



**DRAFT MINUTES**

**Virtual Budget & Finance Committee Meeting**

**Monday, May 18, 2020, Noon – 2:00 pm**

To Join Meeting Dial (669) 900-6833

Meeting ID: 963 9614 4678

- 1. Call to Order and Roll Call:** Jacqueline Le Kennedy called the meeting to order at 12:03 pm and did a roll call. **6 Present:** Jacqueline Le Kennedy, Chair, Robin Greenberg, Cathy Wayne, Rob Farber, Heather Roy, Philip Enderwood; **1 Absent:** Kristie Holmes
- 2. Motion:** Approve May 18, 2020 Budget & Finance Committee meeting Agenda. Jacqueline noted one correction: As of Thursday, Shawna notified that June 15th is the last day to submit check requests and NPG applications, rather than June 1st; **moved** by Jacqueline; Cathy Wayne **seconded**. **6/0/0; approved as corrected.**
- 3. Motion:** Approve November 15, 2019 Budget & Finance Committee Minutes. (**Attachment A**) Jacqueline **moved**; Philip **seconded**; **6/0/0; approved.**
- 4. General Public Comments**
- 5. Chair Report** – Update by Chair, Jacqueline Le Kennedy
- 6. Review & Discussion of Budget Worksheets (Attachment B)**  
Jacqueline gave an update on the status of the Neighborhood Council’s (“NC”) funds. Cathy Wayne asked if there will be enough money remaining to roll over. She is concerned that the budget will not be as big next fiscal year. Jacqueline noted that the City’s budget has not been approved yet, but reports show that the City plans to appropriate roughly \$32 million dollars to the 99 NCs, which calculates to be \$32,500 for each NC; last year the NCs were given \$42 million total, which calculates to be \$42,000 per NC. Whatever funds this NC doesn’t use this fiscal year for NPGs or Outreach can be rolled over to next fiscal year’s budget.

Discussion was held on board administrator expense, including the suggestion to delegate certain administrator tasks to Board Members. Jacqueline noted that by the end of the fiscal year, it is possible that the administrator expense will go over budget by a small amount. She also referenced the characteristics of the current Board Members, their schedules, the volume of work required, the total number of NC Board Members, and that Cathy Palmer holds a lot of valuable institutional knowledge.

Nickie Miner noted that she has been with the Board for a long time and was on the Board without an administrative assistant, when it was a chaotic mess. Nickie noted that most of us are not capable of doing the kind of things Cathy Palmer does for us. Nickie foresees negative consequences if the Board cuts back on receiving board administrator services, noting that Cathy Palmer’s services are well worth the expense. Philip Enderwood noted that with new technology these days, we can potentially use software to streamline Cathy’s job duties and tasks. Philip volunteered to look for ways to help make Cathy’s job easier. Jacqueline said she hopes the committee could figure this out before deciding on next year’s budget figures, something to discuss in the next budget committee meeting. Cathy Wayne relayed that the staffing agency takes a large percentage of what is charged to the NC, leaving the Board Administrator with a lot less compensation for the work performed, which is not fair.

Cathy Wayne also expressed concern for next fiscal year's reduced budget and would like the committee to consider postponing some of the motions on the agenda until after this fiscal year end, when the committee has a better understanding of what funds are remaining and can budget for other board expenditures more appropriately; the NPG applications before the committee do not appear urgent. Jacqueline acknowledged the concerns but stated that we have plenty of funds remaining this fiscal year, and if we want to consider NPGs, this would be the time since the NC will most likely not have a big budget for NPGs next year. Cathy Wayne noted that there are a couple of items on the upcoming board agenda she doesn't see as necessary, including Outreach items that could be postponed until July/August.

**Review & Consideration of 3 Neighborhood Purpose Grants:** (To recommend Board approve)

7. **Review, Discussion & Possible Motion:** NPG application from a 501(c)(3), the Parents, Educators/Teachers and Students in Action, submitted by Seymour Amster, Executive Director for "COVID-19 Critical Needs Services," "COVID-19 Hero Project"  
Requested of NC: Personnel Related: \$1,000 (Total Projected Cost: \$3,500)  
Requested of NC: Non-Personnel Related: \$1,500 (Total Projected Cost: \$2,500) (Attachment C)

Jacqueline introduced Seymour Amster, who presented the COVID-19 Hero project, followed by Q&A.

Seymour stated that he is an alumna of Roscomare Elementary School and had connected with 20-30 other alumna who reached out to him on Facebook, including former teacher, Diane Slavin. Seymour would like to present an opportunity to the Board to have PESA perform a project at Roscomare Elementary School. The proposed project is supported by Councilmember Paul Koretz's office and the LA County Office of Education. PESA is the nonprofit arm of the Teen Court that delivers projects outside of the court system, addressing important issues such as: 1) social distancing violations and 2) increase of racism. Because funding in the criminal courts for services other than criminal related have been dramatically reduced, PESA's programs help reduce some burden on the courts. PESA will look into delivering the COVID-19 Hero project also at various other schools in the NC area, including University High School.

Seymour presented the COVID-19 Hero project ideas as the following: 1) Online presentations and material on the COVID-19 Hero Series. The series explain to students all the reasons why they should listen to their teachers and parents and social distance. Students will have an opportunity to write a letter why they are a COVID-19 Hero. 2) Stigmatized art project that students will complete and submit in order to receive an award. PESA has been delivering this part of the project for 3-4 years. Presenters are graduates of the Museum of Tolerance program that deals with hate, bias and acceptance. With permission and approval, Seymour will reach out to the principal at Roscomare School in June before school comes back into session. PESA also offers tutoring, and mental health programs for at-risk youth. Seymour believes the project will bring strong support to Roscomare Elementary School at a critical moment.

Philip relayed his concern that the project may not have any impact on the schools or students within the boundaries of the Bel Air-Beverly Crest neighborhood council. Seymour responded that though PESA will apply for NPG funding from every NC, each NPG award will be spent directly for the issuing NC district. Insurance, overhead, and salaries for PESA will be funded by other means.

Another committee member asked whether there are any at-risk youth who are living in the BABCNC district, that may need to take advantage of the program? Seymour responded yes; he knows of at least one at-risk youth in the NC district who is already in the program. Seymour also

relayed that 75% of children are undergoing stress at this time and there will be resistance from children in adhering to the social distancing rules.

Philip asked Seymour: “Most of what you do is the Teen court program?” Seymore responded: “Most of what we do is bring supportive services to youth including the teen court, restorative justice circles, and developmental disability support.” Seymour stated that they bring social worker support. As of now, any student referred to PESA has access to tutoring, mentoring and play group programs. Seymour sees a huge need and is concerned with what is happening to the youth. He is a criminal defense attorney and believes that through education, we can stop deviant behavior. Seymour disclosed that the DA’s program referred to them a youth in this NC district who was selling drugs to a number of schools, even though he was from a very high-income family.

Philip opined that this NC doesn’t have a problem with its youth and that Roscomare Elementary is K-5. Seymour responded that PESA’s learning materials are designed for K-5. Seymour also suggested that PESA will endeavor to deliver the program to University High, where some residents of this NC may be navigating to. PESA previously didn’t come to this NC because they didn’t think they had a program that would fit the needs of this NC. However, now they have the COVID-19 Hero project, which they believe will benefit the NC. Children’s learning have been disrupted. The COVID-19 Hero project is a support system addressing the disruption, racism and social distancing orders.

Cathy Wayne asked, who is the personnel paid for delivering the project? Seymour responded that the project will be delivered primarily by presenters. Cathy thinks the presenters should not be paid with NPG funds, but instead by donations. Seymour responded that while they would like to use donations, PESA has limited funds to pay for all parts of the program. The presenters are college students who have been in their teen court program and are now in their alumna association. Paying the presenters is one way to give back to them for their services. Some are now college students at UCLA. Furthermore, donations have been dramatically reduced.

Heather Roy relayed that she does not understand how many children are getting help through the project. Seymour responded that one diverted youth will be serviced by going through the Museum of Tolerance program. Furthermore, a small number of businesses will be given information and materials. This will allow information to spread and PESA to start outreach. PESA will approach residents in the NC who attend University High. PESA will also reach out to Emerson Middle School. PESA will need to supplement this project with other funding sources. The Court told PESA to do this project citywide, and in areas that show local support. PESA is receiving marching orders from the Court to do these projects. Councilmember Paul Koretz supports PESA’s projects.

Cathy Wayne opined that University High is not in the NC’s district, that only Roscomare is in the district. Philip Enderwood opined that the NC needs to localize its efforts. This means to focus only on schools within the district which he believes are Roscomare, Bellagio Charter, and Wonderland Elementary.

**Public Comments:** Nickie Miner: “Nobody anticipated that we’d be in this situation. If this helps schools, it’s a good idea to give it over to the schools rather than roll over to next year.” Nickie supports approval of PESA’s NPG application.

**Motion:** Jacqueline **moved** to approve PESA’s NPG application. The motion did not get a second from any committee member and was halted. The committee requested to come back to the motion after considering and discussing the other NPG applications on the agenda. Jacqueline agreed.

Nickie Miner stated that she would like to see options for the NPG money. She stated that the requested amount of funding by PESA would be just a drop in the bucket. She said she sees the need for PESA, and if we had a lot of money, she'd say go for it.

**The committee moved along to discussing items #8 and #9 on the agenda. After discussing items #8 and #9, the committee came back to discussing item #7 again, the NPG application from PESA.**

Robin Greenberg commended Seymour for everything he is doing and believes it is for a worthwhile cause. However, she said she hasn't seen him before and hasn't seen him come to any of the RVA or BAHA board meetings. Robin asked Seymour whether Councilmember Paul Koretz's office has funded this program in previous years, and why PESA doesn't approach Paul Koretz for funding instead of the NC. Seymour responded that the Councilmember's office did not have the funds to support PESA this year.

Seymour continued to address the question of how many students the PESA COVID-19 Hero project will reach. He said they will approach each school and ask to put on presentations. In the past, each presentation was for 30 students but now they will be 15 students per class. Therefore, at least 1500 to 2000 students will be reached. The presentations are on top of what PESA will be doing in the meantime with Councilmember Paul Koretz's office.

Heather Roy and Cathy Wayne expressed concern that PESA's project might exclude CD4. Seymour stated that CD4 and CD5 will be covered and pointed out that Councilmember Ryu had already been given a presentation. At this point, PESA has CD5 on board.

Jacqueline and Heather asked Seymour what is the minimum amount of funding required to make this project even doable. Seymour responded that he would prefer \$1,500 rather than \$1,000. He has written many checks for the organization. He puts in his own money to support PESA.

Jacqueline suggested that the committee vote on an amount that reflects the bare minimum of \$1,500 and revisit any additional amounts next fiscal year. Even if the committee approves funding of \$1,500 for this NPG today, there may still be \$2,250 remaining to roll over to the next fiscal year. In addition, there is also a cushion of \$4,000 for operating expenses and Outreach. Heather Roy suggested that the committee proceed with voting on the lower amount, and if it goes before the whole body, they can change the amount at that time. The Board will be able to increase or lower the final funding amount for this NPG at the board meeting.

Jacqueline **moved** to approve NPG for \$1,500; Heather **seconded**. **2 Yes:** Heather & Jacqueline **4 No:** Cathy, Robin, Phil & Rob. The motion **FAILS** and does not pass in committee. The NPG application will go to the general board, with notice that the B&F committee did not approve the funding for \$2500 or \$1500.

8. **Review, Discussion & Possible Motion:** NPG application from a 501(c)(3), Citizens for Los Angeles Wildlife, (CLAW) submitted by Tony Tucci, Co-Director, to purchase two (2) Bushnell 30 MP Core Trail Cameras with SD Card and two (2) security boxes for purpose of documenting open space/wildlife in their habitat in Los Angeles, replacing two cameras in the Bel Air-Beverly Crest region. Requested of NC: \$532.54 (**Attachment D**) **Moved** by Philip; Cathy **seconded**. **6 Yes:** Cathy, Heather, Robin, Philip, Rob, Jacqueline **Passed**. Will present to the Board for approval.

9. **Review, Discussion & Possible Motion:** **DEFERRED TO GENERAL BOARD**

NPG application from a 501(c)(3), Laurel Canyon Land Trust, **Pending** City Attorney/City Clerk opinion on potential conflicts. Neighborhood Council approval, for submission for brush clearance of acquired open space parcels; contractor from LAFD 2020 Brush Contractor's List. Requested of NC: Personnel Related: \$0; Non-Personnel Related: \$2,000.00 (Total Projected Cost: \$2,000.00) (Attachment E) NPG application had not yet been submitted to the committee for review or voting, pending clearance by City Attorney regarding potential conflicts of interest. Once cleared, the NPG application will go directly to the Board for consideration and voting. Two Board Members, Jamie Hall and Heather Roy are required to recuse themselves from voting and discussions regarding this NPG application.

**IMPORTANT FISCAL DATES**

- i. **May 20, 2020 - Final date to submit event requests scheduled through July 15, 2020**
- ii. **June 15, 2020 - Final date to submit a check payment request, including NPG applications**
- iii. **June 20, 2020 - Final date to make purchases with the NC bank card**

10. **Adjournment** moved, seconded and meeting adjourned at 1:12pm.

11. **Next Meeting Date: TBD**

**BABCNC Web site: [www.babcnc.org](http://www.babcnc.org)  
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