



**WNNC**

**Meeting:** 2nd Thursday 6pm

**Meeting Address:**

Rampart Police Station  
Community Room  
1401 W. 6th Street  
Los Angeles, CA 90017

**Contact Information:**

Jennifer Virgen (213) 804-8054

[jennifervirgen@gmail.com](mailto:jennifervirgen@gmail.com)

<http://westlakenorthnc.org/>



**Westlake North Neighborhood Council**

- Jennifer Virgen, **President**, Business Rep.
- Sandra Villalobos, **Vice President**, Bus. Rep.
- H. "Mac" McCarthy, **Secretary**, At Large Rep.
- Rocky Valenzuela, **Treasurer**, CBO Rep.
- Ivonne Nanette Machado, At Large Rep.
- Angela Gonzalez, At Large Rep.
- Aurora Pineda, CBO Rep.
- Ashley Hawkins, Residential Rep.
- Elsa Cespedes, Residential Rep.
- Ive J. Harris, Senior Rep.
- Marie Carmen Barake, Youth Rep.
- Vacancy, 1 CBO Rep.
- Vacancy, 1 At Large Rep.
- Vacancy, 1 Youth Rep.

**Westlake North Neighborhood Council **DRAFT MINUTES** Regular Board Meeting**

**Thursday, November 10, 2016 at 6:00 pm**

**Rampart Police Station Community Room**

**1401 W. 6th Street, Los Angeles, CA 90017**

- I. **Call to Order** Meeting was called to order by Ms. Jasmine Elbarbary, Department of Neighborhood Empowerment (DONE) Project Director, at 6:17pm. Mr. Stephen Box from DONE was also present.
- II. **Roll Call:** Roll call was taken by Board President, Jennifer Virgen and quorum was met.

<b>Members</b>	<b>Present</b>	<b>Absent</b>
Jennifer Virgen, President	X	
Sandra Villalobos, Vice President	X	
H. "Mac" McCarthy, Secretary	X	
Ivonne Nanette Machado	X	
Angela Gonzalez	X	
Rocky Valenzuela, Treasurer	X	
Aurora Pineda	X	
Ashley Hawkins ( <i>Planned absence</i> )		X
Elsa Cespedes	X	
Ive J. Harris	X	
Marie Carmen Barake		X
<b>Total:</b>	<b>9</b>	<b>2</b>

III. **Pledge of Allegiance:** The salute to the flag was recited.

IV. **Approval of Meeting Minutes:**

- a. October 13, 2016 Meeting (Minutes were circulated with the agenda and copies provided at the meeting.) Moved by Mac; seconded by Sandra; 0 opposed; 0 abstentions; minutes approved.

**V. Board Seat Vacancies:**

- a. WNNC is seeking a Youth Representative, a Community Based Organizations (CBO) Representative and a Business Representative. If you are an interested stakeholder, please contact Board President, Jennifer Virgen (213) 804-8054 [jennifervirgen@ymail.com](mailto:jennifervirgen@ymail.com)
- b. Application for Randy Waller to the WNNC Governing Board - Jennifer Virgen **Deferred** until meeting following the November 19<sup>th</sup> event when other applications may be provided.
- c. Review of Inactive Board Members - Removal of Governing Board Members **Deferred**

**VI. Public Comment on Non-Agendized Items: (Taken first)**

**Mr. Jesse Rosas** introduced himself as running for the CD1 seat on City Council. He expressed concerns about the issue of affordable housing, displacement of people from units as development increases in the City, and about streets needing to be cleaned in the neighborhood.

**Stephen Box:** At this point, Mr. Box stepped in to take over the meeting. [Sandra Villalobos noted that the Economics for Women’s "Healthy Places for Healthy People" presenter was not present. Mac McCarthy noted that we were expecting webmaster, Kristina Smith to arrive and speak.]

Mr. Box announced that he was here to honor Jennifer Virgen this evening, whom he acknowledged as a person with strong connections in this WNNC territory, an ombudsman or liaison-type person who represents the community. He noted her passion for animals, and that the Department of Animal Services is interested in finding community members to help them. He noted that Jennifer has accepted a position as “Ambassador” for the Westlake NC, the first NC to have this role as Ambassador. He presented Jennifer with an Ambassador pin with two hands holding the City Seal and noted that she will be the first City of LA Ambassador; that the job description can be defined by Jennifer, based on her strong presence in the community, and on what she does in the neighborhood. On behalf of the City of LA and the Department of Neighborhood Empowerment, Mr. Box thanked her for her leadership.

Sandra then announced a planned event by this NC, as directed by DONE, in honor of Jennifer, with 21 agencies participating: “Let’s Make our Neighborhood Beautiful” “Community Clean Up & Resource Fair” on November 19, 2016. There will be about 100 volunteers to do a cleanup, from Union to Bixel, and Third to Sixth Street; the City has committed tools for that. At 7:30 they begin with the call for volunteers; Ashley may lead some yoga and they’ll have a Zumba instructor to get everyone energized. The State has approved cooking demonstrations on preparing healthy foods. There will also be puppies available to be adopted on the day of the event, already neutered and chipped.

Stephen asked that we table Section V until after the 19<sup>th</sup> outreach event. Mac brought up need to provide outreach information to people, e.g., business cards and meeting times, and applications for Board membership at the WNNC outreach table.

**VII. Recognitions & Presentations:**

- a. None

**VIII. Community Government Reports & Announcements / Representatives of Elected Officials and Agencies (Updates & Discussions): (None seen / None heard)**

- a. CD1 Representative, Hugo Ortiz, Field Deputy for CM Cedillo [hugo.ortiz@lacity.org](mailto:hugo.ortiz@lacity.org)
- b. CD13 Representative, Juan Fregoso, with CM Mitch O’Farrell’s office [juan.fregoso@lacity.org](mailto:juan.fregoso@lacity.org)
- c. Senior Lead Officer, Rampart Station, LAPD

**IX. Community Organizations Representatives:**

- a. Presentation by the Economics for Women’s "Healthy Places for Healthy People" program under EPA (**None seen / None heard**)
- b. Requesting \$1,000 (approx.) for the November 19, 2016 Community Clean up and Resource Fair – Sandra Villalobos (~~Attachments: DONE’s forms and expenditure invoices~~)  
Per Jasmine, as the Board is in exhaustive efforts, DONE has approved funding for this event.  
[No vote taken, and no budget, community event forms or expenditure invoices needed.]
- c. Aztecs Rising Annual Turkey Giveaway-Community Outreach announcement

**X. New Business:**

- a. Bureau of Street Services (BSS) Small Asphalt Repairs (SAR) for the Westlake North NC District on 11/29/2016 (*Discussion & Possible Action*) – Mac McCarthy
- b. Appoint Sandra Villalobos responsible for coordinating and gathering locations for Small Asphalt Repairs (SAR) (e.g., potholes, etc.) and submitting “15 top most needy” list by 11/29/2016 due date. **Moved** by Mac. Stephen recommended offering a list at the outreach event. Sandra noted a lab on how to download the 311 app will be offered.
- c. **Community Impact Statement (CIS) Filer Volunteers (added):** Mac, Rocky, Sandra & Ivonne volunteered. Stephen will send passwords so they can submit CISs based on resolutions made at monthly Board meetings.

**XI. Discussion on the Results of Prop 64 – “Legalization of Marijuana” and Herb Wesson’s letter requesting community input on its regulation. (Attachment: Letter by Herb Wesson asking for public input).**

<https://cityclerk.lacity.org/lacityclerkconnect/index.cfm?fa=ccfi.viewrecord&cfnumber=14-0366-S5>

Stephen read from the letter from Herb Wesson, indicating that the City is looking for community input on the framework for the regulation of marijuana. He noted that this is an opportunity for the NC to discuss the item.

At this point, Stephen Box introduced Jasmine’s mother, who was visiting, to the Board.

Rocky related that we need input from the community because there will be an important vote in March. Mac related that we need to do some promotion and major notification of the community, beyond our Facebook page and website.

Ivonne announced that on November 29<sup>th</sup> at Los Angeles City Hall there will be an open hearing on this marijuana issue. She is concerned about the community being exposed to marijuana; would like to keep the smoking away from minors as much as possible. Angela noted that in her neighborhood, she doesn't see many dispensaries, and thinks other items are more important to the stakeholders than this.

Stephen noted that some NCs have an "issues committee" to tackle a small number of issues at a time, possibly four, and that perhaps the four CIS filers could form an ad-hoc committee on choosing issues to bring to the Board. Sandra felt that the bringing together of community agencies at the event will help.

Esther, a community stakeholder, speaking in Spanish, with the assistance of the translator, said she would like the issue of marijuana addressed; that many people are not aware of our meetings and would like to know what the issues are. Mac noted that because the City Council will be making decisions about this, they are giving us a voice on this item.

Jasmine reminded us that anyone with other issues to agendaize, should bring them up at the bottom of the agenda. Stephen suggested that this stakeholder and another board member go to the hearing on November 29<sup>th</sup> at 6:00 pm, and come back and report to the rest of the Board; when a NC has submitted a CIS, they get 5 minutes to speak on behalf of the community in front of City Council or committees, in contrast to the one or two minutes that are otherwise given to an individual, and that CISs are indicated on Council agendas. Rocky, Ivonne and Esther will attend the hearing on November 29<sup>th</sup> at 6:00 pm.

#### **Reports of Board Officers:**

a. President's Report – Jennifer Virgen

- i. Communication: Board members and Committee Chairs-Respond to emails, texts and telephone calls as soon as possible, on the same day that the communication was sent.

This Board cannot operate properly if people do not respond to each other. Please let me know if this is something that you are not able to do.

- ii. Attendance at Meetings: It is essential that Chairpersons take full responsibility for holding meetings on a regular basis, and communicating with committee members between meetings to guarantee a quorum at their meetings.
  - iii. WNNC Bylaws Article XII: The Council shall use the: Robert's rules of order when conducting Council meetings.
  - iv. Training: Review Monthly Report
- b. Vice President's Report – Sandra Villalobos – No report
- c. Secretary's Report – Harold "Mac" McCarthy – Mac related that he and Cathy have worked on designing the agenda and providing it along with the minutes in a timely manner; he provided a recommended schedule for future agenda setting, as follows, and asked for input.
  - i. Agenda Review & Posting Dates:
    - 1. Thursday-2 weeks prior to meeting=Call for Agenda Items
    - 2. Thursday-1-week prior to meeting-Agenda Out for Review
    - 3. Friday-6-days prior to meeting-Final Agenda Approval
    - 4. Monday-prior to meeting-Agenda Posted
  - ii. Agenda Posting Sites: Minimum postings are website, a 24-hour physical location (could be a window) & NC Support. Mac suggested posting at the Police Department. Stephen recommended putting posting sites in our Standing Rules not Bylaws. Rocky asked about Banners, which Jasmine recommended discussing with the Outreach committee.
  - iii. Website Updates: Kristina Smith our approved LA City webmaster introduced herself. She noted that we need to find and/or start a new list of stakeholders. She suggested a Constant Contact account, which would allow us to have a link on our website for people to sign up. She works for NC websites and the Budget Advocates website. Mac noted that we are now starting to populate the website and invited the Board to send him whatever we have; old agendas, minutes, pictures, and he'll get that all organized.
  - iv. Facebook Updates: Mac asked where we are with FB. Rocky noted that Lisa Cahan Davis made him admin but she has the password. Kristina will get that from Lisa. Also noted was that we will need promotional items to give away.
  - v. Future Media Outreach Campaigns:
- d. Treasurer's Report – Rocky Valenzuela (Update, Discussion & Action)
  - i. Approval of the Monthly Expenditure Report for October 2016 (~~Copies of the MER circulated with the agenda.~~) The MER was not provided in advance of the meeting, as required and therefore no vote was taken on the MER. This will be re-agendized for the

next month along with next November's MER and sent out with the agenda package 72 hours prior to the meeting. Rocky will send MERs to Jasmine and Atzi. Rocky noted that the Board is still under Exhaustive Efforts; however, the Board still votes on funding matters. No vote this month.

- XII. Reports of Committees:** Stephen recommended having at least an Outreach and a PLU Committee.
- a. Bylaws Committee (Standing committee for systematic Bylaw review and amendment) Jennifer Virgen, Chair (Members: Jennifer, Rocky & Ive)
    - i. Report by Chair – No meeting; Randy volunteered to be on the Bylaws Committee.
  - b. Beautification/Planning & Land Use (PLUM) Committee – Sandra Villalobos, Co-Chair & MacCarthy, Co-Chair
    - i. Report by Chair
    - ii. Open to new members
    - iii. Consideration of meeting locations
    - iv. Consideration of regular meeting times
  - c. Outreach Committee – Jennifer Virgen, Chair (Jennifer, Elsa & Aurora)
    - i. Report by Chair
    - ii. Open to new members
    - iii. Consideration of meeting locations
    - iv. Consideration of regular meeting times
  - d. Budget & Finance Committee – Rocky Valenzuela, Chair
    - i. Report by Chair
    - ii. Open to new members
    - iii. Consideration of meeting locations
    - iv. Consideration of regular meeting times
  - e. Crime Prevention/Public Safety Committee – Rocky Valenzuela, Chair
    - i. Report by Chair
    - ii. Open to new members
    - iii. Consideration of meeting locations
    - iv. Consideration of regular meeting times

- f. Youth/Education Committee – Marie Carmen Barake, Chair
  - i. Report by Chair
  - ii. Open to new members
  - iii. Consideration of meeting locations
  - iv. Consideration of regular meeting times

**XIII. NC Alliances & DWP meetings:**

- a. **Neighborhood Council Emergency Preparedness Alliance:** <http://empowerla.org/calendar/> - Meets 4<sup>th</sup> Sat. @ 10:00 am – 12:00 pm; location TBD
- b. **LANCC: Los Angeles Neighborhood Council Coalition:** <http://www.lancc.org/> - Meets 1<sup>st</sup> Sat 10:00 am, @ LADWP Headquarters Building, Cafeteria Level, 111 N. Hope St.,
- c. **BONC: Board of Neighborhood Commissioners:** <http://empowerla.org/commission/> - 1st Tuesday - 6:00 p.m. @ Various or Marvin Braude Constituent Center 6262 Van Nuys Blvd. 3<sup>rd</sup> - Monday - 1:00 p.m. @ City Hall, 10th Fl. Conf. Center, #1050, 200 No. Main St., LA 90012
- d. **DWP: 1<sup>st</sup> Sat 8:45 a.m. LADWP Cafeteria Level, 111 N. Hope St. 90012 (+Parking)**
  - i. MOU Oversight Committee meets even months
  - ii. Advocacy Committee (Independent) meets odd months

**XIV. Miscellaneous Updates / Requests / Motions for Future Agenda Items:**

- a. Invitation to NEW City Attorney Representing WNNC Area
- b. Invitation to FILM LA (Arturo Pina)
- c. **Liaisons:** Mr. Box explained there are benefits for having a liaison for committees downtown. Rocky and Mac expressed an interest. Committees we can have a legal liaison for (Board member) include PlanCheckLA, Homelessness Committee, and the Aging Committee. We can have a Filming liaison. As to Film LA, he noted the neighborhood should benefit from working with the film industry; our Film LA liaison is especially helpful for out-of-town production companies. Mac has spoken with the “Film LA” person, and will be bringing Arturo to our next meeting. Stephen also noted that 40% of the City’s jobs are coming open, and recommended doing a workshop or town hall on how to get a job with the City of LA.  
  
Jasmine recommended that we select liaisons at the next meeting and have our committee times and places ready. She noted that if we stick to our meeting times and places, people will come.

**XV. Adjournment: Meeting adjourned at approximately 9:00 pm?**

**NEXT BOARD MEETING: Thursday, December 8, 2016**

