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NOTICE AND AGENDA
ENCINO NEIGHBORHOOD COUNCIL
FINANCE COMMITTEE MEETING
August 13, 2021 @ 2 PM

Please click the link below to join the webinar:

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Public Comment: Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker; total time for all public comment on non-agenda items is limited to 10 minutes. Time may be adjusted at the Chair's discretion. Public calling in, please press *9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion. Public comment on agenda items is limited to 1 minute per speaker, for a total time per speaker of 5 minutes. Time may be modified at the Chair's discretion.

Committee members:

1-*Glenn Bailey: Chair, 2-*Pat Bates 3-*Henry Eshelman 4-*Anni Keusseyan 5-*Walter Almora
6 - Al Mass

Alternate Committee Members:

*Denotes Board Member/Alternate (maximum 5 allowed)

1. **Call to Order, Start recording. Roll call, determination of quorum, selection of voting Finance committee Members, Selection of Secretary for the meeting.**
2. **Approval of Prior Finance Committee minutes.** Discussion and possible action to approve Draft Finance Committee Meeting Minutes of [May 7, 2021 meeting](#)
3. **Action Items: Votes may be taken on all action items.**
 - a. **Discussion and Motion: To ratify the recommendation of the Outreach Committee: OUT-21-08-0015: The ENC's Outreach Committee recommends that the board support an expense of \$1500 to sponsor food and supplies for the National Public Lands Day Event on September 25th, 2021. The ENC finance committee further recommends expenditures of up to \$1000 for Port-a-Potty and Hand Washing Station rental for the event from Global Temp Services or similar.**
 - b. **Discussion and motion: To authorize employment of an administrative assistant through Partners in Diversity for up to 5 hours per week average at a rate of \$22.61 per hour.**
 - c. **Discussion and Motion: To authorize up to \$150 per month for Facebook/Outlook ads to increase community awareness of ENC activities and promote upcoming presentations, meetings and events.**
 - d. **Discussion and Motion: To authorize up to \$1,000 for advertising of Encino Neighborhood council activities, meetings, or events with publications including but not limited to the Encino Enterprise, the Studio City, Sherman Oaks, Encino News, or other local publications.**
 - e. **Discussion and Motion: To authorize up to \$750 for preparation of new business cards for board members, quotes may be obtained from local vendor The Printing House, from Vistaprint, or similar. In addition, a number of cards without board member names will be printed for use by new members or in situations to just share the web site and phone number for the encino NC.**
 - f. **Discussion and motion: To authorize up to \$1500 for recovery of Encino Neighborhood Council data from a malfunctioning external hard drive, possible vendors include the Geek Squad (Best Buy) or similar.**
 - g. **Provide preliminary Neighborhood Purposes Grant budget amount of up to \$5,000 to the Encino Neighborhood council Education Committee.**
 - h. **Discussion and motion: To approve the revision of the 2021-2022 Encino Neighborhood Council Budget pursuant to confirmation of the 2020-2021 \$10,000 rollover amount and revision of certain budgeted expenditures, with draft to be provided prior to the meeting.**
4. **Public Comment on Non-Agenda Items (10 minutes) – Public Comments on Non-Agenda Items is limited to TWO MINUTES (2) per speaker; total time for all public comment is limited to 10 minutes. Time may be adjusted at the Chair's discretion. Public calling in, please press *9 on your phone to raise your hand to speak. For those that are using the Zoom Webinar please use the raise your hand feature to speak. Public comment on agenda items will be heard when the item is up for discussion.**

5. Committee Member Comment on Items not on this Agenda

6. Adjournment (3:30 PM)

Next Finance Meeting: _____

The Encino Neighborhood Council (ENC), is a Certified Neighborhood Council of the City of Los Angeles which ADVISES City, other Governmental Officials' and the Community on issues or concerns that are affecting the community of ENCINO. The ENC is made up of volunteers who are ELECTED by the community who live, work or otherwise are involved in the community of ENCINO. The ENC also makes appropriations of City Funds for Community Projects and needs as requested and approved by various committees and the general board.

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – 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 Board's jurisdiction will be heard during the General Public Comment period. Please note that under the Brown Act, the Board 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 Board meeting. Public comment is limited to 2 minutes per speaker per item, unless adjusted by the presiding officer of the Board or Committee.

PUBLIC POSTING OF AGENDAS - ENC agendas are posted for public review as follows: Glass case outside the Encino Chamber of Commerce office at 4933 Balboa Blvd, Encino, Encino-Tarzana Branch Library, and Encino Women's Club at 4924 Paso Robles Ave, Encino, 91316, and digitally at www.encinonc.org You can also receive our agendas via email by subscribing to L.A. City's Early Notification System at

<https://www.lacity.org/government/subscribe-agendasnotifications/subscribe-other-meetings-agendas-and-documents>

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: encinonc.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 contact Pat Bates, Board President, at (747) 282-0450 or email via president@encinonc.org.

RECONSIDERATION AND GRIEVANCE PROCESS

For information on the ENC's process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the ENC Bylaws. The Bylaws are available at our Board meetings and our website

<http://www.encinonc.org/bylaws.ph>

SERVICIOS DE TRADUCCION: Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte a Pat Bates, Presidente de la Mesa Directiva, al (747) 282-0450 o por correo electrónico president@encinonc.org para avisar al Concejo Vecinal.