

**MISSION HILLS  
NEIGHBORHOOD COUNCIL  
EXECUTIVE OFFICERS**  
PRESIDENT: Ricky Angel  
VICE-PRESIDENT: Pamela Cardillo  
SECRETARY: vacant  
TREASURER: Maribel Carrillo



**MISSION HILLS  
NEIGHBORHOOD COUNCIL**  
PO Box 7604  
Mission Hills, CA 91346  
Telephone: 818-902-2361  
E-mail: Board@MHNCOnline.org  
Website: www.MHNCOnline.org



Minutes of the  
**MISSION HILLS NEIGHBORHOOD COUNCIL (MHNC)  
GENERAL BOARD MEETING Monday, February 6, 2017**  
LAPD Mission Area Police Station, Timothy M. Falco Community Room  
11121 Sepulveda Boulevard, Mission Hills, CA 91345

MHNC (and all other) Meeting Minutes are a summary; Minutes were not, are not and are never meant to be an exact, verbatim, word-for-word transcript or comprehensive record of what was said at a Meeting. Exceptions: Motions/Resolutions (as stated at the Meeting, which take precedence over versions written on the Agenda, if different); quotes (words that have quotation marks (“”) at the beginning and ending of a word or words); and other wording from the Agenda such as the first paragraph(s) of some Items. Items are listed in and match the same order as on the Agenda.

**I. WELCOMING REMARKS:**

- a. Call to order & Flag salute  
Kathleen Quinn, Project Coordinator, L.A. Dept. of Neighborhood Empowerment (DONE) (SFV 818-374.9893; Kathleen.Quinn@LACity.org; www.EmpowerLA.org), introduced herself and called the Meeting to order at 7:00 p.m. The Pledge of Allegiance was said.

**II. SEATING OF THE NEW NEIGHBORHOOD COUNCIL BOARD MEMBERS**

- a. Roll Call  
Roll Call was taken by the Ms. Quinn. She recognized continuing Board Members Ricky Angel, Jose Arevalo and Maribel Carrillo. Eleven of the 14 Board Members were present at the Roll Call: Dean Anderson, Ricky Angel (President), Jose Arevalo, Pamela Cardillo (Vice-President), Maribel Carrillo (Treasurer), Jose Castillo, Savannah Pinedo, Melissa Serrano, Amir Shiraz, Mercy Silva and Marsha Soash. Elizabeth Zamudio arrived later. Michell Cook and Jeff Pierret were absent. The MHNC quorum (the minimum number of Board Members needing to be present to take binding votes on Agendized Items) is seven (see <https://lacity.quickbase.com/db/bj3apxsp3?a=q&qid=32&qskip=0&qrppg=1000&dlt=su46~>), so the Board could take such votes. All 14 Board Seats were filled (by election or appointment). No Board Seats

were vacant. Also attended: 41 Stakeholders and Guests.

- b. Neighborhood Council Board Member Oath  
Ms. Quinn led the new Board in reading aloud the Oath of Office.

### **III. ELECTION OF BOARD OFFICERS AND REPRESENTATIVES**

- a. Election of Board Officer as stipulated under the Bylaws, Article VI
  - i. President  
Ms. Quinn read aloud the responsibilities in the Bylaws.

*Board Member Elizabeth Zamudio arrived at this time (7:05), making 12 Board Members present (the MHNC quorum is seven).*

Ms. Soash nominated Ricky Angel. Mr. Arevalo nominated Mercy Silva. Ms. Zamudio nominated Jose Castillo. Mr. Angel received nine hand votes, Mr. Castillo three votes and Ms. Silva one vote. Ricky Angel was elected President. Ms. Quinn noted that Maribel Carrillo already was the Treasurer and that Mr. Angel now no longer was the Secretary.

*Board Members Elizabeth Zamudio and Amir Shiraz stepped out before the below Item, making 10 Board Members present (the MHNC quorum is seven).*

- ii. Vice President  
Ms. Quinn read aloud the responsibilities in the Bylaws. Ms. Zamudio nominated Jose Castillo. Mr. Anderson nominated Pamela Cardillo. Mr. Arevalo nominated Mercy Silva. Ms. Cardillo received five hand votes, Mr. Castillo four votes and Ms. Silva three votes. Pamela Cardillo was elected Vice-President.

After the re-running of the Item #III. b. Bank Card Holder and Second Signatory election, Ms. Quinn explained that a majority vote was needed for this election and that it also needed to be re-run. Pamela Cardillo received seven roll call votes in favor (Anderson, Angel, Cardillo, Carillo, Serrano, Silva and Soash); one opposed (Castillo); two abstained (Carillo and Pinedo).

- b. Board designation of Bank Card Holder and Second Signatory  
Ms. Zamudio nominated herself. Ms. Silva nominated herself. Mr. Castillo nominated Pamela Cardillo. Ms. Cardillo received five hand votes, Ms. Serrano five votes. Pamela Cardillo was elected Bank Card Holder and Second Signatory.

*Board Member Elizabeth Zamudio returned to the room before the below Item, making 12 Board Members present (the MHNC quorum is seven).*

*[This Agenda Item was re-addressed after the second Item #IV, really Item #VI.]*  
Ms. Quinn explained that a majority vote was needed for this election and that it needed to be re-run. She read aloud the responsibilities in the Bylaws. Ms.

Serrano described her background as an accountant. Ms. Cardillo withdrew her nomination. Ms. Serrano received seven roll call votes in favor (Anderson, Angel, Arevalo, Cardillo, Serrano, Silva and Soash); two opposed (Carrillo and Castillo).

c. Board designation of NC Liaisons to City Departments

Ms. Quinn explained the role of the Liaisons.

i. Public Works

Mr. Angel appointed Dean Anderson.

ii. Animal Services

Mr. Angel appointed Melissa Serrano.

iii. Transportation

Mr. Angel appointed himself.

iv. Planning

Mr. Angel appointed Dean Anderson.

v. DWP

Mr. Angel appointed Stakeholder Richard Arroyo.

vi. Alliances

Mr. Angel appointed Maribel Carrillo as the VANC (Valley Alliance of Neighborhood Councils; VANC@EmpowerLA.org; <http://empowerla.org/vanc-2>) Liaison and Melissa Serrano as the LANCC (Los Angeles Neighborhood Councils Coalition; LANCC@EmpowerLA.org; [www.LANCC.org](http://www.LANCC.org)) Liaison.

In addition, Mr. Angel appointed Stakeholder Elliott Balsley as the Emergency Preparedness Alliance of Neighborhood Councils Liaison.

vii. City Budget Rep

Mr. Angel appointed Stakeholder Emerlita Medrano.

viii. City Attorney's Office

Mr. Angel appointed Amir Shiraz.

#### **IV. BOARD ORIENTATION**

Ms. Quinn explained Neighborhood Councils' history, role, function and procedures; BONC (the L.A. Board of Neighborhood Commissioners; 213-978-1551; Bylaws; that the MHNC has 14 Board Seats; Committees; the difference between Bylaws and Standing Rules; the Brown Act (the 1953 California State Ralph M. Brown Act, which governs open meetings for local government bodies; Agenda posting and wording requirements; what a quorum is (for the MHNC Board the quorum is seven; for Committees the quorum is four); what a serial meeting and a serial communication is; the requirement to allow public comments; the meeting materials distribution requirement; that the public is allowed to record meetings; the California State Public Records Act (PRA; [http://ag.ca.gov/publications/summary\\_public\\_records\\_act.pdf](http://ag.ca.gov/publications/summary_public_records_act.pdf))

and PRA requests; the Americans with Disabilities Act (ADA); the importance of contacting the City Attorney's Office (Neighborhood Council Advice Division; 213-978-8132) if there is an ethics and/or conflict of interest concern; meeting best practices; keeping Board Members' contact information current with DONE; the importance of outreach, which is "everyone's responsibility"; Community Impact Statements (CIS's; a formal Statement to the City about an Impact); the DONE funding program; and keeping an NC equipment inventory.

**V. DISCUSSION AND POSSIBLE ACTION TO APPROVE NEW WEBSITE MAINTENANCE VENDOR PER CITY CONTRACT**

a. Presentation by Department of Neighborhood Empowerment (Jeff Brill)

Information was distributed about several vendors. Jeff Brill, Senior Management Analyst (213-978-1482; Jeff.Brill@LACity.org), explained the bidding process and that "Neighborhood Councils are not allowed to enter into contracts on their own," no matter what the document is called, such as "agreement" or "lease." At least six website vendors are available; their current contracts expire in a little over one year on June 30, 2018. The MHNC website can be maintained on its own or by a vendor funded from its own budget. Mr. Brill said "we're going to work on getting [the MHNC Stakeholders database] for you." Ms. Quinn stated that "Jeff will try and get access to what is currently on the website." Glenn Bailey, of DONE (818-374-9953; Glenn@EmpowerLA.org), indicated that another contracted website vendor is "The Mailroom" by Christina Smith. Mr. Angel listed the MHNC website options, including DONE's single-page only website; a voluntary and under-maintained website; and a vendor-maintained website. Jose Castillo recommended forming an ad hoc Website Selection Committee.

**MOTION to TABLE** (by Ms. Soash, seconded by Ms. Cardillo): The Mission Hills Neighborhood Council TABLES this Item.

**MOTION to TABLE PASSED** by a voice vote.

b. Presentation by vendors (Cherry Hill Company, The Mailroom, Moore Business Results, Port Town Websites, The Web Corner, Zel Designs)

During the above Agenda Item, Wendy Moore of Moore Business Results (818-368-4399; WMoore@MooreBusinessResults.com; www.MooreBusinessResults.com), a contracted vendor, distributed information and presented. She works "with more than ten" NC's and indicated that she would build a new website but would not host it.

**IV. COMMUNITY/GOVERNMENT REPORTS & ANNOUNCEMENTS:**

(Representatives from government offices, Police Department, and community-based organizations. Reports and Brief presentations only. Any questions, please follow up with presenter on the side so meeting may proceed as scheduled. Thank you.)

[This was the second Agenda Item #IV; it really was Item #VI.]

a. LA City Council District Representative

No representative was present and there was no report.

b. LAPD Senior Leads

Philip Ruiz, LAPD Mission Division Senior Lead Officer (mobile/text 818-634-0519; office 818-838-9843; 31524@LAPD.LACity.org; [http://www.LAPDonline.org/Mission\\_Community\\_Police\\_Station](http://www.LAPDonline.org/Mission_Community_Police_Station)), was present.

c. Other Government Departments/Agencies

Rosemary Jenkins, Field Representative for State 39th District Assemblymember Raul Bocanegra (818-365-2464; [Rosemary.Jenkins@asm.ca.gov](mailto:Rosemary.Jenkins@asm.ca.gov); <https://a39.asmdc.org>), described the Assemblymember's authored legislation.

Jaqueline Serrano, Field Representative for U.S. 29th District of California Congressman Tony Cardenas (ofc. 818-781-7407; cell 818-821-4684; [Jaqueline.Serrano@mail.house.gov](mailto:Jaqueline.Serrano@mail.house.gov); <http://cardenas.house.gov>), encouraged contacting for if federal issues such as Social Security and immigration. The Congressman has supported funding for homeless services.

David Gonzalez, Education Deputy for LAUSD Board Member Monica Ratliff (ofc. 818-252-5445; [David.Gonzalez3@lausd.net](mailto:David.Gonzalez3@lausd.net); <http://Ratliff.LASchoolBoard.org>), reported that Ms. Ratliff is working to increase school library funding.

d. Community Organizations

No representative was present and there was no report.

## **V. PUBLIC COMMENT ON NON-AGENDIZED ITEMS**

[This was the second Agenda Item #V; it really was Item #VII.]

Imelda Padilla, LAUSD School Board Candidate, described her background. Dave Brown, North Hills West Neighborhood Council Board Member, announced the Valley Disaster Preparedness Fair [<http://www.ValleyDisasterFair.com>], a free admission, food and emergency supplies event on Saturday, October 7th at Fire Station 87 [10124 Balboa Blvd., just south of Devonshire St. in Granada Hills]. Mr. Bailey encouraged considering appointing a Film Liaison and a Purposeful Aging Liaison to the City. He encouraged signing up to the Early Notification System (City of L.A. ENS) (<http://lacity.org/city-government/subscribe-meeting-agendas-and-more/council-council-committees-ad-hoc-committees>) (see the "Neighborhood Council Subscriptions" and "Neighborhood Council Websites" links) to get NC Agendas. He encouraged feedback about proposed NC election procedure changes. Mr. Arroyo encouraged the Board to help people use the "MyLA311" phone application to report City services and for the Board to outreach to Stakeholders who do not have email.

[There was no Agenda Item named "Adjournment."] The Meeting was **ADJOURNED** at 10:09 p.m.

*The first paragraph of some Items, Motions/Resolutions and other wording may have been copied from the Agenda. Minutes written by DL, possibly edited by MHNC. The MHNC Minutes page is <http://mhnconline.org/agendas-minutes>.*