



CITY OF LOS ANGELES

Mission Hills Neighborhood Council

NOTICE OF PUBLIC MEETING

EVENT: MHNC BOARD OF GOVERNORS MEETING
LOCATION: 11121 Sepulveda Blvd., Mission Hills, CA 91345
Mission Community Police Station (Falco Conference Room)
DATE: Thursday, August 5, 2010 **TIME:** 6:30pm – 7:30pm

Agenda

Board Members: David Guzman, President; Fred Ginsburg, Vice President and Treasurer; Joyce Sipes, Senior Citizen Chair; Randy Kuluva, Zoning & Land-Use; Yolanda Anguiano, Beautification Chair; Patricia Aidem, Business Representative; Young Lee, Outreach Committee; John Samuelson, Finance Chair; Jerrilyn Paley, Zoning & Land-Use Chair; Julia Neiman, Outreach Chair; Tuesday Sipes, Youth Rep.; Joseph Chicas, Public Safety Committee Chair.

6:30 P.M. - Call to Order

Opening Ceremonies - Pledge of Allegiance to the Flag.

Roll Call

Minutes – Approval of Minutes

(If anyone interested) Chair to appoint stakeholder(s) and be sworn into vacant Board Member seat(s).

*There is a Board of Governors Vacancy under the At-Large Category.

1. Appointment of Roger Lovil to become a voting member of the Zoning and Land-Use Committee.
2. Appointment of Pat Aidem (current B.O.G. Board Member) to the officer position of Secretary.

Reports of Officers – Chair, Vice Chair

*Special Report at length this month from our Treasurer, Fred Ginsburg.

Committee reports, announcements of next meeting date, and recommendations to Board of Governors.

1. Zoning and Land Use / 2. Public Safety / 3. Outreach / 4. Beautification
- / 5. Budget and Finance

Senior Lead Officer Report, Mike Braun: For the community of Mission Hills with Basic Car-19A61 & Basic Car 19A23
Report from Many Figueras, Councilman Alarcon's Representative

New Business:

***Items 1-5, is one single motion and will be considered for a vote as a whole.**

The following motions are submitted by Fred Ginsburg, newly elected Treasurer of the Mission Hills Neighborhood Council, in order to officially comply with procedural criteria required by the Dept of Neighborhood Empowerment. These operating policies are being presented as a Motion, rather than by Executive decree or implied policy, in order that they be officially entered into the Minutes, and to firmly establish that these policies have been recently reviewed and acknowledged by means of a formal vote of the Board of Governors.

Be it moved that the following five policies regarding Neighborhood Council funding requirements be adopted and implemented by the Board of Governors of the Mission Hills Neighborhood Council, in order to comply with procedural criteria required by the

Dept of Neighborhood Empowerment:

- 1) Every meeting agenda shall include a Treasurers report, that shall include an itemization of all recent transactions since the previous report; along with current balance. Copies of this report will be printed and distributed to all Board Members present. One copy of this report is to be reviewed and signed by all Board Members present, indicating that they have been informed of said transactions; and thus noting their approval that the expenditures are in keeping with the approved budget and/or specifically passed special allocations. Any items subject to deeper examination by the Board may also be noted. The signed copy of the report is to be filed and maintained by the Treasurer, and available as may be required for future inspection.**

- 2) Copies of Meeting Notices, Meeting Agenda, and sign-in sheets for Board Members as well as Visitors must be filed with the Treasurer whenever there are any expenditures for refreshments, printing, etc. In addition, itemized receipts for said items must also be maintained by the Treasurer.**

- 3) One copy of the typed copies of the Minutes of each Board Meeting, along with future Minutes as Read & Approved at the meeting to follow, are to be filed and maintained by the Treasurer so that there is a record of any approved financial business or allocations, as may have been approved during a meeting. In the event that a special expenditure is approved by the Board, and requires funding prior to the following meeting's reading & approval of Minutes, then a form "Copy of Board Resolution" (see *section 9, pg 13*) shall be prepared ASAP in order to re-iterate that the expenditure was officially approved. This form to be signed by the Treasurer and at least one Board Member present at the meeting, preferably President, Recording Secretary, or appropriate Committee Chair. This form to be maintained by the Treasurer.**

- 4) When a motion to allocate funding for an expenditure is submitted by a Board Member, it becomes the responsibility of that Board Member to obtain and provide all required documentation (receipts, invoices, copies of business license, etc.) to the Treasurer. No funding shall be issued, neither by demand warrant, credit card, nor petty cash without appropriate documentation.**

- 5) In the event that petty cash must be advanced to a Board Member prior to a minor purchase, then said Board Members shall sign a receipt for the petty cash, and shall be held personally liable for that amount until proper documentation/receipt is turned in to the Treasurer (along with return of any unused petty cash).**

- 6) Allocation of \$500.00 dollars to the Cert-Training that we are sponsoring with the Historical Society at Andres Pico Adobe facility in Mission Hills. These funds will be used for refreshments, snacks and a graduation ceremony for the participants at the completion of the program.**

- 7) Approval of the proposed 2010-2011 Mission Hills Neighborhood Council fiscal year budget (the budget specifics are posted online for stakeholder review).**

Old Business:

Public Comments: Comments on topics on the agenda.

Public Comments: Comments on topics not on the agenda.

Announcements:

Adjournment

All Meeting Minutes and Bylaws will be available for review at all meetings.

Members of the public are requested to fill out a "Speaker Card" to address the Board on any item on the agenda at the time it is being discussed, or matters not on the agenda, within the Boards purview, during the Public Comment period, when recognized by the presiding Board member. The Mission Hills Neighborhood Council meeting agendas are posted at the following locations:

- San Jose Elementary School: 14928 Clymer Street
- Laborer's Local 300: 14800 Devonshire Street
- Pinnacle Estate Properties: 10328 Sepulveda Boulevard
- MailFax & USA: 11100-8 Sepulveda Boulevard
- Arco Gas Station: 11244 Laurel Canyon Boulevard

Translators, sign language interpreters, assistive listening devices, or other auxiliary aids and/or services for the hard-of-hearing are available upon request at least three (3) business days (72 hours) prior to the scheduled meeting you wish to attend by contacting the Neighborhood Council Project Coordinator, Amelia Herrera-Robles, at (818) 374-9895 or e-mail to amelia.herrera-robles@lacity.org. Grievance Process explained in MHNC Bylaws available at all MHNC meetings.

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 Neighborhood Council Project Coordinator, Amelia D. Herrera-Robles at (818) 374-9895 or e-mail to ameila.herrera-robles@lacity.org.

All agenda items are subject to discussion and possible board action.