



Jose Orozco Pelico    Jason Gallegos    Veronica Polanco  
Treasurer                      Board Member                      Board Member



## Boyle Heights Neighborhood Council Budget and Finance Committee Meeting

### APPROVED MINUTES

Robert L. Stevenson Library 803 Spence St, Los Angeles, CA 90023

**June 19th, 2018 at 6:15 PM**

1. **Welcome, Roll Call - 6:17 PM; All present** [1 min]
  - a. Notice to interested parties for a seat on the Budget and Finance Committee
    - i. Positions available
  
2. **General Public Comment - None** [5 min]

Comments from the public on non-agenda items within the Committee's subject matter jurisdiction. This agenda item will last a total of 5 minutes and no individual speaker will be allowed more than one minutes.
  
3. **Review of Budget** [20 min]
  - a. Discussion and review of current budget for Fiscal Year 2017-2018
  - b. Discussion and possible action to create the budget for Fiscal Year 2018-2019
    - i. Complete 2018-19 Fiscal Year Administrative Packet delivered by Office of the City Clerk - **Motion by Jose; Recommend to the BHNC Board to approve the 2018-19 Fiscal Year Administrative Packet as completed by the Budget and Finance Committee and items included; Second by Veronica; 3 yes**
      1. Treasurer - Jose Orozco Pelico
      2. Second Signer - Recommend Marisol Marquez
      3. Card Holder - Recommend Veronica Polanco
      4. Alternate Signer - Recommend Daisy Chavez
  
4. **Budget and Finance Business** [15 min]
  - a. Discussion and possible action to approve the minutes of the Budget and Finance Committee Meeting of [May 15th, 2018](#) - **Motion by Jose; Second by Veronica; 2 yes; 1 abstain [Jason]**
  - b. Discussion and possible action to recommend to the BHNC Board to approve the Monthly Expenditure Report (MER):
    - i. [May 2018](#) - **Motion by Jose; Recommend to the BHNC Board to approve the May 2018 MER; Second by Jason; 3 yes**
  - c. Discussion and action to complete inventory of BHNC's assets - **Motion by Jason; Second by Veronica; Recommend to the Executive Committee to add following item to the board agenda: Discussion and motion to verify, approve, and certify the Boyle Heights Neighborhood Council's Inventory list is correct and complete, containing all items in the possession of BHNC; as reported to the Department of Neighborhood Empowerment during Fiscal Year 2017-2018.; 3 yes**
  - d. Discussion and action to select a storage unit for BHNC's assets - **item covered on item 3B 2018-19 Fiscal Year Administrative Packet**
  - e. Outstanding Items:
    - i. Credit card receipt(s) for the BHNC funding card - **None**
  - f. Discussion and possible action to recommend to the BHNC Board to approve payment to Continental Interpreting for the following invoices:
    - i. I-13835 dated 05/09/2018 in the amount of \$356.25
      1. Description: Service for BHNC Bylaws Meeting on 03/23/2018 6:30 PM - 8:30 PM - **Motion by Jose to table; Second by Veronica; Item is being tabled due to depleted funds and additional information is required to clear discrepancy relating to cost for events; 3 yes**



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- 5. Reports and Updates** **[10 min]**
- a. Neighborhood Council Budget Advocates
    - i. [White Paper Recommendations; Issue 1; Volume No. 8; March 2018](#)
  - b. Discussion and possible action for CIS on Council File: [18-0467](#)
    - i. Description: Councilmember Ryu has asked for reports back on these issues from the Department of Neighborhood Empowerment and the Office of the City Clerk - **Motion by Jason; Second by Veronica; Budget and Finance Committee to provide Community Impact Statement feedback on Council File 18-0467 with instructions to the BHNC board that they recommend each committee review the Council File 18-0467 and submit their own feedback at the July BHNC General Board meeting for review, discussion, and possible action to submit a Community Impact Statement before the deadline of August 23rd**
  - c. Budget Advocates
    - i. [Budget Day](#); June 23rd, [LA City Hall](#)
      - 1. [Registration Link](#)
  - d. EmpowerLA Fiscal Year 2017-2018 [Survey](#)
    - i. Deadline is until Friday, July 13th, 2018
- 6. Discussion and Review of Neighborhood Purpose Grants:** **[1 min]**
- a. None Received
- 7. Guidelines** **[20 min]**
- a. Review of Neighborhood Council Funding [Program Policies and Guidelines](#): 1st Ed; Dated 2/1/18
    - i. Description: Office of The City Clerk has updated the Neighborhood Council Funding Program
  - b. Discussion and possible action to create guidelines for Neighborhood Purpose Grants (NPG) Community Improvement Projects (CIPS) for the Boyle Heights Neighborhood Council - **Motion by Jose; Second by Veronica; Recommend to the BHNC Board to adapt guidelines pertaining to NPG applications; 3 yes**
    - i. **Capping NPGs to \$500 per application and organization; with exception**
    - ii. **Focus on boundaries within Boyle Heights**
    - iii. **Take into consideration NPG applicants' involvement with the BHNC**
    - iv. **Prioritize public institutions and NPGs that benefit the greater Boyle Heights community**
    - v. **Targeting varying demographics Promote mutual visibility and collaboration between NPG applicant and the BHNC**
    - vi. **Submit NPG application at minimum 60 days prior to event date Applicant presentation and/or representation encouraged at the Budget and Finance Committee**
- 8. Adjournment - 7:56 PM Motion by Jose; Second by Veronica – 2 yes; 1 abstain [Jason]**