

FINAL

Lake Balboa Neighborhood Council Board Training Minutes
Tuesday, October 25, 2011, 6 pm
Van Nuys Fly Away
7610 Woodley Ave. 2nd Floor
Van Nuys, California 91406

1. Meeting called to order by President Lisa Reveen at 6:30 P.M.

Roll Call

David Bernardoni	Residential Rep., 1 st V.P.	P
Linda Schwering	Residential Rep., Treasurer	P
Cynthia Weichelt	Residential Rep.	P
Jack Baird	Residential Rep.	P
Linda Pruet	Residential Rep., EP Committee Chair	P
Allen Nelson	Residential Rep., Communications Officer	P
Steve Leffert	Organizational Rep.	P
Ruth Doxsee	Organizational Rep.	P
Lisa Reveen	Organizational Rep., President	P
Roxan Hartstein	Business Rep.	P
Matt Coles	Business Rep.	P
Carl Schwering	Senior Rep.	P
	Youth Rep.	
Roger Ortiz	At-Large Appointed Rep., 2 nd V.P.	P
Frank Ahn	At-Large Appointed Rep., Secretary	P

2. Self- Introductions by Tom Soong, Department of Neighborhood Empowerment (DONE; Amelia Robles, Accounting Division of DONE; Leyla Campos, DONE; Darren Martinez, Office of the City Attorney; Rita Venegas, Regional Advisor from Office of the City Attorney. They identified the purpose and intended outcomes of the Board Workshop.
 - a.) Purpose is to have all board members understand how public funds which the board is allocated by the city are allowed to be spent. All board members are responsible for these funds, not just the Treasurer, so all Board Members need to be cognizant of the laws and rules.
 - b.) Outcomes - Appropriate expenditure of public funds by the board, avoidance of violation of conflict of interest rules, abide by laws set forth by Government Code section 109C.
3. Discussion with Darren Martinez and Tom Soong followed by a Question and Answer session with Board Members regarding: Conflict of Interest Rules, Expenditure of Public Funds and Government Code section 1090.

To that end, each Board Member received 4 handouts:

 - a.) Treasurer Handbook, NC Funding Program;
 - b.) Conflicts of Interest in Public Contracting [Government Code Section 1090, et seq.]
 - c.) Conflict of Interest Examples [Government Code Section 1090];

- d.) State & City Conflict of Interest Laws: Information for Neighborhood Councils
4. Rita Venegas of Office of City Attorney's Office, Regional Advisor
Contact number: 213-978-8132
She reviewed Conflict of Interest Examples handout, in particular # 7: gifts totaling \$420 or more received from a single source within 12 months prior to the decision is an economic interest and Board Member must recuse him/herself. The 12 months does not refer to calendar years, but within a 12 month period.
 5. Announcement by Leyla Campos, DONE - Neighborhood Council to Neighborhood Council Mentor Program now up and running. Applications are open until Oct. 31
Also, please send meeting agendas to DONE to catch problems, and so it can be posted in the Early Notification System. Since August 2, 2010, agendas are required to be posted on Neighborhood Councils' websites.
 6. Presentation of Treasurer Training in 8 sections with Q & A after each by Amelia Robles. She has worked with NCs since the beginning in 2004. Method for transparency established to conform to Public Records Act. Answers to Board Members' questions:
 - a.) Discuss as Board the limit for outreach projects, referring back to the budget for amount affordable.
 - b.) Institute measure on how to facilitate handing over of keys and documents to new treasurer
 - c.) No gifts may be purchased by P-card. This includes flowers for ill Board Member, etc.
 - d.) Another Board Member may use the P-card if Treasurer is not available, provide all documents relating to the transaction are turned in: receipt, sign in sheet, flyer
 - e.) Neighborhood Councils (NCs) are not allowed to receive donations.
 - f.) NCs may not apply for 501 (c) 3 status.
 7. Resignation - Roger Ortiz announced his resignation, due to increased time commitment from his new position as City of Los Angeles Regional Manager of Gang Reduction & Youth Development in the West San Fernando Valley.
 8. Motion made by Dave Bernadoni for the council to draft and send a letter to the Department of Neighborhood Empowerment stating that on October 25, 2011 all Lake Balboa Neighborhood Council Board Members attended and completed the mandatory Ethics and Treasurer training. Seconded by Frank Ahn.
 9. Public Comment: Glenn Bailey said he was glad to see the City employees here and the LBNC Board Members attending the training. He would like it if the Encino NC were to do the same. On Oct. 5 he requested to be notified via email when the retreat would be held. He did not get an answer. LBNC should have had the courtesy to reply. There was no e-mail notification of the July 15 Special Meeting on our website. This is important particularly for a Special Meeting since people aren't expecting it.
 10. Adjournment - Dave Bernadoni made a motion to adjourn. Motion seconded by Frank Ahn. Meeting adjourned at 9:13pm.

