



UNITED NEIGHBORHOODS OF THE HISTORIC ARLINGTON HEIGHTS, WEST ADAMS AND JEFFERSON PARK COMMUNITIES NEIGHBORHOOD COUNCIL

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UNNC Executive Committee Meeting

Tuesday, February 17, 2015
Council District 10 Field Office
1819 S. Western Ave.
Los Angeles, CA 90006

MINUTES

(approved March 17, 2015)

CALL TO ORDER

Vice-President Billie Green opened the meeting at 7:04 p.m. A quorum was present.

Members present: Jeff Camp, Billie Green, Norman Gilmore, Sandra Paul, Marius Stelly.

Members absent: None.

APPROVAL OF AGENDA

MOTION: Jeff Camp moved to approve the agenda, correcting the spelling of battery in Item G.

Marius Stelly seconded.

Vote: Approved unanimously.

PUBLIC COMMENT

Debra Varnado said that if UNNC wants to schedule another CERT class this year, we should start soon.

EXECUTIVE COMMITTEE BUSINESS

A. Interview for Jefferson Park HPOZ Board – **ACTION**

Joshua Cain presented himself as a candidate for the Jefferson Park HPOZ board.

He owns several historic homes, two of which are on the National Register of Historic Places. He resides in Jefferson Park on W 29th Pl. He works professionally in historic preservation and renovation. He has experience working with cultural heritage commissions in South Pasadena and San Marino. He is familiar with the Mills Act process. He is acquainted with the city of Los Angeles Office of Historic Resources. He states that he has restored several houses around Los Angeles.

MOTION: Jeff Camp moved to recommend that the UNNC Governing Board recommend Joshua Cain as a board member of the Jefferson Park Historic Preservation Overlay Zone (HPOZ)



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Board.
Norman Gilmore seconded.

Vote: Approved unanimously.

- B. Establish an ad-hoc Committee for Emergency Preparedness/ Interview for Emergency Preparedness Chairperson – **ACTION**

Debra Varnado presented herself as a candidate for Chair of an ad-hoc UNNC Committee for Emergency Preparedness.

MOTION: Norman Gilmore moved to recommend that the UNNC Governing Board establish an ad-hoc Committee for Emergency Preparedness which shall complete its activities by February 1, 2016 and that UNNC appoint Debra Varnado as Chair of said committee.

Marius Stelly seconded.
Vote: Approved unanimously.

Since Debra Varnado is not a member of the UNNC Governing Board, this ad-hoc committee will be required to post agendas in compliance with Brown Act.

- C. Funding Request for Friends of Jefferson Park Library -**ACTION**

No presenter.

- D. Funding Request for Sixth Avenue Elementary School – **ACTION**

No presenter.

- E. Funding Request for Holy Name of Jesus School - **ACTION**

Jim Carper, Directory of Marketing and Development, presented for Holy Name of Jesus School, which is a 501(c)3. They are at 1955 W. Jefferson Blvd. www.hnojla.org

They are classified as a school, not a religious institution according to the federal school lunch program. They serve transitional K through 8th. Nearly 90% of their students are below federal standards for poverty as defined for school lunch programs.

Sandra Paul and Marius Stelly recused themselves as they are affiliated with a related institution.

They have a basketball court on the south side of the street which is open to the public during evenings and weekends. They can only take 6th to 8th graders across the street to the south side. Also, the hoops on the south lot are regulation height, which is too tall for younger kids.

The new hoops will be placed on the north side of Jefferson so that younger kids can play basketball during the day. This lot is also open to the public evenings and weekends.

MOTION: Jeff Camp moved to recommend that UNNC fund an NPG for up to two Spalding 54



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portable basketball hoop systems for a total of \$1,520 including tax, to be placed at Holy Name of Jesus School, provided that the school agrees to make the hoops accessible for public use on evenings and weekends, and that this request will be forwarded to the Governing Board only after review and approval by the city attorney confirming that the proposal has sufficient public benefit.

Norman Gilmore seconded.

Vote: Approved unanimously.

Sandra Paul and Marius Stelly returned.

F. Funding Request for Native Plant Seminar – Elizabeth Fenner - **ACTION**

Board members Elizabeth Fenner and Marius Stelly presented a funding request to promote and put on a free seminar on native plants proposed for March 7, 2015. The speaker would be from the Theodore Payne Foundation, well known throughout Southern California as experts on native plants.

They are requesting funds for outreach materials, refreshments and native plants to be given to attendees.

MOTION: Norman Gilmore moved to recommend that UNNC fund up to \$350 for refreshments, outreach materials, and plants to be given away to seminar attendees at the native plant seminar to be organized and hosted by UNNC.

Jeff Camp seconded.

Vote: Approved unanimously.

G. Funding request for Administration supplies- Laptop for Secretary and replacement battery for UNNC's Treasurer laptop – **ACTION**

The Treasurer laptop battery no longer holds a charge. The next UNNC Secretary may require a laptop to take minutes for UNNC meetings, and other duties of the Secretary.

MOTION: Norman Gilmore moved to recommend to the UNNC Governing Board that UNNC fund up to \$60 for a replacement battery for the ASUS UL80VT laptop used by the Treasurer, and that UNNC fund up to \$750 for a laptop, mouse, case, and software.

Jeff Camp seconded.

Vote: Approved unanimously.

H. Website Maintenance Vendors – **DISCUSSION**

EmpowerLA has established a list of approved vendors for website development and maintenance services.

The ten vendors approved for Personal Services Agreements for Website Design, Website Maintenance and Website Training are:

- BitSift Networks



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- Civic Resource Group
- EnderTech
- KWALL
- Moore Business Results
- Port Town Websites
- The Cherry Hill Group
- The Mailroom
- The Web Corner
- ZELDESIGN

If you have any questions regarding this issue, please contact Jeffrey Brill at Jeff.Brill@lacity.org or call (818) 374-9894.

<http://empowerla.org/need-web-services-check-the-list-of-approved-vendors/>

Norman Gilmore stated that he would continue to provide technical maintenance services and training for the UNNC website.

However, UNNC will need to assign a board member to manage hiring one of the above companies to update the website with content regularly and to be available for future maintenance and upgrades.

Norman Gilmore previously has met with Wendy Moore of Moore Business Results and recommends her company as qualified to maintain and update UNNC's Drupal website. He is also familiar with Kwall and The Cherry Hill Group and believes they are well qualified, but he has no insight into their pricing.

I. UNNC inventory and inventory checkout procedures – **ACTION**

Norman Gilmore presented an updated list of UNNC's inventory, now with current responsible parties attached.

On February 16, 2015, Norman Gilmore and Marius Stelly reviewed contents at the UNNC office/storage unit at the Thomas George and Helen Multiservice Senior Center, 2475 W Washington Blvd, Los Angeles, CA 90018.

Norman Gilmore demonstrated the Draper MicroScreen Portable Projection Screen 30"x40". He also showed UNNC's Zoom H1 Voice recorder. These items are being returned to storage.

J. Copier, Inkjet Printer Video Presenter, and Speakers for City Surplus or Donate to a Non-profit - **ACTION**

Norman Gilmore reported that UNNC has office equipment in storage which has not been used for at least six years.

1. Samsung Video Presenter, Model SVP 6000, Serial # S0061242
2. Hewlett Packard Fax and Copier, Model # 7130 All-in-one, Serial # SG2CEB10F4
3. Xerox Work Centre XD100, Serial # 118843m



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4. Acoustic Authority Speaker system A3780, Serial # 3044275

These items are either obsolete and supplies cannot be obtained, or are not fully functional, and none are needed by UNNC. Based on Ebay checks, none have residual value in excess of \$100.

MOTION: Norman Gilmore moved to recommend that the UNNC Governing Board designate the Samsung Video Presenter, HP AIO#7130, Xerox XD100 and Acoustic Authority Speaker system for transfer to City of Los Angeles salvage.

Marius Stelly seconded.

Vote: Approved unanimously.

K. Review Robert's Rules for Q&A – **ACTION**

Robert's Rules of Order do not provide for Q&A during debate. UNNC prefers to allow board members to ask questions directed at specific individuals, but it has been unclear how to manage Q&A according to the standard rule time limits of each board member speaking twice per item up to two minutes.

MOTION: Norman Gilmore moved that UNNC adopt a standing rule that when a board member has the floor and asks a question, the Chair may recognize a person to answer that question and that person will have one minute to respond, and that response will not count against their speaking limits.

Sandra Paul seconded.

Vote: Approved unanimously.

L. Review Board Members' absences

Board member absences were reviewed.

M. Plan agenda for March Governing Board meeting

Items noted above will be included on the next agenda.

TREASURER'S REPORT

Sandra Paul provided an update on current payment status of several items.

COMMITTEE UPDATES (AS NEEDED)

- A. (Handled out of order after item F) Jess Bravo, Economic Development Chair, provided an update on metal street signs.

The metal signs are both small and expensive. We discussed presenting a discussion item for the next board meeting that would show how much could be done with \$20,000 for banners, vs. how much with \$20,000 for metal signs.

Jess Bravo said she and Marius Stelly presented a draft of a letter to the Lemonade Restaurant company, introducing UNNC to them (rather than welcoming them, since they've been here three



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years already).

Jess Bravo would like to follow-up on the Washington Blvd Tech School streetscape beautification project. A sidewalk planting was done by UNNC in 2009 including trenching, plumbing, and a dedicated water meter. LAUSD has not maintained the plantings as promised.

- B. There is a cell tower hearing coming up. Laura Meyers is not sure if she can make it.
- C. Laura Meyers reported that Council President Herb Wesson did put forward the motion to downzone Jefferson Park as part of the West Adams Leimert Baldwin Hills plan. Reuben Caldwell would like to present an update to UNNC.

UPDATES ON PROJECTS

None.

NEW BUSINESS

None.

REVIEW AND APPROVAL OF MINUTES

The Secretary presented minutes for approval.

MOTION: Jeff Camp moved to approve the January 20, 2015 minutes with the corrections noted by Debra Varnado.

Marius Stelly seconded.

Vote: Approved unanimously.

Meeting adjourned at 9:38 pm.

Respectfully submitted,

Norman Gilmore

UNNC Secretary

February 18, 2015

Attachments:

None.