

BOARD OF THE WEST ADAMS
NEIGHBORHOOD COUNCIL
P.O. BOX 78474
323-451-9262
westadamsnc.org - westadamsnc@gmail.com

Steven Meeks - President
Yolanda Davis-Overstreet - Vice President
Jace Dawson – Treasurer
Kristyn Yancy – At Large
Sean Curley - Parliamentarian
Dorsay Dujon - At Large Representative
Connye Thomas - At Large Representative
Clint Simmons - Homeowner Representative
Vacant - Youth Representative
Vacant - Community Interest Stakeholder
Richard Williams - Business Representative
Vacant - Business Representative
John Ma - At Large Representative
Abel Sun - At Large Representative
Brian Piatek - Homeowner Representative



**West Adams Neighborhood
Council**

West Adams Neighborhood Council
Meets Every Third Monday of the Month @
Vineyard Recreation Center, 2942 Vineyard Ave,
Los Angeles, CA, 90016

DEPARTMENT OF NEIGHBORHOOD
EMPOWERMENT
City Hall
200 N. SPRING ST. 20TH Floor
Los Angeles, CA 90012 TELEPHONE: (213) 978-1551
TOLL FREE: 311
FAX: (213) 978-1751
E-MAIL: empowerla@lacity.org
empowerla.org

Draft Special Board Meeting Minutes
Virtual Meeting
Wednesday, January 13, 6:00 PM

1. Welcome and Call to Order

Steven Meeks	Present	Connye Thomas	Present
Dorsay Dujon	Absent	Sean Curley	Present
Richard Williams	Present	Jace Dawson	Excused
Abel Sun	Present	Kristyn Yancy	Present
John Ma	Present	Clint Simmons	Present
Yolanda Davis-Overstreet	Present	Brian Piatek	Present

1. Call to Order and Roll Call

President Meeks called the meeting to order at 6:05 PM: Quorum met.

2. General Public Comment on Non-Agenda Items: two minutes per person (until 7 PM)

None were made.

3. Discussion and possible action removal of treasurer as card holder and treasurer for the following reasons under

A.B.C.D.

A. Unauthorized use of NC credit card for vehicle rental for personal use as cited below

NC Funding Policy and Guidelines NC Funding Program Policy 2.0 - Expenditures

9. Prohibited Usage of the NC Bank Card

a. Expenditure Types

i. Personal purchases

10. Unacceptable Purchases/Transactions with NC Funds

The following are prohibited:

i. Any purchases made without prior approval of the Board, and any purchases that are not identified in the NC approved budget.

xiii. Personal transportation costs or vehicle parking fees and traffic tickets.

B. For transparency as a public document with West Adams NC name, not providing vehicle rental contract/agreement and receipt to the public and or Board Member(s) as requested.

NC Funding Policy and Guidelines

C. Treasurer never immediately notified anyone on the the Board that the NC credit card was used in a personal vehicle rental.

1. Fiduciary Responsibility

If at any time a funding discrepancy is discovered, the board should be notified immediately so that it may be discussed and corrected.

D. Inability to perform required role as Treasurer in one or more aspect as required below under WANC bylaws.

Bylaws

ARTICLE VI OFFICERS

Treasurer: The Treasurer shall be responsible for overseeing, custody and control of the fiscal record-keeping for the Council funds and assets; establishing and maintaining a system of booking and accounting for the Council as prescribed by the Department of Neighborhood Empowerment (Department) in accordance with Generally Accepted Accounting Principles (GAAP) and all applicable Local, State or Federal laws; being a required signatory on all funding matters; establishing communication with the City accounting services, vendors and recipients of community

improvements or event funding; preparing and submission of all demand warrants to the city along with required documentation; purchasing and control of all credit card issued by the City; reconciling of all expenditures against the approved annual budget and city fiscal records; and complying with City auditing requirements

The Treasurer shall make a report to the Governing Body on the finances at every regular meeting. He/she shall perform such other duties as may be prescribed by the Board, the Financial Accountability Guidelines of the bylaws.

ARTICLE IX FINANCIAL ACCOUNTABILITY

A. The Treasurer, however, shall be ultimately responsible for the maintenance of the system of bookkeeping and accounting and for the protection of all Council assets.

President Meeks introduced the item. He stated that the Treasurer had used the Board card for personal use and that the receipts were not provided to another Board member.

Mr. Piatek asked if there was direct communication between Mr. Dawson and the City about the purchase. President Meeks stated that he did not know.

Mr. Williams stated that the problems occurred due to the President and Ms. Overstreet, the other card holder. President Meeks and Ms. Overstreet disputed his claims. President Meeks asked if Mr. Williams needed to recuse himself.

Ms. Curley stated her concerns with action on this not being until January when the problems occurred in

June and July and with the Treasurer's actions.

Ms. Overstreet stated her concerns with the Treasurer's actions.

Mr. Simmons moved to remove the Treasurer as card holder and Treasurer based on items A, B, C, and D. Ms. Yancy seconded. 10/0/0. Passed.

4. Discussion and possible action on approval of May, June, July, August, September, October, November, December and any other outstanding MER's

President Meeks introduced the items. Mr. Piatek discussed the MER's with slides.

Mr. Williams asked about \$3,800 in funds he did not see. President Meeks stated he did not know what happened to them.

Mr. Williams moved to approve the May 2020 MER. Mr. Simmons seconded. Mr. Williams voted no. 9/1/0. Passed.

Ms. Overstreet and Mr. Piatek suggested improvements with the financial reporting process.

Mr. Williams stated his concerns with \$7,000 in funds that had been returned to the City.

Mr. Simmons moved to approve the June 2020 MER. Ms. Overstreet seconded. Mr. Williams voted no. 9/1/0. Passed.

Ms. Overstreet moved to approve the July 2020 MER. Ms. Yancy seconded. 10/0/0. Passed.

Mr. Piatek asked how many months' payments were owed to Lloyd's Staffing. President Meeks stated that it was several months.

Ms. Overstreet asked what the monthly amount was for Lloyd's Staffing. President Meeks stated there was no regular monthly amount.

Thomas Soong gave an update on the NC funding situation. Karen Hernandez gave an update on bylaws changes.

5. Discussion and possible action on approval to migrate the westadamsnc.org domain registration and website hosting from The Mailroom accounts to new accounts not to exceed \$250

President Meeks introduced the item. Ms. Overstreet stated much of the work on the site had not been saved and that the company Go Daddy would be used. Mr. Piatek stated that down time could take up to a day but usually does not take more than an hour.

Ms. Thomas asked if the \$250 was a one-time fee or for continual maintenance. Ms. Overstreet stated that

it was a one-time fee for set-up.

Mr. Piatek moved to approve the item. Mr. Williams seconded. 10/0/0. Passed.

6. Adjourn - 7:18 PM

Past Regular Meeting Attendance

	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Steven Meeks	Present	Present	Present	Present	Present	Present	Present	Present
Dorsay Dujon	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present
Richard Williams	Present	Absent	Present	Present	Absent	Present	Present	Present
Abel Sun	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present
Eva Aubry	Absent	Absent	Present	Absent	Absent	Absent	Absent	Absent
Yolanda Davis-Overstreet	Present	Present	Present	Present	Present	Present	Present	Present
John Ma	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present
Connye Thomas	Present	Present	Present	Present	Absent	Present	Absent	Present
Sean Curley	Present	Present	Present	Present	Present	Present	Present	Present
Jace Dawson	Present	Absent	Present	Present	Present	Present	Absent	Present
Kristyn Yancy	Present	Present	Present	Present	Present	Excused	Present	Absent
Clint Simmons	Present	Present	Present	Present	Present	Present	Present	Present
Brian Piatek	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Present

VIRTUAL MEETING TELECONFERENCING NUMBER FOR PUBLIC PARTICIPATION

In conformity with the Governor’s Executive Order N-29-20 (MARCH 17, 2020) and due to concerns over COVID-19, the West Adams Neighborhood Council meeting will be conducted entirely telephonically.

Every person wishing to address the Neighborhood Council must dial 1-669-900-6833 and enter 95936612418 and then press # to join the meeting. Instructions on how to sign up for public comment will be given to listeners at the start of the meeting.

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, assistive listening devices and 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 you wish to attend by contacting Department of Neighborhood Empowerment by email, NCSupport@LACity.org or by telephone 213-978-1551.

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 Vineyard Recreation Center at our website: westadamsnc.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 WANC by email

SMeeks.wanc@gmail.com or by telephone, 323-451-9262..

PUBLIC INPUT AT NEIGHBORHOOD COUNCIL MEETINGS – The public is requested to dial *9, when prompted by the presiding officer, to address the Board on any agenda item before the Board takes an action on an item. 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, unless adjusted by the presiding officer of the Board.

PUBLIC POSTING OF AGENDAS – WANC agendas are posted for public review as follows:

- Vineyard Recreation Center, 2942 Vineyard Ave, Los Angeles, 90016
- www.WestAdamsNC.org
- You can also receive our agendas via email by subscribing to L.A. City’s Early Notification System at <https://www.lacity.org/subscriptions>

RECONSIDERATION AND GRIEVANCE PROCESS - For information on the WANCs process for board action reconsideration, stakeholder grievance policy, or any other procedural matters related to this Council, please consult the WANC Bylaws.

SERVICIOS DE TRADUCCIÓN - Si requiere servicios de traducción, favor de avisar al Concejo Vecinal 3 días de trabajo (72 horas) antes del evento. Por favor contacte al Department of Neighborhood Empowerment 213-978-1551, o por correo electrónico NCSupport@LACity.org para avisar al Concejo Vecinal.

Notice to Paid Representatives - If you are compensated to monitor, attend, or speak at this meeting, City law may require you to register as a lobbyist and report your activity. See Los Angeles Municipal Code §§ 48.01 et seq. More information is available at ethics.lacity.org/lobbying. For assistance, please contact the Ethics Commission at (213) 978-1960 or ethics.commission@lacity.org

