

CITY OF LOS ANGELES

CALIFORNIA



**Palms Neighborhood Council
Representative Assembly**

Nick Greif, President
Andres Cuervo, Vice-President
V. Claire Jadulang, Secretary
Melissa Wyatt, Treasurer
Alison Regan, Community Org. Rep.
Pam Fellin, Residential Rep. B
James Dusenberry, Residential Rep. C
Paul Seo, Residential Rep. D
Elena Albright, Residential Rep. E
Maria Muñoz, Business Rep. 2
Zale Richard Rubins, Business Rep. 3

10008 National Blvd. #210
Los Angeles, CA 90034

Phone: (424) 256-5762
www.palmsnc.la
[facebook.com/PalmsLA](https://www.facebook.com/PalmsLA)
[@palmsnc](https://twitter.com/palmsnc)

PALMS NEIGHBORHOOD COUNCIL

Representative Assembly Special Meeting Agenda

Tuesday, November 15, 2016 – 7:00 p.m.

Fire Station 43, 3690 Motor Ave, Los Angeles, CA 90034

The Neighborhood Council system enables meaningful civic participation for all Angelenos and serves as a voice for improving government responsiveness to local communities and their needs. We are an advisory body to the City of Los Angeles, comprised of stakeholder volunteers who are devoted to the mission of improving our communities.

I. CALL TO ORDER & ROLL CALL

- a. Call to Order (Greif)
- b. Roll Call (Jadulang)

II. AGENDA (2 minutes)

- a. **FUNDING MOTION:** Authorize the Palms Neighborhood Council to amend the contract with Partners in Diversity to add an additional personal services contract with Kenneth Greene for assistance with neighborhood projects and programs, such as flyer design, outreach, information gathering, copywriting, etc at a contract bill rate of \$23.76/hr.
- b. **FUNDING MOTION:** Authorize Kenneth Greene to work on the following projects:
 - i. Inventory all 2-way stop signs on residential streets in Palms
 - ii. Put together online order for plastic name badges for councilmembers
 - iii. Design committee schedule quarter sheet flyer for meetings
 - iv. Design tri-fold brochure on what the neighborhood council is and why/how people should get involved
 - v. Inventory all the businesses, neighborhood associations, and non-profits in Palms and identify contact information (in particular email addresses) for all of them.
 - vi. Design template for certificates of appreciation the Palms NC can use to recognize local organizations or leaders for contributions to the neighborhood.
- c. **FUNDING MOTION:** Amend the budget to move \$2,000 from budget code 600 Unallocated to budget Code 300 (Re)Visioning Overland Avenue Implementation and rename (Re)Visioning Overland Avenue Implementation to Great Streets Challenge / (Re)Visioning Overland Avenue.
 - i. *Rationale: \$12,000 total allocation available for the Great Streets Challenge as matching funds provides the PNC's application with the maximum 4 point bump available for matching funds in the application scoring rubric.*

III. Adjournment (End time is approximately 7:30 p.m. or shortly thereafter)

Time allocations for agenda items are approximate and may be shortened or lengthened at the discretion of the President. Public comment will be taken for each motion as well as for any item in the consent agenda prior to Board action. The public is requested to fill out a "Speaker Card" to address the Assembly on any item of the agenda prior to the Assembly taking 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 is within the Assembly's subject matter jurisdiction will be heard during the Public Comment period. Public comment is limited to 1 to 2 minutes per speaker, at the discretion of or unless waived by the Assembly. In the interest of addressing

all items on the agenda, time limits for individual comments and discussion may be set at the discretion of the President. All items on the consent agenda will be determined by a single Committee vote and without Committee discussion. Committee members may request that any item be removed from the consent agenda and considered individually at any time prior to that vote.

Per Board of Neighborhood Commissioners Policy #2014-01, agendas are posted for public review at: 1) Woodbine Park Kiosk, 3409 S. Vinton Ave.; 2) Palms Neighborhood Council website, www.palmsnc.la.

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 Woodbine Park Kiosk, 3409 S. Vinton Ave, at our website: www.palmsnc.la 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 the Secretary at secretary@palmsnc.la

Palms NC Board and Committee members abide by a code of civility (<http://empowerla.org/code-of-conduct/>). Any person who interferes with the conduct of a Neighborhood Council meeting by willfully interrupting and/or disrupting the meeting is subject to removal. A peace officer may be requested to assist with the removal should any person fail to comply with an order of removal by the Neighborhood Council. Any person who resists removal by a peace officer is subject to arrest and prosecution pursuant to California Penal Code Section 403.

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, 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 you wish to attend by contacting the Secretary at secretary@palmsnc.la

SI REQUIERE SERVICIOS DE TRADUCCION, FAVOR DE NOTIFICAR A LA OFICINA 3 DIAS DE TRABAJO (72 HORAS) ANTES DEL EVENTO. SI NECESITA ASISTENCIA CON ESTA NOTIFICACION, POR FAVOR LLAME A NUESTRA OFICINA AL secretary@palmsnc.la

KENNETH GREENE, JR.
Partners In Diversity, Inc
626-793-0020

RELATED EXPERIENCE

Administrative Assistant, Business Matchmaking Los Angeles, CA Nov. 2015 – Oct. 2016

- Work directly with CEO assisting with administrative duties and technical support
- Manage social media post and create content for company account via Facebook
- Design and generate graphics for campaigns and documentation for client companies
- Act as event manager at *Business Matchmaking* and *Veteran Matchmaking* events around the country
- Produce weekly radio show *Diversity - American Style* with Chuck Ashman via *LA Talk Radio*
- Shoot and edit photographs at company events for promotional use

Sales Associate (Athlete), Nike Commerce, CA Oct. 2015 – Dec. 2015

- Assist customers with inquiries regarding Nike goods and services
- Locate items and merchandise for customers throughout the Nike retail store
- Recommend suitable products for consumers with product knowledge and Nike resources
- Organize, clean and assemble in-store displays and merchandise for promotional use
- Perform cashier duties as needed and assist with alternative checkout methods

Videographer / Social Media Strategist, Entertainment Scoop Los Angeles, CA Jan. 2015 – April 2015

- Shoot interviews with notable talent while working with an assigned event host.
- Record B-Roll footage of notable celebrities at events such as red carpets.
- Edit footage via Final Cut and upload to Youtube or noted social media platform.
- Create post for social media platforms.

Site Manager, Drexel University, National Junior Tennis League Philadelphia, PA June 2014 – Oct. 2014

- Instruct novice, intermediate and advanced youth tennis clinics.
- Supervise junior instructors on strategic coaching styles and interactions with players.
- Manage tennis camps finances and paperwork for all players at site.
- Control and record daily equipment inventory of rackets, nets and ball hoppers.
- Introduce players to the educational aspects of the program (Life Skills initiative, Ashe Essay contest)

Production Intern, The Daily Show with Jon Stewart New York, NY June 2013 – Aug. 2013

- Transcribe and log field pieces and various media clips for producers and tape library.
- Assist Audience Dept. with ticket distribution, seating, and security for daily taping of show.
- Serve as Production Assistant on several local field shoots.
- Attend writers meetings, joke meetings, and executive staff meetings.
- Assist control room staff during taping of show.

Photographer, Nzuri Almasi Luxury Clothing Washington, D.C Jan. 2013 – June 2013

- Plan and direct themed collection photo shoots for merchandise at designated locations.
- Create promotional graphics for social media platforms and events.
- Shoot and edit photography for merchandise look book.
- Record promotional and behind the scenes footage for video promotion.
- Design and manage website and media including online store.

EDUCATION

HAMPTON UNIVERSITY

Bachelor of Arts

Major: Psychology

Hampton, VA

August 2014

Activities: NCAA Division I Tennis Team, 2009 – 2013; Kappa Alpha Psi Fraternity - Beta Chi Chapter

Skills: Proficient with Macintosh and Windows operating systems and the following software:

MS Word, MS PowerPoint, WordPress, Final Cut Pro, InDesign, Adobe Illustrator, Photoshop, Light Room, Avid, Nesbit, and iMovie