephone or Online By Telephone: Dial 1-669-900-6833, Enter Webinar ID 845 1811 9643, and Press # Online: Cut and Paste <u>https://us02web.zoom.us/j/84528119643</u>, Press "Enter" Or on Zoom join meeting screen enter Webinar ID: 845 2811 9643 Press "Enter"

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

Every person wishing to address the Board must dial 1-669-900-6833 and enter **84528119643** and then press # to join the meeting. The meeting can also be joined from the Zoom join meeting screen using Webinar ID: **84528119643**. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

#### PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS

The public is requested dial \*9, when prompted by the presiding officer, to address the Committee on any agenda item before the Committee 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 appearing on the agenda that are within the Committee's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Committee 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 Committee meeting. Public comment is limited to two minutes per speaker, unless adjusted by the presiding officer of the Committee.

The Neighborhood Council system enables meaningful 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 stakeholder volunteers who are devoted to the mission of improving our communities. Sherman Oaks Neighborhood Council Finance Committee Meeting Agenda, Wednesday, Feb. 24, 2021, 6:30 pm Page 2

#### I. CALL TO ORDER & ROLL CALL

- a. Call to Order by Presiding Officer, Candy Williams
- b. Roll Call

#### **II. ADMINISTRATIVE MOTIONS**

a. A motion to approval of the Minutes of the Wednesday, January 27, 2021, Finance Committee Meeting.

#### III. COMMENTS BY PUBLIC OFFICIALS

#### IV. TREASURER'S REPORT

#### V. FUNDING MOTIONS

a. Monthly Expenditure Report (MER), Action Item, Vote Required A motion to Sherman Oaks Neighborhood Council's (SONC) Monthly Expenditure Report (MER) for the period ending January 31, 2021. *The MER for January 31, 2020, is on the SONC website.* 

#### VI GENERAL PUBLIC COMMENT ON NON-AGENDA ITEMS

#### VII FINANCE COMMITTEE BUSINESS

- a. Current Status of The FY 20-21 Budget
- **b.** Pending Payment
- c. Discussion on Other Possible Program

#### VIII ADJOURNMENT

Sherman Oaks Neighborhood Council Finance Committee Meeting Agenda, Wednesday, Feb. 24, 2021 6:30 pm Page 3

#### THE AMERICAN 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, assisted listening devices, or other auxiliary aids and/or services may be provided upon request. To ensure availability of services, please make your request at least 3 business days (72 hours) prior to the meeting by contacting the Department of Neighborhood Empowerment by calling (213) 978-1551 or email: NCsupport@lacity.org

#### PUBLIC ACCESS OF RECORDS

In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting may be viewed at our website: www.ShermanOaksNC.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 email: gil.imber.sonc@gmail.com.

**PUBLIC POSTING OF AGENDAS** – Neighborhood Council agendas are posted for public review as follows:

- Sherman Oaks Public Library, 14245 Moorpark Street, Sherman Oaks, CA 91423
- www.Sherman OaksNC.org
- You can also receive our agenda via email by subscribing to LA. City's Early Notificatton System at https://www.lacity.org/subscriptions

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

#### **Committee Members:**

Candy Williams – Chair Jeffrey Hartsough Howard Katchen Lisa Petrus Cheryl Shapiro

# CITY OF LOS ANGELES California



Sherman Oaks Neighborhood Council Finance Committee Meeting Minutes Wednesday, January 27, 2021 6:30 PM Virtual Meeting

Minutes of the Finance Committee

#### I. CALL TO ORDER & ROLL CALL

- A. Meeting called to order by Chair, Candy Williams at 6:31 PM
- B. Roll Call Present-Jeffrey Hartsough, Howard Katchen, Lisa Petrus, Candy Williams
   1 Absence-Cheryl Shapiro

#### II. ADMINISTRATIVE MOTIONS

- A. A motion was brought to approve and accept as presented the minutes for the November 18, 2020 meeting by Jeffrey Hartsough, seconded by Howard Katchen
- B. Roll call vote passed unanimously (4 yes 0 no) Hartsough, Petrus, Katchen, Williams.

#### III. COMMENTS BY PUBLIC OFFICIALS

A. No public officials were present.

#### IV. TREASURER'S REPORT

A. Announcement on date of next month's Finance Committee Meeting (February 24, 2021)

#### V. FUNDING MOTIONS

#### A. Monthly Expenditure Report (MER), Action Item, Vote Required

A motion to Sherman Oaks Neighborhood Council's (SONC) Monthly Expenditure Report (MER) for the period ending December 31, 2020. The MER for December, 2020, is on the SONC website. Motion moved by- Jeffrey Hartsough, seconded by Howard Katchen

Roll call vote passed unanimously (4 Yes -0 No) Hartsough, Petrus, Katchen, Williams.



SHERMAN OAKS NEIGHBORHOOD COUNCIL P O Box 5721 Sherman Oaks, CA 91413 (818) 503-2399

Website: www.shermanoaksnc.org Sherman Oaks Neighborhood Council Finance Committee Meeting Agenda, Wednesday, Jan. 27, 2021, 6:30 pm Page 2

#### V1. GENERAL PUBLIC COMMENT ON NON-ADGENDA ITEMS

A. Two public comments regarding Education Committee and announcement.

#### V. FINANCE COMMITTEE BUSINESS

#### A. 2021 SONC Elections

Election information given by Jeffrey Hartsough which include upcoming training class for interested candidates

Deadline dates

#### B. Managing balance of 2020-2021 funding

Discussion of organization that helps families through formal NPG process or alternative measures.

#### VIII. ADJOURMENT

A. Meeting was adjourned at 7:23 PM.

Minutes taken and submitted by Sarah Manuel in Cheryl Shapiro absence

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# Monthly Expenditure Report



Reporting Month: January 2021

Budget Fiscal Year: 2020-2021

NC Name: Sherman Oaks Neighborhood Council

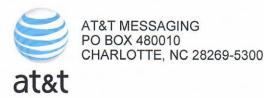
Monthly Cash Reconciliation									
Beginning Balance	Total Spent	Remaining Balance Outstanding		Commitments	Net Available				
\$42622.27	\$4715.26	\$37907.01	\$30.52	\$0.00	\$37876.49				

Monthly Cash Flow Analysis								
Budget Category	Adopted Budget	Total Spent this Month	Unspent Budget Balance	Outstanding	Net Available			
Office		\$15.26		\$30.52				
Outreach	\$36445.00	\$0.00	\$33167.01	\$0.00	\$33136.49			
Elections		\$0.00		\$0.00				
Community Improvement Project	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Neighborhood Purpose Grants	\$14440.00	\$4700.00	\$4740.00	\$0.00	\$4740.00			
Funding Requests Under Review: \$0.00		Encumbrar	nces: \$0.00	Previous Expend	litures: \$8262.73			

	Expenditures								
#	Vendor	Date	Description	Budget Category	Sub-category	Total			
1	AT&T Messaging	12/17/2020	A motion to approve the Sherman Oaks Neighborhood Councils (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover	General Operations Expenditure	Office	\$15.26			
2	The Valley Of Change	11/19/2020	A motion to approve a Neighborhood Purposes Grant in the amount of \$4700 to Valley of Change. Funds to be used for distribution of essential hygiene products for those in need and/or	Neighborhood Purpose Grants		\$4700.00			
	Subtotal:		1	· · · · · · · · · · · · · · · · · · ·		\$4715.26			

	Outstanding Expenditures									
#	Vendor	Date	Description	Budget Category	Sub-category	Total				
1	AT&T Messaging	01/13/2021	A motion to approve the Sherman Oaks Neighborhood Council (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover o	General Operations Expenditure	Office	\$15.26				

AT&T Messaging	02/16/2021	A motion to approve the Sherman Oaks Neighborhood Councirs (SONG) Annual Budget for Fiscal Year 2020-2021 as amended. Note: The amended SONC FY2021 budget includes the rollover	General Operations Expenditure	Office	\$15.26
Subtotal: Outstanding	1				\$30.52



CUSTOMER NUMBER
8607823
INVOICE DATE
12/01/2020

Page 1 of 1

Bill-To Customer:

P	SHERMAN OAKS NC	1097
	PO BOX 5721 SHERMAN OAKS, CA 91413-5721	T4 P1

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Customer Number	<b>Billing Period</b>	Date Due	Previous Balance	Payments	Credits	Current Charges	TOTAL DUE
8607823	12/01/2020 12/31/2020	12/30/2020	\$29.89	\$14.63	\$.00	\$15.26	\$30.52

Payments - Thank You	11/17/20	20	\$14.63	
Description of Current Charges & Credits UM Standard-Discount Rate 8185032399	December service	Qty 1	Unit Price \$14.00	Ext. Price \$14.00
City Utility Users Tax				\$1.26

CUSTOM	ER NUMBER
860	7823
INVOICE	ENUMBER
756	9110
DUE DATE	AMOUNT PAID
12/30/2020	

Please detach & enclose with payment



SHERMAN OAKS NC PO BOX 5721 SHERMAN OAKS, CA 91413-5721 REMIT TO:

AT&T MESSAGING PO BOX 840486 DALLAS, TX 75284-0486

per contraction and a second se			100				
Office of the City Clerk						1.	
Administrative Services Division						S and then	
Neighborhood Council (NC) Funding Prog	ram						
Board Action Certification (BAC) Form						Y BY	The second second
NC Name: Sherman Oaks Neighborhoo	od Council		Meeting Date:	Sept. 14, 2020			
Budget Fiscal Year: 2020-21			Agenda Item N	io: 6. b2			
Board Motion and/or Public Benefit Statement (CIP and NPG):	A motion to approve the Sherman Oaks Neighborhood Council's (SONC) Annual Budget for Fiscal Year 2020-2021 as amended Note: The amended SONC FY2021 budget includes the rollover of S10k from the FY2020 budget and the FY 2020 encumbered funds of \$8,885.00. The proposed SONC FY2021 amended budget is posted as a supporting document for this meeting on the SONC website.						
Method of Payment: (Select One)	Check		Credit Card		🗆 Board	d Member Reimb	ursement
Recused Board Member	s must leave the room pr		ote Count Ission and may no	ot <del>r</del> etur <del>n</del> to the re	oom until after t	he vote is compl	ete.
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused
Vacant	A1-CI						J
Williams, Candy	A1-R	x					
Baronian, Levon	A1-B	x					
Hartsough, Jeffrey	A2-CI	x					
Manuel, Sarah	A2-R				x		
Vacant	A2-B						
Vacant	A3-CI						
Katchen, Howard	A3-R	x					
Kerzner, Fran	A3-B	x					
Cappelletti, Lisa	A4-CI	x					
Petrus, Lisa	A4-R	x	12				
Cappelletti, Joe	A4-B	x					
Adair, Christy	A5-CI	x	****	-			
Naseef, Alexandria	A5-R	x					
Babian, Avo	A5-B	x				1	
Shapiro, Harold	A6-CI	x					
Imber, Gil	A6-R	x					
Vacant	A6-B						
Kalban, Jeffrey	A7-CI	x					
Bindow, Michael	A7-R	x					
Roden, Neal	A7-B	x					
Ranshaw, Hayden	Youth Rep				1	x	
Zimmerman, Marcus	Youth Rep					x	
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							1
			1				
a actor			-				
	1						
Board Quorum:	Total:	16	0	0	1	2	
We, the authorized signers of the above meeting was held in accordance with all meeting where a quorum of the Board wa:	laws, policies, and proced						
Authorized Signature Candy U	illiams.		Authorized Sigr	nature:	VALLA	-	
Print/Type Name: Candy Williams	meret i al		Print/Type Nam	re: Jollye	All 2	and de	1 - 191-11 - U
Date: Sept. 17, 2020			Date:	A in the	HAC BRANCH	DENLANC	
			1 Cer	No. 17 21		NCE	P 101 BAC Rev02011

#### Neighborhood Council Funding Program APPLICATION for Neighborhood Purposes Grant (NPG)



This form is to be completed by the applicant seeking the Neighborhood Purposes Grant and submitted to the Neighborhood Council from whom the grant is being sought. All applications for grants must be reviewed and approved in a public meeting. Upon approval of the application the Neighborhood Council (NC) shall submit the application along with all required documentation to the Office of the City Clerk, NC Funding Program.

#### Sherman Oaks Neighborhood Council

Name of NC from which you are seeking this grant:

	The Valley of Change	85	-2147322	California	ı	6/29/2020
1a)	Organization Name	- Fea	leral I.D. # (EIN#)	State of Inc	orporation	Date of 501(c)(3)
1b)	4735 Sepulveda Blvd #107	Sh	erman Oaks		CA	Status (if applicable 91403
	Organization Mailing Address	City	/		State	Zip Code
1c)	15030 Ventura Blvd #319	Sh	erman Oaks		CA	91403
,	Business Address (If different)	Cit	/		State	Zip Code
1d)	PRIMARY CONTACT INFORMATION:					o "
	Latora Green	81	8-235-6431	lat	ora.gree	n@gmail.com
	Name	P	hone	Eı	nail	
2)	Type of Organization- Please select one:					
	Public School (not to include private schools)     Attach Signed letter on School Letterhead	or	501(c)(3) Nor Attach IRS D	n-Profit (other etermination		s institutions)
3) -	Name / Address of Affiliated Organization (if appl		City		State	Zip Code

#### SECTION II - PROJECT DESCRIPTION

#### 4) Please describe the purpose and intent of the grant.

The purpose and intent of the grant is to continue to support the Sherman Oaks community by giving out essential kits (toothbrush, toothpaste/case, shampoo, conditioner, masks, soap, washcloth, water, hand sanitizer, etc) and food (hot meal and/or bag lunch) to those that are in need and/or unhoused. We assist the unhoused, daily, by providing water, gatorade, snacks and masks to those that are in need. We feel that it is essential to build our community up by taking care of each other by providing assistance which goes along way during this difficult time we are experiencing.

5) How will this grant be used to primarily support or serve a public purpose and benefit the public at-large. (Grants cannot be used as rewards or prizes for individuals)

This grant will be used to support those that are in need and/or unhoused in Sherman Oaks by giving that extra support that is needed in the community. By receiving this grant, my non-profit organization will be able to reach even more people that are in need.

	Personnel Related Expenses		If necessary or requested. Requested of NC		Total Projected Cost		
			\$		\$		
		and a state of the state of the	\$		\$	and a second	
		and the second second	\$		\$		
	Non-Personnel Related Expenses		Reques	sted of NC	Total Projected Cost		
	Food and Bever	ages	\$2,000		\$4,250		
	Hygiene Kits (toothbrush, toothpaste, san	tizer, soap, washcloth, etc)	\$2,500		\$3,500		
	Supplies		\$200		\$250		
1		list names of NCs:	1	And the second		ther factors o	
	the implementation of this specific prog urces or funding? (Including NPG applic	ram or purpose described i	n Quest	ion 4 conting If Ye	gent on any of s, please desc	cribe:	
Î	Source of Funding		Amoun		Total Projec		
			\$		\$	All about	
			\$		\$		
			\$	on: \$_4,7	\$		
	Do you (applicant) have a current or form		d Memb	er of the NC	?		
		ner relationship with a Boar describe below:			? p to Applicant		
1	No Yes If Yes, please				and the second	:	
	No Yes If Yes, please Name of NC Board Member	describe below:		Relationship	p to Applicant		
	No Yes If Yes, please Name of NC Board Member f yes, did you request that the board me Yes No *(Please note that if a	describe below: ember consult the Office of a Board Member of the NC	the City has a c	Relationship Attorney be conflict of in	fore filing this	s application	
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Office of the City Clerk										
Administrative Services Division						1	A COLORADO			
Neighborhood Council (NC) Funding Prog	ram					The second				
Board Action Certification (BAC) Form						Chy The				
NC Name:Sherman Oaks			Meeting Date:November 9, 2020							
Budget Fiscal Year: 2020-2021	Agenda Item No: 6c (Motion 3)									
Board Motion and/or Public Benefit Statement (CIP and NPG):		ial hygiene p	d Purposes Grant in the amount of \$4700 to Valley of Change. Funds to be used products for those in need and/or unhoused in the Sherman Oaks community.							
Method of Payment: (Select One)	Credit Card Board Member Reimbursement									
Recused Board Member	s must leave the room prior		te Count ssion and may not	return to the ro	oom until after t	he vote is comple	ete.			
Board Member's First and Last Name	Board Position	Yes	No	Abstain	Absent	Ineligible	Recused			
Vacant	Area 1 Community									
Williams, Candy	Area 1 Residential	x								
Baronian, Lavon	Area 1 Business				x					
Hartsough, Jeffrey	Area 2 Community	X								
Manual, Sarah	Area 2 Residential	X								
Vacant	Area 2 Business									
Vacant	Area 3 Comminity									
Katchen, Howard	Area 3 Residental		x							
Krerzner, Fran	Area 3 Business				x					
Cappelletti, Joe	Area 4 Community	x								
Petrus, Lisa	Area 4 Residential		x							
Cappelletti, Joe	Area 4 Business	x								
Adair, Christy	Area 5 Community				x					
Naseef, Alexandria	Area 5 Residential	x								
Babian, Avo	Area 5 Business	x								
Shapiro, Harold	Area 6 Community	x								
Imber, Gil	Area 6 Residential	x								
Vacant	Area 6 Business									
Kalban, Jeffrey	Area 7 Community	x								
Binkow, Michael	Area 7 Residential	x								
Roden, Neal	Area 7 Business	x								
Ranshaw, Hayden	Youth Rep					x				
Zimmerman, Marcus	Youth Rep					x				
Board Quorum:11	Total:	12	2	0	3	2	0			
We, the authorized signers of the above meeting was held in accordance with all meeting where a quorum of the Board wa	laws, policies, and procedu			Alternation and the second second			1940			
Authorized Signature Candy (	Authorized Sign	ature:	Hartsough							
Print/Type Name: Candy Wiffiam	Print/Type Nam	e: Jeffrey H	artsough							
<sup>Date:</sup> Nov. 11, 2020	Date:									